

# Cayuse SP Quick Reference: Accessing Awards

## Award Status and Documents

1. Access the Award list:
  - Select “My Awards” if you are on the Investigators/Research Team tab in any role.
  - OR
  - Select “Awards in My Unit” if you have Award Data Access for the administering unit.
2. The Award status displays to the far right. Select the Award No. to view details and access documents.

**Proposal Dashboard**

[Start New Proposal](#)

[20 My Proposals](#)

[Proposals In My Unit](#)

[1 Advance Account Inbox](#)

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**Award Dashboard**

[My Awards](#)

[Awards In My Unit](#)

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**Certifications/Approvals**

[12 PI Certification Inbox](#)

[1 Unit Approval Inbox](#)

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Award No.	Project Title	Lead PI	Sponsor	Award Amount	Award Notice Received	Award Begin Date	Award End Date	Admin Unit	Account Numbers	Status	Flags
<a href="#">A21-0730-004</a>	SDPS Class Sample - Do not delete	Charlie Apple	NIH National Institute of Allergy and Infectious Diseases (NIAID)	\$0.00	01/20/2020	01/16/2020	01/23/2020	Med: Intl Med-Allergy (049239)		Pending	
<a href="#">A21-0730-003</a>	SDPS Class Sample - Do not delete	Charlie Apple	NIH National Institute of Allergy and Infectious Diseases (NIAID)	\$-11,400.00	02/19/2020	01/16/2020	01/23/2020	Med: Intl Med-Allergy (049239)		Active	
<a href="#">A21-0730-002</a>	SDPS Class Sample - Do not delete	Charlie Apple	NIH National Institute of Allergy and Infectious Diseases (NIAID)	\$0.00	02/19/2020	01/01/2022	02/28/2022	Med: Intl Med-Allergy (049239)		Pending	
<a href="#">A21-0730-001</a>	SDPS Class Sample - Do not delete	Charlie Apple	NIH National Institute of Allergy and Infectious Diseases (NIAID)	\$770,750.00	01/09/2020	01/01/2021	12/31/2021	Med: Intl Med-Allergy (049239)		Active	

3. Select the Attachments tab to view Award documents.

General | People | Budget | Distributions | Proposals | Flags | **Attachments**

**Add Attachment**

Click Browse to select a file:  No file chosen

Document Type:

Final:

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**Attachment List**

Attachment Filter:

Attachment	File Type	Final	Upload Type	Attachment Type	Access
<a href="#">budget.xlsx</a> Uploaded by: Kassie Obelleiro Uploaded On: 01/09/2020 At: 11:11 AM PST	Budget	<input checked="" type="checkbox"/>	IPF	Proposal	All Parties
<a href="#">RFP.pdf</a> Uploaded by: Kassie Obelleiro Uploaded On: 01/09/2020 At: 11:00 AM PST	RFP or Sponsor Guidelines, etc.	<input type="checkbox"/>	IPF	Proposal	All Parties
<a href="#">Scope.pdf</a> Uploaded by: Kassie Obelleiro Uploaded On: 01/09/2020 At: 11:00 AM PST	Abstract	<input type="checkbox"/>	IPF	Proposal	All Parties

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