Cayuse SP Quick Reference: Accessing Awards

Proposal Dashboard

Start New Proposal

20 My Proposals

Proposals In My Unit

1 Advance Account Inbox

Award Dashboard

My Awards

Awards In My Unit

Certifications/Approvals

12 PI Certification Inbox

1 Unit Approval Inbox

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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.

Award No.	Project Title	Lead PI	Sponsor	Award Amount	Award Notice Received	Award Begin Date	Award End Date	Admin Unit	Account Numbers	Status	Flags
A21-0730-004	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	
A21-0730-003	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	
A21-0730-002	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	
A21-0730-001	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	

Tabs: Awards | Active Projects | Inactive Projects

Below is a list of obligated awards on which you are listed as a member of the Research Team.

View 1 - 4 of 4   Page 1 of 1   Export to CSV

3. Select the **Attachments** tab (indicated with a paperclip icon) to view Award documents.

Tabs: General | People | Budget | Distributions | Proposals | Flags

Add Attachment

Click Browse to select a file: [Choose File] No file chosen
Document Type: Select Document Type ▾
Final: ☐
[>> Next] [Reset]

Attachment List

Attachment Filter: All ▾

Attachment	File Type	Final	Upload Type	Attachment Type	Access
budget.xlsx Uploaded by:Kassie Obelleiro Uploaded On:01/09/2020 At:11:11 AM PST	Budget	☑	IPF	Proposal	All Parties
RFP.pdf Uploaded by:Kassie Obelleiro Uploaded On:01/09/2020 At:11:00 AM PST	RFP or Sponsor Guidelines, etc.	☐	IPF	Proposal	All Parties
Scope.pdf Uploaded by:Kassie Obelleiro Uploaded On:01/09/2020 At:11:00 AM PST	Abstract	☐	IPF	Proposal	All Parties

View 1 - 3 of 3   Page 1 of 1

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