# **Project Funding Inquiry**

### PURPOSE

Use this procedure to identify all awards that fund a particular project number.

## TRIGGER

Perform this procedure when you need to know which awards are funding a project.

#### ASSISTANCE

If you need assistance, please report your issue to the Self Service Help Desk:

• http://it.wvu.edu/support/service -desk/selfservice

#### PROCEDURE

#### From the Home Page

1. Under the *Main Menu*, click on the *WVU Grants View* folder.



2. Click on the *Funding Inquiry* link.

If you receive a message that states "The application's digital signature cannot be verified," click Run.

----MAP: Project Funding Inquiry----

Project Funding Summary	/				_ <b>=</b> ×
Project Number			Proje	ct Name	
Top Task Number			Tas	sk Name	
				(	Find
				(	
Sum	nmary Amounts				
Funding Amount			In	voiced Amount	
· · · · · · · · · · · · · · · · · · ·					
			Re	evenue Amount	
<ul> <li>Summary by Installment</li> </ul>					
Accord	n atallus ant	Taal	Eurodina	Inveined	L Devenue
	nstanment	Task	Funding	Invoiced	Revenue
		-			
		-			
				[	
					Funding History

**3.** Perform one of the following:

If	Go To
You already have the project number enter the <b>Project Number</b> , and	<u>Step 7</u>
You need to look up the project number	<u>Step 4</u>

Project Number	

4. With the cursor blinking in the *Project Number* field, click the *List of Values* button. The search screen for Projects opens.

Projects	×
Enter a partial value to limit the lis	st, % to see all values.
Warning: Entering % to see all va reduce the list may be significant	ilues may take a very long time. Entering criteria that can be used to Jy faster.
Find	
Project Number	Project Name
(1) 2000	Ð
	(Eind QK Qancel

# **5.** Complete the following field:

Field Name	Description
Find	Enter a search parameter to find the project number.
	Example: % - to search for all projects
	Example: 10002% - to search for projects beginning with this sequence
	Example: %2226 – to search for projects ending with this sequence

Projects		×
Find %		
Project Number	Project Name	
10017770	Cerminara Endowment	
10017771	Cilento Research Enhancement	
10017784	D4280C0014	
10017787	Ibrutinib	
10017794	Forensic Footwear	
10017796	Intersection Safety	
10017800	Zebrafish	
10017805	Acid Soil Resistance	
10017807	Fat in Cows	
10017811	Paleon	
10017815	BKM 120	
10017817	MCT and LCFA Pilot Project	<u>.</u>
10017819	Climate Change on Bee and Crop	
<u>[€]</u> 3555		
	Eind OK Cancel	

6. Locate the correct number in the list, and click **OK**.

Project Funding Summary			_ 0	×
Project Number Top Task Number	10017805	Project Name Task Name	Acid Soil Resistance	
			Find	

7. Click the *Find* button.

r 10017805		Project Na	me Acid Soil Resist	ance
r		Task Na	me	
				Find
immary Amount	ts			
t	498,936.00	Invoice	d Amount	73,822.71
nt		Revenu	e Amount	73,822.71
Installment	Task	Funding	Invoiced	Revenue
Installment 01	Task	Funding 453,373.00	Invoiced 73,822.71	Revenue 73,822.71
Installment 01 01	Task 1 2	Funding 453,373.00 45,563.00	Invoiced 73,822.71	Revenue 73,822.71
Installment 01 01	Task 1 2	Funding 453,373.00 45,563.00	Invoiced 73,822.71	Revenue 73,822.71
	r 10017805 r immary Amount it	r 10017805 r	r 10017805 Project Nai r Task Nai immary Amounts it 498,936.00 Invoice Revenu	r 10017805 Project Name Acid Soil Resist. r Task Name  immary Amounts t 498,936.00 Invoiced Amount  Revenue Amount  nt

The *Summary by Installment* portion of the screen shows all awards and tasks funding the project. You can copy this award number and navigate to the **Award Status Inquiry** screen to view balances for that award.

8. You have completed this task.

For additional information on the details available in the **Award Status Inquiry** screen, refer to *Viewing Demographic Details About an Award* on the MAP website.