

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

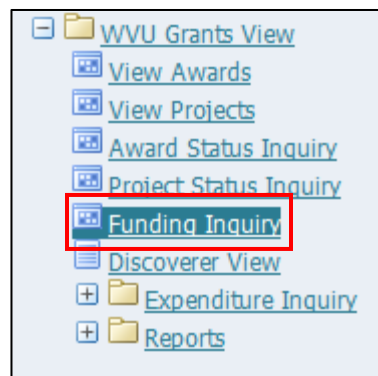
If you need assistance, please report your issue to the Self Service Help Desk:

- <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**.

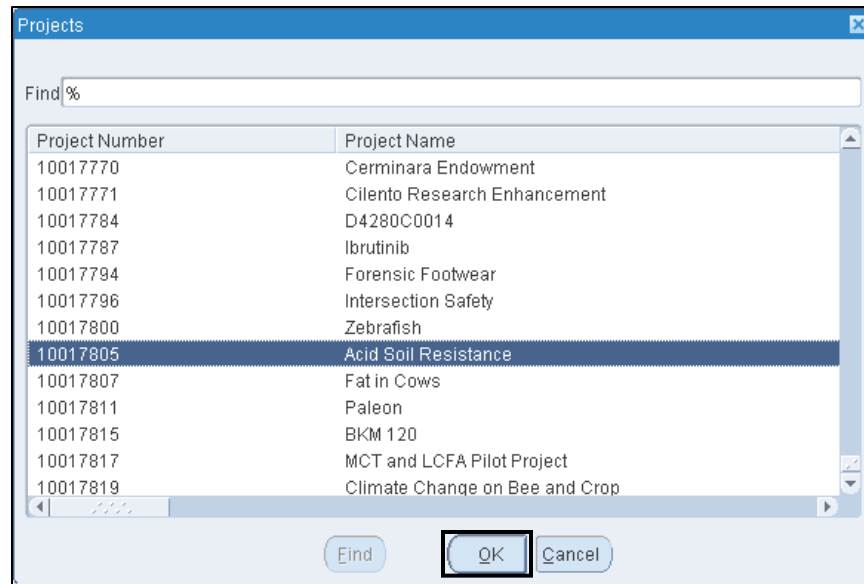
3. Perform one of the following:

If	Go To
You already have the project number... enter the Project Number , and...	Step 7
You need to look up the project number...	Step 4

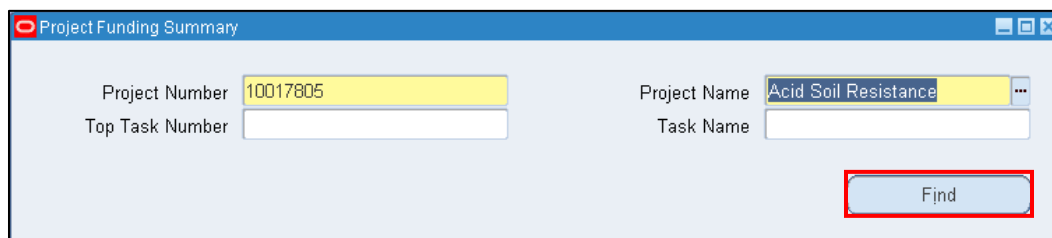
4. With the cursor blinking in the *Project Number* field, click the **List of Values** button. The search screen for Projects opens.

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



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



7. Click the **Find** button.

Project Funding Summary

Project Number: 10017805
 Project Name: Acid Soil Resistance
 Top Task Number:
 Task Name:
 Find

Summary Amounts

Funding Amount: 498,936.00
 Invoiced Amount: 73,822.71
 Revenue Amount: 73,822.71

Summary by Installment

Award	Installment	Task	Funding	Invoiced	Revenue
1006234R	01	1	453,373.00	73,822.71	73,822.71
1006234R	01	2	45,563.00		

Funding History

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.