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](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.

   ![WVU Grants View Menu](image)

   - WVU Grants View
   - View Awards
   - View Projects
   - Award Status Inquiry
   - Project Status Inquiry
   - Funding Inquiry
   - Discoverer View
   - Expenditure Inquiry
   - Reports

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:

<table>
<thead>
<tr>
<th>If</th>
<th>Go To</th>
</tr>
</thead>
<tbody>
<tr>
<td>You already have the project number... enter the <strong>Project Number</strong>, and...</td>
<td><strong>Step 7</strong></td>
</tr>
<tr>
<td>You need to look up the project number...</td>
<td><strong>Step 4</strong></td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
</table>
| 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.
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.