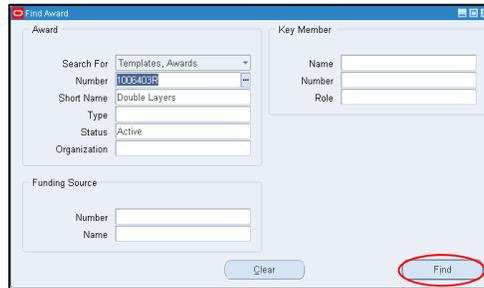


Grants View: Finding Award Information

This information was previously available under the Award Status Inquiry by clicking the *Award Inquiry* button. You will now see an error message telling you that function is no longer available in WVU Grants View.

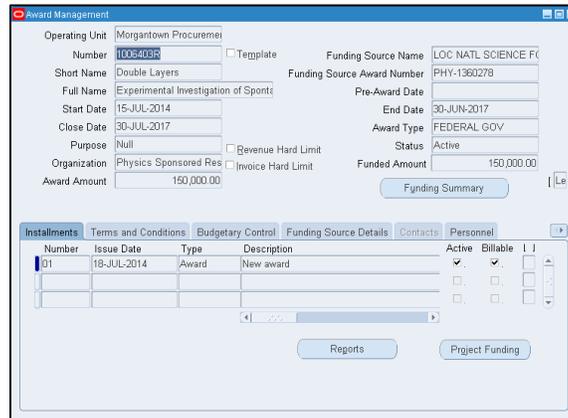
Please follow the steps below to access this information via the **View Awards** option instead.

1. After logging into MAP, and selecting the **WVU Grants View** responsibility, double-click the **View Awards** link in the Navigator (or select *View Awards* and click the **Open** button). The **Find Award** screen will open in a new window.



The screenshot shows a 'Find Award' window with several input fields. The 'Number' field is populated with '10064036'. The 'Find' button at the bottom right is circled in red.

2. In the *Number* field, **enter the award number** you wish to search for, or complete other fields to search for awards by status, organization, or key member.
3. Click **Find** to execute your search. The **Award Management Folder** will display matching results.
4. Click to select the award you want to view, and click the **Open** button. The system will display the **Award Management** screen.
5. Review the Award Management information on this screen.



The screenshot shows the 'Award Management' window. The 'Number' field contains '10064036'. The 'Funding Summary' button is visible. Below the main form is a table with columns for 'Number', 'Issue Date', 'Type', 'Description', 'Active', and 'Billable'. The first row shows '01', '18-JUL-2014', 'Award', 'New award', and checkboxes for 'Active' and 'Billable'.

- a. View the award names and number, funding source, important dates, and award amount in the **header area**.
 - b. Click the **Funding Summary** button to view each funding installment and total funding amounts.
 - c. Click the **Award Management DFF** (bracketed field next to the Funding Summary button) to view the ownership and restrictions on the award.
 - d. Click through the tabs on the bottom of the screen to view more details on:
 - i. Funding installments, terms and conditions, WVU personnel associated with this award, compliance for cost schedules, reports required by the funding agency, or other reference numbers associated with this award.
6. You have completed viewing Award Management information.