Grants Navigation Instructions

The “Find Award Status” form shown below will open.
The “Award Status” form shown below will open. It provides a summary of Budget amount, Actual cost, and other info (use the scroll bar to see other columns not shown here).
The “Award Management” form opens to show the award details.

Various tabs and buttons are available on this form to get to more award details, as indicated above by the arrows and text boxes. Examples of each of the indicated tabs and buttons are shown below.

**Installment tab**

The Award Management form opens with the Installment tab showing (as shown above). You may use the scroll bar at the bottom and side of this tab to view the columns and rows that aren’t showing.
DFF Button

Click on the "DFF" button here.

This is the "Source" that is part of the "account string" of Project, Award, Source, Org, and Object used when charging expenditures to an Award, for example.
1. **Installment Num** – this award has two installments
2. **Project Number** – each installment has been funded by a different Project
3. **Total Funding Amount** is the budgeted amount for each project and totals to the Award amount.
4. **Net Revenue** relates to expenditures (not cash received)
5. **Invoiced Amount** is what SPA has billed for. (Invoiced amounts for multiple installments may only be recorded against one installment by SPA).
Compliance tab

Click on the Compliance tab to see:
1) IDC rate
2) amounts SPA has invoiced (Events)

IDC rate

Events are amounts SPA has invoiced

Amounts (Events) that have been invoiced
# Personnel tab

The image shows a screenshot of a software interface titled "Award Management." It includes various fields and entries for personnel management, such as:

- **Number**: DG40000
- **Short Name**: RESCH KSU RES FD
- **Full Name**: RESCH KSU RESEARCH FOUNDATION
- **Start Date**: 01-JUL-1991
- **End Date**: 30-JUN-2006
- **Purpose**: 8. Other
- **Organization**: 50020 Research Vice Provost Office
- **Award Amount**: 2316375.00

The interface also indicates a funding source of KSU RESEARCH FOUNDATION and provides options for various actions such as reports and project funding.

A highlighted section directs users to "Click on the Personnel tab to see the PI name."

Below this, a table is shown with personnel details:

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Award Role</th>
<th>From</th>
<th>To</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fisher, Shannon C</td>
<td>Award Manager</td>
<td>01-JUL-1991</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kevyn, Ronald W</td>
<td>Principal Investigator</td>
<td>01-JUL-1991</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>