

## UAB GA End User Award Status

With the UAB GA End User Award Status Inquiry (ASI), users can view budget, actual and encumbrance data at the award level. Users can also drill down to Project Status inquiry (PSI) to view project data.

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### UAB GA End User→Award Status

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ASI allows users to perform the following functions:

- View summary amounts by award
- Drill down to summary amounts by project
- View expenditure type/category information at the award level and by project (**Note: If the project is funded by more than one award, only the project amounts related to the award being viewed in ASI will be seen.**)
- View actual cost transactions and detailed commitment information at the award level
- View invoice summary information by award

Find windows for both actual and commitment options allow users to view actual and commitment data based on query parameters.

The **FIND AWARD STATUS** window will resemble the one below. Note that there are various criteria by which to search for a specific award. The fields are described below.

The screenshot shows a software window titled "Find Award Status" with a dark blue header and a light blue body. The window is divided into three main sections for search criteria:

- Award:** Contains input fields for "Number" (with a dropdown arrow), "Short Name", "Type", "Organization", "Status" (with a dropdown arrow), and "Purpose".
- Key Member:** Contains input fields for "Name", "Number", and "Role".
- Funding Source:** Contains input fields for "Number" and "Full Name".

At the bottom right of the window, there are two buttons: "Clear" and "Find".

## UAB GA End User Award Status Inquiry

<b>AWARD NUMBER</b>	A seven-digit number assigned to indicate a specific funding source of a project or task. Award numbers are automatically assigned in sequential order and begin with the number 2. For accounts converted from the legacy system, the award number will be <b>1 + the legacy system's prime Account Number</b> . I think this may need to be left here.
<b>AWARD SHORT NAME</b>	The name assigned to the Award. If the sponsor assigns the award a number, that will be the short title, i.e. R01-.
<b>AWARD TYPE</b>	The category for the funding source. The options are: Federal, Private, State, Local, Plant or Other Source.
<b>AWARD ORGANIZATION</b>	The nine-digit organization number and title responsible for this Award.
<b>AWARD STATUS</b>	The status of the funding. The options are: Active, At-Risk (the award is still pending), Closed and On Hold.
<b>AWARD PURPOSE</b>	The valid choices include COST SHR (Internal Cost Share), FEDERAL (Direct Federal), GRI (Grant Related Income), NONFED (Direct Nonfederal), and PASSTHRU (Pass-through). In rare cases you may also see ADMIN (Internal Administration), Federal CS (Federal Cost Share), or NONFED CS (nonfederal Cost Share).
<b>KEY MEMBER NAME</b>	Name of one of the key members of the specified award; i.e., Principal Investigator, Award Manager, etc. If the Name is entered, the Key Member Number is automatically populated.
<b>KEY MEMBER NUMBER</b>	This is the employee ID number of one of the key members of the specified award; i.e., Principal Investigator, Award Manager, etc. If the Number is entered, the Key Member Name is automatically populated.
<b>KEY MEMBER ROLE</b>	The title of the key member for the specified Award; i.e., Principal Investigator, Award Manager, etc. A List of values is available only if the Key Member Name is entered.
<b>FUNDING SOURCE NUMBER</b>	The identification number UAB assigns to the organization providing the award.
<b>FUNDING SOURCE FULL NAME</b>	The institutional name of the organization providing the award.
<b>CLEAR (BUTTON)</b>	Erases data from fields.
<b>FIND (BUTTON)</b>	Searches for data based upon parameters entered.

## UAB GA End User Award Status Inquiry

1. Type the **award number** in the **NUMBER** field and press the **TAB** key. If the award number is unknown, use the list of values (LOV) for the **NUMBER** field to locate it.

Find Award Status

**Award**

Number

Short Name

Type

Organization

Status

Purpose

**Key Member**

Name

Number

Role

**Funding Source**

Number

Full Name

When you click on the **TAB** key, the system automatically fills in the short name associated with the award number. Viewing the Short Name helps validate that the correct award number has been entered. However, it is not necessary to use the **TAB** key; this step can be bypassed.

2. Click the **FIND** button.

Find Award Status

**Award**

Number

Short Name

Type

Organization

Status

Purpose

**Key Member**

Name

Number

Role

**Funding Source**

Number

Full Name

