5 Award Letters

The Award Letters Feature provides users with the ability to view active and expired awards along with the award letters associated with the awards. The list displayed for each award includes:

- Award number
- Award date
- Expiration date
- PI name
- Award title
- Link to the amendments

There are two types of awards: Active and Expired.

Active Awards

Active Awards (shown in Figure 1) are awards that have expiration dates equal to or greater than today's date (Active = Expiration Date >= Today). The Active Awards page is the first screen you see under the *Award Letters* section of Research Administration module.

Figure 1. Awards Letter Main Screen

Complete the following actions to view active award records:

1. Click on the column title to sort criteria (bottom item circled in Figure 1).

2. Use the search feature (large circle in Figure 1) to set award criteria based on the award date range to narrow the list.

3. Click on the award number to view the actual award letter and on **Yes** under the amendments column to view the associated amendments.

4. If the award number is selected, the award letter page will appear. A sample of an award letter page is provided in Figure 2.
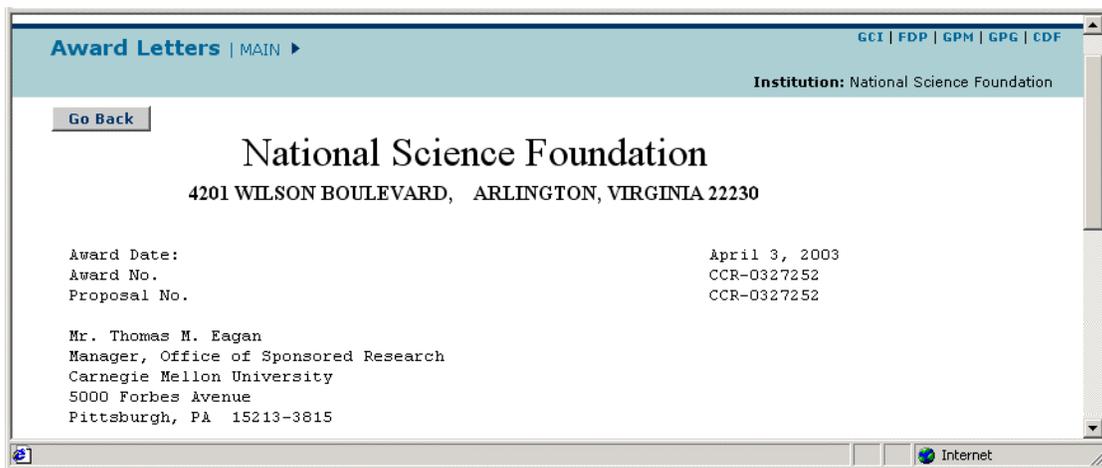

Figure 2. Sample Award Letter Screen

* NOTE: *Please note that not all awards have award letters. For such awards, clicking on the award number will display " no award letter found" message on the screen.*

5. Click **Go Back** to return to the Awards Letter Main Screen (Figure 1).

Expired Awards

Expired Awards (shown in Figure 3) are awards that have expiration dates earlier than today's date (Expired = Expiration Date < Today).

Complete the following actions to view expired award records:

1. Click on **View Expired Awards** (middle item circled in Figure 1) on the *Awards Letter Main Screen*.

2. Click on the column title to sort criteria.

3. Use the search feature (large circle in Figure 3) to set award criteria based on the award date range to narrow the list.

4. Click on the award number to view the actual award letter and on **Yes** under the amendments column to view associated amendments.

5. Click on **View Active Awards** (smaller circle in Figure 3), to go back to active awards.

Figure 3. Expired Awards Screen

View an Amendment Letter

On an awards page (either Figure 1 or 3), the *Amendments* (far right) column shows whether the award has amendments.

Complete the following steps to view an amendment letter:

1. If a Yes is displayed, the award has associated amendments.

2. Click on the Yes in the row for a particular award.

3. The *Amendment List Screen* (Figure 4) will appear. (Figure 4 shows a list of expired amendments for an award.) Click on the corresponding amendment number (circled in Figure 4) to view the specific amendment letter.

Figure 4. Amendment List Screen

4. The *Amendment Letter Screen* (Figure 5) will appear. Click **Go Back** when viewing is complete.

Figure 5. Amendment Letter Screen