

KC Award Viewer Manual

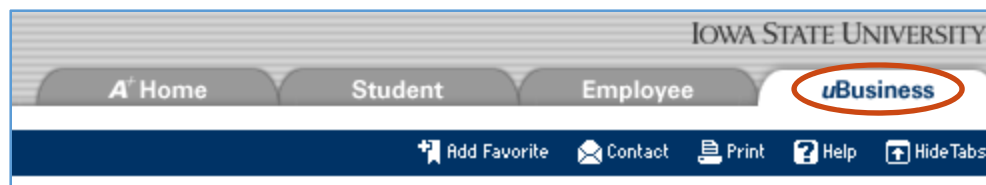
The **KC Award Viewer** in *AccessPlus* allows access to award documents and approved GoldSheets for funded sponsored projects. Award documents, amendments, approved budgets, proposal guidelines and GoldSheets are available for ISU awards with GoldSheet numbers 113000 and higher.

Lead PIs have access to their own awards. Co-PIs do not have access to awards in the KC Award Viewer. Grant coordinators have access to awards for their assigned Lead Org Departments (KC Units). RRC staff (college and VP administrators) have access to all awards. The grant coordinator and RRC assignments are viewable in the "Unit Administrator" custom eData report, using the following path: (Public Folders>Custom Reports>University Wide>KC-Sponsored Programs Reports>Unit Administrator).

HOW TO ACCESS AWARD DOCUMENTS

1. Log in to AccessPlus and navigate to the KC Award Viewer:

Open the "**uBusiness**" tab in AccessPlus.



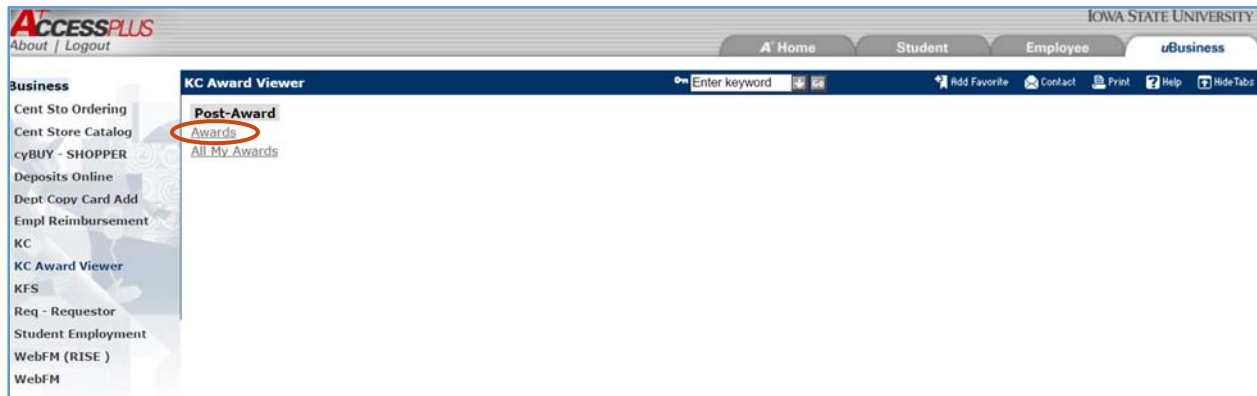
On the left hand side of the uBusiness screen, select "**KC Award Viewer**" from the menu.



2. Search for an Award – Two options:

A. Use the KC Award Viewer “Awards” search

Select "**Awards**" to search for a specific award.



Enter the GoldSheet number into the "**Institutional Proposal Number**" text box and select the "**search**" button.

The screenshot shows the 'Award Lookup' form. The 'Institutional Proposal Number' field contains the value '132025' and is circled in red. Below the form, the 'search' button is also circled in red. Other fields include 'Award ID', 'Account ID', 'CFDA Number', 'Program Announcement Title', 'Lead Unit ID', 'Lead Unit', 'Investigator', 'Award Status', 'Award Title', 'Sponsor Award ID', 'Sponsor ID', 'Prime Sponsor ID', 'Project Start Date From', 'Project Start Date To', 'Archive Location', 'Archive Date From', and 'Archive Date To'.

Alternately, you may also search for one or multiple awards using other fields such as:

“**Award ID**” is the KC Award # (example: 014848-00001, or use asterisks to search *014848*)

“**Account ID**” is the ISU account number (example: 4041784 – do not use any dashes)

“**Investigator**” is the PI (example: *Nusser* - use asterisks as wildcards)

Search results, such as the following example, will be listed at the bottom of the search page.

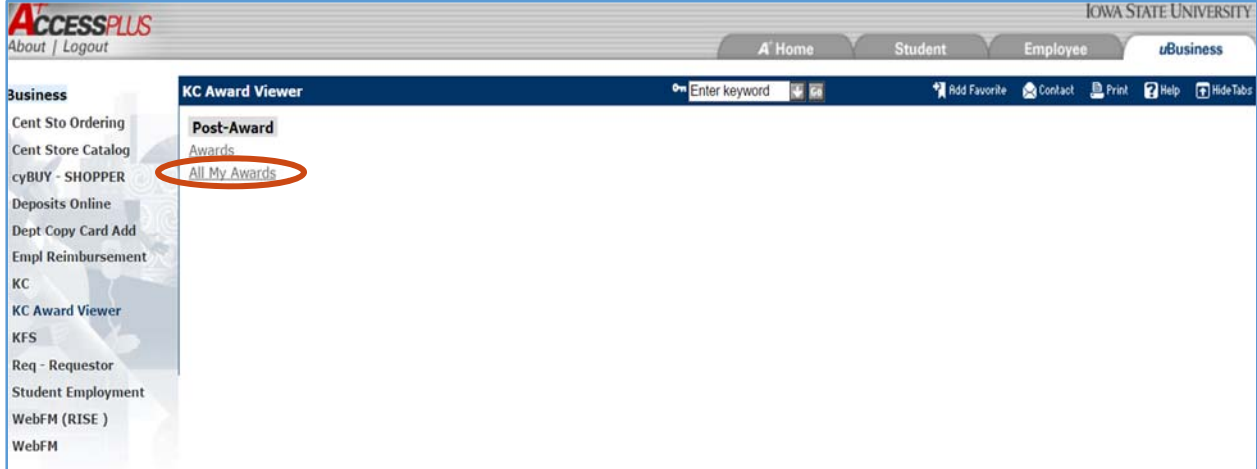
One item retrieved.

Actions	Award ID	Account ID	CFDA Number	Lead Unit ID	Lead Unit	Investigator	Award Status	Award Title	Sponsor Award ID	Sponsor ID	Sponsor Name	Prime Sponsor ID	Prime Sponsor Name	Project Start Date	Project End Date	Archive Location	Archive Date
open copy medusa	014848-00001	4041784	47.070	IS-17742	VP FOR RESEARCH	Sarah Nusser	Active	BD Hubs: MIDWEST: SEEDCorn: Sustainable Enabling Environment for Data ...	15744	001411	UNIVERSITY OF ILLINOIS URBANA CHAMPAIGN	001091	NSF- NATIONAL SCIENCE FOUNDATION	10/01/2015	09/30/2018		

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

B. Use the KC Award Viewer “All My Awards” search

Select "**All My Awards**" to auto-populate the AccessPlus user’s name in the Investigator search field, and then select the "**search**" button.



Awards for that Investigator will be listed at the bottom of the search page. Only awards where the Investigator is the Lead PI may be opened.

Search results may be sorted by clicking on any of the underlined column headers.

3 items retrieved, displaying all items.

Actions	<u>Award ID</u>	<u>Account ID</u>	<u>CFDA Number</u>	<u>Lead Unit ID</u>	<u>Lead Unit</u>	<u>Investigator</u>	<u>Award Status</u>	<u>Award Title</u>	<u>Sponsor Award ID</u>	<u>Sponsor ID</u>	<u>Sponsor Name</u>	<u>Prime Sponsor ID</u>	<u>Prime Sponsor Name</u>	<u>Project Start Date</u>	<u>Project End Date</u>	<u>Archive Location</u>	<u>Archive Date</u>
open	medusa-015076-00001	4042055	12.300	IS-02351	AEROSPACE ENGINEERING-ENGR	Diane Wright	Active	Optimization of Micron-Scale Aluminum Reactivity for Dynamic Loading	21C21801	001339	TEXAS TECH UNIVERSITY	000394	DOD-OFFICE OF NAVAL RESEARCH (ONR)	01/01/2016	12/31/2018		
open	medusa-014159-00001	4202083	47.041	IS-02351	AEROSPACE ENGINEERING-ENGR	Diane Wright	Active	Predicting Dynamic Response of Structural Cables and Power Transmissio...	1537917	001091	NSF-NATIONAL SCIENCE FOUNDATION			09/01/2015	08/31/2018		
open	medusa-004499-00001	4222002	43.002	IS-02351	AEROSPACE ENGINEERING-ENGR	Diane Wright	Active	Advanced 3D Runback Models for Surface Water Transport	NNX12AC21A	000969	NASA-NATIONAL AERONAUTICS & SPACE ADMINISTRATION			01/01/2012	12/31/2016		

3. Open an Award:

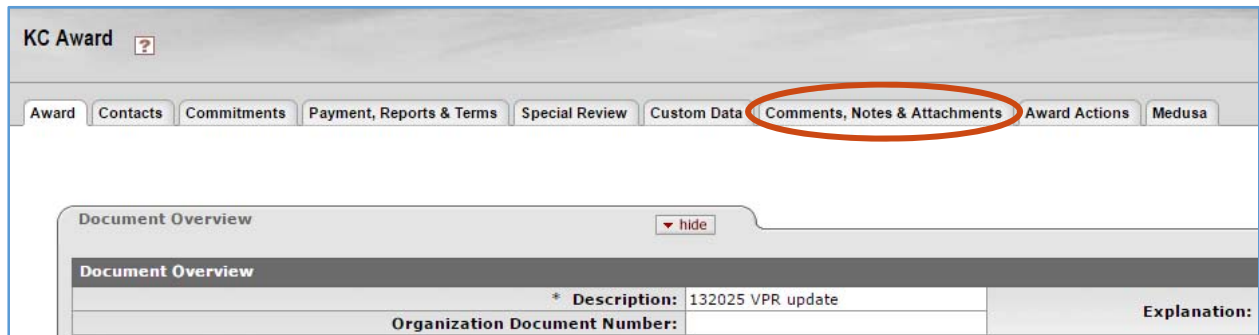
Locate the award you would like to view award documents for and select "**open**" in the Actions column.

3 items retrieved, displaying all items.

Actions	<u>Award ID</u>	<u>Account ID</u>	<u>CFDA Number</u>	<u>Lead Unit ID</u>	<u>Lead Unit</u>	<u>Investigator</u>	<u>Award Status</u>	<u>Award Title</u>	<u>Sponsor Award ID</u>	<u>Sponsor ID</u>	<u>Sponsor Name</u>	<u>Prime Sponsor ID</u>	<u>Prime Sponsor Name</u>	<u>Project Start Date</u>	<u>Project End Date</u>	<u>Archive Location</u>	<u>Archive Date</u>
open	medusa-015076-00001	4042055	12.300	IS-02351	AEROSPACE ENGINEERING-ENGR	Diane Wright	Active	Optimization of Micron-Scale Aluminum Reactivity for Dynamic Loading	21C21801	001339	TEXAS TECH UNIVERSITY	000394	DOD-OFFICE OF NAVAL RESEARCH (ONR)	01/01/2016	12/31/2018		
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4. View the Award Documents:

Select the "**Comments, Notes, and Attachments**" tab from the menu along the top of the KC Award screen.



Select the "**show**" button on the "**Attachments**" panel to show the documents attached to the award.



Select the "**view**" button on the right hand side to open a document.

	Last Update:	Updated By:	Attachment Type:	Description:	File Name:	Actions
1	Dec 2, 2015 3:14:01 PM	tra	MSG	132025 - AWARD/AMENDMENTS	132025 Award full ex.msg	view
2	Nov 17, 2016 4:38:24 PM	tra	MSG	132025 - AWARD/AMENDMENTS	132025 full ex Amend 3 - includes Yr2 of FB132253.msg	view
3	Oct 12, 2017 1:29:21 PM	tra	PDF	132025 - AWARD/AMENDMENTS	132025 Amend 5 - 15744-05 includes Yr 3 132253.pdf	view
4	Jun 17, 2015 4:10:02 PM	tra	XLSM	132025 - BUDGET	132025 Budget BA v3.xlsm	view
5	Nov 17, 2016 4:58:58 PM	tra	XLSM	132025 - BUDGET	132025 Yr2 BA Upload.xlsm	view
6	Oct 12, 2017 4:02:27 PM	tra	XLSM	132025 - BUDGET	132025 Yr3 BA Upload - includes Yr3 of 132253.xlsm	view
7	Jun 17, 2015 9:49:38 AM	admin	PDF	132025 - EGOLDSHEET - Goldsheet_Export_BPM v5_2	132025_Goldsheet.pdf	view
8	Jun 16, 2015 2:28:59 PM	nikapke	PDF	132025 - GUIDELINES	132025 Guidelines Markg.pdf	view
9	May 16, 2016 10:32:53 AM	tra	MSG	132253 - AWARD/AMENDMENTS	132253 Amend 1 full ex.msg	view
10	Nov 17, 2016 4:39:15 PM	tra	MSG	132253 - AWARD/AMENDMENTS	132253 Amend 3 full ex - also see FB 132025.msg	view
11	Oct 12, 2017 1:37:22 PM	tra	PDF	132253 - AWARD/AMENDMENTS	132253 Amend 5 - Yr3 - also see FB132025 - 15744-05_Agreement.pdf	view
12	Oct 1, 2015 10:24:40 AM	tra	XLSM	132253 - BUDGET - NSF Supplemental Funding Nusser 9-30-15	132253 Budget.xlsm	view
13	Oct 1, 2015 10:55:38 AM	admin	PDF	132253 - EGOLDSHEET - Goldsheet_Export_BPM v5_2	132253_Goldsheet.pdf	view
14	Oct 1, 2015 10:39:32 AM	nikapke	PDF	132253 - GUIDELINES	132253 Guidelines.pdf	view
15	Nov 14, 2016 2:32:19 PM	tra	MSG	135557 - AWARD/AMENDMENTS	135557 full ex Amend 2.msg	view
16	Nov 14, 2016 3:00:42 PM	tra	XLSM	135557 - BUDGET	135557 Amend 2 BA Upload.xlsm	view
17	May 23, 2016 10:04:44 AM	admin	PDF	135557 - EGOLDSHEET - Goldsheet_Export_BPM v5_2	135557_Goldsheet.pdf	view
18	Dec 11, 2017 10:14:39 AM	tra	PDF	138511 - AWARD/AMENDMENTS	138511 Mod 6 Full ex - 078991-15744 mod 6 IA State Univ (NSF).pdf	view
19	Mar 29, 2017 3:56:21 PM	tra	XLSM	138511 - BUDGET	138511 Budget.xlsm	view
20	Mar 29, 2017 3:18:45 PM	admin	PDF	138511 - EGOLDSHEET - Goldsheet_Export_BPM v5_2	138511_Goldsheet.pdf	view
21	Apr 20, 2017 3:41:07 PM	tra	MSG	138514 - AWARD/AMENDMENTS	138514 Amend 4 full ex.msg	view
22	Apr 7, 2017 8:53:40 AM	tra	XLSM	138514 - BUDGET - 138514 Budget v 1	138514 Budget v 1.xlsm	view
23	Apr 7, 2017 11:04:42 AM	admin	PDF	138514 - EGOLDSHEET - Goldsheet_Export_BPM v5_2	138514_Goldsheet.pdf	view
24	Dec 20, 2018 11:48:14 AM	tra	PDF	144634 - AWARD/AMENDMENTS	144634 Amend 7 15744_Sub9e_07_Amendment.pdf	view
25	Mar 25, 2019 4:51:05 PM	mindyas	MSG	144634 - AWARD/AMENDMENTS	144634 Amend 8 for sign.msg	view
26	Mar 26, 2018 11:48:11 AM	tra	XLSM	144634 - BUDGET	144634 Budget for Amendment.xlsm	view

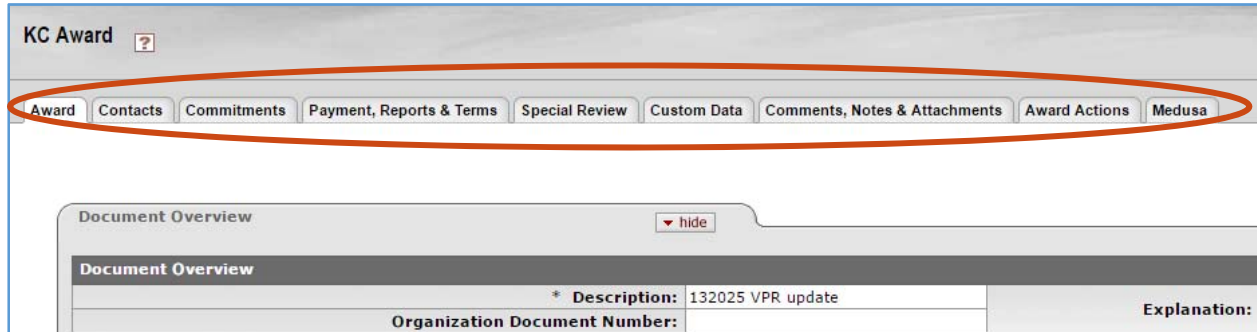
Documents from all GoldSheets linked to one award will be displayed, and the GoldSheet number is included in the naming convention of the File Name (the first six digits of the File Name reference documents for a specific GoldSheet).

These documents reside on OSPA's electronic filing system. Only awards, amendments, approved budgets, proposal guidelines and GoldSheets for funded projects are accessible in the KC Award Viewer.

No-cost extension approvals received on or after 01/01/2017 will also be included. Please contact ospa-awards@iastate.edu if you need copies of other documents related to the award such as budgets, Child Account Budget forms, and subrecipient agreements.

BRIEF OVERVIEW OF KC AWARD INFORMATION

Once the KC Award record is opened in KC, additional information may be found in the following tabs:



Award Tab

- Funding Proposals Panel - lists all GoldSheets linked to the award.
- Details and Dates Panel - provides internal ISU and sponsor information, project start and end dates, and total amount funded for the award.
- Subawards Panel - shows proposed and active subrecipients.

Contacts Tab

- Key Personnel and Credit Split Panel- lists all ISU PIs and Co-PIs on the most current approved GoldSheet, along with their incentive and contribution percentages.
- Central Administration Contacts Panel - lists award-specific ISU administrative contacts.

Commitments Tab

- Cost Sharing Panel – shows information entered by Sponsored Programs Accounting, if any.
- Rates Panel – provides F&A (indirect cost) rate information.
- Preaward Authorizations Panel – indicates approved pre-award spending (Sponsor Authorization) and approved advanced account request (Institutional Authorization), if any.

Payment, Reports & Terms Tab

- Payments & Invoices Panel – displays information entered by Sponsored Programs Accounting.
- Terms Panel – Referenced Document Terms will include some terms and conditions from the award but is not an exhaustive listing. Refer to the award documents for complete information.

Special Review Tab

- Lists compliance information, as indicated on the most current approved GoldSheet.
- Shows other category types of special review that are tracked.

Custom Data Tab

- IDC Return to RRC Panel – RRC distribution based on the most recent approved GoldSheet.

Comments, Notes & Attachments Tab

- Attachments Panel – allows for viewing of award documents and related funded GoldSheets.

Award Actions Tab

- Not intended for use by campus.

Medusa Tab

- Automatically opens to an award summary, including Negotiation and Subaward information.