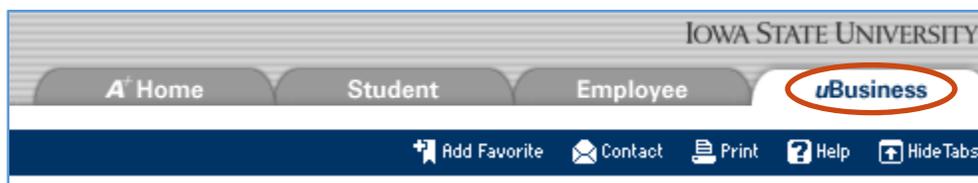# KC Award Viewer Manual

The **KC Award Viewer** in *AccessPlus* allows access to award documents and approved GoldSheets for funded sponsored projects. Award documents, amendments, approved budgets, subrecipient agreements, 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:

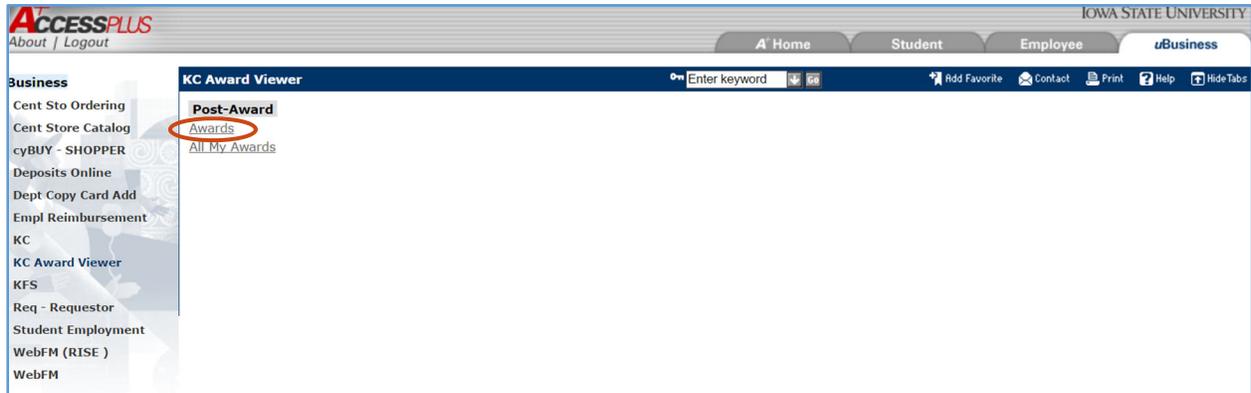Open the **"uBusiness"** tab in AccessPlus.

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.

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 worktag number (example: 014848)

"**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.
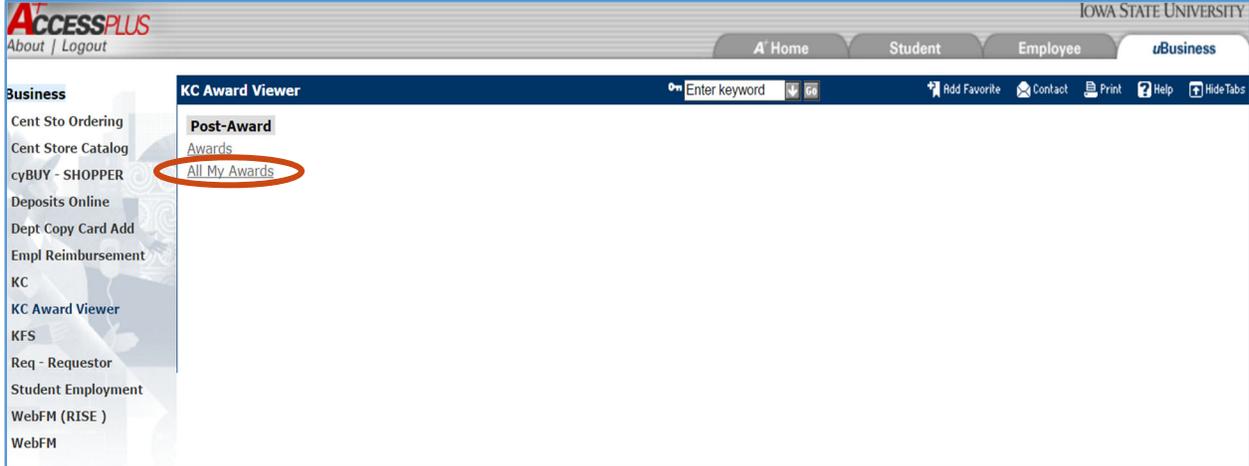
One item retrieved.

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	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 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	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 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		

4. View the Award Documents:

Select the **"Comments, Notes, and Attachments"** tab from the menu along the top of the KC Award screen.
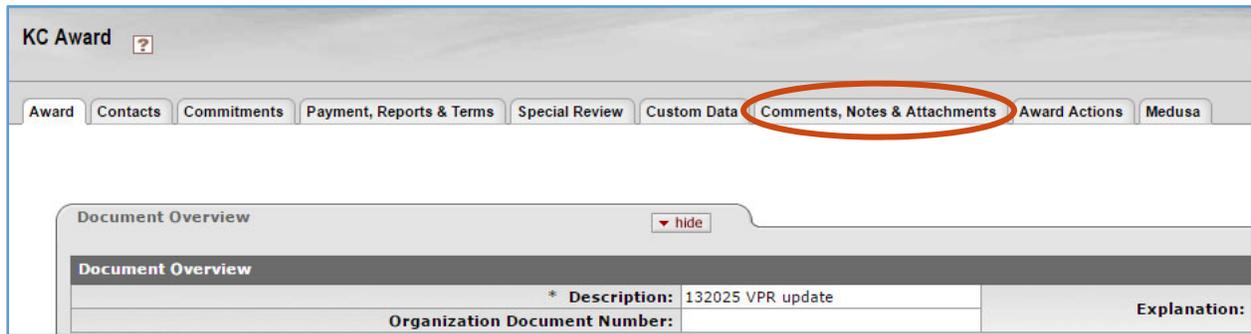
Select the **"show"** button on the **"Attachments"** panel to show the documents attached to the award.

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

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, subrecipient agreements, proposal guidelines and GoldSheets for funded projects are

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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 Secondary Award Line forms.

BRIEF OVERVIEW OF KC AWARD INFORMATION

Once the KC Award record is opened in KC, additional information may be found in the following tabs:
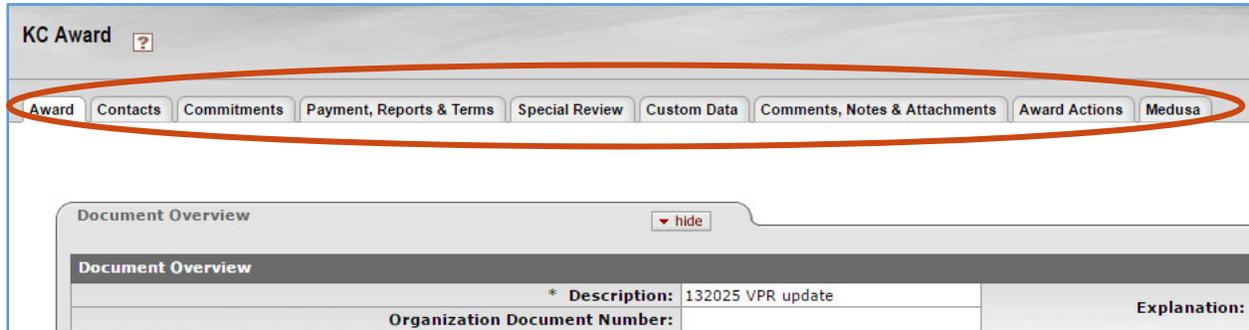
Award Tab
- Funding Proposals Panel - lists all GoldSheets linked to the award.
- Details and Dates Panel - provides internal ISU and sponsor information, project start and end dates, and total amount funded for the award.
- Subawards Panel - shows proposed and active subrecipients.

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 grant worktag 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 awards, amendments, approved budgets, subrecipient agreements, proposal guidelines and GoldSheets for funded projects.

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Award Actions Tab
- Not intended for use by campus.

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