

Looking Up Award Information

Accessing the Award Profile Page

The Award Profile page provides an overview of award information, including the projects associated with the award.

Note: To access the Award Profile page, you will need to search using your contract number. If you do not know your contract number, this can be found on the NOA or by accessing the Project Summary page.

1. Click the **Main Menu**.
2. Click **Grants** and then click **Awards**.
3. Click **Award Profile**. The Award Profile Search page displays.

Award Profile

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Business Unit: = GRANT

Award ID: begins with

Project: begins with

Description: begins with

PI ID: begins with

Proposal ID: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Figure 1: Award Profile Search page

4. In the Business Unit field, select **GRANT**.
5. Click the Award ID field and then enter your contract number.
6. Click the **Search** button.

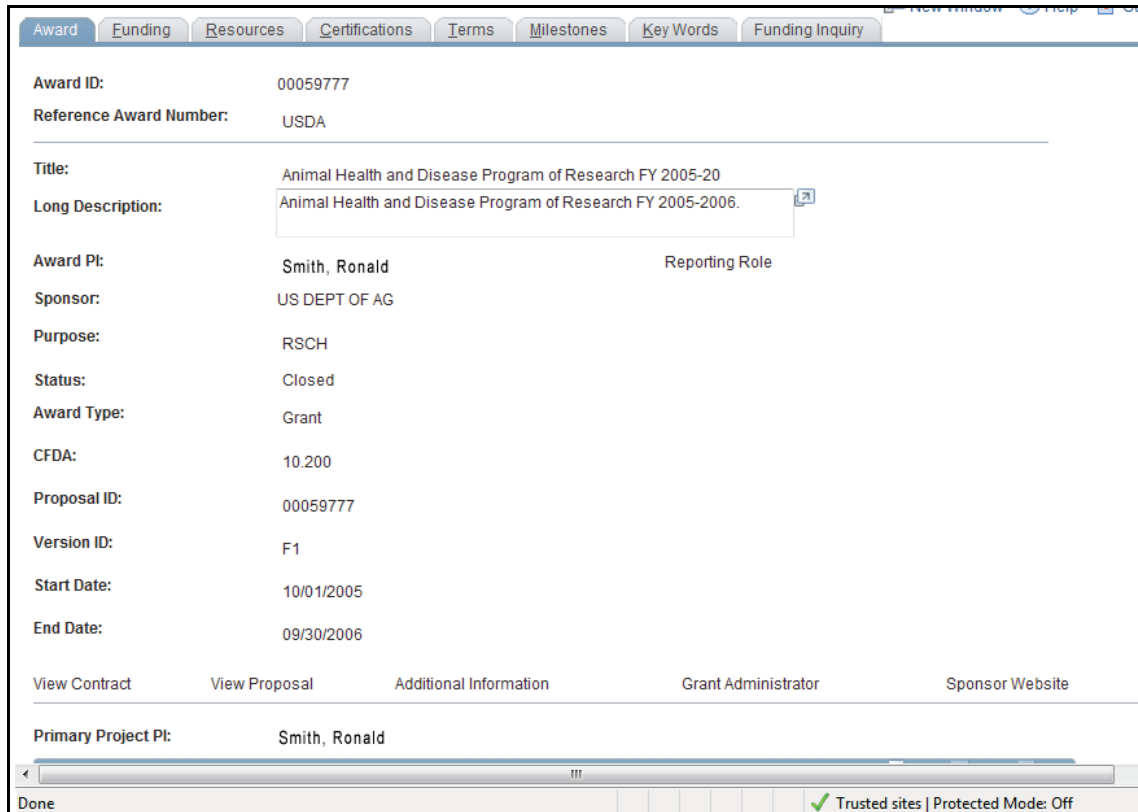


Figure 2: Award Profile page, Award tab

7. The Award Profile page provides an overview of award information. The lower section of the page displays all the projects associated with the award.
8. To view funding information for the projects, click the **Funding** tab. This tab displays date and funding information for the projects associated with the award.

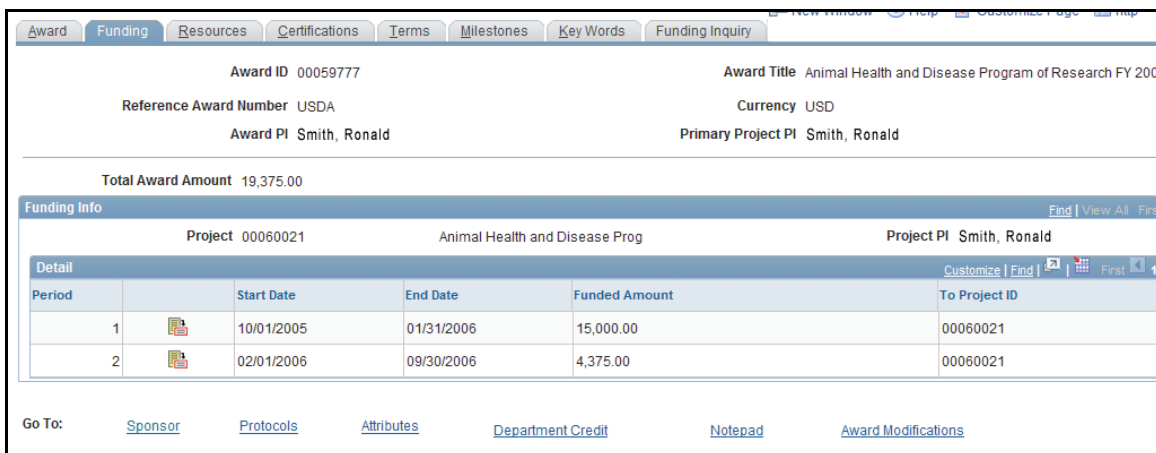


Figure 3: Award Profile page, Funding tab

9. Click the **Award Modifications** link. This tab displays all NOA actions processed or to be processed for your award.
- If a line displays an issue date, this indicates that the NOA has been processed.
 - If the line has no issue date, this indicates that the action has yet to be processed (for example, a future increment of funding that has not yet been issued).

Reference Award Number	Period	Issue Date	Begin Date	End Date	Amount	Short Desc	Comment	Period
USDA	1		10/01/2005	01/31/2006	15,000.00		Comment	
USDA	2	03/29/2006	02/01/2006	09/30/2006	4,375.00	Perm NOA	Comment	

Total Award Amount: 19,375.00

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Figure 3: Award Profile page, Award Modifications tab

Tip: You can also use the Award Summary page to view award details in one printable, easy-to-read summary page.