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
P# 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.
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.
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).

![Figure 3: Award Profile page, Award Modifications tab](image)

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