

Award Summary Page

The **Award Summary Page** in the myUFL system displays important information for your award in one printable, easy-to-read summary page.

You can use this page to review award details, such as:

- Demographic information
- Award status and type
- Sponsor information
- Terms and conditions
- Milestones
- Award modifications
- Primary and sub-projects
- And more

Accessing the Award Summary Page

1. Click the **Main Menu**.
2. Click **Grants** and then click **Awards**.
3. Click **Award Summary Page**. The Award Summary search page displays. This page enables you to search using several criteria.

Award Summary

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):

Business Unit: begins with

Award ID: begins with

Project: begins with

Description: begins with

PI ID: begins with

Proposal ID: begins with

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

Figure 1: Award Summary search page

4. In the Business Unit field, select **GRANT**.
5. Now click the **Project** field.
6. Type the Project Number.
7. Click the **Search** button.

The screenshot shows the 'Award Summary' page in the myUFL system. The page title is 'Award Summary' and the contract number is 00032338. The status is 'Accepted'. The award information includes the PI name (JONES KIM), primary department (60730000), and primary CG office (IFAS). The award title is 'STUDIES TO DETERMINE THE CAUSE AND DEVELOP STRATEGIES TO'. The award from date is 07/01/2000 and the award to date is 09/30/2004. The sponsor is GM02933 (FL DEPT OF AG CITRUS PROD RES ADVS CNCL) and the sponsor type is FLGV. The purpose is RSCH and the ref award number is DACS 007913. The source of funds is G000430 and the payment type is SCHD PAY. The CFDA is blank. The award milestones table shows one modification with a reference award number of DACS 007913, period 1, issue date 01/01/1901, begin date 07/01/2000, end date 09/30/2001, and amount 204,316.03. The sponsor direct amount is \$204,316.03, sponsor F&A is \$0.00, and the total sponsor budget is \$204,316.03. The associated projects table is empty.

Award Summary

Contract: 00032338 Status: Accepted

Award Information

PI: 206000000 Name: JONES KIM Primary Department: 60730000
 Short Title: STUDIES TO DETERMINE THE CAUSE AND DEVELOP STRATEGIES TO Primary CG Office: IFAS
 Award From: 07/01/2000 Award To: 09/30/2004 Type: Grant Purpose: RSCH
 Sponsor: GM02933 FL DEPT OF AG CITRUS PROD RES ADVS CNCL Sponsor Type: FLGV Ref Award #: DACS 007913
 Flow Through Sponsor: Flow Through Sponsor Type:
 Terms & Conditions: Balance Return: Comments:
 Source of Funds: G000430
 Payment Type: SCHD PAY
 CFDA:

[Award Milestones](#)

Reference Award Number	Period	Issue Date	Begin Date	End Date	Amount	Short Description
DACS 007913	1	01/01/1901	07/01/2000	09/30/2001	204,316.03	

Sponsor Direct: \$204,316.03
 Sponsor F&A: \$0.00
 Total Sponsor Budget: \$204,316.03

Associated Projects

Project	Primary	PI Name	Department	Total Released

Figure 2: Award Summary page

Viewing Award Milestones

You can also view Award Milestones from the Award Summary page. Milestones are used to ensure that work is delivered as promised to the sponsor, and that the award is properly closed out at its conclusion.

To view Award Milestones from the Award Summary page:

1. Click the **Award Milestones** link. The Award Profile page opens in a separate window. This page organizes other important types of information by tabs.
2. Click the **Milestones** tab.
 - When your award features multiple milestones, you can click the **Left** or **Right** arrows to move between milestones.
 - You can also click **View All** to set all milestones to display on a single page.
3. To return to the Award Summary page, click the **Close** button.

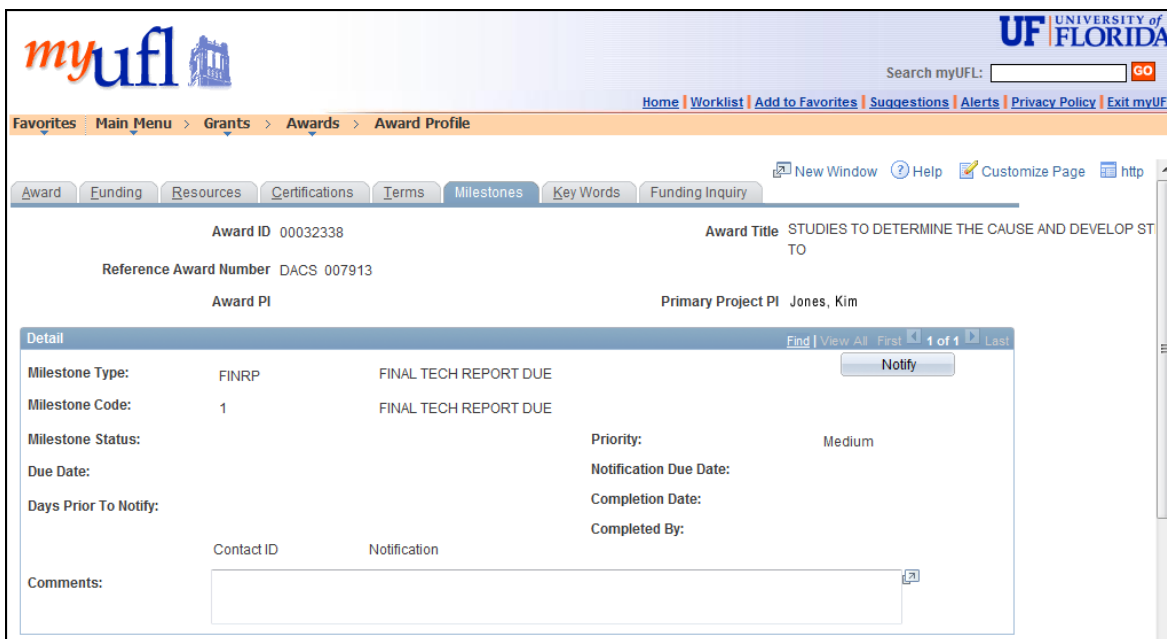


Figure 3: Award Profile page, Milestones tab