UF Training & Organizational Development
Human Resources
UNIVERSITY *of* FLORIDA

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.

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.

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.
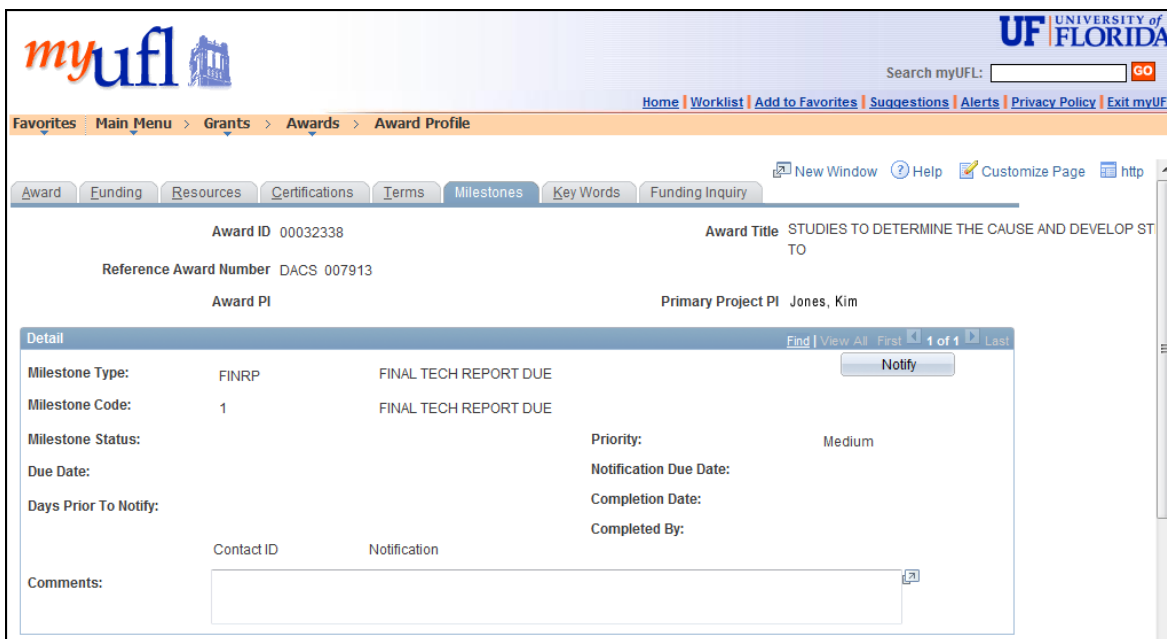
3. To return to the Award Summary page, click the **Close** button.

Figure 3: Award Profile page, Milestones tab