

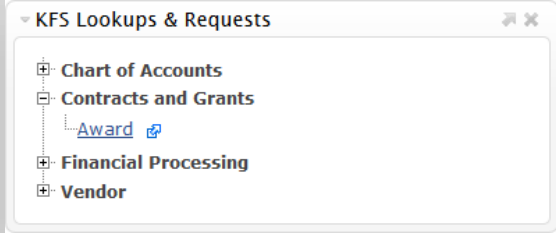
KUALI FINANCIAL SYSTEM

UNIVERSITY of CALIFORNIA • IRVINE

QUICK START GUIDE: LOOK UP AN AWARD

Summary: The Award Document has the same information currently found in FS tables. Under the Award Details tab you can find: the proposal number, agency award number (Root Award Number), Stop Date (Period of Performance End Date), UC fund number, Project Title, Start Date (Period of Performance Begin Date), Total Award Amount (the total amount of the award, not specific accounts), Fund Manager Name (Central Contracts and Grants Accountant assigned to that fund) and other information.

Replacement: FS Fund tables

Steps	What you need to do	How to do it
1	Access KFS via ZOTPortal	<ol style="list-style-type: none"> 1. Use your UCInetID and password to log in to https://portal.uci.edu/ 2. Press the Faculty and Staff tab and then select the KFS tab
2	Access the Award item	<ol style="list-style-type: none"> 1. From the KFS Lookups & Requests portlet expand the Contracts and Grants bullet. 2. Select Award 

3

Enter search criteria

1. Enter desired search criteria

UC Location Code:	<input type="text"/>
UC Fund Number:	<input type="text" value="44030"/>
Root Award Number:	<input type="text"/>
Award Account Number:	<input type="text"/>
Organization Code:	<input type="text"/>
Agency Number:	<input type="text"/>
Federal Pass Through Agency Number:	<input type="text"/>
Start Date From:	<input type="text"/>
Start Date To:	<input type="text"/>
Stop Date From:	<input type="text"/>
Stop Date To:	<input type="text"/>
Total Award Amount:	<input type="text"/>
Project Title:	<input type="text"/>
Status:	<input type="text"/>
Purpose:	<input type="text"/>
Subcontractor Number:	<input type="text"/>
Project Director Principal Name:	<input type="text"/>
Sub-Fund Group Code:	<input type="text"/>
CFDA Number:	<input type="text"/>
RTC Indicator:	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Both
ICR Waiver Code:	<input type="text"/>
ARRA Indicator:	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Both
Active Indicator:	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Both
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>	

Note: Users can search some fields using only partial information by placing an asterisk (*) before and after the text portion of the search criteria

The UC Fund number can be used to search for an Award

2. Press the search button once you've entered your search criteria

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Choose an Action

Select View Award link to review the desired Award

<u>Title</u>	<u>UC Fund Number</u>	<u>Agency Name</u>	<u>Direct Cost Amount</u>	<u>Start Date</u>	<u>Stop Date</u>	<u>Project Title</u>	<u>Primary Organization Code</u>	<u>CFDA Number</u>	<u>Final Financial Report Amount</u>	<u>Final Financial Report Date</u>	<u>RTC Indicator</u>	<u>Active Indicator</u>
View Award	21388	NATIONAL SCIENCE FOUNDATION	250,000.00	06/15/2012	08/31/2015	Converted from FS D/SES-1230118 VANDEKERCKHOVE 353/54 8/15	7284	47.075			No	Yes
View Award	21389	NATIONAL SCIENCE FOUNDATION	73,456.00	06/01/2012	02/28/2014	Converted from FS D/SES-1228638 QUAS 353.5-54 02/14	7371	47.075			No	Yes