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

<table>
<thead>
<tr>
<th>Steps</th>
<th>What you need to do</th>
<th>How to do it</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Access KFS via ZOTPortal</td>
<td>1. Use your UCI netID and password to log in to <a href="https://portal.uci.edu/">https://portal.uci.edu/</a>&lt;br&gt;2. Press the Faculty and Staff tab and then select the KFS tab</td>
</tr>
<tr>
<td>2</td>
<td>Access the Award item</td>
<td>1. From the KFS Lookups &amp; Requests portlet expand the Contracts and Grants bullet.&lt;br&gt;2. Select Award</td>
</tr>
</tbody>
</table>
Enter search criteria

1. Enter desired search criteria

- UC Location Code
- UC Fund Number: 440139
- Root Award Number
- Award Account Number
- Organization Code
- Agency Number
- Federal Pass Through Agency Number
- Start Date: From
- Start Date To
- Stop Date: From
- Stop Date To
- Total Award Amount
- Project Title
- Status
- Purpose
- Subcontractor Number
- Project Director Principal Name
- Sub Fund Group Code
- CFDA Number
- RTC Indicator: Yes, No, Both
- ICR Waiver Code
- ABRA Indicator: Yes, No, Both
- Active Indicator: Yes, No, Both

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.

Choose an Action

Select View Award link to review the desired Award.

<table>
<thead>
<tr>
<th>Title</th>
<th>UC Fund Number</th>
<th>Agency Name</th>
<th>Direct Cost Amount</th>
<th>Start Date</th>
<th>End Date</th>
<th>Project Title</th>
<th>Primary Organization Code</th>
<th>CFDA Number</th>
<th>Final Financial Report Amount</th>
<th>Final Financial Report Date</th>
<th>RTC Indicator</th>
<th>Action Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Award</td>
<td>21388</td>
<td>NATIONAL SCIENCE FOUNDATION</td>
<td>250,000.00</td>
<td>06/15/2012</td>
<td>08/31/2015</td>
<td>Conformed from FS DPSIS-122011</td>
<td>7284</td>
<td>47,075</td>
<td></td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>View Award</td>
<td>21389</td>
<td>NATIONAL SCIENCE FOUNDATION</td>
<td>73,456.00</td>
<td>06/01/2012</td>
<td>02/28/2014</td>
<td>Conformed from FS DPSIS-1228838</td>
<td>QUAC 353.5-54 02/14</td>
<td>7271</td>
<td>47,075</td>
<td></td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>