Grants Portal - Award Summary

Main Menu > Grants > Grants Work Center

1. Navigation:
   A) Main Menu > Grants > Grants Work Center

2. Search Option tab:
   A) Click on Search Option tab.
   B) Click Search button. - Note 1

3. Financial Calculating Option:
   A) Balances: select Cost Share, Sponsor, or Both
   B) Budget Period: (optional) From/Through
   C) Date Selection: enter As of Date or Month End

4. Demographics (tab):
   A) Award Id, Short title, Primary Project, Project title, Award Beg/End dates, Sponsor, Reference Award #, Purpose, Award Type, Award PI, Award Status, Dept

5. Financial (tab):
   A) Award Id, Expended Amount, Encumbered, Remaining balance, Invoiced, Received, Unpaid, Burn rate, Grant Administrator “C’G Accountant”

PeopleSoft Tips
- Hyperlinks allow drill down to more specific detailed information.
- Use the left and right arrows to navigate to additional awards
- When entering award # use all CAPS.
- Note 1– Can search by award or just click Search and all awards will appear.
1. **Navigation:**
   - A) Main Menu > Grants > Grants Work Center.

2. **Searching Option:**
   - A) Business Unit: enter UTEP
   - B) Award ID: enter valid award #, click Search

3. **Financial Calculating Option:**
   - A) Balances: select Cost Share, Sponsor, or Both
   - B) Date Selection: enter As of Date or Month End

4. **Demographics (tab):**
   - A) Professional Resource, Terms and Conditions, Attributes, Amendments.

**PeopleSoft Tips**
- An award can have multiple Project ID's that will be displayed under Professional Resource.
- Hyperlinks allow drill down to more specific Project Detail information.
5. **Project (tab):**
   A) Project, Activity, Description, Project Type, Status, Start/End Dates, Facilities & Admin

6. **Budget Status (tab): Sponsor & Cost Share**
   A) Budget item, Budgeted, Expended, Encumbered, Remaining Balance
   B) Total Amount budgeted, Expended, Encumbered, Remaining balance.

---

**PeopleSoft Tips**
- You can always **expand** or **export** to Excel using icons in green above.
- **Hyperlinks** allow drill down to more specific Project Detail information.
- Amounts will be at Award level if multiple projects = total for all.