Instructions for Accessing and Viewing the Award Transaction Summary

*NEW as of Version 2.0 (1/20/2020)*

1. Click on the Award Transaction Summary link from Zotportal > Research > Kuali Research Award, OR, access the link from the automated email that is sent to PI and Dept Admin when the Award is finalized by Sponsored Projects.

The Award Transaction Summary is accessible with a valid UCINetid. When accessing the report form off campus, you will need to securely connect through a UCI VPN. For instructions on accessing the VPN, please visit the OIT Web page: https://www.oit.uci.edu/help/vpn/.

(Continue to next page)
2. This will take you to the Award Transaction Summary search prompt below.

3. Enter one or more of the following search criteria:
   - **Sponsor Award Number.** Enter the Sponsor Award Number to display ALL transactions belonging to that Award. (This number can be found on the automated email that is sent to PI and Dept Admin when the Award is finalized by Sponsored Projects.)
   
   - **KR Document Number.** Enter the KR Document Number to display the transaction only that was processed by SPA. (This number can be found on the automated email that is sent to PI and Dept Admin when the Award is finalized by Sponsored Projects.)
   
   - ***UC Fund Number.** If known, enter the UC Fund Number to display all transactions linked to that UC Fund. Please note: if the UC Fund Number has not been assigned yet, the search will yield no results.
   
   - **Principal Investigator.** To use the Principal Investigator filter, enter the name of the PI and click Search. Make selection(s) and click Insert. You can conduct multiple searches to return more than one person in your filter. (Warning: there may be indexing issues related to PI name change in the UCI directory; these are isolated cases and should not affect most queries. If your PI search returns no results, please try a different search criteria or contact the ERA Team for assistance.)
   
   - ***Sponsor.** To use the Sponsor filter, enter the name of the Sponsor, or if known, the Sponsor code, and click Search. Make selection(s) and click Insert. Please note: to optimize search performance and results, it is recommended to include at least one other search criteria (e.g. Principal Investigator) when searching by Sponsor.
4. Click **Submit** to run the search.

5. Results are grouped by Principal Investigator name, Lead Unit(s), and/or Sponsor. Award transactions relating to an Award are grouped together, with results displayed in chronological order, the oldest transaction at the top.

(Use the page navigation buttons in footer to view more results)
- **Finalize Date** - This is the date that the SPA Officer finished with the KR Award transaction and clicked “submit” in the KR Award system. A nightly batch process will make it available in this Award Transaction Summary search results the next day. For example, if SPA Officer clicked “submit” on Monday, the transaction will show up in this Award Transaction Search on Tuesday morning.

- **Total Costs** – Each line represents the Total Cost (Direct + F&A) for that transaction only. The sum total of the entire award is displayed in the Overall Total in the blue bar beneath all the transactions.

- **Cost Share Amount** – The cost share amount listed is the cost share commitment to date for that transaction.

The **Overall total** is displayed in the blue-colored row at the bottom for ALL search results.

6. Click on the **Award Transaction Summary** link (last column) to view the Award Transaction Summary PDF. This document replaces the e-Synopsis printout. See screenshot of the Award Transaction Summary PDF in **Exhibit 1**.

7. The section beneath the list of award transactions is the **Award Attachment Repository**. This section displays all of the Award Attachments associated with the award. In the case that your search results include multiple Awards, all Award Attachments relating to those award transactions will show up here. (The Award attachment is the Notice of Award document issued by the sponsor, which is uploaded by SPA as part of the award record.) Select an attachment to view for this transaction. SPA will enter a description with the KR Doc Number so that you know which attachment pertains to this transaction, as many awards have multiple cycles/attachments. In addition, the date listed in the Date of Attachment column can be used as a reference to the time period.
Congratulations on your award! This page provides a summary of the information contained in the award issued by the sponsor. A separate KFS workflow notification will be sent to the Fiscal Officer when the expense account and fund for this award has been set up by Contracts and Grants Accounting. For a financial summary of this award, please refer to the Account Balance Overview tool located at https://accounting.uci.edu/cg/index.html.

Principal Investigator: MICHAEL ANDERSON
Lead Unit: IR-8088 - OFFICE OF RESEARCH
Title: Changes associated with antibiotic treatment in SDF patients
Sponsor Award Nbr: 23095720349
Mod Nbr: 3
UC Acct: 497824
UC Fund: 57657

If UC Account and/or UC Fund numbers are showing up as blank or outdated, please check back in 1-2 days.

AWARD TRANSACTION DETAILS
KR Award Nbr: 101288-00007
Version: 1
KR Doc Nbr: 2497845
Institutional Proposal Nbr: 04535873

Previous Award Nbr:
Transaction Type: Continuation
Award Type: Subcontract
Activity Type: Basic Research
Project Start Date: 01/01/2017
Project End Date: 12/31/2020

OBLIGATIONS FOR THIS TRANSACTION
Direct Cost: $66,800
Indirect Cost: $0
Total Cost: $66,800
Total Cumulative Cost: $300,500

Obligation Start Date: 01/01/2017
Obligation End Date: 12/31/2019
Notice Date: 12/10/2019

SPONSOR DETAILS
Sponsor: 009268 - UNIVERSITY OF MICHIGAN
Prime Sponsor: 008355 - CYSTIC FIBROSIS FOUNDATION
On/Off Campus: On-Campus
*F & A Rate: 8.00 TDC
F & A Rate: 8.00 TDC
F & A Rate: 8.00 TDC
F & A Rate: 8.00 TDC
F & A Rate: 8.00 TDC
F & A Waiver Nbr: 123456

COST SHARE AND PREAWARD SPENDING
Total Cost Share Amt to Date:
RAS Amt:
RAS Date:
RAS Comments:

SPA Officer: mcandrad
Administrative Contact: Jonathan Lew

Special Review

Additional Key Personnel
Principal Investigator: MICHAEL ANDERSON

Sponsor Terms
Equipment Approval Terms: Terms of the Award Document apply.
Invention Terms: Terms of the Award Document apply.
Prior Approval Terms: Terms of the Award Document apply.
Property Terms: Terms of the Award Document apply.
Publication Terms: Terms of the Award Document apply.
Referenced Document Terms: Terms of the Award Document apply.
Rights In Data Terms: Terms of the Award Document apply.
Subaward Approval Terms: Terms of the Award Document apply.
Travel Restrictions Terms: Terms of the Award Document apply.

*Please note that the indirect cost rate assessed on this award may be different than the indirect cost rate awarded by the sponsor. Please refer to the Account Balance Overview tool located at: https://accounting.uci.edu/cg/index.html to verify the indirect cost rate assessed on this award.

Dec 19, 2019 12:20:16 PM
Award Transaction Summary Detail

Sponsored Projects Comments:
The purpose of this Modification 3 is to provide additional funding in the amount of $66,800 and extend the period of performance to 12/31/2020.

All other terms and conditions of the original award remain the same.

*Please note that the indirect cost rate assessed on this award may be different than the indirect cost rate awarded by the sponsor. Please refer to the Account Balance Overview tool located at: [https://accounting.uci.edu/cg/index.html](https://accounting.uci.edu/cg/index.html) to verify the indirect cost rate assessed on this award.