

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 > Kualiti 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/>.

The screenshot displays the ZOT portal navigation menu. The top navigation bar includes 'Faculty & Staff', 'Student', and 'More'. Below this, a secondary bar contains 'Main', 'Applications', 'Work/Life', 'Facilities/Safety', 'Research', 'Finances/KFS', and 'Decision Support'. The 'Research' section is expanded, showing three main categories: 'Kualiti Research Proposals', 'Kualiti Research Award', and 'Kualiti Research Negotiations'. Under 'Kualiti Research Award', the 'Award Transaction Search' link is highlighted in yellow. Other visible links include 'Create an Award', 'Award Search', 'Create a Subaward', 'CG Accounting Workload Report', and 'Create a Negotiation Record'. The right sidebar contains 'Research News' (with links for training, growth celebration, and award processing freeze), 'Tools & Support' (with links for sponsored projects and document search), and 'Research Protections' (with links for IRB review, continuing protocol, modification application, unanticipated problems, meeting calendar, and siRB info).

(Continue to next page)

2. This will take you to the **Award Transaction Summary** search prompt below.

UCI Office of Research

Award Transaction Summary

At least one of the following prompts are required.

Sponsor Award Number	Document Number	UC Fund Number
<input style="width: 90%;" type="text"/> <small>(exact match)</small>	<input style="width: 90%;" type="text"/> <small>(exact match)</small>	<input style="width: 90%;" type="text"/> <small>(exact match)</small>

Principal Investigator Clear

Type in PI name and click 'Search'.
Ex: Smith

 Search

Options

Results:

Insert ↕

Remove ↕

Select all Deselect all

Sponsor Clear

Type in Sponsor Code.
Ex: 005400

 Search

Options

Results:

Insert ↕

Remove ↕

Select all Deselect all

Clear
Submit

v200116d

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.)

Principal Investigator Clear

Type in PI name and click 'Search'.
Ex: Smith

 Search

Options

Results:

MICHAEL ANDERSON

MICHAEL SMITH

FRANK MICHAELS

Insert ↕

Remove ↕

Select all Deselect all

Choice:

MICHAEL ANDERSON

Select all Deselect all

- ***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 [Top](#) [Page up](#) [Page down](#) [Bottom](#))

Lead Unit: IR-7352 - CIVIL & ENVIRONMENTAL ENGINEERING													
Sponsor	IP Nbr	Legacy Proposal Number	Sponsor Award Nbr	Mod Nbr	KR Doc Nbr	KR Award Nbr	Version	Transaction Type	SPA Officer	Finalize Date	Total Costs	Cost Share Amt	View
006771 - UC SANTA BARBARA	05559446	5559446	MC1951		2423020	104361-00003	1	New	admin	04/23/2019	\$88,446		Award Transaction Summary
006771 - UC SANTA BARBARA	05559446	5559446	MC1951	01	2423026	104361-00004	1	Continuation	admin	06/06/2019	\$28,016		Award Transaction Summary
006771 - UC SANTA BARBARA	05559446	5559446	MC1951	02	2467411	104361-00005	1	Incremental Funding	sscailan	12/18/2019	\$28,016		Award Transaction Summary
Overall - Total											\$144,478		

Award Attachment Repository
Click on 'Notice of Award Doc' to view Award Attachment

Award Nbr	Sponsor Award Nbr	Award Attachment Description	Date of Attachment	View
104361-00001	MC1951	AWARD: Syn 1	10/08/2019	Notice of Award Doc
104361-00001	MC1951	AWARD: Syn 2/ Mod 01	10/08/2019	Notice of Award Doc
104361-00005	MC1951	2467411 Incremental Funding/Mod 02/12/12/2019	12/18/2019	Notice of Award Doc

Here is an explanation of the columns.

- **Sponsor** – Entity that is funding the award.
- **IP Nbr** –The Institutional Proposal (IP) Number is the official proposal of record. The Proposal Development Document can be linked back to the IP Number.
- **Legacy Proposal Number** – If this award was imported to KR Award from the SPA Legacy system, it will contain a Legacy Proposal number. For old awards where the proposal was submitted outside of KR/KC (prior to the KC/KR implementation), there may be a legacy proposal number.
- **Sponsor Award Nbr** – This is the award number that is assigned by the sponsor. This field is required.
- **Mod Nbr** – This is the modification number that is assigned by the sponsor. This is optional.
- **KR Doc Nbr** – This is the auto-assigned KR document number that belongs to the KR Award transaction. You can provide this number to the SPA Officer if you want them to look at this exact transaction in KR Award. (The hyperlink is only available to SPA users with permissions to the KR Document.)
- **KR Award Nbr** – This is another auto-assigned KR number but it refers to the entire award family (100009) plus sequence number (00003).
- **Version** – Depending on the type of transaction processed by SPA, it may be assigned a Version number.
- **Transaction Type** – This is the transaction type that SPA has assigned to this transaction. Previously known as Action Type.
- ***SPA Officer** – This displays the UCINetId of the SPA user who processed the KR Award document. User listed as “admin” means that the award transaction was imported from the legacy system.

- **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.

Lead Unit: IR-7352 - CIVIL & ENVIRONMENTAL ENGINEERING

Sponsor	IP Nbr	Legacy Proposal Number	Sponsor Award Nbr	Mod Nbr	KR Doc Nbr	KR Award Nbr	Version	Transaction Type	SPA Officer	Finalize Date	Total Costs	Cost Share Amt	View
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Award Transaction Summary Detail

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 Waiver Nbr: **123456**

CFDA Nbr:

COST SHARE AND PREAMWARD 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.

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> to verify the indirect cost rate assessed on this award.