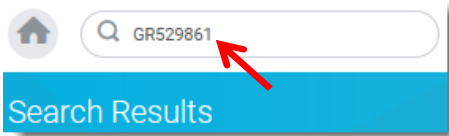


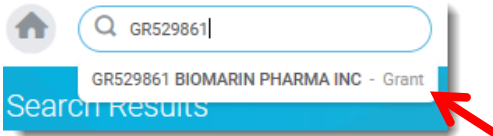
## Job Aid: View Grant and Award

### Steps: Viewing a Grant

1. Log in to UR Financials
2. In the Workday search box type the Grant number (e.g. GR529861)



3. Click on the grant.



4. The "View Grant" screen will display showing the attributes related to the Grant.

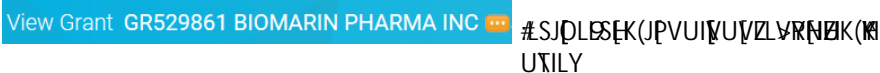


A screenshot of the 'View Grant' screen in Workday. The title bar reads 'View Grant GR529861 BIOMARIN PHARMA INC'. The main content area displays the following attributes:

Grant Name	GR529861 BIOMARIN PHARMA INC
Grant ID	GR529861
Include Grant ID in Name	No
Inactive	No
Included In	0399 Sponsored Programs 0499 Restricted Account Not Reported 16 Clinical Trials (Non-Federal) AWDCS29861 - BIOMARIN PHARMA INC A PHASE 3 OPEN LABEL RANDOMIZED MULTI CENTER STUDY TO A GR ON CAMPUS More (2)

### Key Attributes of a Grant on the Grant Screen

- Worktags: The Grant Financial Analyst should review the Company for FAO, Cost Center and Fund (Fund should be Sponsored Awards – Unrestricted) to make sure they are correct. If they are not, contact ORACS immediately. This review should be performed before any financial transactions are processed for the grant.



- **Grant hierarchy:** The grant hierarchy for the award is created to allow the user to report on all of the award lines. Use the award value (example: AWDC529861) in the **Organization** field when running the Award Budgetary Balance Report **URF0840** and Manager Financial Report. Note: There are several hierarchies in the “Included In” section. The award number is the value to be used in the Organization prompt field for reports.

Included In

- 0399 Sponsored Programs
- 0499 Restricted Account Not Reported
- 16 Clinical Trials (Non-Federal)
- AWDC529861 - BIOMARIN PHARMA INC A PHASE 3 OPEN LABEL RANDOMIZED MULTI CENTER STUDY TO A**
- GR ON CAMPUS
- More (2)

## Key Attributes of a Grant - Bottom of View Grant Screen

- **Related Worktags:** The Related Worktags tab will show you the worktags associated to the Grant. Items such as Company for FAO, (company code), Cost Center and Fund are some of the worktags listed on the Grant. Verify the information seen within the **Default Worktag** column.

Related Worktags | Roles | Members | Staffing | Unavailable to Fill

17 Items

Worktag Type	Default Required	Default Worktag
Company for FAO	Yes	040
Cost Center	Yes	CC11409-306 Pediatrics Genetics
Fund	Yes	Sponsored Awards - Unrestricted

- **Roles:** Verify that the Principal Investigator for the award is correct in the Roles section.

Related Worktags | **Roles** | Members | Staffing | Unavailable to Fill

Roles 4 Items

Assignable Role	Assigned To	Role From
Grant Financial Analyst		Assigned
Grant Manager		
<b>Principal Investigator</b>	<b>John Scientist</b>	Assigned
UR Lead Principal Investigator		Inherited

## Steps: Viewing an Award

1. Complete the previous 4 steps for viewing a grant.
2. Click on the numbered link next to *Usages* field.

**View Grant GR529861 BIOMARIN PHARMA INC** ...

Grant Name	GR529861 BIOMARIN PHARMA INC	<b>Usages 1</b>
Grant ID	GR529861	

3. Click on the Blue Award hyperlink.

1 items

Award	Award Line	Primary	From Date	To Date
AWDC529861: BIOMARIN PHARMA INC A PHASE 3 OPEN LABEL RANDOMIZE 04/26/2013 (version 2)	AWDC529861 Sponsored Awards Revenue (RC10700) (Line 1)	Yes	04/26/2013	06/30/2016

Usages 1

4. The Award will appear in the View Award screen.

**View Award**

Award  Award Number **AWDC529861** Award Status **Approved** Version **2** Effective Date **07/01/2015** Version Status **Award In Effect**

**Award**

Company: **040 School of Medicine and Dentistry**

Description: **Name** Project Title

Award Lifecycle Status: (empty)

Sponsor Award Reference Number: **BIOMARIN PHARMA INC**

Award Date: **04/26/2013**

Award Signed Date: **04/26/2013**

Award Type: **Contract**

Purpose Code: **Nonfederal Clinical Trial**

Payment Terms: **Net 30**

Institutional ID: (empty)

Organizations for Award: **Cost Center: CC11409-313 Neonatology**

**Sponsor**

Sub Award: **No**

Flow-Through Sponsor: (empty)

Sponsor: **Biomarin Pharmaceutical Inc**

Bill-To Sponsor: **Biomarin Pharmaceutical Inc**

Payment Type: **Check Manual**

Letter Of Credit: (empty)

Document ID: (empty)

**Award Amounts**

Currency	USD
Sponsor Direct Cost	6,800.00
Sponsor Facilities and Administration	1,740.00
Sponsor Total	8,540.00
Cost Share Total	0.00
Award Total	8,540.00
Entered Line Amount	8,540.00

**Award Calendar**

Award Schedule	AWDC529861 Schedule
Start Date	04/26/2013
End Date	06/30/2016
Contract Start Date	(empty)
Contract End Date	(empty)

**Proposal**

Federal Award ID Number	(empty)
CFDA Number	(empty)
CFDA Description	(empty)
NSF Code	F Life Sciences 3 - Medical Sciences
NSF Code Description	Medical Sciences
Proposal ID	057097
Proposal Version	(empty)