Follow these steps to view a Grant, see key Grant attributes and how to view an 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.

**Key Attributes of a Grant - Top of the View 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.

<table>
<thead>
<tr>
<th>Included In</th>
</tr>
</thead>
<tbody>
<tr>
<td>0399 Sponsored Programs</td>
</tr>
<tr>
<td>0499 Restricted Account Not Reported</td>
</tr>
<tr>
<td>16 Clinical Trials (Non-Federal)</td>
</tr>
<tr>
<td>AWDC529861 - BIOMARIN PHARMA INC A PHASE 3 OPEN LABEL RANDOMIZED MULTI CENTER STUDY TO A GR ON CAMPUS</td>
</tr>
</tbody>
</table>

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 Table](chart)

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

  ![Roles Table](chart)

- **Verify FAO:** Within the UR Financials search bar, type in an FAO associated to the Grant to verify
Steps: Viewing an Award

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

3. Click on the Blue Award hyperlink.

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