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. GR500005)
3. Click on the grant.
4. The “View Grant” screen will display showing the attributes related to the Grant.
Key Attributes of a Grant

- **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.

  
  View Grant GR500005 3003233946

<table>
<thead>
<tr>
<th>Grant Name</th>
<th>3003233946</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant ID</td>
<td>GR500005</td>
</tr>
<tr>
<td>Include Grant ID in Name</td>
<td>Yes</td>
</tr>
<tr>
<td>Inactive</td>
<td>No</td>
</tr>
</tbody>
</table>
| Worktags | Company for FAQ: 040  
Cost Center: CC12200-000 Clinical and Translational Science Institute  
Fund: Sponsored Awards - Unrestricted |
| Included In | 0399 Sponsored Programs  
03 Organized Research  
0499 Restricted Account Not Reported  
AWD00000006 - Enhancing Clinical Research Professionals’ Training and Qualification Research |

- **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: AWD00000006) in the **Organization** field when running the Award Budgetary Balance Report 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.

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

1. Complete the previous 4 steps for viewing a grant.
2. Click on the number next to Usages field.
3. Click on the Blue Award hyperlink.
4. The Award will appear in the View Award screen.