



# Job Aid: How to Look Up Agency Award Documents

## SPONSORED PROJECTS

Quick Navigation: Grants > Award > Award Profile > View Contract (hyperlink) > More (dropdown box on bottom right) > Attachments.

The agency award documents and award guidance (if any) will be stored in the Contracts Module as an Adobe pdf file.

### To look up the agency award through the Grants module

1. In the Menu on the left side of the screen, navigate to the Award Profile search screen (Grants > Awards > Award Profile)
2. Enter **UMSPR** in the Business Unit field if it did not default in. You can also search for it using the lookup to the right of the field.
3. Entering information into one or any combination of the search criteria will narrow the search.
4. Press the **Search** button.
5. Click on the correct award from the search results.

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Home | Worklist | Add to Favorites

**Menu**

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**Find an Existing Value**

**Business Unit:** = [UMSPR] 🔍

**Award ID:** begins with [CON] 🔍

**Project:** begins with [ ] 🔍

**Description:** begins with [ ] 🔍

**PI ID:** begins with [ ] 🔍

**Proposal ID:** begins with [ ] 🔍

**Reference Award Number:** begins with [ ] 🔍

Case Sensitive

**Search** **Clear** [Basic Search](#) [Save Search Criteria](#)

**Search Results**

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

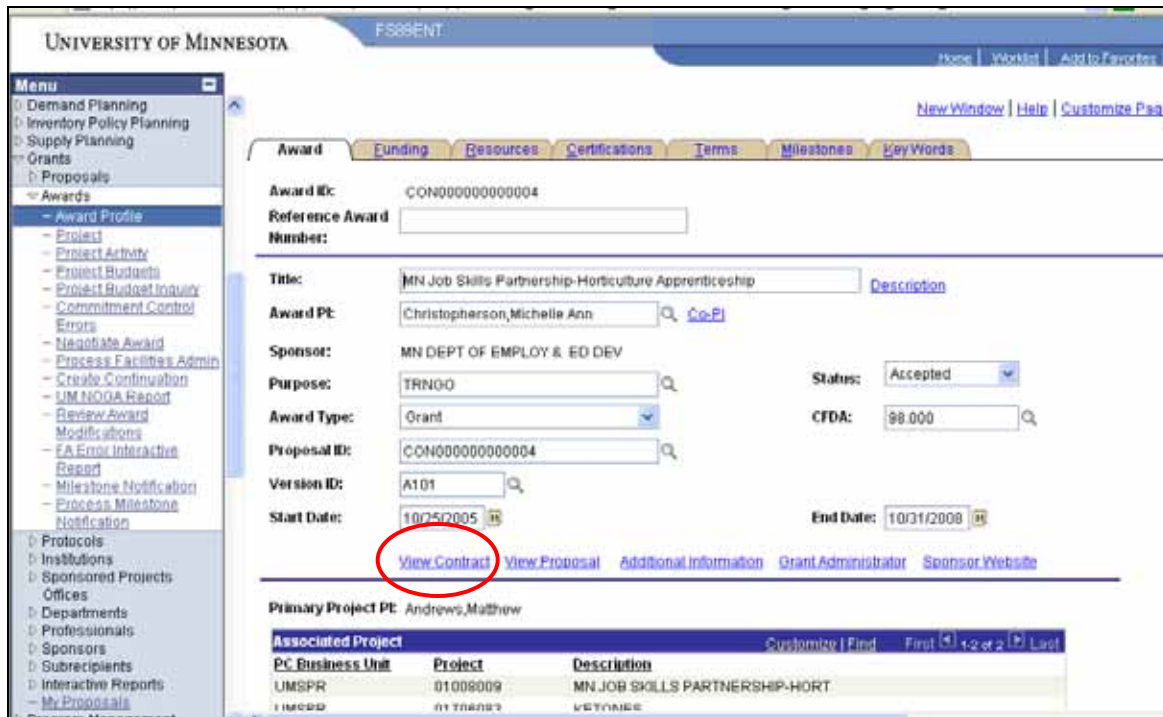
[View All](#) First 1-100 of 300

Business Unit	Award ID	Project	Description	PI ID	Proposal ID	Reference Award Number
UMSPR	CON000000000001	04086247	Pyrolysis Pilot Project	2110465	CON000000000001	Chapter 30, Subd. 5a
UMSPR	CON000000000002	04199013	Land Acquisition, Minnesota La	2100275	CON000000000002	Sec (9), subd. (6L)
UMSPR	CON000000000003	04199015	2005 Land Acquisition, Minneso	2100275	CON000000000003	Sec 11, subd. 06 (p)
UMSPR	CON000000000004	01008009	MN Job Skills Partnership-Hort	2741456	CON000000000004	(blank)
UMSPR	CON000000000004	01706083	MN Job Skills Partnership-Hort	2741456	CON000000000004	(blank)
UMSPR	CON000000000005	01279010	RSVP of the Red River Valley	1464437	CON000000000005	RSVP-SFY-2006-MN-03
UMSPR	CON000000000006	01279012	RSVP of the Red River Valley	1464437	CON000000000006	RSVP-SFY 2008
UMSPR	CON000000000007	01379009	UMC Mentoring and Career	1464437	CON000000000007	(blank)

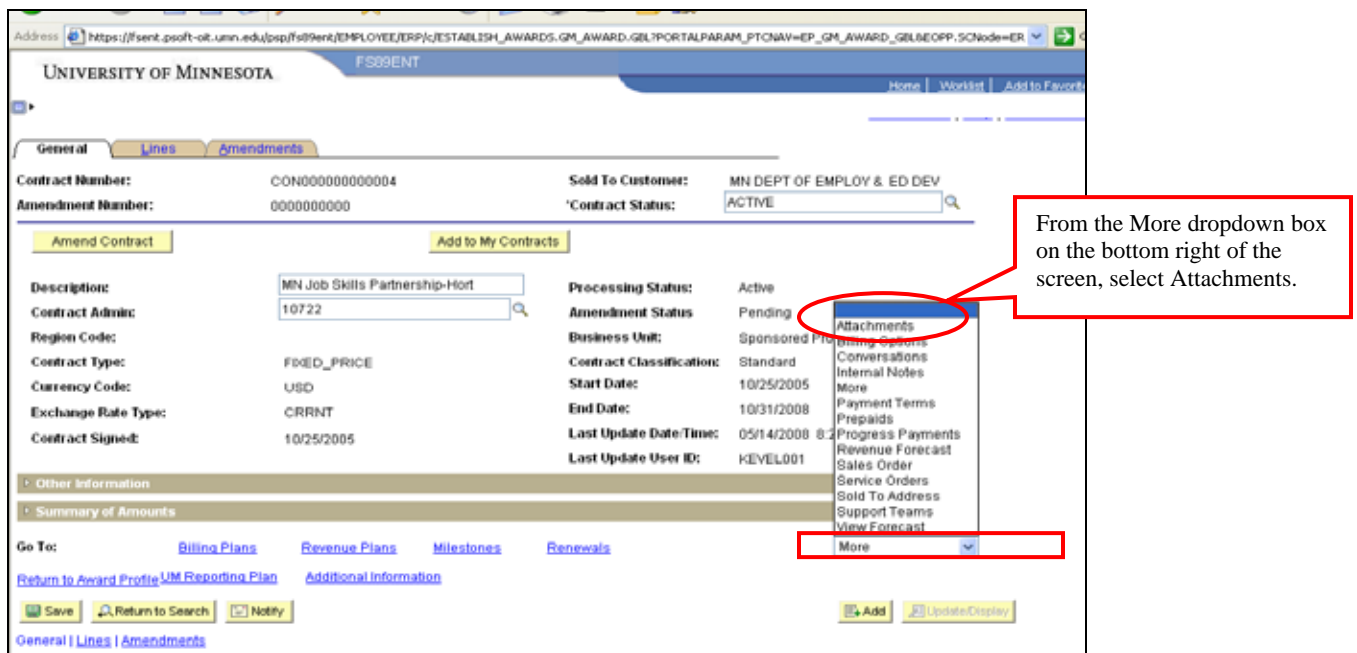
Enter known information into any of these fields to narrow the search.

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6. On the Award tab for the selected award, click on the [View Contract](#) hyperlink



7. On the **General** tab, select Attachments from the More dropdown box located on the bottom right of the screen.







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- The agency awards will be listed as attached pdf files with a brief description of what each file contains.
- Click on the view attachment icon  to open the file.



The screenshot displays a web application interface for managing contract attachments. At the top, there are navigation tabs for 'General', 'Lines', 'Amendments', and 'Attachments'. Below these, contract details are shown: 'Contract Number: CON000000000004', 'Amendment Number: 0000000000', 'Sold To Customer: MN DEPT OF EMPLOY & ED DEV', and 'Contract Status: ACTIVE'. A yellow 'Amend Contract' button is visible. The main section is titled 'Document Attachments' and contains a table with the following data:

Attached File	Description	Line		
Agency_Award_1.pdf				
Agency_Award_2.pdf				

Below the table, there are navigation links: 'Go To: Billing Plans', 'Revenue Plans', 'Milestones', 'Renewals', and a 'More' dropdown menu. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'. The breadcrumb trail at the bottom reads 'General | Lines | Amendments | Attachments'.