View Award Overview

2. Click the Company Single Sign-On button
3. When Single Sign-On displays, enter Active Directory User Name and Password, click Login
4. Select Awards

5. In Overview page, on right side of page, select Task Panel>Manage Awards

6. In Manage Awards, use Search field and enter either Award Name or Number (to search by Award Number, enter the Kuali Research award number, e.g. enter 30% to search for all award numbers starting with 30xxxx)
   a. Select Award of your choice by clicking on Award Name or Number
7. In **Overview** page, Select **Period Type** and **Budget Period**
   a. **Period Type:**
      i. **Period-to-Date:** view information only for the selected **Budget Period**
      ii. **Inception-to-Date:** view information for entire duration of **Award**
   b. Select **Inception-to-Date**
   c. Select desired **Budget Period** (converted Awards will only have one budget period)

**View Budget vs. Actual**

1. In **Award Projects** summary for desired project number: viewing selected project
   a. **Budget Amount:** amount that has been awarded and can be spent during the selected period
   b. **Commitment Amount:** amount encumbered or liened
   c. **Actual Amount:** amount spent during the selected period
   d. **Available Amount:** remaining amount that can be spent
      i. Available Amount = Budget Amount – Commitment Amount - Actual Amount
   e. **Unbudgeted Amount:** amount awarded but not yet budgeted for use
View Award Overview
Portfolio Project Management

2. If Award has more than one Project, each Project will have a separate summary box

Validate costs

1. Scroll down to Financial Details
2. View breakdown of information by Task, Resource and Funding Source