

## Award Summary Page

The **Award Summary Page** in the myUFL system displays important information for your award in one printable, easy-to-read summary page.

You can use this page to review award details, such as:

- Demographic information
- Award status and type
- Sponsor information
- Terms and conditions
- Milestones
- Award modifications
- Primary and sub-projects
- And more

### Accessing the Award Summary Page

1. Click the **Main Menu**.
2. Click **Grants** and then click **Awards**.
3. Click **Award Summary Page**. The Award Summary search page displays. This page enables you to search using several criteria.

**Award Summary**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Maximum number of rows to return (up to 300):

**Business Unit:** begins with

**Award ID:** begins with

**Project:** begins with

**Description:** begins with

**PI ID:** begins with

**Proposal ID:** begins with

Case Sensitive

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

**Figure 1: Award Summary search page**

4. In the Business Unit field, select **GRANT**.
5. Now click the **Project** field.
6. Type the Project Number.
7. Click the **Search** button.

The screenshot shows the 'Award Summary' page in the myUFL system. The page title is 'Award Summary' and the contract number is 00032338. The status is 'Accepted'. The Principal Investigator (PI) is JONES KIM, with PI number 206000000. The award is for 'STUDIES TO DETERMINE THE CAUSE AND DEVELOP STRATEGIES TO' and is a 'Grant' type. The sponsor is 'FL DEPT OF AG CITRUS PROD RES ADVS CNCL'. The award amount is \$204,316.03. The page also includes sections for 'Award Milestones' and 'Associated Projects'.

Reference Award Number	Period	Issue Date	Begin Date	End Date	Amount	Short Description
DACS 007913	1	01/01/1901	07/01/2000	09/30/2001	204,316.03	

Project	Primary	PI Name	Department	Total Released

**Figure 2: Award Summary page**

The Award Summary Page displays demographic information for the Principal Investigator for the award, along with other important information including:

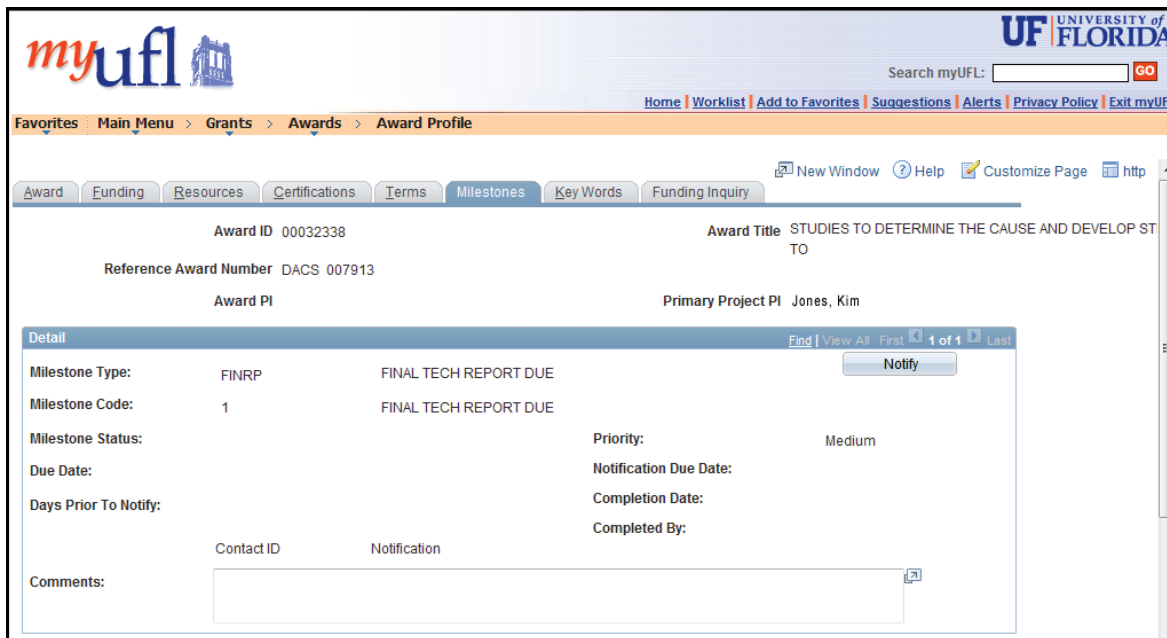
- Demographic information
- Award status and type
- Sponsor information
- Terms and conditions
- C&G office
- Award type
- Award purpose
- Sponsor information
- Terms and conditions

## Viewing Award Milestones

You can also view Award Milestones from the Award Summary page. Milestones are used to ensure that work is delivered as promised to the sponsor, and that the award is properly closed out at its conclusion.

To view Award Milestones from the Award Summary page:

1. Click the **Award Milestones** link. The Award Profile page opens in a separate window. This page organizes other important types of information by tabs.
2. Click the **Milestones** tab.
  - When your award features multiple milestones, you can click the **Left** or **Right** arrows to move between milestones.
  - You can also click **View All** to set all milestones to display on a single page.
3. To return to the Award Summary page, click the **Close** button.



**Figure 3: Award Profile page, Milestones tab**

## **Contact Information:**

Contracts and Grants - Campus  
123 Grinter Hall  
392-1235

Contracts and Grants - College of Medicine  
123 Grinter Hall  
392-1235

Contracts and Grants - College of Engineering  
340 Weil Hall  
392-6626

Contracts and Grants - Health Science Center  
123 Grinter Hall  
392-1235

Contracts & Grants- IFAS  
G040 McCarty Hall D  
273-3497

Web site: <http://www.cg.cfo.ufl.edu>