Contents
Login Site: ................................................................................................................................................................ 1
Open Kuali AWARD MODULE ........................................................................................................................................ 1
Search for an Award Using the Coeus Number ...................................................................................................... 2
Results for Search of Coeus Number ...................................................................................................................... 2
Medusa..................................................................................................................................................................... 2
Locating the Budget in the Proposal ....................................................................................................................... 4

Login Site:
https://ucincinnati.kuali.co/dashboard/

Open Kuali AWARD MODULE

On the left side menu, click on Common Tasks ( )

On the award card, select Search Awards
Search for an Award Using the Coeus Number

In the Award Search pop-up, enter the Kuali number in the Award ID field. Then click search.

Results for Search of Coeus Number

<table>
<thead>
<tr>
<th>Actions</th>
<th>Award ID</th>
<th>Sponsor Award ID</th>
<th>Lead Unit ID</th>
<th>Lead Unit</th>
<th>Account ID</th>
<th>Award Status</th>
<th>Award Title</th>
<th>Sponsor ID</th>
<th>Sponsor Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>open copy medusa View Invoices</td>
<td>013302-00002</td>
<td></td>
<td>60000330</td>
<td>COM Cancer Biology</td>
<td></td>
<td>Awarded</td>
<td>RON signaling suppresses innate immune responses in breast cancer</td>
<td>000168</td>
<td>American Cancer Society - National Chapter</td>
</tr>
<tr>
<td>open copy medusa View Invoices</td>
<td>013302-00001</td>
<td></td>
<td>60000330</td>
<td>COM Cancer Biology</td>
<td></td>
<td>Awarded</td>
<td>RON signaling suppresses innate immune responses in breast cancer</td>
<td>000168</td>
<td>American Cancer Society - National Chapter</td>
</tr>
</tbody>
</table>

Medusa

Use the Medusa link on the -00001 level to find out the proposal associated with the award.

<table>
<thead>
<tr>
<th>Actions</th>
<th>Award ID</th>
<th>Sponsor Award ID</th>
<th>Lead Unit ID</th>
<th>Lead Unit</th>
<th>Account ID</th>
<th>Award Status</th>
<th>Award Title</th>
<th>Sponsor ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>open copy medusa View Invoices</td>
<td>013302-00001</td>
<td></td>
<td>60000330</td>
<td>COM Cancer Biology</td>
<td></td>
<td>Awarded</td>
<td>RON signaling suppresses innate immune responses in breast cancer</td>
<td>000168</td>
</tr>
</tbody>
</table>

An overview of the award appears with the proposal(s) listed:
To see details or open one of the connected records, click on the number for that record. You will then see the option to click on Open and Kuali will open a new tab with that record. Ex. below is opening the PD record.

The proposal details screen opens.
Locating the Budget in the Proposal
Click on the budget from the left menu in the proposal screen.

Then click on the name of the budget version that has (for submission) listed under it.

Then Click Open Budget Document
Clicking on the budget summary at the bottom of the menu will give you a basic breakdown. If you click the arrows next to each category, you will see additional details.

Cost Share – Select Institutional Commitments then Cost share from the left side menu.

This will give you cost share totals for each year.
For older proposals that do not have a budget built within Kuali (or Coeus for submissions prior to Kuali) you will need to look in the attachments for an Excel budget.

On the main Proposal screen, select attachments from the left side menu.

Select the Internal tab to see a budget that was uploaded as an excel file into Coeus: and click on the file name to open it.