Contents

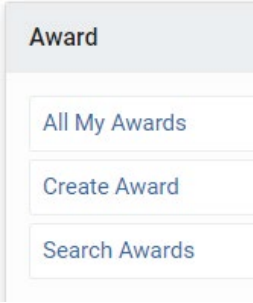## Login Site:

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

Open Kuali AWARD MODULE

On the left side menu, click on Common Tasks (   )
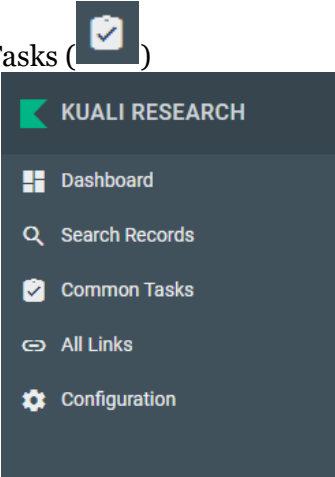
On the award card, select Search Awards

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.

Award ID:	*13302*
Sponsor Award ID:	
Account ID:	
Award Status:	select
Sponsor ID:	
Award Title:	
Investigator:	
Lead Unit ID:	
Lead Unit:	
OSP Administrator Username:	
Archive Location:	
Archive Date From:	
Archive Date To:	
Document Status:	● Final ○ Saved ○ Both ○ Canceled

search   clear   cancel

Results for Search of Coeus Number

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

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

Actions	Award ID	Sponsor Award ID	Lead Unit ID	Lead Unit	Account ID	Award Status	Award Title	Sponsor ID	
open copy medusa View Invoices	013302-00001		60000330	COM Cancer Biology		Awarded	RON signaling suppresses innate immune responses in breast cancer	000168	

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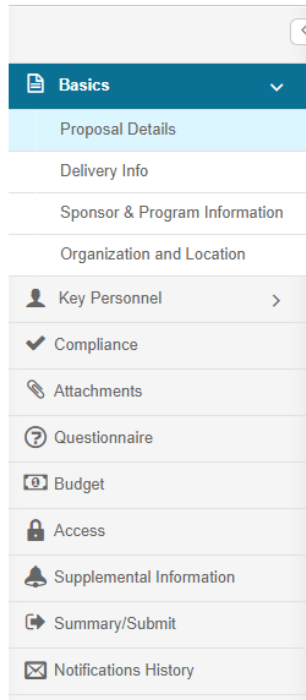
Then click on the name of the budget version that has (for submission) listed under it.

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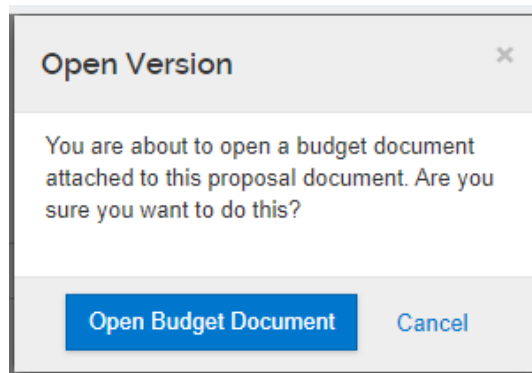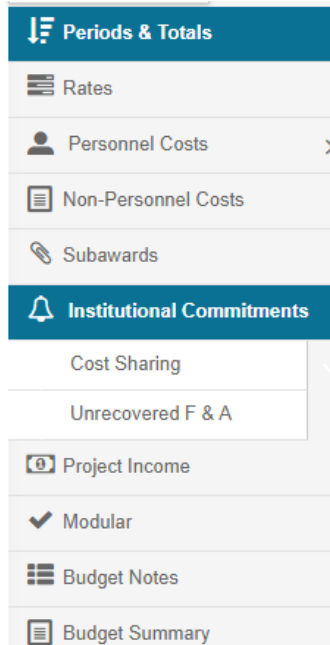
Clicking on the budget summary at the bottom of the menu will give you a basic breakdown. If you click the arrows next to each category, you will see additional details.

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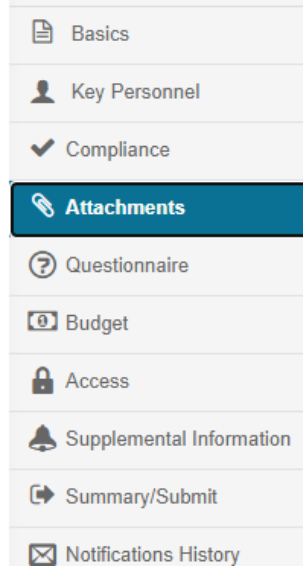
Select the Internal tab to see a budget that was uploaded as an excel file into Coeus: and click on the file name to open it.