

**USC**



**UNIVERSITY OF SOUTH CAROLINA**



# **Inquiry into Grants**

**A Quick Reference Guide for Inquiry into Grants**

**Grants**

**October 2015**

# Table of Contents

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|   |                    |
|---|--------------------|
| <b>Viewing Information on the Award Profile</b> | <b>Page 2-6</b>    |
| <b>Viewing Project Information</b>              | <b>Page 7-12</b>   |
| <b>Viewing the F&amp;A Rate for a Project</b>   | <b>Pages 13-14</b> |
| <b>Viewing the Project Budget</b>               | <b>Page 15-16</b>  |
| <b>Where to find this Quick Reference Guide</b> | <b>Page 17</b>     |

# Viewing Information on the Award Profile



To view information on the Award Profile begin with the following navigation:

**Main Menu → Grants → Awards → Award Profile**

- On the **Award Profile** page select USCSP as the Business Unit and type the Project ID into the Project field, then click the Search button.

The screenshot shows the 'Award Profile' search page. At the top, there is a navigation breadcrumb: 'Favorites > Main Menu > Grants > Awards > Award Profile'. The University of South Carolina logo is on the left, and navigation links for 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out' are on the right. Below the header, the page title 'Award Profile' is displayed, followed by the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' A 'Find an Existing Value' button is present. The 'Search Criteria' section contains several input fields: 'Business Unit' (a dropdown menu with 'USCSP' selected, marked with a red circle 1), 'Award ID' (a dropdown menu with 'begins with' selected), 'Project' (a dropdown menu with 'begins with' selected and '10006016' entered, marked with a red circle 2), 'Description' (a dropdown menu with 'begins with' selected), 'PI ID' (a dropdown menu with 'begins with' selected), and 'Proposal ID' (a dropdown menu with 'begins with' selected). There is also an unchecked checkbox for 'Case Sensitive'. At the bottom, there is a 'Search' button (marked with a red circle 3), a 'Clear' button, and links for 'Basic Search' and 'Save Search Criteria'.

# Viewing Information on the Award Profile



- Within the **Award** tab, you can view the Award ID, Award PI, Sponsor, Post Award Administration, Purpose, and Award Dates.

UNIVERSITY OF SOUTH CAROLINA [Home](#) | [Worklist](#) | [MultiChannel C](#)

**Award** | [Funding](#) | [Resources](#) | [Certifications](#) | [Terms](#) | [Milestones](#) | [Key Words](#) | [Funding Inquiry](#)

**Award ID** **CON0002435**  
Reference Award Number Federal Award Identification Number

---

**Title** Collaborative Research: Geochemistry of IODP Site  
**Long Description** Collaborative Research: Geochemistry of IODP Site 1438 and West Philippine Basin Volcanic Rocks: Constraints on Subduction Initiation and the Early Development of the Izu Basin  
60 characters remaining

**Award PI** **YOGODZINSKI,GENE** Reporting Role

**Sponsor** **NSF - Drawdown**

**Post Award Administrator** **BAILEY,SHERYL**

**Purpose** **RES**

**Status** Accepted

**Award Type** Grant

**Proposal ID** CON0002435

**Version ID** V101

**Start Date** **08/15/2015**

**End Date** **07/31/2017**

[View Contract](#) | [View Proposal](#) | [Additional Information](#) | [Grant Administrator](#) | [Sponsor Website](#) | [CFDA](#)

# Viewing Information on the Award Profile



- Click the **Funding** tab to view the Funded Amount.

UNIVERSITY OF SOUTH CAROLINA

Home | Worklist | MultiChannel Console | Add to Favorites

New Window | Help

Award Funding Resources Certifications Terms Milestones Key Words Funding Inquiry

Award ID CON0002435 Award Title Collaborative Research: Geochemistry of IODP Site  
Reference Award Number Currency USD  
Award PI YOGODZINSKI,GENE Primary Project PI YOGODZINSKI,GENE

Total Award Amount 157,355.00

Funding Info Find | View All First 1 of 1 Last

Project 10006016 Collaborative Research: Geoche Project PI YOGODZINSKI,GENE

Detail Personalize | Find | First 1 of 1 Last

| Period |  | Start Date | End Date   | Funded Amount | To Project ID | Budget Posting Status | PC Distribution Status |
|--------|--|------------|------------|---------------|---------------|-----------------------|------------------------|
| 1      |  | 08/15/2015 | 07/31/2017 | 157,355.00    | 10006016      | Posted                | Distributed            |

Go To: Sponso Protocols Attributes Department Credit Notepad Award Modifications Supplemental Data

# Viewing Information on the Award Profile



- Click the **Resources** tab to view the Subrecipient Name. (**Note:** There may not be a Subrecipient on the Award.)

UNIVERSITY OF SOUTH CAROLINA

Home | Worklist | MultiChannel Console | Add to Favorites

Award | Funding | **Resources** | Certifications | Terms | Milestones | Key Words | Funding Inquiry

New Window | Help

Award ID CON0002435      Award Title Collaborative Research: Geochemistry of IODP Site

Reference Award Number

Award PI YOGODZINSKI,GENE      Primary Project PI YOGODZINSKI,GENE

Detail Find | View All First 1 of 1 Last

Project 10006016      Collaborative Research: Geoche

Project PI YOGODZINSKI,GENE

Resource Find | View All First 1 of 1 Last

Type

Comments

Subrecipient Find | View All First 1 of 1 Last

Subrecipient

# Viewing Information on the Award Profile



- Click the **Terms** tab to view the Reference Award Number (Grant Number) in the Explanation box.

Navigation: Favorites ▾ | Main Menu ▾ > Grants ▾ > Awards ▾ > Award Profile

UNIVERSITY OF SOUTH CAROLINA

Home | Worklist | MultiChannel Console | Add to Favorites

New Window | Help | F

Award Funding Resources Certifications **Terms** Milestones Key Words Funding Inquiry

Award ID CON0002435 Award Title Collaborative Research: Geochemistry of IODP Site

Reference Award Number

Award PI YOGODZINSKI,GENE Primary Project PI YOGODZINSKI,GENE  Copy terms to all projects on save

Details Find | View All First 1 of 1 Last

Project 10006016 Collaborative Research: Geoche Project PI YOGODZINSKI,GENE

Detail Find | View All First 1 of 1 Last

Terms & Conditions REFNO

Description Reference Award Number

Explanation 1537135

Go To: Sponsor Protocols Attributes Department Credit Notepad Award Modifications Supplemental Data


# Viewing Project Information

To view Project Information begin with the following navigation:

**Main Menu → Grants → Awards → Project**

- On the **Project General** page select USCSP as the Business Unit and type the Project ID into the Project field, then click the Search button.

Favorites ▾ Main Menu ▾ > Grants ▾ > Awards ▾ > Project

 UNIVERSITY OF SOUTH CAROLINA

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help

### Project General

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

Find an Existing Value

▼ Search Criteria

Business Unit = ▾ USCSP <sup>1</sup>


Project begins with ▾ 10006016 <sup>2</sup>

Description begins with ▾

Program = ▾ Detail Project ▾

Processing Status = ▾


Include History  Case Sensitive

**Search** <sup>3</sup> Clear Basic Search  Save Search Criteria



# Viewing Project Information

- Within the **General Information** tab, you can view the Processing and Project Status, the Project Dates, and Title.



[Home](#) | [Worklist](#) | [MultiChannel Console](#) | [A](#)

---

**General Information**

Project Department

Project Costing Definition

Manager

Location

Phases

Approval

Justification

User Fields

Rates

▶

---

**Project** 10006016

---

**Description** Collaborative Research: Geoche  **Program**

**Integration** USC01 USC01

**Project Type**

**Percent Complete** 0.00 **As Of**

**Project Health** **As Of**

**Processing Status** Active

**Project Status:** Project Status

**Contract Number:** CON0002435 i

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**Project Schedule** ?

---

**Start Date** 08/15/2015

**End Date** 07/31/2017

Additional Dates

---

**Description** [Find](#) | [View All](#) | [First](#) ◀ 1 of 1 ▶ [Last](#)

**Date/Time Stamp** 07/30/15 6:02:25PM **User ID** UC4USR

**Description:**

Collaborative Research: Geochemistry of IODP Site


205 characters remaining

**Long Description:**

Collaborative Research: Geochemistry of IODP Site 1438 and West Philippine Basin Volcanic Rocks: Constraints on Subduction Initiation and the Early Development of the Izu-Bonin-Mariana (IBM) Arc

# Viewing Project Information

- Click the **Project Department** tab to view the data and/or F & A allocation.


Home | Worklist | MultiChannel Co

General Information
Project Department
Project Costing Definition
Manager
Location
Phases
Approval
Justification
▶

**Business Unit** USCSP **Project** 10006016 Collaborative Research: Geoche

**Institution ID** USC01 University of South Carolina

**Subdivision** 130400 EARTH AND OCEAN SCIENCES

**Department** 130400 EARTH AND OCEAN SCIENCES

**Contact ID**

**F&A Requested** **Contact Details** 🔍

**Department Info** Find | View All First ◀ 1 of 1 ▶ Last

**Effective Date** 07/30/2015


**Department Info** Personalize | Find | 📄 | 📅 First ◀ 1-3 of 3 ▶ Last

| Department | Subdivision | Description                   | Percentage Pledged |
|------------|-------------|-------------------------------|--------------------|
| 130400     | 130400      | EARTH AND OCEAN SCIENCES      | 37.50              |
| 620210     | 130400      | DIV OF FINANCE/FACILITIES FD  | 25.00              |
| 620211     | 130400      | DIV OF FINANCE/RESEARCH CLEAR | 37.50              |

Save as Template
Copy Project

# Viewing Project Information

- Click the **User Fields** tab to view the Legacy Department and Fund.


Home | Worklist | MultiChannel Console

[General Information](#) | 
 [Project Department](#) | 
 [Project Costing Definition](#) | 
 [Manager](#) | 
 [Location](#) | 
 [Phases](#) | 
 [Approval](#) | 
 [Justification](#) | 
 **[User Fields](#)** | 
 [Rates](#) | 
 [▶](#)

**Project** 10006016

**Description** Collaborative Research: Geoche

**User Fields**

|                    |           |                      |
|--------------------|-----------|----------------------|
| <b>Dept/Fund</b>   | 13040FC35 | <b>User Currency</b> |
| <b>WS DeptFund</b> | 22695     | <b>Amount 1</b>      |
| <b>CP #</b>        |           | <b>Amount 2</b>      |
| <b>Parent CP #</b> |           | <b>Amount 3</b>      |
| <b>State#</b>      |           | <b>Date 1</b>        |
|                    |           | <b>Date 2</b>        |

Save as Template

Copy Project

[My Projects](#)

[Project Valuation](#)

[Project Team](#)

[Project Activities](#)

Go To  ▼

# Viewing Project Information

- On the **General Information** page click the **Project Team** link.

General Information
Project Department
Project Costing Definition
Manager
Location
Phases
Approval
Justification
User Fields
Rates
▶

Project 10006016
Add to My Projects

---

**Description** Collaborative Research: Geoche  Program

**Integration** USC01      USC01

**Project Type**

**Percent Complete** 0.00      As Of

**Project Health**      As Of

**Processing Status** Active

**Project Status:** Project Status

**Contract Number:** CON0002435 i

**Project Schedule** ?

|                              |                            |                         |
|------------------------------|----------------------------|-------------------------|
| <b>Start Date</b> 08/15/2015 | <b>End Date</b> 07/31/2017 | <b>Additional Dates</b> |
|------------------------------|----------------------------|-------------------------|

**Description** Find | View All    First 1 of 1 Last

**Date/Time Stamp** 07/30/15 6:02:25PM      **User ID** UC4USR

**Description:**

Collaborative Research: Geochemistry of IODP Site

205 characters remaining

**Long Description:**

Collaborative Research: Geochemistry of IODP Site 1438 and West Philippine Basin Volcanic Rocks: Constraints on Subduction Initiation and the Early Development of the Izu-Bonin-Mariana (IBM) Arc

Save as Template
Copy Project

My Projects
Project Valuation
Project Team
Project Activities



Go  ▼  
 To

# Viewing Project Information

- On the **Project Team** page you can view the team and/or approvers for expenses.

**Team** | Team Detail

**Project** 10006016      **Description** Collaborative Research: Geoche  
**Start Date** 08/15/2015      **End Date** 07/31/2017      **Processing Status** Active

**Project Team Members** Personalize | Find | View All |   First 1-3 of 3 Last

| EmpID   | Name             | Project Role | Project Manager                     | Email Notify                        | Start Date | End Date   |
|---------|------------------|--------------|-------------------------------------|-------------------------------------|------------|------------|
| 1000454 | GENE YOGODZINSKI | PI           | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 08/15/2015 | 07/31/2017 |
| 1020808 | SHERYL BAILEY    | CGA          | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 08/15/2015 | 07/31/2017 |
| 1057147 | MICHAEL BIZIMIS  | CPI          | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 08/15/2015 | 07/31/2017 |

**Add Members Using Job Code**

Job Code      Default Project Role     

**Remove Members Using Job Code**

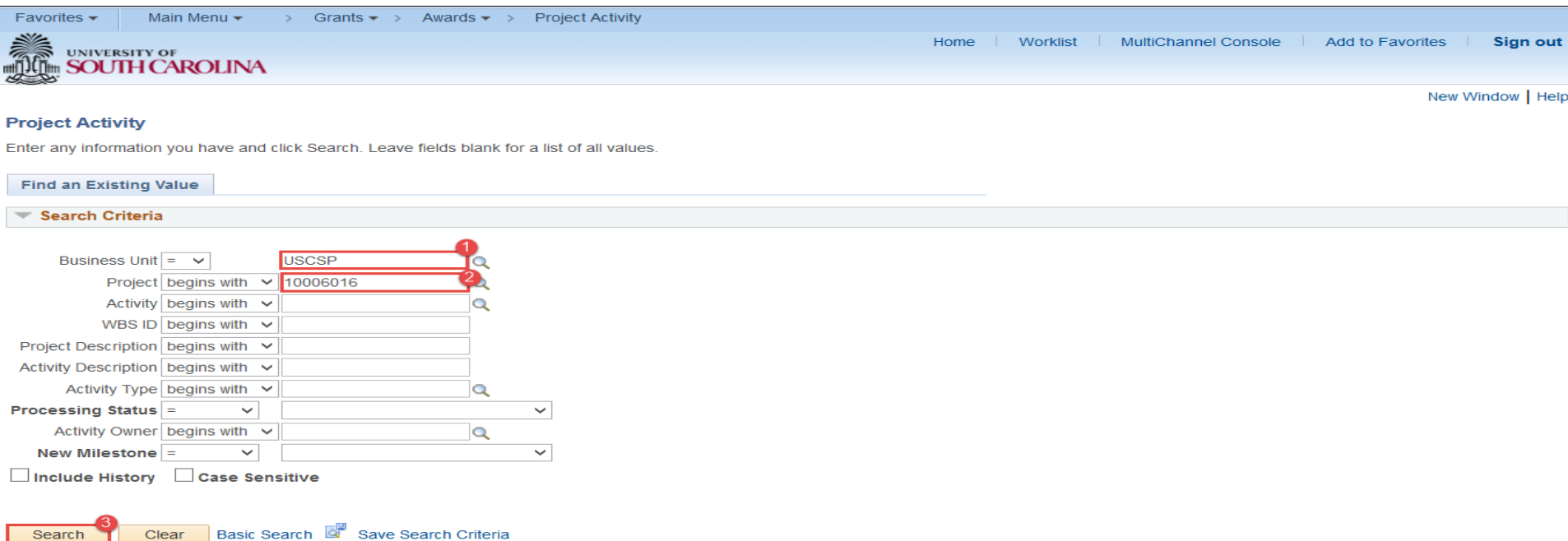
Job Code

# Viewing the F&A Rate for a Project

To view the F&A Rate for a Project begin with the following navigation:

**Main Menu → Grants → Awards → Project Activity**

- On the **Project Activity** page select USCSP as the Business Unit and type the Project ID into the Project field, then click the Search button.



The screenshot shows the 'Project Activity' search page. At the top, there is a breadcrumb trail: 'Main Menu > Grants > Awards > Project Activity'. The University of South Carolina logo is on the left, and navigation links like 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out' are on the right. Below the breadcrumb, there is a 'Find an Existing Value' button and a 'Search Criteria' section. The search criteria include: Business Unit (dropdown menu with 'USCSP' selected, marked with a red '1'), Project (dropdown menu with 'begins with' and '10006016' entered, marked with a red '2'), Activity (dropdown menu with 'begins with'), WBS ID (dropdown menu with 'begins with'), Project Description (dropdown menu with 'begins with'), Activity Description (dropdown menu with 'begins with'), Activity Type (dropdown menu with 'begins with'), Processing Status (dropdown menu with '='), Activity Owner (dropdown menu with 'begins with'), and New Milestone (dropdown menu with '='). There are also checkboxes for 'Include History' and 'Case Sensitive'. At the bottom, there is a 'Search' button (marked with a red '3'), a 'Clear' button, and links for 'Basic Search' and 'Save Search Criteria'.

# Viewing the F&A Rate for a Project



- Click the **FA Rates** tab to view the F&A Rate Set, Institution Rate, and Funded Rate. (**Note:** If Funded Rate is “0” or less than the institution, the system will calculate waived F&A.)

UNIVERSITY OF SOUTH CAROLINA Home | Worklist | Mult

General Information | Definition | **FA Rates** | Location | Attachments | Quality | Use Fields | Rates | Asset Integration Rules

Project 10006016 Description Collaborative Research: Geoche  
Activity 1 Description Collaborative Research: Geoche

**F&A Rate Info** Find | View All First 1 of 1 Last

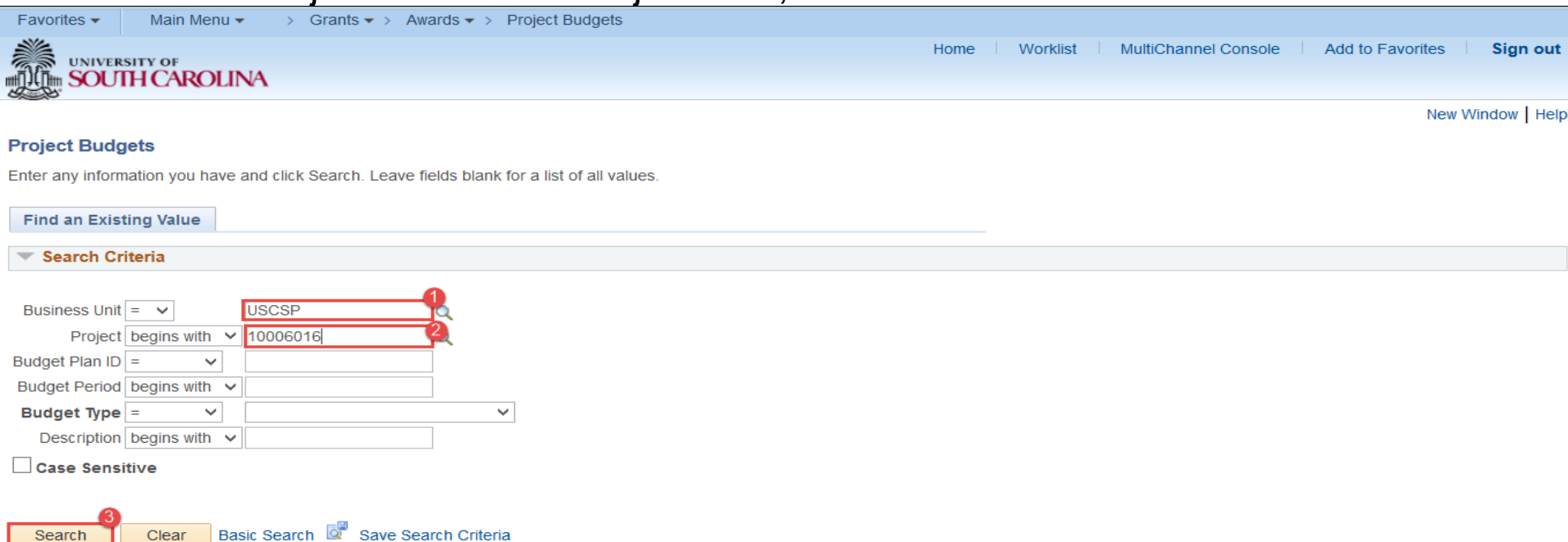
| Facilities Admin Rate RRCO |  | Res-Col   |                 |
|----------------------------|--|---|-----------------|
| <b>Institution</b>         |  |   |                 |
| Institution                |  | Institution Rate <span style="float: right;">Find   View All First 1 of 1 Last</span> |                 |
| FA Base MTDC               |  | Eff Date 07/01/2014   | FA Rate % 46.50 |
| <b>Sponsor</b>             |  |   |                 |
| Sponsor                    |  | Sponsor Rate <span style="float: right;">Find   View All First 1 of 1 Last</span>     |                 |
| FA Base                    |  | Eff Date  | FA Rate %       |
| <b>Funded</b>              |  |   |                 |
| Funded                     |  | Funded Rate <span style="float: right;">Find   View All First 1 of 1 Last</span>      |                 |
| FA Base MTDC               |  | Eff Date 07/28/2015   | FA Rate % 46.50 |

# Viewing the Project Budget

To view the Budget for a Project begin with the following navigation:

**Main Menu → Grants → Awards → Project Budgets**

- On the **Project Budgets** page select USCSP as the Business Unit and type the Project ID into the Project field, then click the Search button.



Navigation: Favorites ▾ | Main Menu ▾ > Grants ▾ > Awards ▾ > Project Budgets

UNIVERSITY OF SOUTH CAROLINA | Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help

### Project Budgets

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

[Find an Existing Value](#)

▼ Search Criteria

Business Unit = ▾ USCSP <sup>1</sup>

Project begins with ▾ 10006016 <sup>2</sup>

Budget Plan ID = ▾

Budget Period begins with ▾

Budget Type = ▾

Description begins with ▾

Case Sensitive

[Search](#) <sup>3</sup> [Clear](#) [Basic Search](#) [Save Search Criteria](#)



# Viewing the Project Budget

- Within the **General** tab, in the **Budget Amounts for Period** section, view the Operating Unit, Department, Fund Code, Account, Class, Analysis Type, and Budget Categories and Amounts.

## Budget Detail

Project 10006016

Collaborative Research: Geoche

Budget Period 1

Begin Date 08/15/2015

End Date 07/31/2017

Finalize

Process Monitor

### Project Budget Summary

Cost Share Direct \$0.00

Currency USD

Total Budget \$157,355.00

Sponsor Budget \$157,355.00

Security Status None

### Budget Amounts for Period

[Personalize](#) | [Find](#) | [View All](#) | [First](#) | 1-8 of

| Budget Amounts for Period  |            |           |         |             |          |               |            |         |                |                 |           |          |
|--|------------|-----------|---------|-------------|----------|---------------|------------|---------|----------------|-----------------|-----------|----------|
| <a href="#">General</a>   <a href="#">Project Detail</a>   <a href="#">General Ledger Detail</a>   <a href="#">Commitment Control Detail</a>   <a href="#">Grants Detail</a> |            |           |         |             |          |               |            |         |                |                 |           |          |
| Operating Unit   | Department | Fund Code | Account | Class Field | Activity | Analysis Type | Cost Share | Product | Funding Source | Budget Item     | Amount    | Currency |
| CL071  | 130400     | F1000     | 52052   | 202         | 1        | BUD           |            |         |                | CONTRACTUAL SVC | 2,000.00  | USD      |
| CL071  | 130400     | F1000     | 52070   | 202         | 1        | BUD           |            |         |                | CONTRACTUAL SVC | 12,041.00 | USD      |
| CL071  | 130400     | F1000     | 54525   | 202         | 1        | BUD           |            |         |                | FIXED CHARGES   | 19,097.00 | USD      |
| CL071  | 130400     | F1000     | 51900   | 202         | 1        | BUD           |            |         |                | FRINGE BENEFIT  | 4,919.00  | USD      |
| CL071  | 130400     | F1000     | 59990   | 202         | 1        | BUD           |            |         |                | INDIRECT COSTS  | 43,884.00 | USD      |
| CL071  | 130400     | F1000     | 51000   | 202         | 1        | BUD           |            |         |                | SALARIES        | 67,668.00 | USD      |
| CL071  | 130400     | F1000     | 52024   | 202         | 1        | BUD           |            |         |                | TRAVEL          | 3,204.00  | USD      |
| CL071  | 130400     | F1000     | 52025   | 202         | 1        | BUD           |            |         |                | TRAVEL          | 4,542.00  | USD      |

# Where to find this Quick Reference Guide



UNIVERSITY OF SOUTH CAROLINA

CALENDAR MAP DIRECTORY Search sc.edu GATEWAYS

The Division of **Information Technology**

SC.edu » About » Office » The I » PeopleSoft » Resources

## Resources

Click a link below to download the selected resource

|   |   |
|---|---|
| <b>General UPK Information</b> <ul style="list-style-type: none"><li>• <a href="#">How to Use the UPK Player »</a></li></ul>  | <b>General PeopleSoft Information</b> <ul style="list-style-type: none"><li>• <a href="#">USC PeopleSoft Glossary »</a></li><li>• <a href="#">Request for PeopleSoft Finance Access »</a></li></ul>   |
| <b>PeopleSoft Chart of Accounts</b> <ul style="list-style-type: none"><li>• <a href="#">PeopleSoft Chart of Accounts »</a></li><li>• <a href="#">New Code Structure »</a></li><li>• <a href="#">A Quick Reference Guide to Categories »</a></li></ul>       | <b>PeopleSoft Workflow</b> <ul style="list-style-type: none"><li>• <a href="#">ePro Requisition Approval Workflow »</a></li><li>• <a href="#">Workflow Tip 1 »</a></li><li>• <a href="#">Workflow Tip 2 »</a></li><li>• <a href="#">Department Approvers »</a></li></ul>                |
| <b>Payment Request Information</b> <ul style="list-style-type: none"><li>• <a href="#">Payment Request Matrix »</a></li><li>• <a href="#">Payment Request Guidelines »</a></li></ul>  | <b>eProcurement Information</b> <ul style="list-style-type: none"><li>• <a href="#">Quick Reference for Amount Only vs. Quantity »</a></li><li>• <a href="#">Quick Reference for Receiving in PeopleSoft »</a></li><li>• <a href="#">Quick Reference for a Change Order »</a></li></ul> |
| <b>General Ledger Information</b> <ul style="list-style-type: none"><li>• <a href="#">PeopleSoft Deposits Checklist »</a></li><li>• <a href="#">Reference Sheet for JE and BD »</a></li><li>• <a href="#">GL Dashboard Summary Instructions »</a></li></ul> | <b>Grants Information</b> <ul style="list-style-type: none"><li>• <a href="#">Grants Webinar PowerPoint »</a></li><li>• <a href="#">Quick Reference Guide for Inquiry into Grants »</a></li></ul>   |