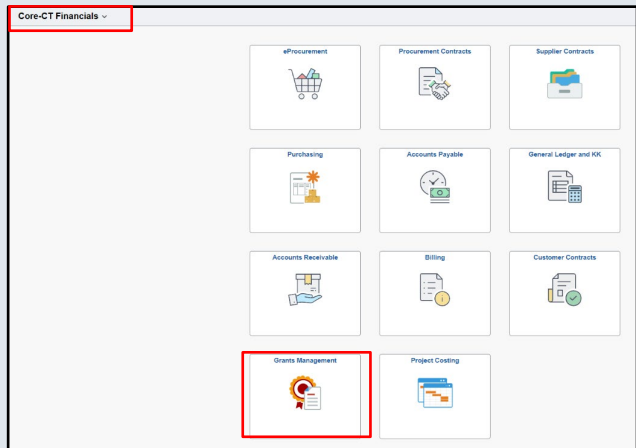# Core-CT

Update an Award

Purpose:

This job aid will help you update an award for a Grant in Core-CT.
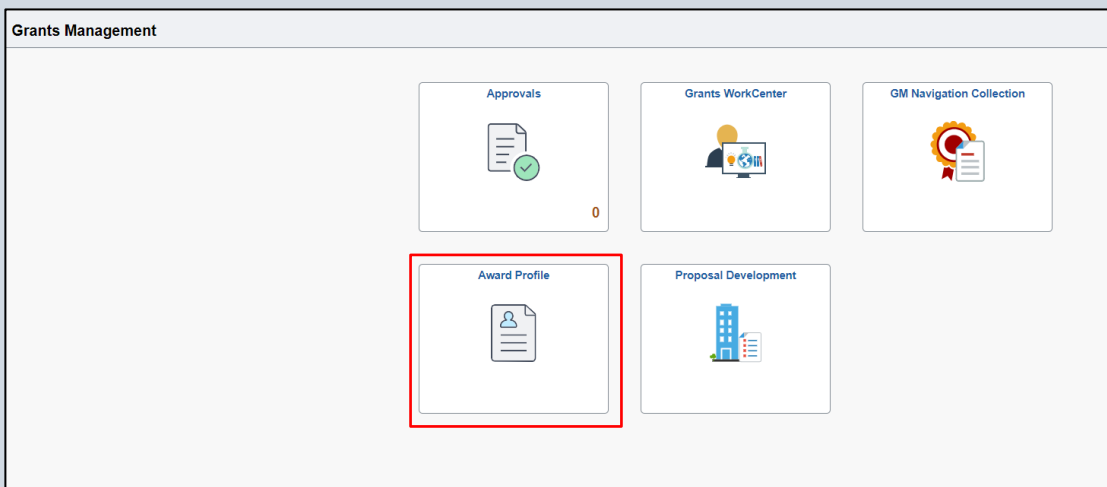
Steps	Screenshots
1. Navigate to the **Award Profile** page: **Nav Bar > *Menu > Core-CT Financials > Grants > Awards > Award Profile* OR *Core-CT Financials > Grants Management > Award Profile***	
2. Select ***Core-CT Financials*** then select the ***Grants Management Tile***	

3. Select ***Awards Profile Tile***

Core-CT

Update an Award

Steps	Screenshots
4. Use the lookup icon to select a valid **Business Unit**. 5. Enter a valid **Award ID** or enter any other search criteria. 6. Click the **Search** button.	**Award Profile** **Find an Existing Value** Add a New Value Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values. Recent Searches: Choose from recent searches Saved Searches: Choose from saved searches Business Unit = ▾ Award ID begins with ▾ Project begins with ▾ Description begins with ▾ PI ID begins with ▾ Proposal ID begins with ▾ Reference Award Number begins with ▾ ∧ Show fewer options ☐ Case Sensitive Search Clear

7. Enter the Grant Award Number in the **Reference Award Number** field.

8. Click the **Save** button.

9. Click the **Award Modifications** hyperlink.

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

Award ID CON0000008
Reference Award Number DV31407NC8   Federal Award Identification Number DV-31407-18-55-5-9
Title Jobs for Veterans State Grant (JVSG)
Long Description Jobs for Veterans State Grant (JVSG)

218 characters remaining

Award PI Reporting Role
Sponsor Health and Human Services (HHS)
Post Award Administrator
Purpose
Status Accepted
Award Type Grant
Proposal ID CON0000008 View Proposal
Version ID V101
Start Date 10/01/2017
End Date 12/31/2018
☐ Hold Billing on Unpaid Cost
☐ Hold Revenue on Unpaid Cost

View Contract   Contract Rates   Additional Information   Grant Administrator   Sponsor Website   CFDA   Maintain Attachments (0)

Primary Project PI Ladas,Linda

Associated Project

PC Business Unit	Project	Description	Project Start Date	Project End Date	Commitment Control Begin Date	Commitment Control End Date
DOLM1	DOL000000000005	JVSG - DVOP / DV31407NC8	10/01/2017	12/31/2018		
DOLM1	DOL000000000006	JVSG - LVER / DV31407NC8	10/01/2017	12/31/2018		

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

Save   Return to Search   Previous in List   Next in List   Notify   Refresh   Add   Update/Display

Update an Award

Steps	Screenshots

10. Enter the **Reference Award Number**.

11. Enter the Grant **Issue Date**.

12. Update the **Begin Date** and **End Date**, if necessary.

13. Click the **Comments** hyperlink to add explanatory narrative.

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

Award ID   CON0000008

Reference Award Number DV31407NC8

Award PI

Award Title   Jobs for Veterans State Grant (JVSG)

Primary Project PI   Ladas,Linda

Award Modifications

1-1 of 1

Reference Award Number	*Period	Issue Date	*Begin Date	*End Date	Amount	Comment	Period		
	1		10/01/2017	12/31/2018	0.00	Comment		+	−

Total Award Amount: 0.00

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

Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Add | Update/Display

Award | Funding | Resources | Certifications | Terms | Milestones | Key Words | Award Modifications

14. Enter in **Comments**.

15. Click the **OK** button.

Award Modification Comments   ✕

Help

Comment

OK | Cancel | Refresh

16. Click the **Save** button.

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

Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Add | Update/Display

Award | Funding | Resources | Certifications | Terms | Milestones | Key Words | Award Modifications

Steps	Screenshots

17. Click the **Period** icon.

Award Modifications

Reference Award Number	*Period	Issue Date	*Begin Date	*End Date	Amount	Comment	Period		
	1		10/01/2017	12/31/2018	0.00	Comment	🖥	+	−

Total Award Amount: 0.00

18. Update the amount value and click the **Refresh** button.

Award Modifications

Reference Award Number	*Period	Issue Date	*Begin Date	*End Date	Amount	Comment	Period		
	1		10/01/2017	12/31/2018	0.00	Comment	🖥	+	−

Total Award Amount: 0.00

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

Save   Return to Search   Previous in List   Next in List   Notify   Refresh   Add   Update/Display

Award | Funding | Resources | Certifications | Terms | Milestones | Key Words | Award Modifications

19. Click the **Save** button.

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

Save   Return to Search   Previous in List   Next in List   Notify   Refresh   Add   Update/Display

Award | Funding | Resources | Certifications | Terms | Milestones | Key Words | Award Modifications