

View Award Profile Information

Purpose:

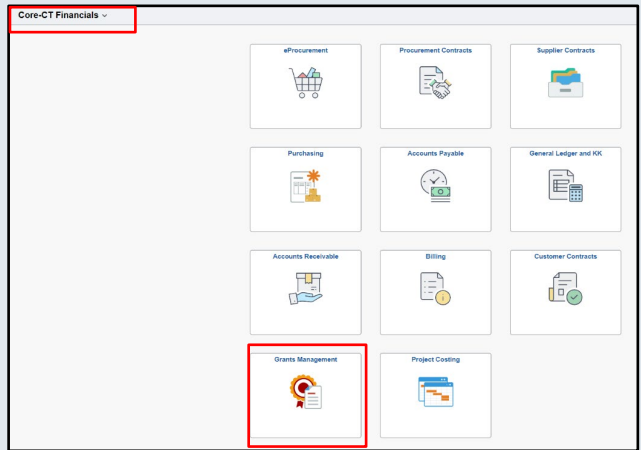
This job aid will help you view an Award Profile for an awarded grant in Core-CT.

Steps

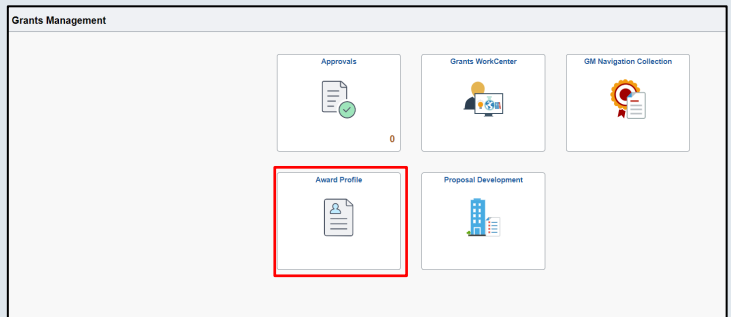
Screenshots

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**



View Award Profile Information

Steps

- Use the lookup icon to select a valid **Business Unit**.
- Enter the **Award ID** or other search criteria.
- Click the **Search** button.

Screenshots

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: [dropdown] [input] [lookup icon]

Award ID: begins with [input]

Project: begins with [input] [lookup icon]

Description: begins with [input]

PI ID: begins with [input]

Proposal ID: begins with [input]

Reference Award Number: begins with [input]

Show fewer options

Case Sensitive

Search [button] Clear [button]

- Click on the **Funding** tab.
- Update the **Start Date** and **End Date**, if necessary.

Award ID: CON0000010 | Award Title: Unemployment Insurance Grant

Reference Award Number: UI31381E20 | Currency: USD

Award PI: | Primary Project PI: |

Total Award Amount: 44,176,873.00

Funding Info 1 of 12

Project: DOL000000000008 | Unemployment Ins / UI31381E20 | Project PI: |

| Period | *Start Date | *End Date | Funded Amount | To Project ID | Budget Posting Status | PC Distribution Status | Attachments |
|--------|-------------|------------|---------------|------------------|-----------------------|------------------------|-----------------|
| 1 | 10/01/2017 | 09/30/2018 | 39,815,841.00 | DOL0000000000008 | Posted | Distributed | Attachments (0) |

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

View Award Profile Information

Steps

Screenshots

9. Click on the **Award** tab.

10. Optional: Click on the **View Contract** hyperlink to view the contract.

11. Optional: Click on the **View Proposal** hyperlink to view the proposal.

12. Click on the **Project ID** hyperlink.

Award
Eunding
Resources
Certifications
Terms
Milestones
Key Words

Award ID: CON0000010
 Reference Award Number: UI31381E20
 Federal Award Identification Number: UI-31381-18-55-A-9

Title: Unemployment Insurance Grant
 Long Description: Unemployment Insurance State Administration - UI-31381-18-55-A-9
 190 characters remaining

Award PI: Reporting Role

Sponsor: Health and Human Services (HHS)

Post Award Administrator:

Purpose:

Status: Accepted

Award Type: Grant

Proposal ID: CON0000010 View Proposal

Version ID: V101

Start Date: 10/01/2017

End Date: 09/30/2018

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

Associated Project

| PC Business Unit | Project | Description | Project Start Date | Project End Date | Commitment Control Begin Date | Commitment Control End Date |
|------------------|-----------------|-------------------------------|--------------------|------------------|-------------------------------|-----------------------------|
| DOLM1 | DOL000000000008 | Unemployment Ins / UI31381E20 | 10/01/2017 | 09/30/2018 | | |

13. Use the lookup icon to select a **Project Type**.

Establish Project General Info

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

Project: DOL000000000008 Add to My Projects Project Hierarchy

*Description: Unemployment Ins / UI31381E20 Program Processing Status: Active

*Integration: DOLM1 Dept. of Labor Project Status: Open

Project Type: DOLFD Federal Grant Funds

Percent Complete: 0.00 As Of

Project Health: As Of

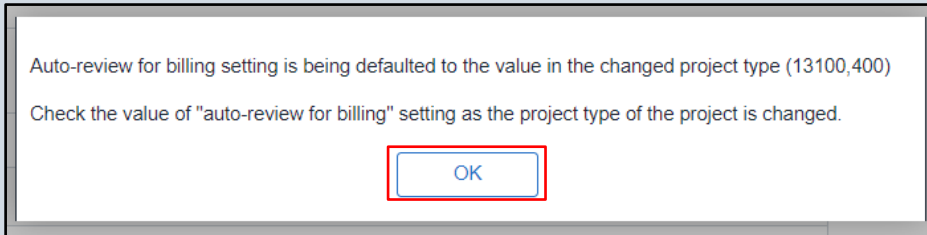
Contract Number: CON0000010

View Award Profile Information

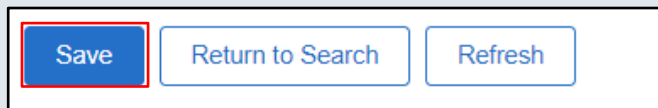
Steps

Screenshots

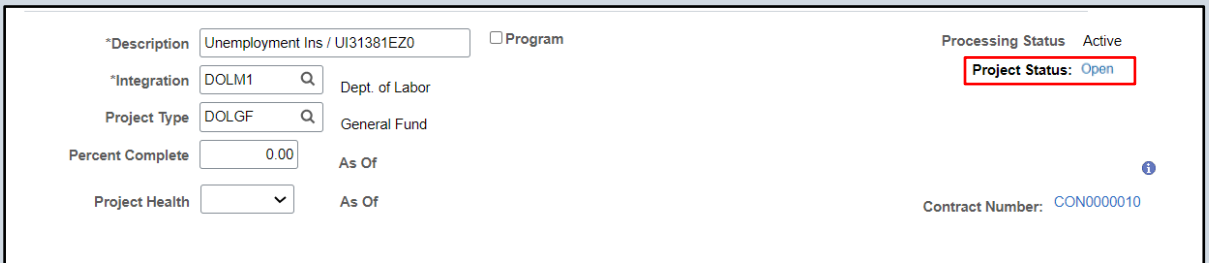
14. Click the **OK** button in the popup message.



15. Click the **Save** button.



16. Click on the **Project Status** hyperlink.



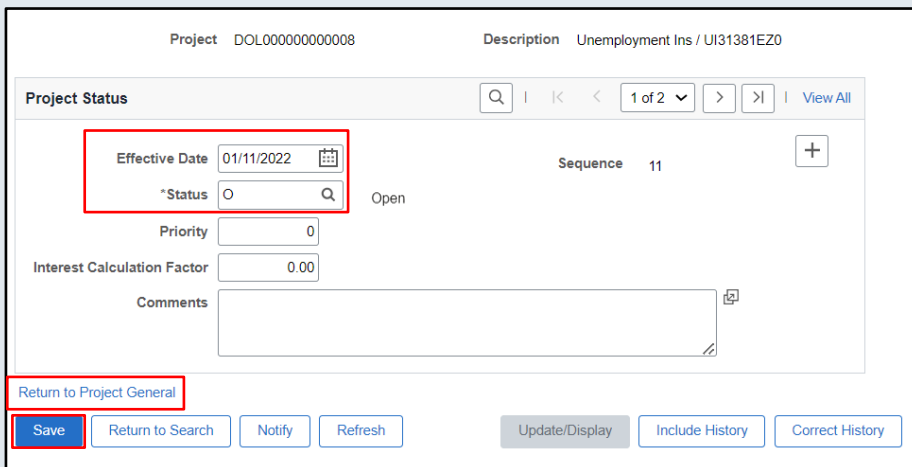
*Description: Unemployment Ins / UI31381EZ0 Program Processing Status: Active
*Integration: DOLM1 Dept. of Labor **Project Status: Open**
Project Type: DOLGF General Fund
Percent Complete: 0.00 As Of
Project Health: As Of
Contract Number: CON0000010

17. Optional: Update the **Effective Date** to change when the Project will be open to start billing.

18. Click the lookup icon to select a **Status**.

19. Click the **Save** button.

20. Click the **Return to Project General** hyperlink.



Project: DOL000000000008 Description: Unemployment Ins / UI31381EZ0

Project Status | | | 1 of 2 | | | View All

Effective Date: 01/11/2022 Sequence: 11

*Status: Open

Priority: 0

Interest Calculation Factor: 0.00

Comments:

[Return to Project General](#)

Save Return to Search Notify Refresh Update/Display Include History Correct History

View Award Profile Information

Steps

Screenshots

21. Click on the **Project Activities** hyperlink.

Project Schedule ⓘ

*Start Date: 10/01/2017 *End Date: 09/30/2018 [Additional Dates](#)

Description | | 1 of 1 | [View All](#)

Date/Time Stamp: 05/03/18 10:20:23AM User ID: COREHoangV

Description:

219 characters remaining

Long Description:

[Save as Template](#) [Copy Project](#)

My Projects Project Valuation Project Team **Project Activities** Go To: [More](#)

[Return to Award Profile](#)

[Save](#) [Return to Search](#) [Refresh](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

22. Update the Project Activity Start Dates and End Dates, if necessary.

23. Click the **Save** button.

24. Click on the **Return to Project General** hyperlink.

Project Activities [Gantt Chart](#)

Project: DOL000000000008 Description: Unemployment Ins / UI31381E20 Processing Status: Active

 Number Rows: Expand: All Subtasks [Run to Excel](#)

Project Activities 1-8 of 8 | [View All](#)

[Schedule](#) [More Dates](#) [Details](#) [User Fields](#)

| Select | WBS ID | *Activity Name | *Activity | *Start Date | *End Date | Percent Complete | | | |
|--------------------------|--------|-----------------------|-----------|-------------|------------|------------------|--|--|--|
| <input type="checkbox"/> | 1 | Personnel Costs (Pay) | 147501 | 10/01/2017 | 09/30/2018 | 0.00 | | | |
| <input type="checkbox"/> | 2 | Grants Fringe Benefit | 147502 | 10/01/2017 | 09/30/2018 | 0.00 | | | |
| <input type="checkbox"/> | 3 | Contractual | 147503 | 10/01/2017 | 09/30/2018 | 0.00 | | | |
| <input type="checkbox"/> | 4 | Equipment | 147504 | 10/01/2017 | 09/30/2018 | 0.00 | | | |
| <input type="checkbox"/> | 5 | Supplies | 147505 | 10/01/2017 | 09/30/2018 | 0.00 | | | |
| <input type="checkbox"/> | 6 | Travel | 147506 | 10/01/2017 | 09/30/2018 | 0.00 | | | |
| <input type="checkbox"/> | 7 | Other | 147507 | 10/01/2017 | 09/30/2018 | 0.00 | | | |
| <input type="checkbox"/> | 8 | Indirect | 147508 | 10/01/2017 | 09/30/2018 | 0.00 | | | |

[Save as Template](#)

[Return to Project General](#)

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

View Award Profile Information

Steps

Screenshots

25. Click the **Attachments** tab.

26. Click on the paperclip icon to add an attachment.

The screenshot shows the 'Attachments' tab selected in a navigation bar. Below the navigation bar, the project details are displayed: Project DOL000000000008 and Description Unemployment Ins / UI31381EZ0. Under the 'Document Attachments' section, there is a search bar and a table with the following data:

| Requests | Attached File |
|----------|---------------|
| 1 | |

27. Click the **Save** button.

28. Click the **Project Team** hyperlink.

The screenshot shows a navigation bar with buttons for 'Save as Template', 'Copy Project', 'Project Team', and 'Project Activities'. Below the navigation bar, there are several buttons: 'Save', 'Return to Search', 'Refresh', 'Add', 'Update/Display', 'Include History', and 'Correct History'. The 'Project Team' link is highlighted with a red box.

29. Click the **Add Team Member** button.

The screenshot shows the 'Project Team Members' section with a table of team members. Below the table, there are two sections: 'Add Members Using Job Code' and 'Remove Members Using Job Code'. The 'Add Team Member' button is highlighted with a red box.

| EmpID | Name | Project Role | Project Manager | Email Notify | Start Date | End Date |
|--------|------|-----------------|--------------------------|--------------------------|------------|------------|
| 000727 | | PROJ_TEAMMEMBER | <input type="checkbox"/> | <input type="checkbox"/> | 10/01/2017 | 09/30/2018 |
| 010399 | | PROJ_TEAMMEMBER | <input type="checkbox"/> | <input type="checkbox"/> | 10/01/2017 | 09/30/2018 |
| 010604 | | PROJ_TEAMMEMBER | <input type="checkbox"/> | <input type="checkbox"/> | 10/01/2017 | 09/30/2018 |
| 011453 | | PROJ_TEAMMEMBER | <input type="checkbox"/> | <input type="checkbox"/> | 10/01/2017 | 09/30/2018 |
| 011465 | | PROJ_TEAMMEMBER | <input type="checkbox"/> | <input type="checkbox"/> | 10/01/2017 | 09/30/2018 |
| 011521 | | PROJ_TEAMMEMBER | <input type="checkbox"/> | <input type="checkbox"/> | 10/01/2017 | 09/30/2018 |
| 011650 | | PROJ_TEAMMEMBER | <input type="checkbox"/> | <input type="checkbox"/> | 10/01/2017 | 09/30/2018 |
| 011939 | | PROJ_TEAMMEMBER | <input type="checkbox"/> | <input type="checkbox"/> | 10/01/2017 | 09/30/2018 |
| 012673 | | PROJ_TEAMMEMBER | <input type="checkbox"/> | <input type="checkbox"/> | 10/01/2017 | 09/30/2018 |
| 012725 | | PROJ_TEAMMEMBER | <input type="checkbox"/> | <input type="checkbox"/> | 10/01/2017 | 09/30/2018 |

View Award Profile Information

Steps

Screenshots

30. Click the **Add to My Projects** button.

General Information | Project Department | Project Costing Definition | Manager | Location | Phases | Approval | Justification >

Project DOL000000000008 Add to My Projects

31. Click the **OK** button in the popup message.

Project added to My Projects List. (13100,77)
Current Project has been added to My Projects List.

OK

32. Click on the **Location** tab.

33. Click on the “+” button to add a new effective dated location to the project.

34. Use the lookup icon to select a new **Location Code**.

35. Update the **Effective Date**.

36. Click the **Save** button.

37. Click on the “>” tab.

General Information | Project Department | Project Costing Definition | Manager | **Location** | Phases | Approval | Justification >

Project DOL000000000008 Description Unemployment Ins / UI31381EZ0

Location [Search] | 1 of 2 | View All

Effective Date: 03/21/2024 [Calendar Icon] | Sequence: 1 [+] [-]

Location Code: [Lookup Icon]

Country, Address 1, Address 2, Address 3, City, County, State, Postal

Add Location

Save as Template | Copy Project

My Projects | Project Valuation | Project Team | Project Activities | Go To: More

Return to Award Profile

Save | Return to Search | Refresh | Add | Update/Display | Include History | Correct History

View Award Profile Information

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Screenshots

38. Use the lookup icon to select the **Employee ID**.
39. Enter the **Email ID**.
40. Use the lookup icon to select the **Project Role**.
41. Click the **Save** button.
42. Click the **Return to Project Team Summary** hyperlink.

Team Team Detail

Team Member Q | K | < | 310 of 310 | > | > | View 100

Project DCL000000000008 Description Unemployment Ins / UI31381EZO + -

Start Date 10/01/2017 End Date 09/30/2018 Processing Status Active

*Employee ID Q

Name
Email ID Email Notify for Status Change

Percentage Credit % Acad Cal Sumr

Description

Availability dates Q | < | > | 1-1 of 1 | > | > | View All

| Schedule | *Project Role | Project Manager | *Start Date | *End Date | |
|----------|---|--------------------------|---|---|---|
| 1 | <input type="text"/> Q | <input type="checkbox"/> | 10/01/2017 📅 | 09/30/2018 📅 | + |

Activity Team Q | < | > | 1-1 of 1 | > | > | View All

| Activity | Description | Start Date | End Date | | |
|----------|-------------|------------|----------|--|--|
| | | | | | |

Add Member to Activity Team

Return to Project Team Summary

Save
Return to Search
Refresh

41. Click the **Save** button.
42. Click the **Return to Project General** hyperlink.

Return to Project General

Save

Return to Search

Refresh