View Award Report Tracking

Note: Detailed Report information is also available from a tab in the Award record.

Coeus Report Requirements for Award

1. From Award Search results, highlight an award and click the Report Requirements button or select Edit > Award Reporting Requirements to view. While viewing an award, select Details > Reporting Requirements or click the Reporting Requirements button.
2. Report Requirements for Award window opens.
3. Use tabs across the top to view report categories listed (i.e., Fiscal, Property, Intellectual Property, and Technical/Management). Frequency and distribution info, as well as Status, Due Date, # Overdue, Comments, Person and Last Updated display.

KC View Award Report Tracking

1. Select Home > View Award Report Tracking from under the Post-Award heading.
2. The Aggregate view will display by default. Click Show to view details for each report category listed (i.e., Fiscal, Property, Intellectual Property, and Technical/Management)
3. PI, Lead Unit, frequency and distribution info, as well as Status, Due Date, Overdue, Comments, Activity Date and Preparer Name will display.
4. Click the Report View button above the report listing to view all report categories in a single table. Click a header, such as Due Date, to sort. Export Options for CSV, Spreadsheet and XML display below table.