
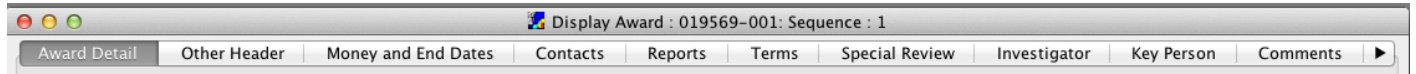


View Award

Coeus Display Award

1. From search results, open an award by double-clicking on it or clicking the display button: 
2. The Award Number and Sequence display on title bar.. Award screen has tabs across the top.



3. Icons and Menu items open additional information in pop up windows (see chart below).

KC Open Award to View

1. From Search results, click Open in the Actions column for the specific award.
NOTE: right-click or Control + click (mac) to open award in new tab and keep your search results.
2. At the bottom left of the screen, click from the *Export options*: **CSV, spreadsheet, or XML** (Spreadsheet in Excel similar to Coeus)

5 items retrieved, displaying all items.

Actions	Award ID	Sponsor Award	Lead Unit	Lead Unit	Account ID	Award Status	Award Title	Sponsor ID	Sponsor Name	Investigator	OSP Administrator	Obligated Amount	Anticipated Total Amount	Obligated Dist Amount	Anticipated Dist Amount	Award Effective Date	Obligation Expiration Date	Final Expiration Date
open Person Maintenance EDS	00028							ARO-1SN UARC	Fink, Yoel		McGonagle, Mary A	226,625.00	226,625.00	226,625.00	226,625.00	02/08/2013	12/31/2015	12/31/2015
open copy Person Maintenance EDS	02156 00087	0001, T.O. 7		Nanotechnologies			Acoustic Fibers	ARO-1SN UARC	Fink, Yoel		McGonagle, Mary A	323,015.00	323,015.00	323,015.00	323,015.00	02/08/2013	12/31/2015	12/31/2015

Right-Click (Control + Click to open in new window and keep search results)

3. The Award ID (Award Number), Account, PI, Lead Unit, Sponsor Name, and Last Update info will always display in top-right corner of screen. The KC Award screen has tabs across the top.

Note: The **Time & Money** button time & money opens in the same window (click **Return to Award** to navigate back). The **View History** button view history opens in a new tab/window.