


View Award Report Tracking

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

Coeus Report Requirements for Award

- 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.
- Report Requirements for Award** window opens.

Fiscal							Property							Intellectual Property							Technical/Management						
Rep Type	Frequency	Frequency Base	Base Date	Distribution	Status	Due Date	Overdue #	Activity Date	Comments	Person	Last Update																
Final	60 days after expiration	Final Expiration Date	31-Dec-2010	Report + Letter	Received	01-Mar-2011	0	01-Apr-2011	Sent via VPF for the period 1/1/...	Khaykin, Mike	01-Apr-2011 08:04 AM Gome...																


- 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

- Select **Home > View Award Report Tracking** from under the *Post-Award* heading.
- 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**)
- PI, Lead Unit, frequency and distribution info, as well as Status, Due Date, Overdue, Comments, Activity Date and Preparer Name will display.

Award ID	Account ID	Principal Investigator	Due Date	Report Class	Report	Status	Lead Unit ID	Lead Unit	Overdue	Frequency	Frequency Base	Activity Date	Comments	Preparer Name	Count	Actions
017426-00001		Haskell, Edward		Financial	Final	Received	062000	Chemical Engineering	0	60 days after expiration	Project End Date	04/01/2011	Sent via VPF for the period 1/1/09 - 12/31/10	mkhaykin	1	print
				Intellectual Property	Final					60 days after expiration	Project End Date				1	print
				Property	Final					60 days after expiration	Project End Date				1	print
				Technical/Management	Final					60 days after expiration	Project End Date				1	print

Click Show

- 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.

Award ID	Account ID	Principal Investigator	Due Date	Report Class	Report	Status	Lead Unit ID	Lead Unit	Overdue	Frequency	Frequency Base	Activity Date	Comments	Preparer Name	Sponsor ID	Sponsor Name	Sponsor Award ID	Base Date	OSP File Copy	Award Title
017426-00001		Love, John C	03/01/2011	Technical/Management	Final...	Unknown	062000	Chemical Engineering	0	60 days after expiration	Project End Date				004062	Partners Healthcare Systems, Incorporated	213144-(PO)0003393169		Letter Only	Generation of anti-HLA-restricted-TCR-like monoclonal antibodies by ml...
017426-00001		Love, John C	03/01/2011	Property	Final...	Received	062000	Chemical Engineering	0	60 days after expiration	Project End Date	04/15/2011			004062	Partners Healthcare Systems, Incorporated	213144-(PO)0003393169		Letter Only	Generation of anti-HLA-restricted-TCR-like monoclonal antibodies by ml...