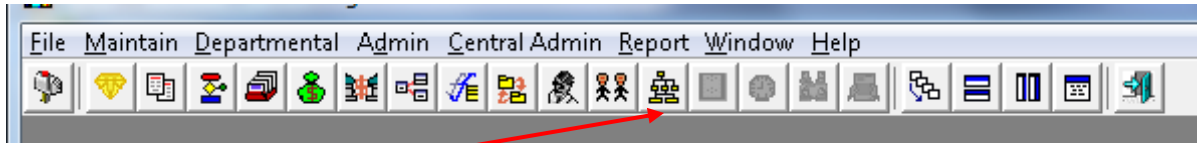


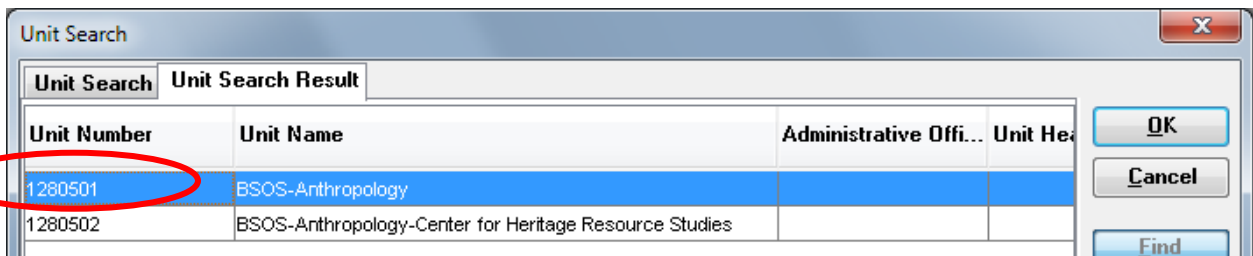
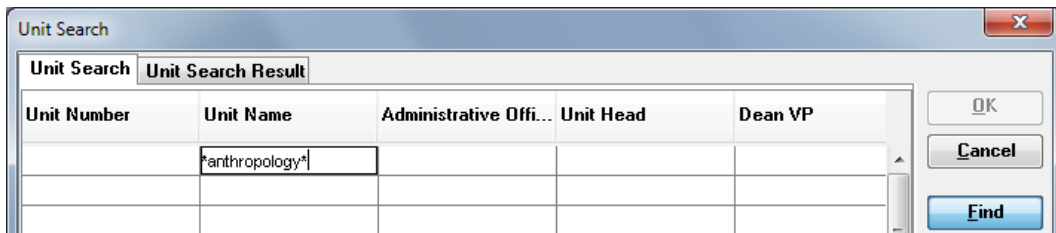
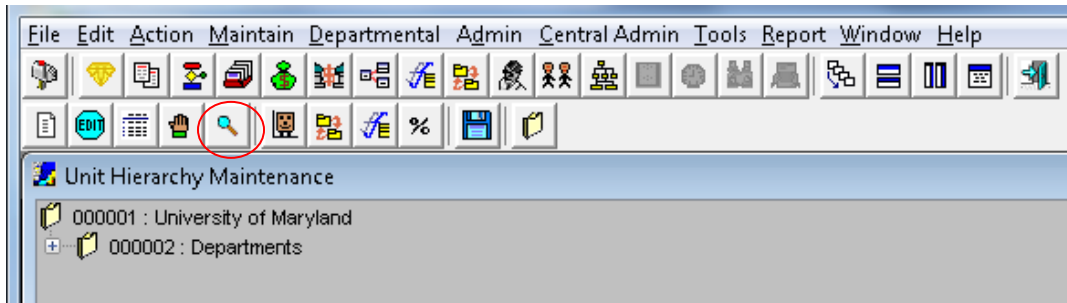
Question: How can I get a list of current awards for a particular department?

Answer:

1. Log in to Coeus. If you know your department number, skip to step 3. If not, look it up using step 2.



2. Open the Unit Hierarchy. Click on the Magnifying glass to search for your department number (unit number).



3. Open the Awards Module (by clicking on the yellow diamond). In the search window, choose Approved for Account Status and enter your Department Number under the column Unit Number (make sure you don't do it under Unit Name!).

Award Search

Unit Number	Award Status	...	S...	S...	...	A...	I...	Unit Number	Unit Name	OSP Administr...
	Approved							1280501		

Find
Clear
Cancel

4. The returned awards will be awards still marked as Approved in Coeus. However, some of the awards may have expired. They can be sorted by Expiration Date in Excel.

File Edit Maintain Departmental Admin Central Admin Tools Report Window Help

Award List

Award Number	Sponsor Award N...	Lead Unit	Lead Unit Name	Account Number	Status	Award Type	Title
009587-001	083762	1280501	BSOS-Anthropology	431C21C	Approved	Grant	Annapolis Charter
010188-001	0707318701	1280501	BSOS-Anthropology	4331990	Approved	Grant	Proposa for Exca
010203-001	0705298167	1280501	BSOS-Anthropology	4332090	Approved	Grant	Hampden Archae
010416-001	083758	1280501	BSOS-Anthropology	431C410	Approved	Grant	Archaeology of Ft
011139-001	.3992080201	1280501	BSOS-Anthropology	5292100	Approved	Cooperative Agreement	Captain John Smith
011271-001	CSOSA08016661	1280501	BSOS-Anthropology	5292210	Approved	Contract	Violence Reductio
012036-001	09071511	1280501	BSOS-Anthropology	4301340	Approved	Grant	FY09 IMPART Mar
012037-001	09071512	1280501	BSOS-Anthropology	4301350	Approved	Grant	FY09 IMPART Mar
012038-001	08071557	1280501	BSOS-Anthropology	431C570	Approved	Memorandum of Unde...	Archaeology in Ar
012123-001	09061457	1280501	BSOS-Anthropology	4301480	Approved	Memorandum of Unde...	MOU - Maryland N
012220-001	CSOSA08040800	1280501	BSOS-Anthropology	5294030	Approved	Contract	Violence Reductio
012242-001	093762	1280501	BSOS-Anthropology	431C620	Approved	Grant	Annapolis Charter
012244-001	SP094A41	1280501	BSOS-Anthropology	4301740	Approved	Contract	Civic Engagement
012670-001	09071536	1280501	BSOS-Anthropology	4317010	Approved	Grant	Excavation on the
012708-001	09071711	1280501	BSOS-Anthropology	4317640	Approved	Contract	A Proposed Histor
012758-001	09102584	1280501	BSOS-Anthropology	431C720	Approved	Grant	Proposed Archae
012867-001	09123130	1280501	BSOS-Anthropology	431E920	Approved	Grant	Maintaining Vital C
012991-001	09030721	1280501	BSOS-Anthropology	431E840	Approved	Grant	Archaeology in Ar
013045-001	.3992090202	1280501	BSOS-Anthropology	5294590	Approved	Cooperative Agreement	Possible Expansio
013215-001	.3992080201	1280501	BSOS-Anthropology	5294670	Approved	Cooperative Agreement	Captain John Smith
013648-001	FIN10929	1280501	BSOS-Anthropology	4322210	Approved	Grant	FY10 City of Anna
013709-001	10051262	1280501	BSOS-Anthropology	5292290	Approved	Memorandum of Unde...	MOU - Department
014411-001	PG767R??	1280501	BSOS-Anthropology	4301120	Approved	Memorandum of Unde...	MOU - Radensbur

5. Also, any award currently undergoing an action will not show up in your search. To include these awards, you can add lines to your search with the Status "Pending Within ORAA" and "Sent to OCGA".

Award Search

Unit Number	Award Status	Aw...	I...	Unit Number	Unit Name	OSP Administr...
	Approved						1280501		
	Sent to OCGA						1280501		
	Pending within OR...						1280501		

Find
Clear
Cancel