

Question 1: How to determine if an award is closed

To determine if an award is closed, login to **PeopleSoft**.

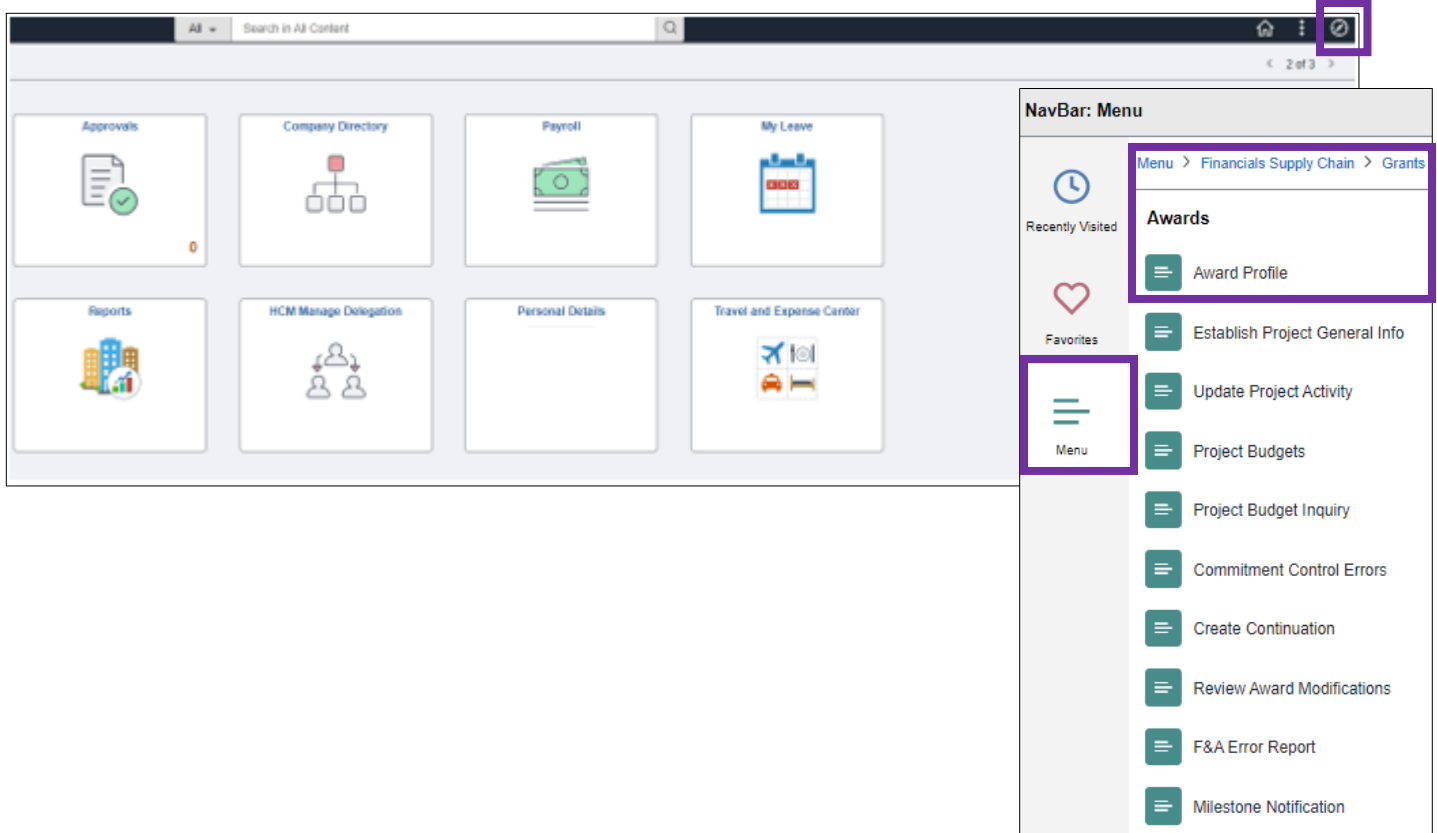
1. From the **Tools** page on the UTSW website, select **PeopleSoft**.

The screenshot shows the UTSW Medical Center website's 'Tools' page. The top navigation bar includes 'About Us', 'Administration', 'Departments & Centers', 'Education', 'Hospital & Clinics', 'Human Resources', 'Research', 'Services', and 'Tools'. The 'Tools' menu item is highlighted with a purple box. A red arrow points from this box to the 'PeopleSoft' link in the central list of tools, which is also highlighted with a purple box. The list of tools includes: A-Z Index, ADAPT, Archibus, Clinical Trials, Compliance Report, CORE LIMS, Doctor & Faculty Profiles, eAgreements, eGrants, eIRB, Entrada, Find A Doctor, Focus On Faculty, Health System Portal, iLab Operations, i2b2 Clinical Research Data Warehouse Study, Feasibility Application, Kronos, Library, MyChart, myTime Login, Net Guide, ORBIT - UTSW Reporting Portal, Outlook Web App (Children's), Outlook Web App (Parkland), Outlook Web App (UT Southwestern), Pathfinder, PeopleSoft, Phone Directory, Policy Library, Procurement Portal, Profile+ (Updates to faculty profiles), ReadySet, REDCap, Research Portal, Talent Acquisition Management, Taleo Learn, TOPAZ, Total Professional Effort, TracDat, UTSW ServiceNow, Velos, Web Resources, Faculty (Faculty Corner), Postdocs (Graduate School of Biomedical Sciences), and Students.

2. Login to PeopleSoft with your UTSW **User ID** and **Password**.

The screenshot shows the PeopleSoft Portal 9.2 login page. The 'User ID' and 'Password' input fields are highlighted with a purple box. Below the input fields is a 'Select a Language' dropdown menu with 'English' selected. A blue 'Sign In' button is at the bottom.

- Click the **navigation icon** in the top right corner of your screen, then click the **Menu icon**. Click through the following menu options: **Financial Supply Chain--> Grants > Awards > Award Profile**.



- From the **Award Profile** screen, enter **20100** into the **Business Unit** field. The **Award ID** will be either the SPA or OPA ID provided to the PI after the award has been set up. The **Award ID** and **Project ID** can also be found on the Grant Notification Report (GNR). You can also search by **PI ID** (assigned PeopleSoft ID number). Next, click **Search**.

Award Profile

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ **Search Criteria**

*Business Unit	=	▼	<input type="text"/>	<input type="button" value="Search"/>
Award ID	begins with	▼	<input type="text"/>	<input type="button" value="Search"/>
Project	begins with	▼	<input type="text"/>	<input type="button" value="Search"/>
Description	begins with	▼	<input type="text"/>	
PI ID	begins with	▼	<input type="text"/>	<input type="button" value="Search"/>
Proposal ID	begins with	▼	<input type="text"/>	
Reference Award Number	begins with	▼	<input type="text"/>	

Case Sensitive

[Basic Search](#)

5. On the **Award** tab, the **Status** field will indicate if the award is in “Closed” state or not. The **End Date** will indicate the date the award has ended based on the NOA (Notice of Award) documentation.

< Employee Self Service

Award | Funding | Resources | Certifications | Terms | Milestones | Key Words | Funding Inquiry

Award ID [Redacted] Reference Award Number [Redacted] Federal Award Identification Number [Redacted]

Title: FEDERAL WORK-STUDY PROGRAM

Long Description: FEDERAL WORK-STUDY PROGRAM
228 characters remaining

*Contact PI [Redacted] [Reporting Role](#)

Sponsor: US DEPARTMENT OF EDUCATION

Post Award Administrator [Redacted]

Purpose: FELSC

Status: Closed

Award Type: Grant

CFDA: 84.033

Proposal ID [Redacted] [View Proposal](#)

Version ID: V101

Start Date: 07/01/2009

End Date: 08/31/2017

Hold Billing on Unpaid Cost
 Hold Revenue on Unpaid Cost