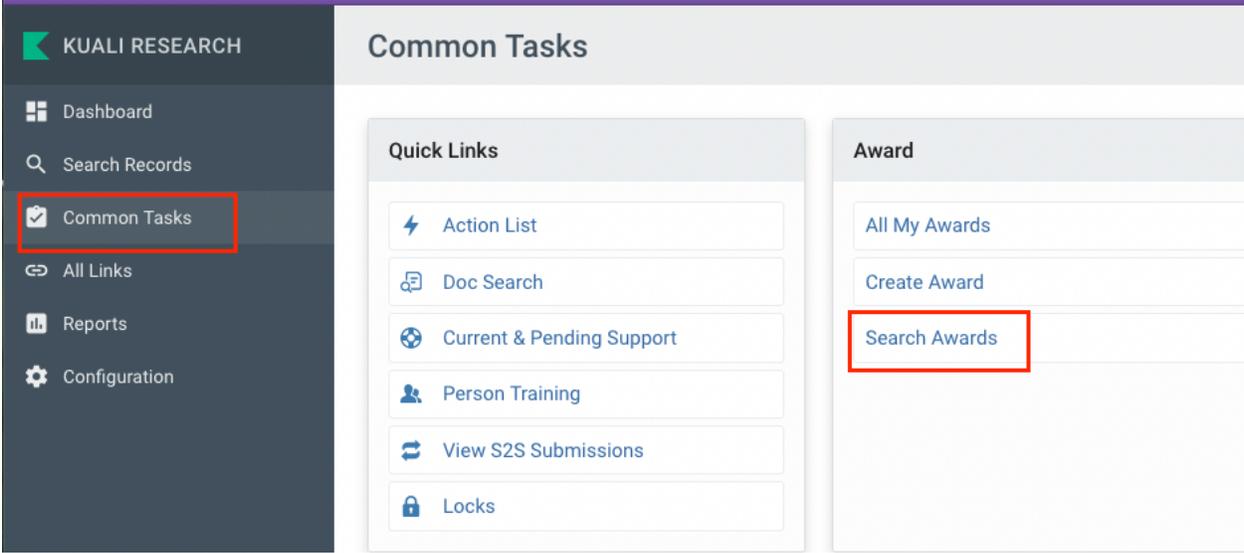


How to find the active subawards associated with a particular award

In Kualu Research, use the left navigation menu to select Common Tasks
Under the Awards card, select Search Awards



In the Award Lookup, use information you know to look up UMB’s award.

Award ID is the Kualu Research Award number, in the format 123456-00011

Account ID is the Quantum Award or PID

Use the asterisk to find all records associated with an award.

EXAMPLE: Award ID 306478*

EXAMPLE: Account ID 3000929*

Award ID:

Sponsor Award ID:

Account ID:

Award Status:  

Sponsor ID:  

Sponsor Name:  

In the search results, select the -00001 award record and click on the Medusa link that appears in the left column. This will open up a hierarchy of records associated with the award. The five- or six-digit number on the subaward line is the Subaward ID that is entered in a Subaward Request for a modification to an existing subaward.

EXAMPLES:

Medusa

Filter: Preferred Module:

- ▶ Institutional Proposal 22020946
 - ▶ Award 306478-00001
 - ▶ Subaward 20279
 - ▶ Award 306478-00006
 - ▶ Subaward 20280
 - ▶ Subaward 20295
 - ▶ Subaward 20302
 - ▶ Subaward 20321
 - ▶ Subaward 20421
 - ▶ Subaward 20684
 - ▶ Subaward 20685
 - ▶ Subaward 20302
 - ▶ Subaward 20421
 - ▶ Award 306478-00002
 - ▶ Award 306478-00003

Medusa

Filter: Preferred Module:

- ▶ Institutional Proposal 20042327
 - ▶ Award 302839-00001
 - ▶ Subaward 19081
 - ▶ Subaward 19091
 - ▶ Subaward 19107
 - ▶ Award 302839-00002
 - ▶ Subaward 19081

Click the small triangle to the left of a Subaward line to open and view high-level information about the subaward. The example below shows just part of the data available; dates and amounts are also included.

Click the Open Subaward button to open the record. The record includes more details and documents associated with the subaward request including the issued agreement and modifications.

▶ Award 306478-00006

▼ Subaward 20280

Open Subaward

Summary

Subaward ID:	20280	Status:	Active
Account Number:	30028821C1	Subrecipient Name:	Yale University

Kuali Research Access note:

If you have Department Post-award roles in Kuali Research for your unit, you should be able to open and view the records as described. Department Pre-award roles will not provide this access. If the Lead Unit for the award is another department/school, then you may not have the permissions in Kuali Research to view the award. Roles are granted for a specific UMB unit or units.

Please complete the following form if you need to add access to view awards and subawards or add additional departments to your existing roles:

<https://www.umaryland.edu/kualicoeus/user-access-and-requests/change-user-role-or-unit/>