

To View Award Documents Using Summit:

(Presented on 11/14/13)

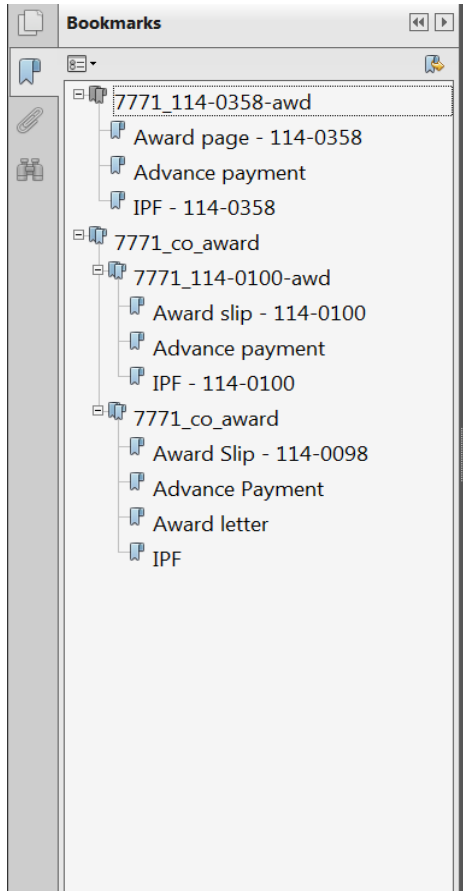
Open Summit and navigate to the Sponsored Activity tab in the Academic Admin Dashboard. Enter your project number in the project field or use the search option. Once the project is in the project field, click on the Apply button.

To view the award documents, click on the blue hyper link for Award/Contract number on the left side, in the Information Box.

This will open the PDF award documents that have been reviewed by the Grant Accountant. To see any bookmarks that have been added, you may have to click on the Adobe Icon located on the small menu bar at the bottom of the page.

Account Group	Month to Date Expenditure	Year to Date Expenditure	Budget	Project to Date Expenditure	Encumbrance	Balance
Payroll	0.00	0.00	0.00	0.00	0.00	0.00
Fringe Benefits	0.00	0.00	0.00	0.00	0.00	0.00
Tuition/Fees Waiver Benefit_L4	0.00	0.00	0.00	0.00	0.00	0.00
Non Personnel	0.00	0.00	26,000.00	0.00	0.00	26,000.00
Other Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Direct Expenses Total	0.00	0.00	26,000.00	0.00	0.00	26,000.00
Total	0.00	0.00	26,000.00	0.00	0.00	26,000.00

Here is a sample of an Award that is available for review by the PI and/or Business Managers. This sample shows that there have been three actions for this one award; the original award and two supplements and that the total award is now \$26,000. This file can be saved by the person viewing it for their own reference.



OGCA#: 114-0358

Unit VCRE/University Press

**Supplement
AI**

Org OU University Press

PI: Wilcox, Bruce G

PI OU University Press

Sponsor: Hemingway, Andrew /

Agency: Other Sponsors (950)

Title: "Transatlantic Romanticism" edited by Andrew Hemingway and Alan Wallach

TRANSACTION: All publications must acknowledge the sponsor's name, award number, and include a disclaimer in accordance with the terms and conditions of the award.

Supplemental Funding of 7771

Check number 210 sent to Accounting on 09/04/2013

Unrestricted Grant
Unallocated Budget
Publication Subvention.

CFDA: N/A

ICV:

Prime: N/A

total=\$26,000.00

	PROPOSED		AWARDED	
Direct Costs:	\$10,000	Direct Costs:	\$10,000	
Indirect Costs:	\$0	Indirect Costs:	\$0	