

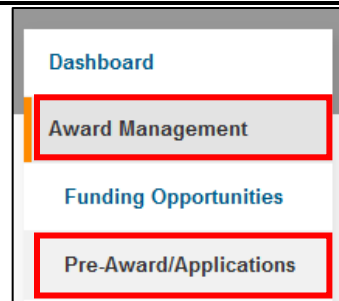
Purpose: Pre-award records can be viewed or downloaded in a PDF format and printed.

Audience: All roles.

To view the details for a Pre-award record:

Step 1:

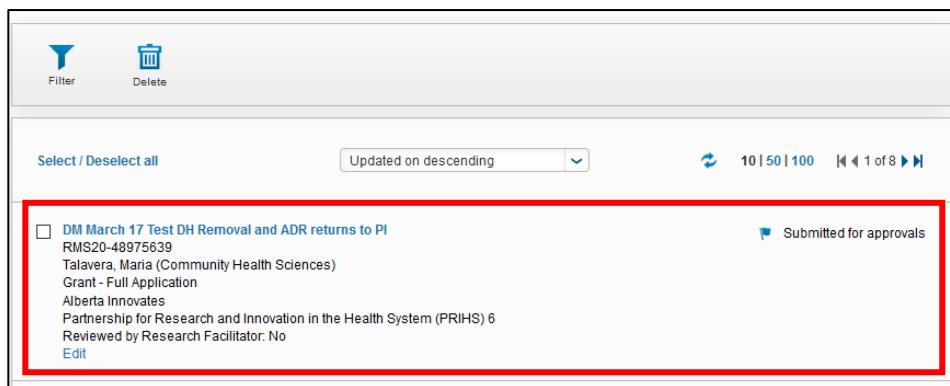
From your dashboard, in the left pane, click **Award Management** and then **Pre-Award/Applications**.



Step 2:

Click anywhere within a record's row to view the record's summary. The *Research Funding Application Approvals* window opens.

Note: Clicking on the blue hyperlink **Edit** button will open the full record to edit. To access the summary, click anywhere in the box that is not the **Edit** button.



This view provides an overall view of the complete record which can be easily scanned for information.



To create a PDF version of the Pre-award record:

Step 1:

Click **Create PDF** in the top right-hand side of the page banner. The **PDF download file** displays in the ribbon at the bottom of the window with the name "output". You can save or print this file.

Note: Click **Edit** to open the full detailed record view.