

View, Download, or Print Pre-award Record

Quick Reference Guide

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

Audience:

Award/Applications.

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-

| Dashboard | | |
|------------------|------------------------|--|
| Award Management | | |
| | Funding Opportunities | |
| | 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. |

| Filter Delete | | | | |
|---|-----------------------|---|---------------|-------------------------------|
| Select / Deselect all | Updated on descending | ¢ | 10 50 100 | 4 ≼ 1 of 8 ▶ ▶ |
| DM March 17 Test DH Removal and ADR returns to PI RMS20-48975639 Talavera, Maria (Community Health Sciences) Grant - Full Application Alberta Innovates Partnership for Research and Innovation in the Health System (PRIHS) 6 Reviewed by Research Facilitator: No Edit | | | 🏴 Submi | tted for approvals |

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.**