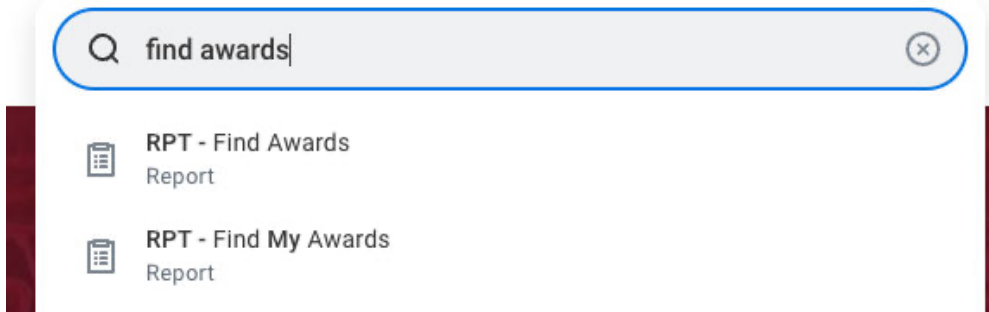


RPT – Find Awards

1. To find awards in Workday, use the Workday search bar to find “RPT – Find Awards.”
 - 1.1. Click on “RPT – Find Awards.”
 - 1.2. Do not use “RPT – Find My Awards.”



2. Input the necessary information in the “Company” and the “Principal Investigator(s) for Award.”
 - 2.1. In the “Company” box, select “University of Arkansas, Fayetteville.”
 - 2.2. In the “Principal Investigator(s) for Award” box, enter the Principal Investigator name you wish to search for. (Only one name is necessary.)
 - 2.3. Scroll down and enter a “Filter Name,” then click “Save.”
 - 2.3.1. While this is an optional step, saving filters can save time for pulling future reports.
 - 2.3.2. To select a previously saved filter, click on the “Saved Filters” drop down menu.
 - 2.4. Click “OK” to proceed.



RPT - Find Awards

Instructions Award Lifecycle Status – The status of the award in relation to the lifecycle of the award. For example, Active, Advance Setup, Closed, Inactive, or Pending.

Award Status – The status of the award in relation to the business process in Workday. An award with an award status of "In Progress" has not been fully approved in Workday. "Draft" indicates the award has been created but not yet submitted for approval by the initiator. "Approved" indicates the award is fully approved and ready for spending in Workday.

Company	* <input type="text" value="University of Arkansas, Fayetteville"/>
Sponsor	<input type="text"/>
Sponsor for Award Line	<input type="text"/>
Award Groups	<input type="text"/>
Award	<input type="text"/>
Award Name	<input type="text"/>
Award Lifecycle Status	<input type="text"/>
Award Status	<input type="text"/>
Principal Investigator(s) for Award	<input type="text" value="REDACTED"/>
Organization Worktags	<input type="text"/>
Institutional Id	<input type="text"/>
Award Contract Owner	<input type="text"/>

OK

Cancel

Award Name

Award Lifecycle Status

Award Status

Principal Investigator(s) for Award

Organization Worktags

Institutional Id

Award Contract Owner

Subrecipient

Effective as of Date

Grant

Grant Hierarchies

Contract Line Type

Sponsor Award Reference Number

My Name or My Awards

Manage Filters

1 Saved Filters

Save

OK

Cancel

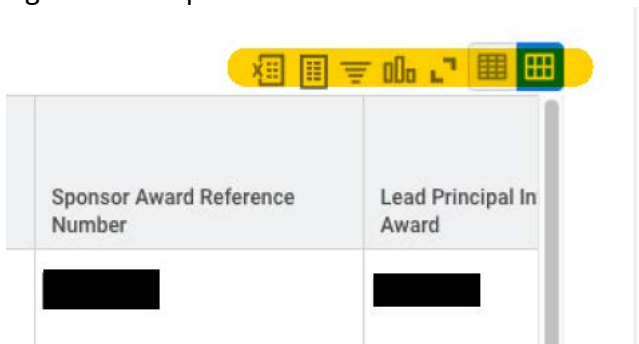
3. The report will load all awards that the Principal Investigator is listed on.
 - 3.1. Please note that Workday will not load any awards if the Principal Investigator is not listed on any of the PI roles in Workday. E.g., if a faculty member is listed as a “Key Personnel” on an award, the award will not show up in Workday reports.
4. Scroll right to view various information about awards.

Company [University of Arkansas, Fayetteville](#) Principal Investigator(s) for Award ██████████

18 items

Award	Company	Institutional Id	Federal Award Id Number	Setup Date	Organization Worktags	Award Number	Award Name	Award Contract Owner	Sponsor
	University of Arkansas, Fayetteville	SL ██████████	██████████	08/18/2020 10:05:11.463	CC012731 UAF CSCE Computer Science and Computer Engineering	██████████	████████████████████	Meghan Churchill	██████████
	University of Arkansas, Fayetteville	SL ██████████		08/26/2020 13:56:39.823	CC012731 UAF CSCE Computer Science and Computer Engineering	██████████	████████████████████	Judith Torres	██████████
	University of Arkansas, Fayetteville	SL ██████████		08/31/2020 15:52:00.909	CC012731 UAF CSCE Computer Science and Computer Engineering	██████████	████████████████████	Zwei Li	██████████

5. Reports can be printed, filtered, graphed, or expanded by clicking on the icons at the top right of the report.



6. To open an award, locate the magnifying glass on the line that the award is on. By default, the magnifying glass should be on the left side of the line. Right click on the magnifying glass and then click on "See in New Tab."

18 items

Award	Company	Ins
	University of Arkansas, Fayetteville	SL

18 items

Award	Company	It
	University of Arkansas,	S

- See in New Tab
- Copy URL
- Copy Text
- View Printable Version
- Export to Excel

7. To edit any of the criteria used to run the report, click on the “Change Selection” icon at the top left of the report.

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RPT - Find Awards ⋮

Company [University of Arkansas, Fayetteville](#)

Principal Investigator(s) for Award [REDACTED]

18 items

Award	Company	It