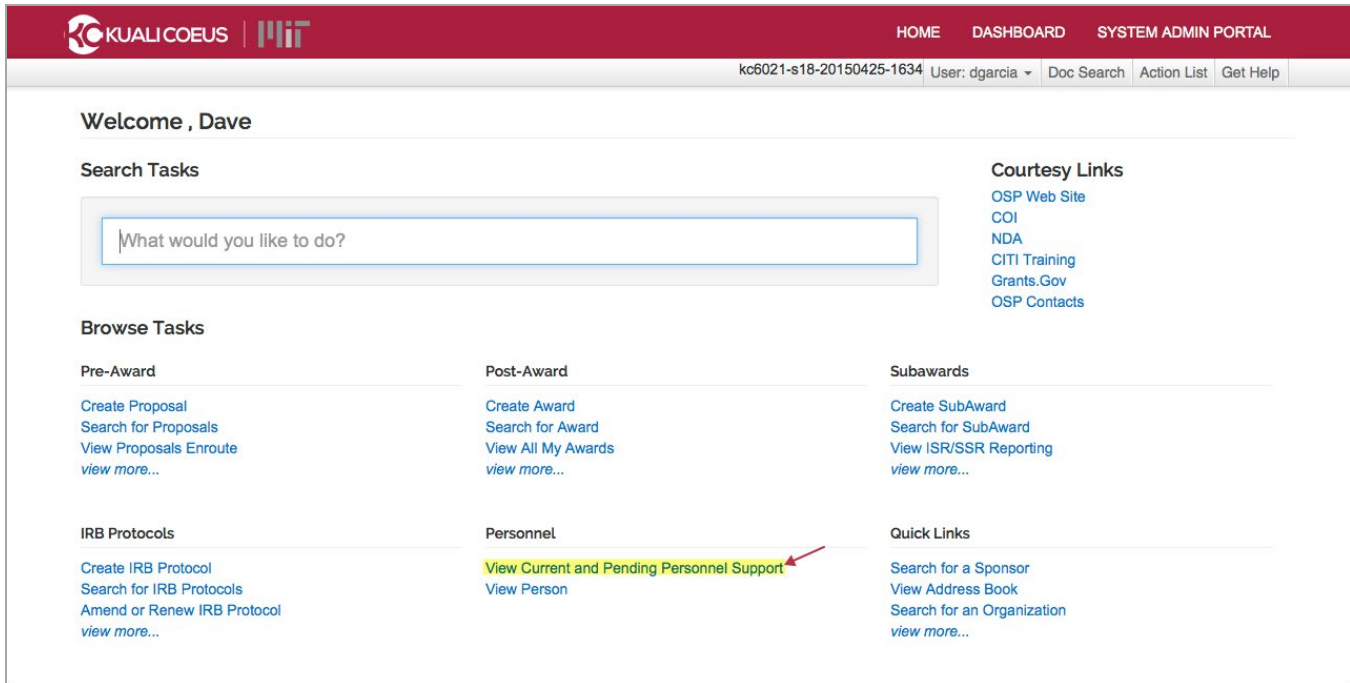


Overview:

This Quick Card covers how to search, open, and save a current and pending support for a Principal Investigator.

Procedure:
Viewing Current and Pending Support

1. From your **Home** page view, click on the **Current & Pending Support** link.



The screenshot displays the Kuali Coeus Researcher Tab interface. At the top, there is a navigation bar with the Kuali Coeus logo and MIT logo on the left, and 'HOME', 'DASHBOARD', and 'SYSTEM ADMIN PORTAL' on the right. Below the navigation bar, there is a search bar with the placeholder text 'What would you like to do?'. The main content area is divided into several sections: 'Browse Tasks' (Pre-Award, Post-Award, Subawards, IRB Protocols, Personnel, Quick Links), 'Search Tasks', and 'Courtesy Links'. A red arrow points to the 'View Current and Pending Personnel Support' link in the Personnel section.

Figure 1 – Kuali Coeus Researcher Tab

- The Current & Pending Support screen is displayed; click the **show** button.

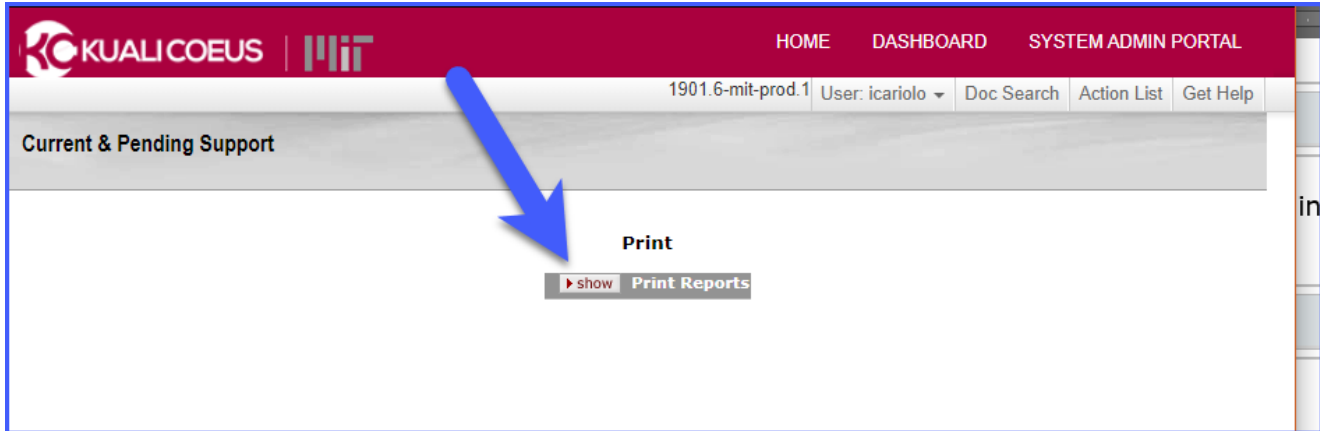


Figure 2 – Current & Pending Support

- Once the screen has been expanded, click on the **Current Report search magnifying glass**.

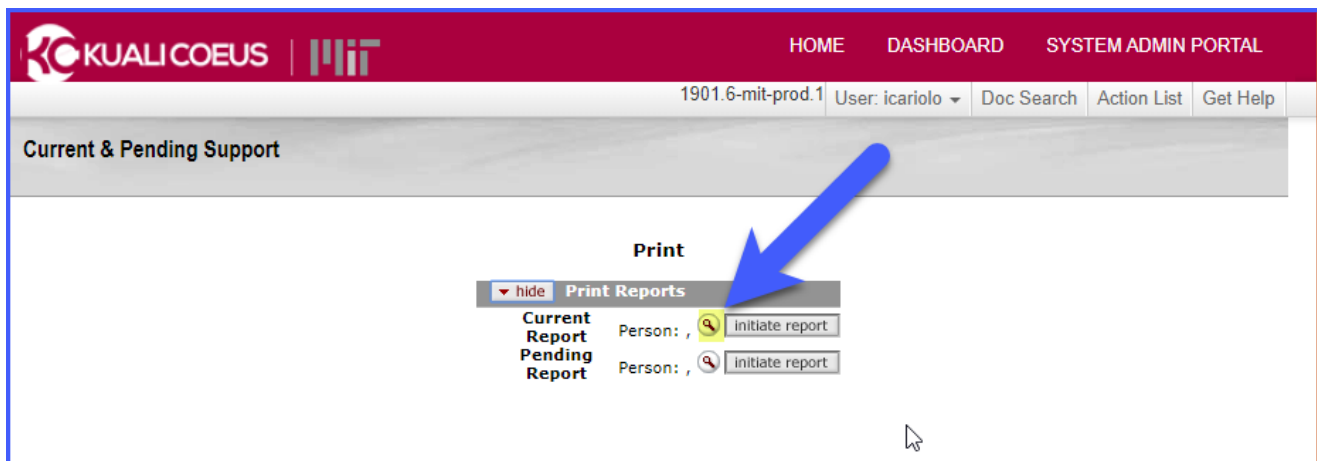


Figure 3 – Current & Pending Support Screen Expanded

- A **KC Person Lookup** window will open. In the **Last Name** field, enter the individual's last name with an asterisk at the end or if you know the individual's user ID enter their Kerberos ID into the **User ID** field with an asterisk at the end.

KUALICOEUS | MIT

HOME DASHBOARD SYSTEM ADMIN PORTAL

1901.6-mit-prod.1 User: icariolo Doc Search Action List Get Help

KcPerson Lookup ? * required field

KcPerson Id:

Last Name:

First Name:

User Name:

Email Address:

Office Phone:

Active: Yes No Both

Home Unit:

Campus Code:

Figure 4 – KcPerson Lookup Screen

5. Click the **search** button.

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HOME DASHBOARD SYSTEM ADMIN PORTAL

1901.6-mit-prod.1 User: icariolo Doc Search Action List Get Help

KcPerson Lookup ? * required field

KcPerson Id:

Last Name:

First Name:

User Name:

Email Address:

Office Phone:

Active: Yes No Both

Home Unit:

Campus Code:

Figure 5 – KcPerson Search Button

6. In the displayed search results, click the **return value** link for the PI you want to view the report for.

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HOME DASHBOARD SYSTEM ADMIN PORTAL

1901.6-mit-prod.1 User: icariolo Doc Search Action List Get Help

KcPerson Lookup ? * required field

KcPerson Id:

Last Name:

First Name:

User Name:

Email Address:

Office Phone:

Active: Yes No Both

Home Unit:

Campus Code:

One item retrieved.

Return Value	KcPerson Id	Full Name	User Name	Email Address	Directory Department	Directory Title	Office Location	Office Phone	School	Active
return value	710000001	Haskell, Edward	haskelle	eddieh@mit.edu				617-253-1000		Yes

Figure 6 – KcPerson Return Value Link

- Back in the **Current & Pending Support** screen, click the **initiate report** button to view the report. If you need to print the report, click on the **print** button.
 - If you want to view/print the **Current Report**, you will need to click the initiate report/print buttons in the Current Report row.
 - If you want to view/print the **Pending Report**, you will need to click the initiate report/print buttons in the Pending Report row

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1901.6-mit-prod.1 User: icariolo Doc Search Action List Get Help

Current & Pending Support

Print

▼ hide Print Reports

Current Report	Person: Haskell, Edward	<input type="button" value="initiate report"/>	<input type="button" value="print"/>
Pending Report	Person: Haskell, Edward	<input type="button" value="initiate report"/>	<input type="button" value="print"/>

Figure 7 – Current & Pending Support Screen

From the **Print Reports** screen you have the option to view (initiate report) and print the **Current** and **Pending Reports**. You may also choose to export these reports into a **CSV, Spreadsheet, or XML** file formats.

Print

▼ hide **Print Reports**

Current Report

Person: Haskell Edward 🔍

Pending Report

Person: Haskell Edward 🔍

Current Support - Haskell Edward

8 items retrieved, displaying all items.

Sponsor Award ID	Sponsor	Role	Title	Award Amount	Effective Date	End Date	Effort %	Academic Year Effort %	Summer Effort %	Calendar Year Effort %
000340	NIH	PI	Award Hierarchy	0.00	01/01/2015	12/31/2017				
000340	NIH	PI	Award Hierarchy	0.00	01/01/2015	12/31/2017				
000340	NIH	PI	Award Budget	524,289.70	01/01/2015	12/31/2017				
000340	NIH	PI	Award Budget - Child 1	225,289.70	01/01/2015	12/31/2017				
000340	NIH	PI	Award Budget - Child 2	199,000.00	01/01/2015	12/31/2017				
000340	NIH	PI	Medusa	500,000.00	01/01/2015	12/31/2017				
000340	NIH	PI	Medusa	0.00	01/01/2015	12/31/2017				
000340	NIH	PI	Medusa	0.00	01/01/2015	12/31/2017				

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

Initiate report
print

Initiate report
print

Figure 8 – Print Report Screen

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