

Overview:

The **Medusa** function allows users to access the details of a project's individual work breakdown structure, (WBS) the hierarchical and incremental decomposition of the project structure, **without** having to exit the award or proposal.

This tool is helpful for locating associated records, especially when you know only one piece of information. If you know an approved proposal number, for example, use Medusa to locate the associated Institutional Proposal since it will be linked in Medusa tab. If the Institutional Proposal is used as a Funding Proposal in an Award, the Development Proposal, Institute Proposal, and Award will be linked in the Medusa tree.

Any subcontracts under the award will display as a link in the Medusa as will any additionally aligned funding proposal or awards.

 **Note:** A user's viewing access to associated records is determined by their permissions in KC

Getting Help

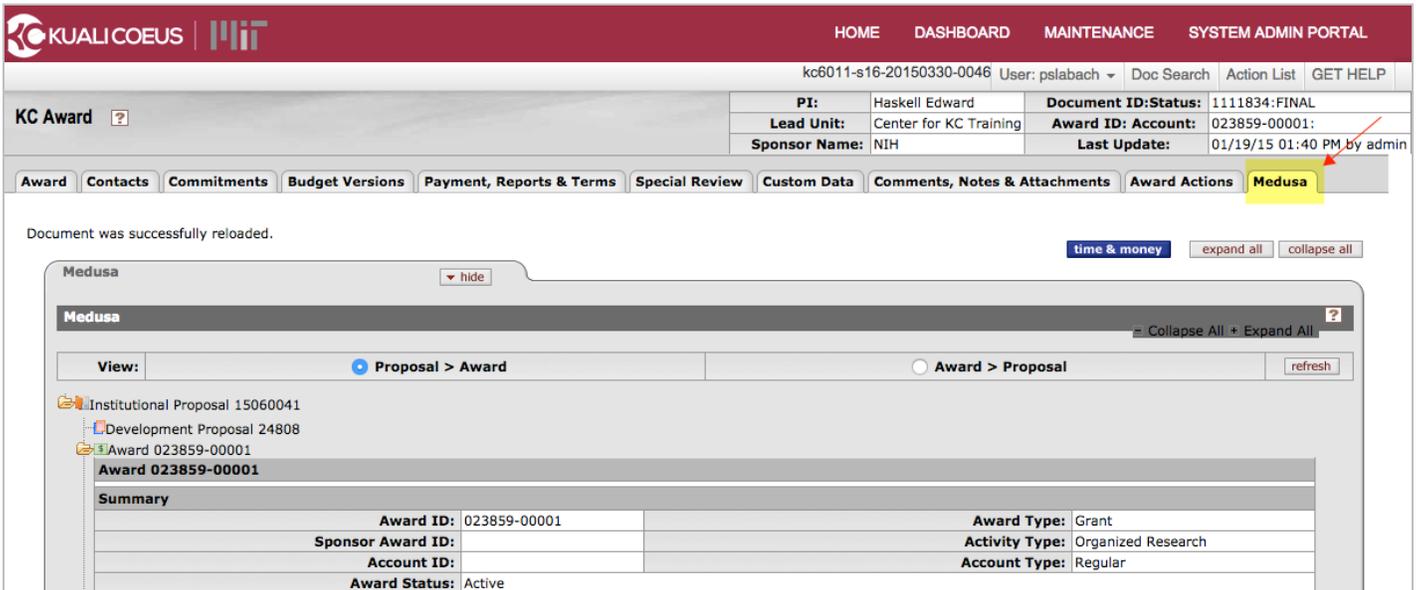
Contact:
ra-help@mit.edu

Quick Reference Cards:
<https://kc.mit.edu/quick-reference-cards>

Procedure:

Viewing Medusa Tab Information

1. In the Award, select **Medusa** tab, the last tab in the **KC Award** document.



The screenshot shows the Kuali Coeus MEDUSA interface. At the top, there is a navigation bar with 'HOME', 'DASHBOARD', 'MAINTENANCE', and 'SYSTEM ADMIN PORTAL'. Below this, the user information 'kc6011-s16-20150330-0046 User: pslabach' is displayed. The main content area shows the 'KC Award' document with a metadata table:

PI:	Haskell Edward	Document ID/Status:	1111834:FINAL
Lead Unit:	Center for KC Training	Award ID/Account:	023859-00001:
Sponsor Name:	NIH	Last Update:	01/19/15 01:40 PM by admin

Below the metadata table, there is a tabbed interface with several tabs: 'Award', 'Contacts', 'Commitments', 'Budget Versions', 'Payment, Reports & Terms', 'Special Review', 'Custom Data', 'Comments, Notes & Attachments', 'Award Actions', and 'Medusa'. The 'Medusa' tab is highlighted in yellow. A message 'Document was successfully reloaded.' is displayed above the Medusa tab content. The Medusa tab content shows a tree view with 'Institutional Proposal 15060041', 'Development Proposal 24808', and 'Award 023859-00001'. The 'Award 023859-00001' is expanded to show a summary table:

Award ID:	023859-00001	Award Type:	Grant
Sponsor Award ID:		Activity Type:	Organized Research
Account ID:		Account Type:	Regular
Award Status:	Active		

Figure 1 – Medusa Tab

The **Medusa** tab will display the **Institution Proposal, Development Proposal, Award(s),** and **Subaward(s)**. This is the project hierarchy.

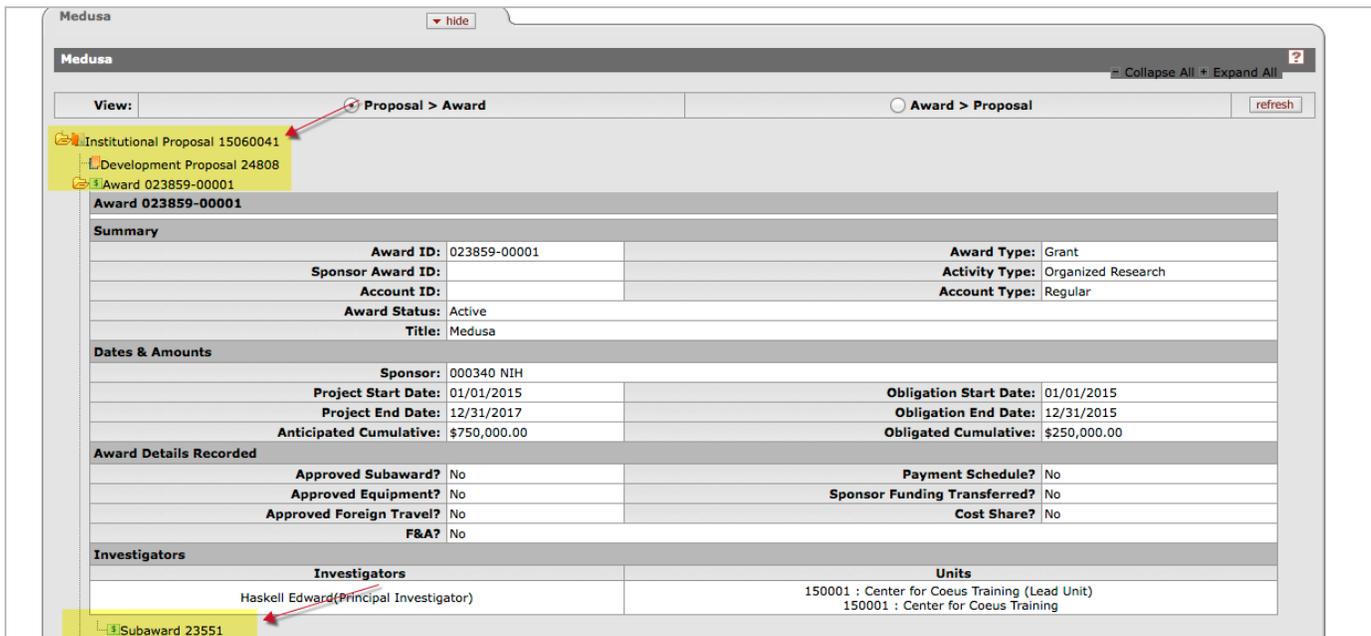


Figure 2 – Medusa Panel Layout

2. Click on the **Development Proposal Number** link. The summary view of the **Proposal** is displayed.

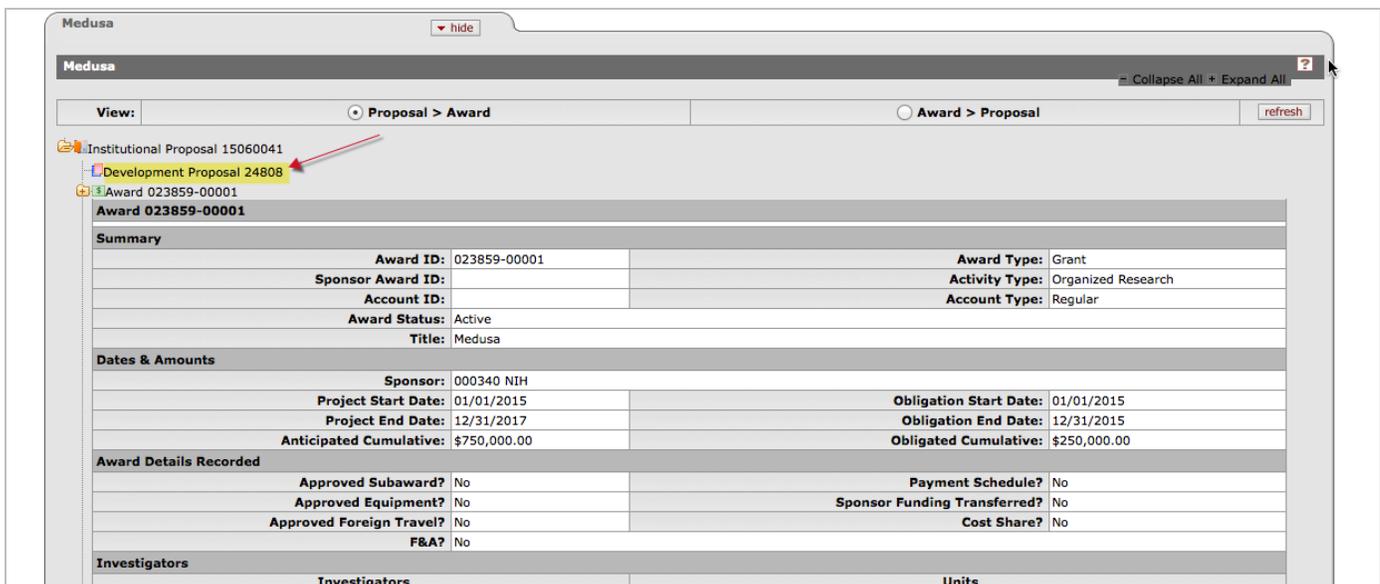


Figure 3 - Development Proposal Panel

3. To view the **proposal**, click on the **open proposal** button to see the development proposal. A new browser window will open.

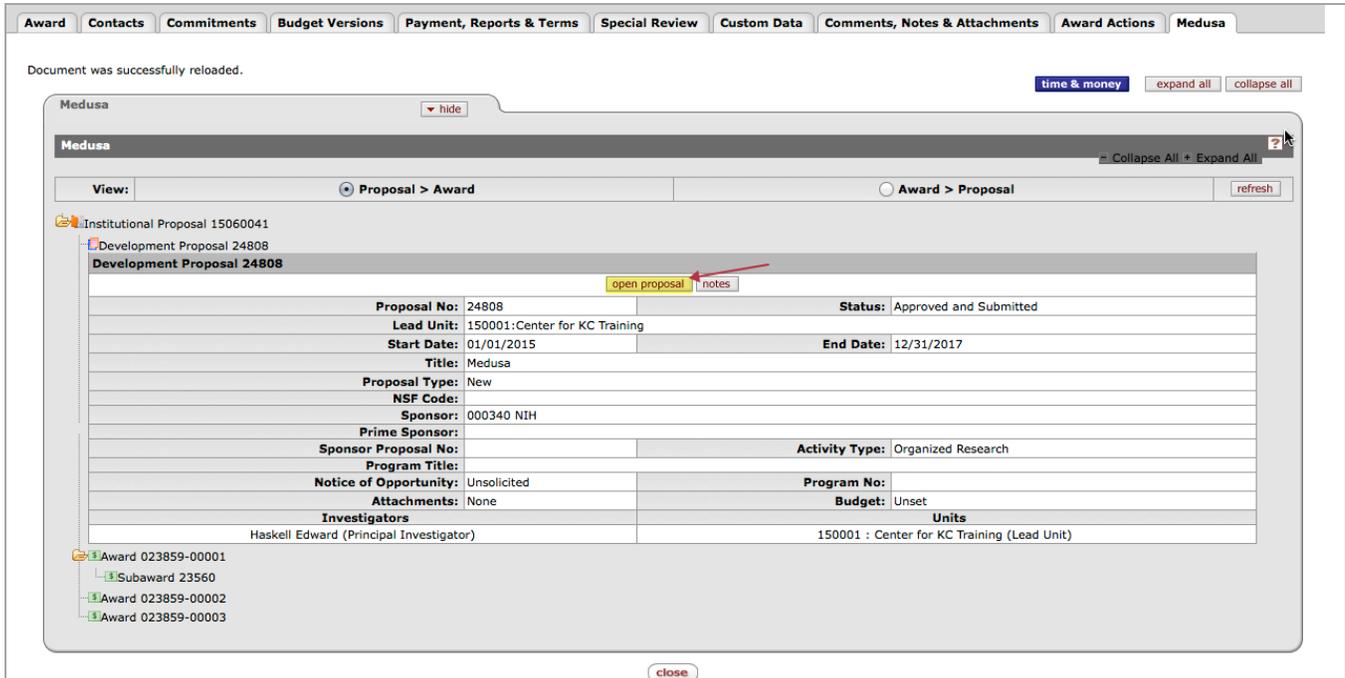


Figure 4 – Development Proposal Summary

The **Proposal Details** screen is now displayed.

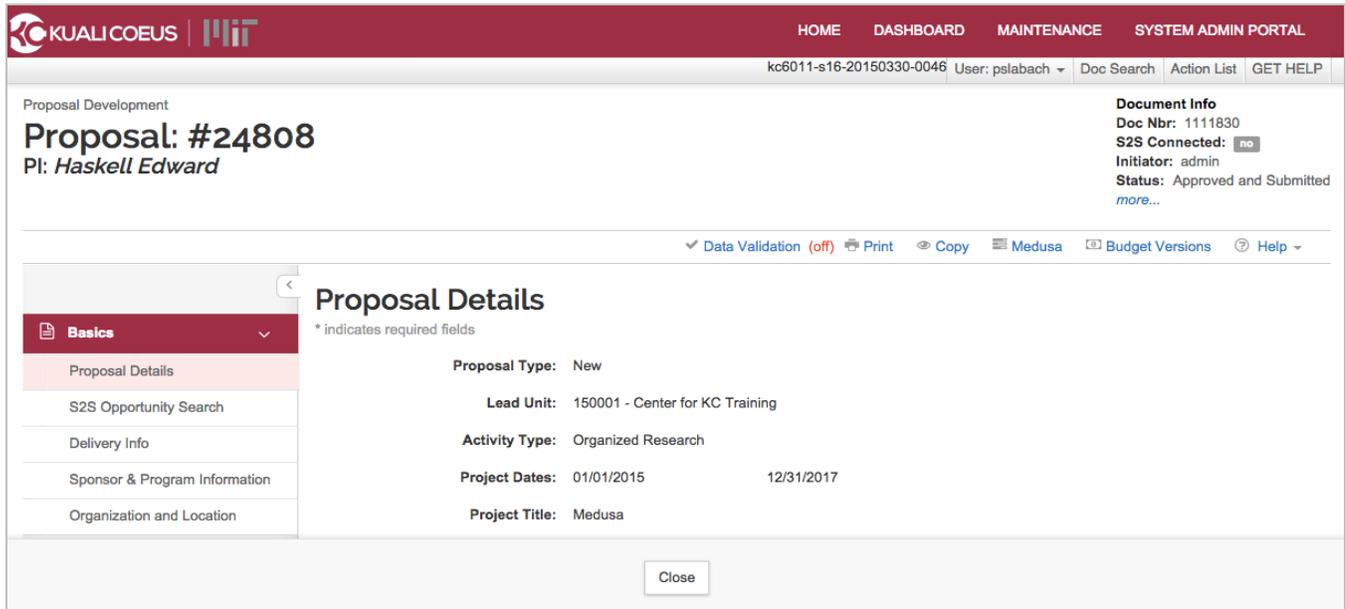


Figure 5 Development Proposal

- When you are finished viewing the **Development Proposal**, close the browser window. Back on the Medusa screen click the **Institutional Proposal Number** link. The summary view of the **Institutional Proposal** is displayed.

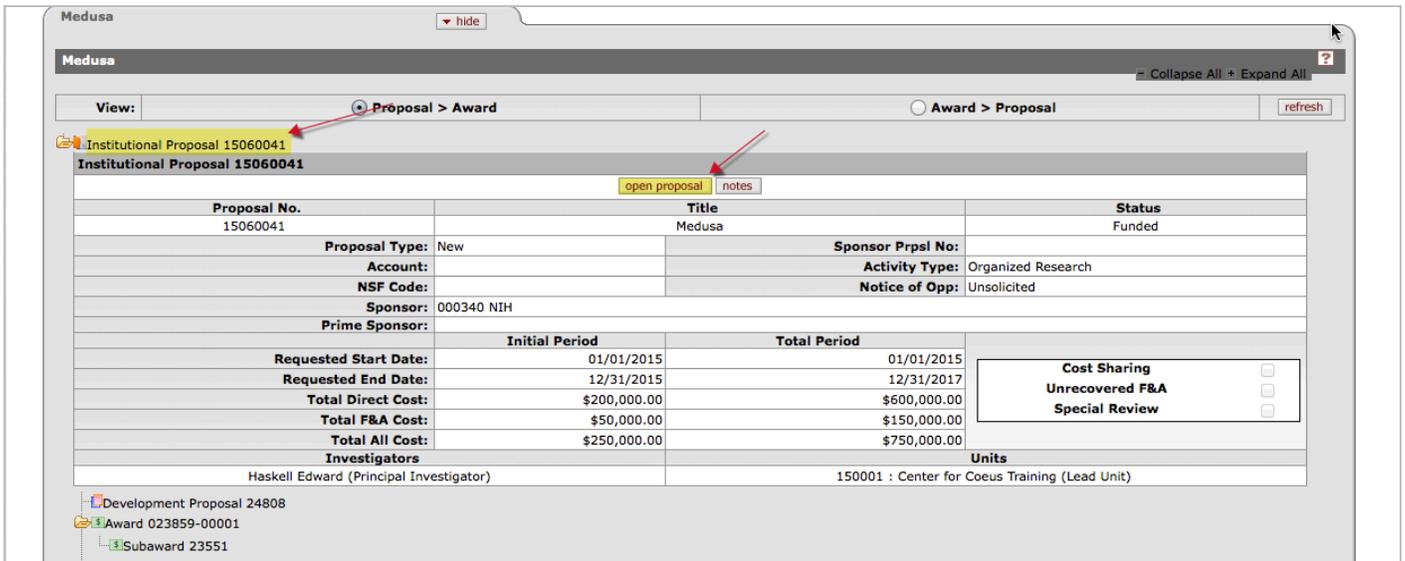


Figure 6 - Institutional Proposals Panel

- To view the Institutional **Proposal**, click the **open proposal** button. Again, a new browser window will display the Institute Proposal.
- When you are finished viewing the **Institute Proposal**, close the browser window. Back on the Medusa screen click the **Award** to return back to the Award.

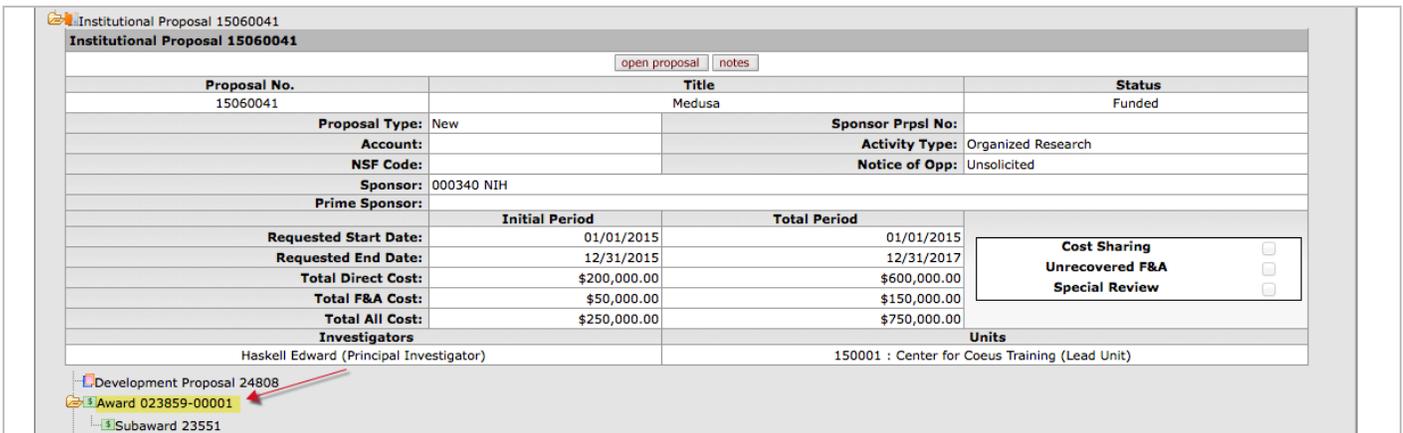


Figure 7 - Institutional Proposal Panel

The **Award Summary**, **Dates** and **Amounts**, **Award Details Recorded**, and **Investigators** are displayed.

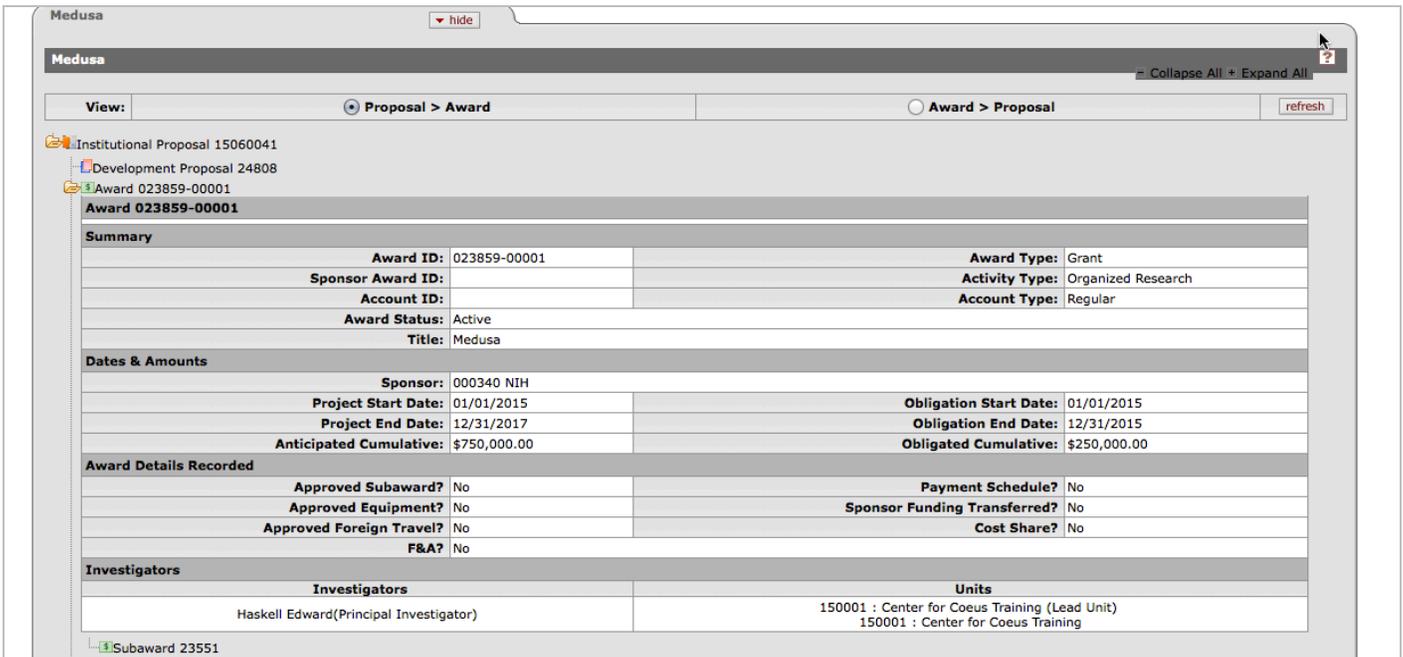


Figure 8 - Award Panel

7. To view the Subaward, click the **Subaward** link. The summary view of the **Subaward** is displayed

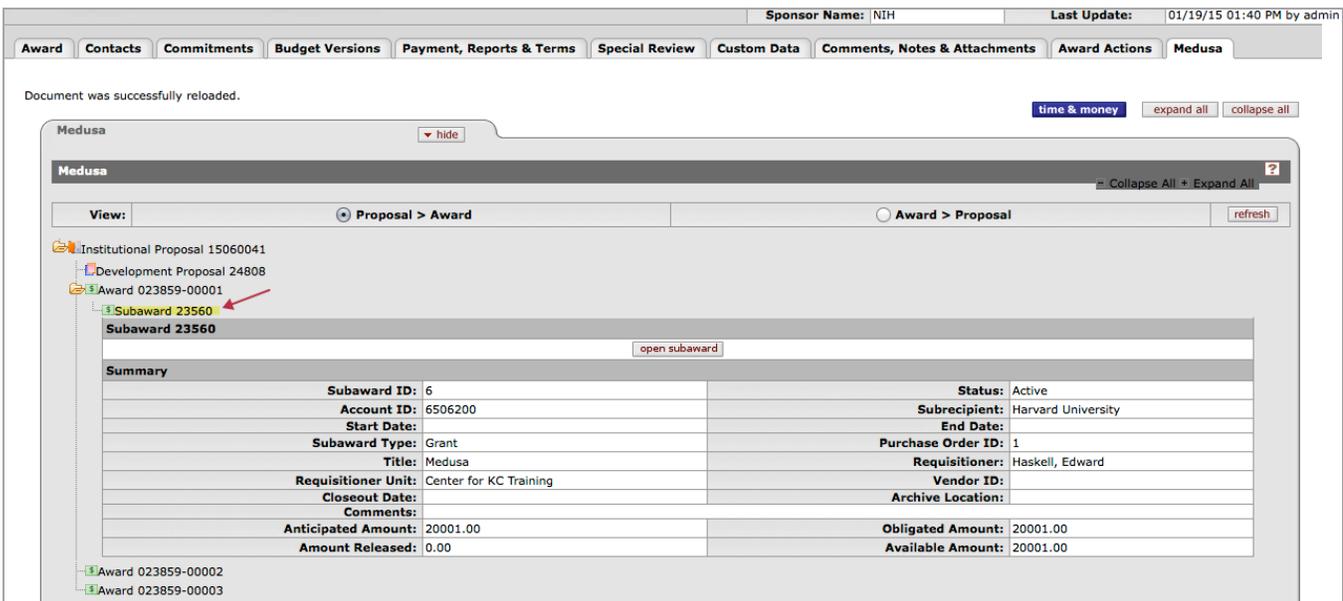


Figure 9 - Subaward Number link

8. Click the **open subaward** button to display the **KC Subaward** document in a new browser window.

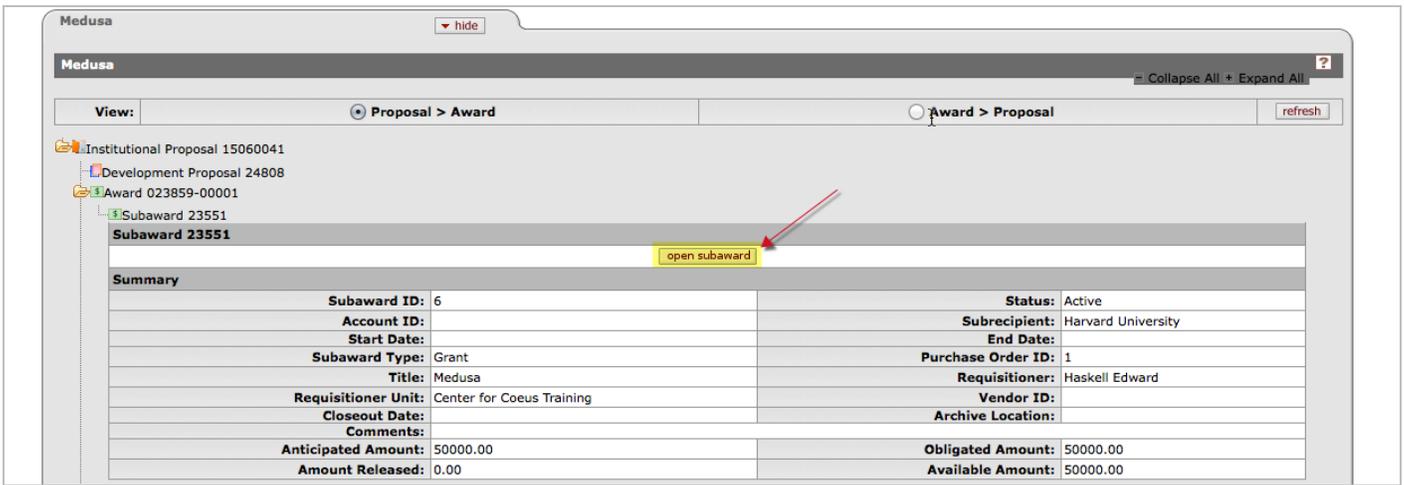


Figure 10 - KC Subaward Summary

The **KC Subaward** document will open in a new browser screen.

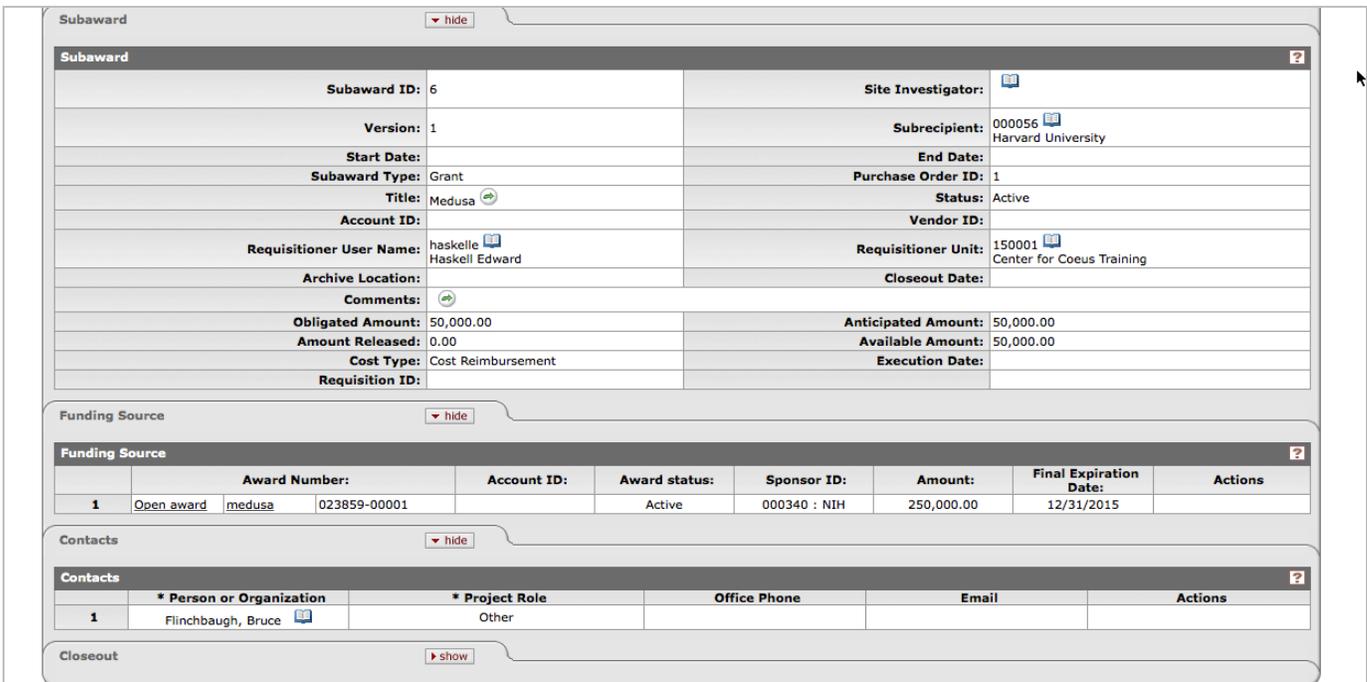


Figure 11 – Searching for Institutional Proposal

9. Click on the **Medusa** tab to access a similar medusa view from the KC Subaward document.

Subaward Financial Custom Data Template Information Subaward Actions **Medusa**

expand all collapse all

Document Overview show

Subaward hide

Subaward ID:	6	Site Investigator:	
Version:	1	Subrecipient:	000056 Harvard University
Start Date:		End Date:	
Subaward Type:	Grant	Purchase Order ID:	1
Title:	Medusa	Status:	Active
Account ID:		Vendor ID:	
Requisitioner User Name:	haskelle Haskell Edward	Requisitioner Unit:	150001 Center for Coeus Training
Archive Location:		Closeout Date:	
Comments:			
Obligated Amount:	50,000.00	Anticipated Amount:	50,000.00
Amount Released:	0.00	Available Amount:	50,000.00
Cost Type:	Cost Reimbursement	Execution Date:	
Requisition ID:			

Funding Source hide

	Award Number:	Account ID:	Award status:	Sponsor ID:	Amount:	Final Expiration Date:	Actions
1	Open award medusa 023859-00001		Active	000340 : NIH	250,000.00	12/31/2015	

Figure 12 - Subaward Document

10. Once you have viewed the required screens in the Subaward, click the **close** button to return to the **KC Award** Document.

Award Contacts Commitments Budget Versions Payment, Reports & Terms Special Review Custom Data Comments, Notes & Attachments Award Actions **Medusa**

time & money expand all collapse all

Medusa hide

View: Proposal > Award Award > Proposal refresh

Institutional Proposal 15060041
Development Proposal 24808
Award 023859-00001
Subaward 23551

Subaward 23551 open subaward

Summary			
Subaward ID:	6	Status:	Active
Account ID:		Subrecipient:	Harvard University
Start Date:		End Date:	
Subaward Type:	Grant	Purchase Order ID:	1
Title:	Medusa	Requisitioner:	Haskell Edward
Requisitioner Unit:	Center for Coeus Training	Vendor ID:	
Closeout Date:		Archive Location:	
Comments:			
Anticipated Amount:	50000.00	Obligated Amount:	50000.00
Amount Released:	0.00	Available Amount:	50000.00

Award 023859-00002
Award 023859-00003

close

Figure 13 - Medusa Tab

The **KC Award** document is now displayed.

KC Award ?

PI: Haskell, Edward	Document ID/Status: 1111834:FINAL
Lead Unit: Center for KC Training	Award ID/Account: 023859-00001:
Sponsor Name: NIH	Last Update: 01/19/15 01:40 PM by admin

[Award](#) [Contacts](#) [Commitments](#) [Budget Versions](#) [Payment, Reports & Terms](#) [Special Review](#) [Custom Data](#) [Comments, Notes & Attachments](#) [Award Actions](#) [Medusa](#)

Document was successfully reloaded. **time & money** [expand all](#) [collapse all](#) ?

Document Overview hide

Document Overview	
* Description: New Award	Explanation: ?
Organization Document Number:	

Funding Proposals show

Details & Dates hide

Details and Dates view history ?

Current Action hide

Transaction Type: New	Notice Date:	Comments: ?
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Institution hide

Award ID: 023859-00001	Lead Unit ID: 150001 - Center for KC Training ?
Version: 1	Account Type: Regular
Award Status: Active	Activity Type: Organized Research
Account ID:	Award Type: Grant
Award Title: Medusa ?	

Sponsor hide

Sponsor ID: 000340 NIH ?	Prime Sponsor:
Sponsor Award ID:	CFDA Number:
Modification ID:	NSF Science Code:

Sponsor Funding Transferred show

Figure 14 - KC Award Document