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
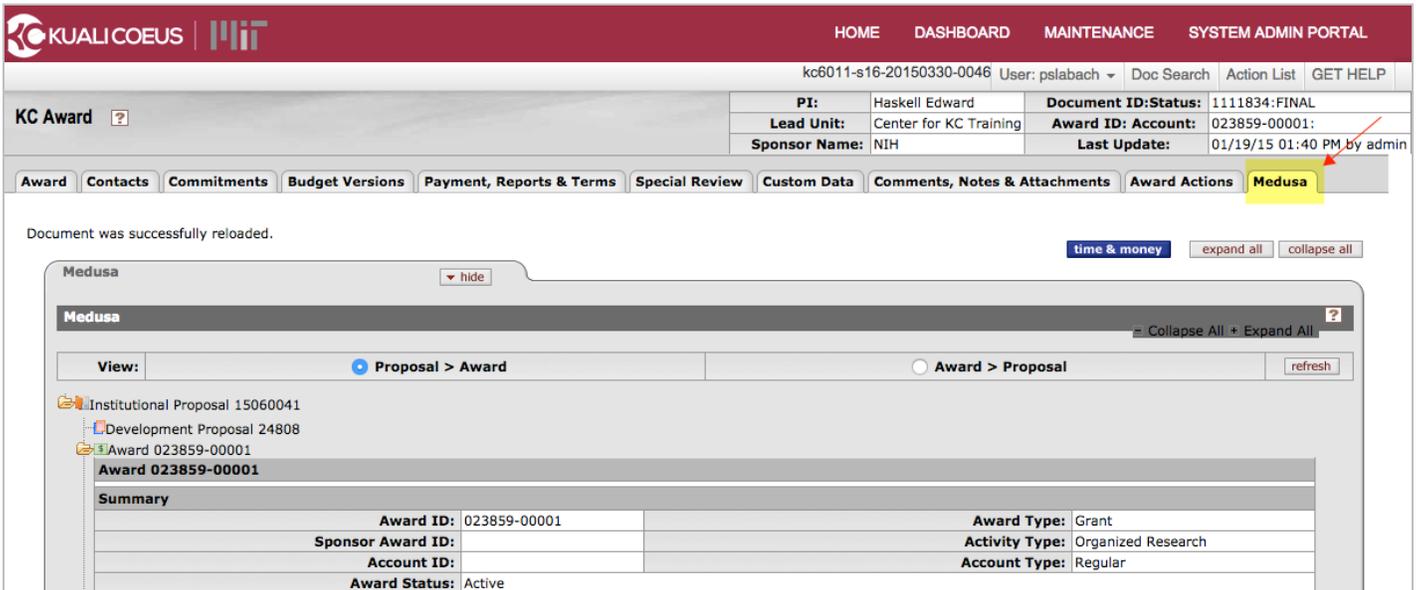
Getting Help

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.

Figure 1 – Medusa Tab

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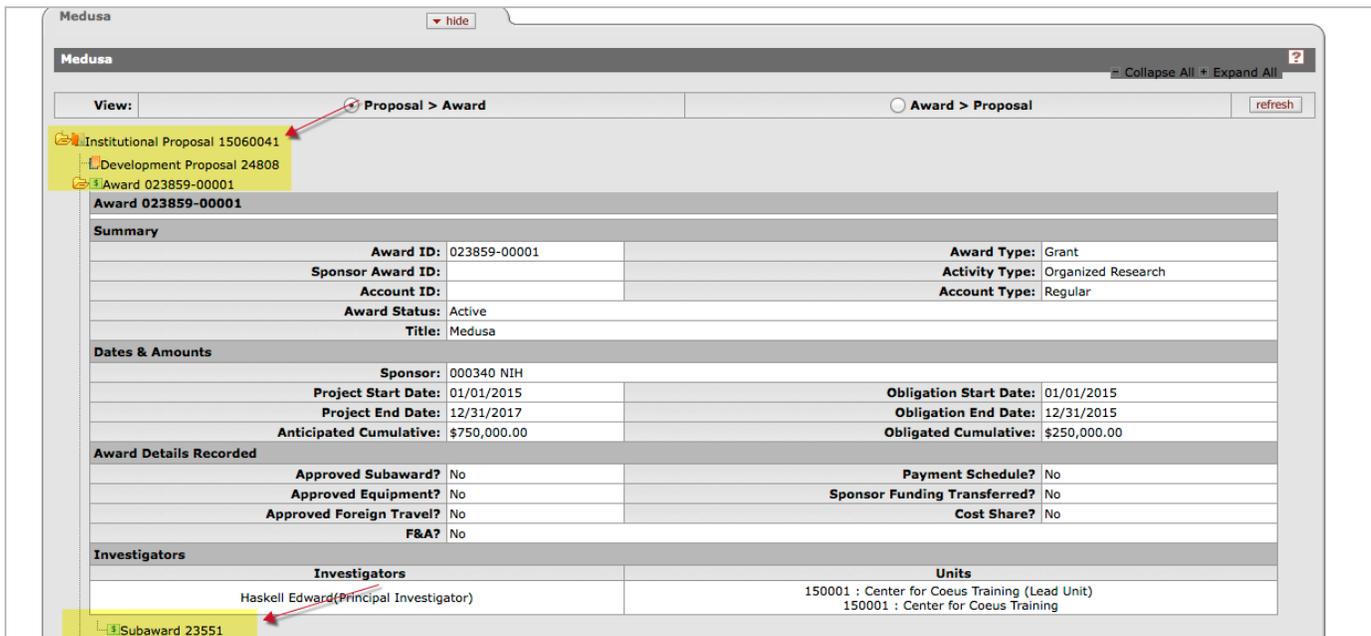

Figure 2 – Medusa Panel Layout

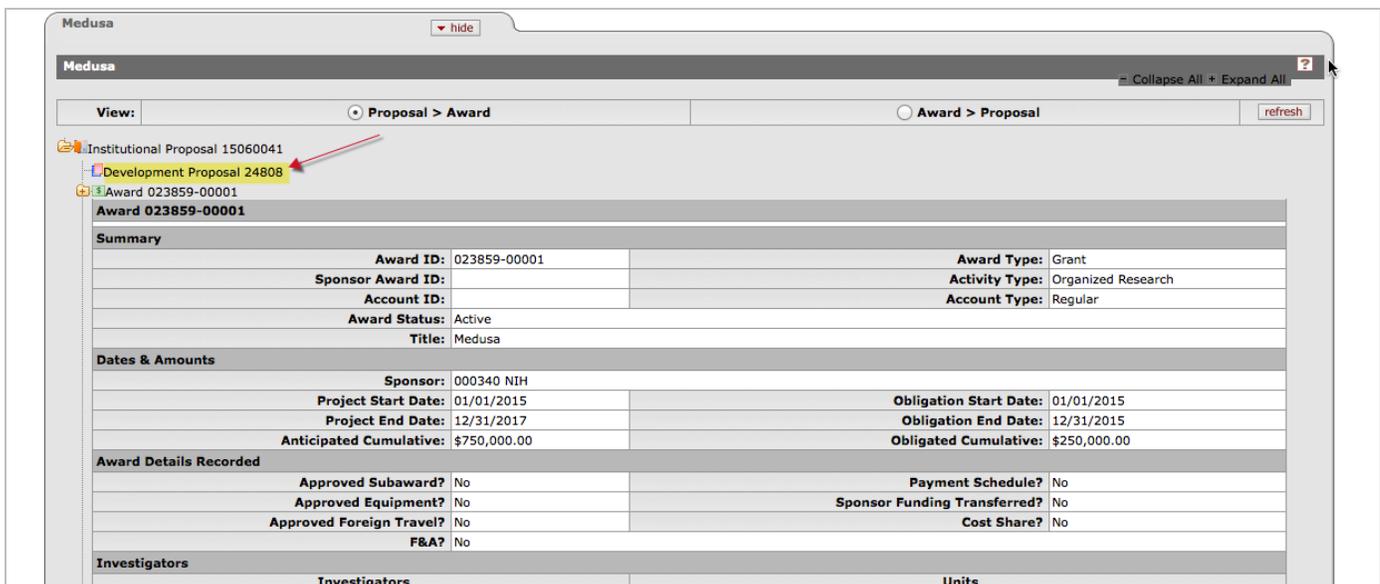2. Click on the **Development Proposal Number** link. The summary view of the **Proposal** is displayed.

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.
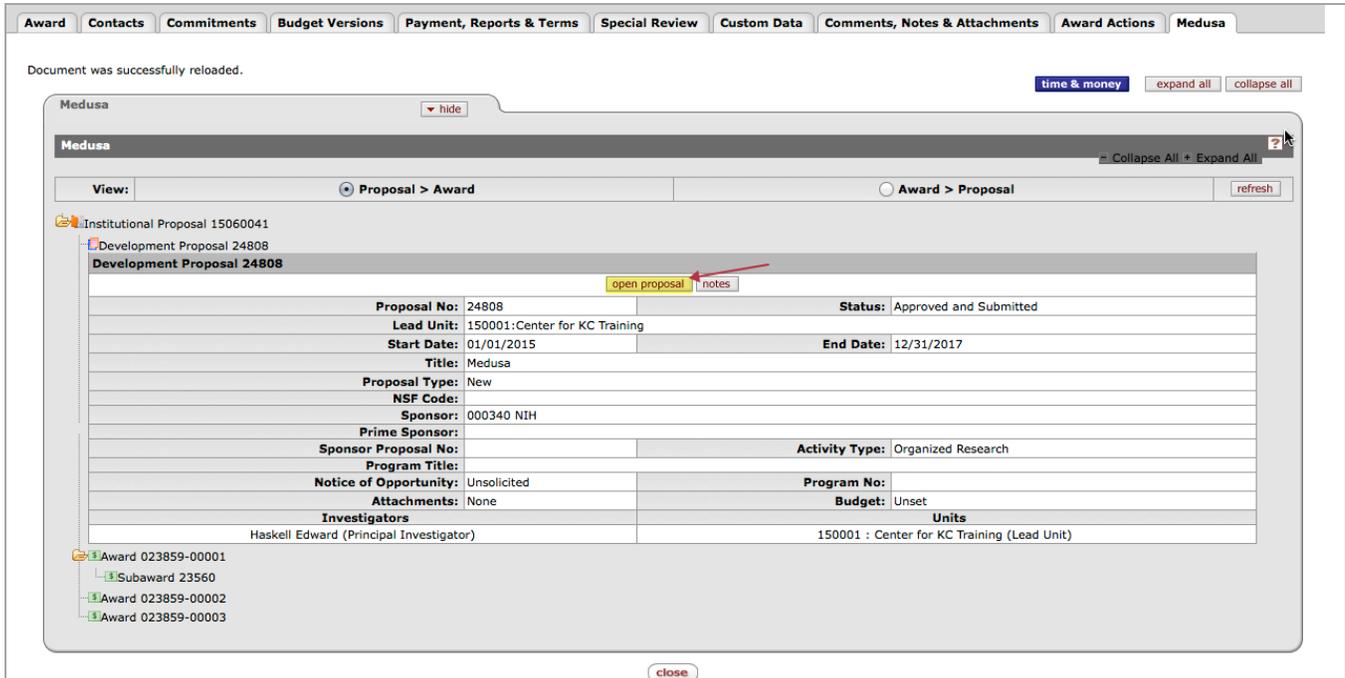
Figure 4 – Development Proposal Summary
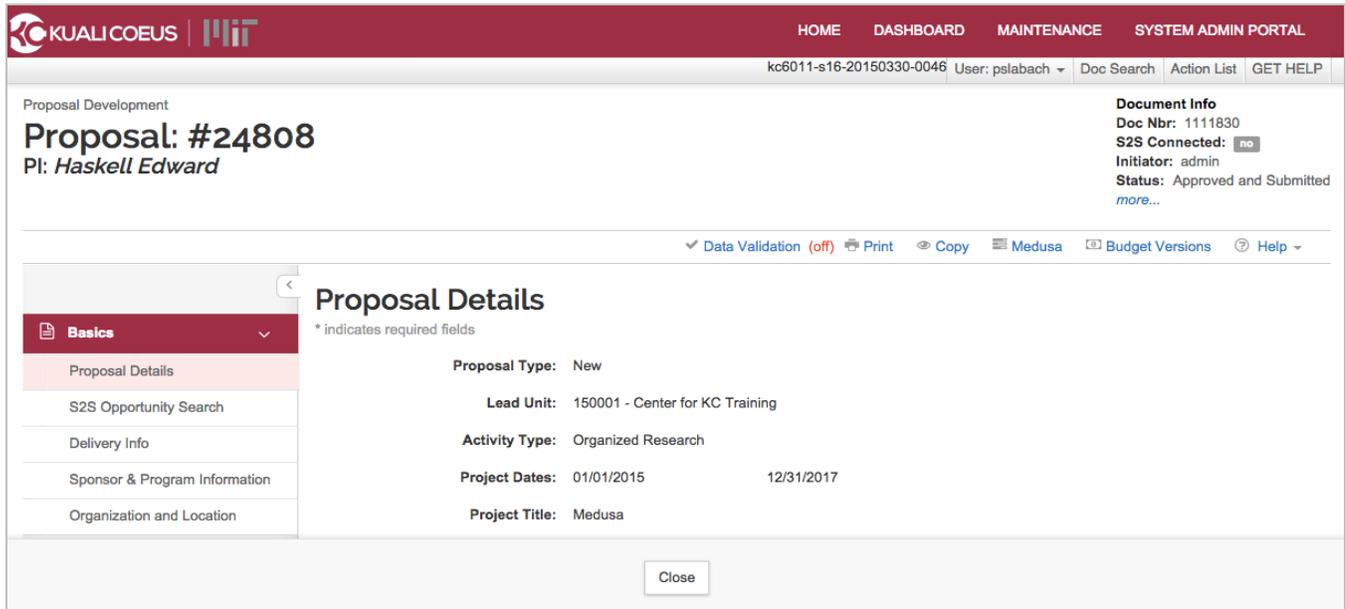
The **Proposal Details** screen is now displayed.

Figure 5 Development Proposal

4. 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.
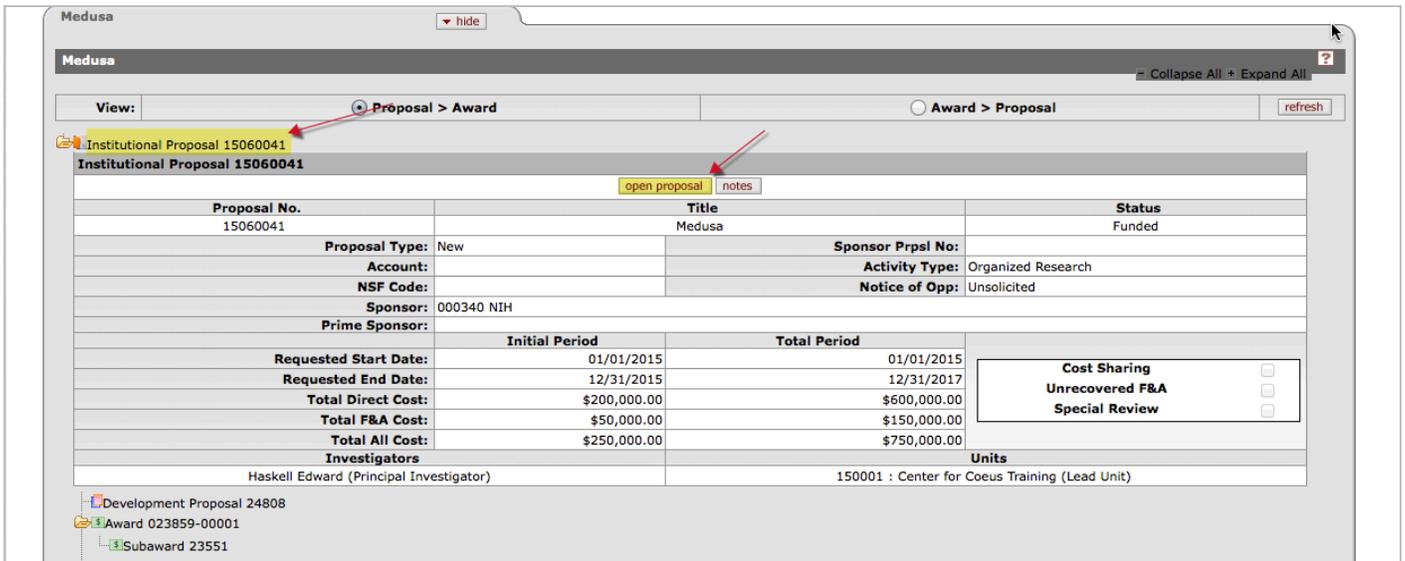
Figure 6 - Institutional Proposals Panel

5. To view the Institutional **Proposal**, click the **open proposal** button. Again, a new browser window will display the Institute Proposal.

6. 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.
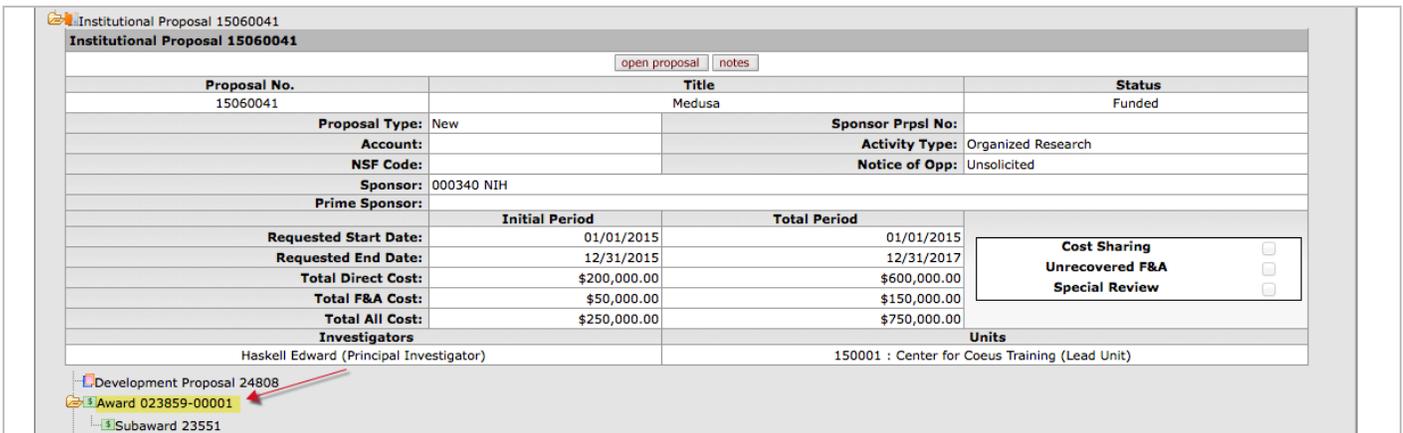
Figure 7 - Institutional Proposal Panel

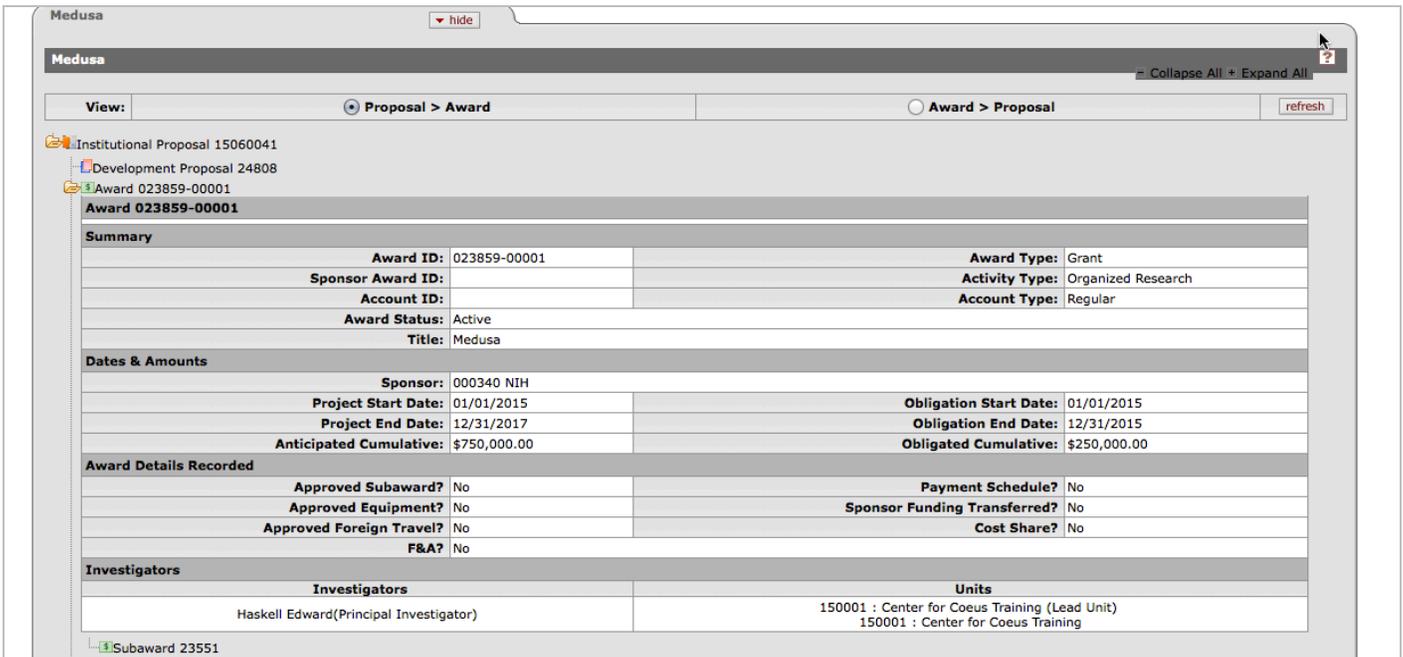The **Award Summary**, **Dates** and **Amounts**, **Award Details Recorded**, and **Investigators** are displayed.

Figure 8 - Award Panel

7. To view the Subaward, click the **Subaward** link. The summary view of the **Subaward** is displayed
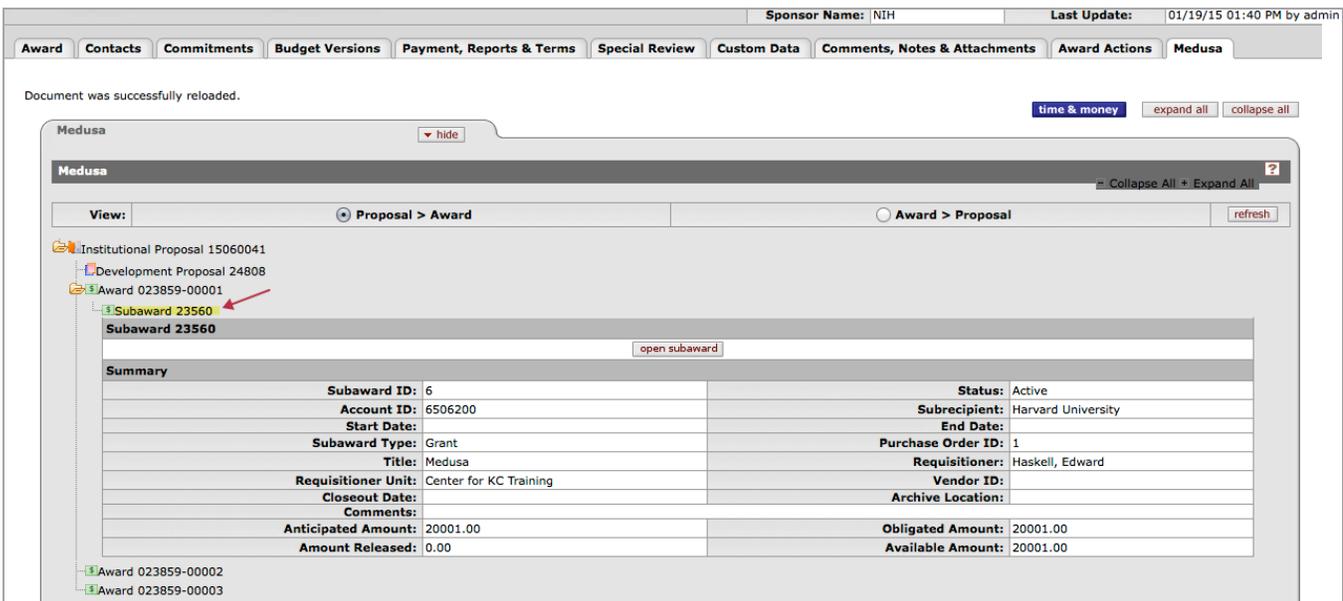
Figure 9 - Subaward Number link

8. Click the **open subaward** button to display the **KC Subaward** document in a new browser window.
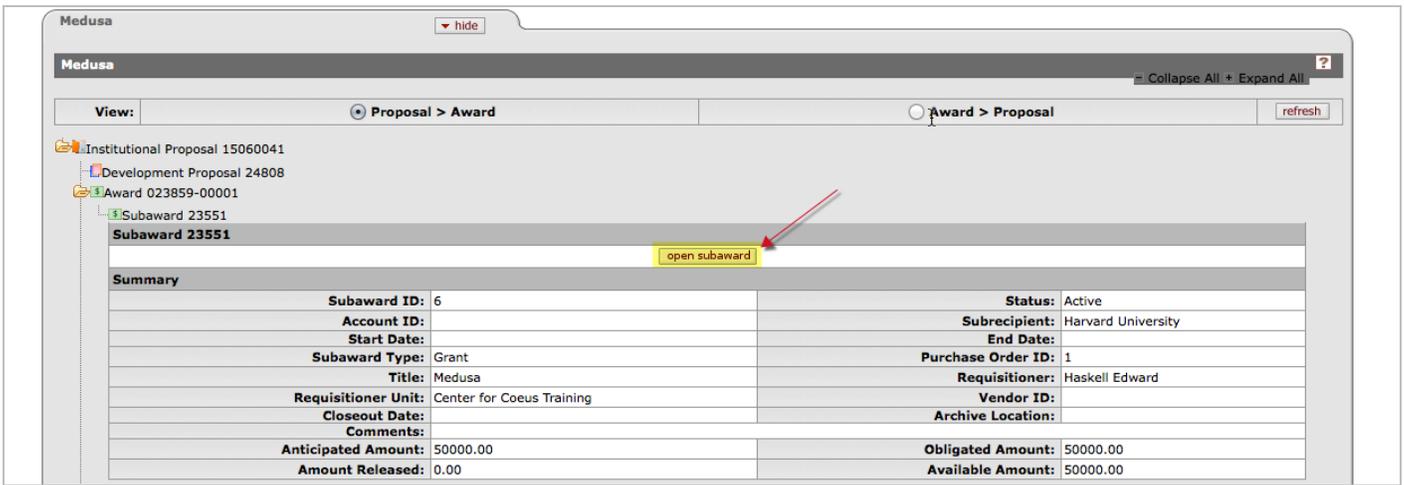
Figure 10 - KC Subaward Summary

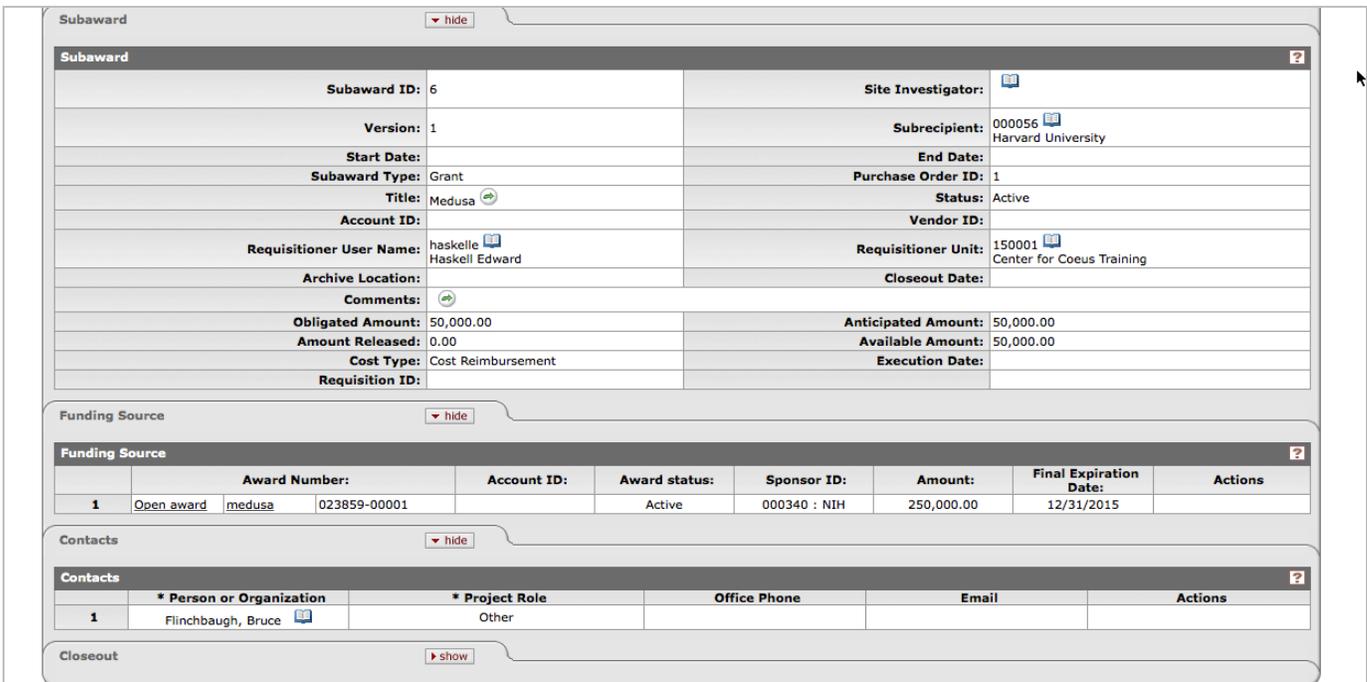The **KC Subaward** document will open in a new browser screen.

Figure 11 – Searching for Institutional Proposal

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

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.

Figure 13 - Medusa Tab

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

Figure 14 - KC Award Document