

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.

Getting Help

Contact: <u>ra-help@mit.edu</u>

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

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.

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

Procedure:

Viewing Medusa Tab Information

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

KUALICOE	US				HON	IE DASHBOARD	MAINTENANCE S	YSTEM ADMIN PORTA
					kc6011-s	16-20150330-0046 User:	pslabach - Doc Searc	h Action List GET H
					PI:	Haskell Edward	Document ID:Status:	1111834:FINAL
C Award 🙎					Lead Unit:	Center for KC Training	Award ID: Account:	023859-00001:
					Sponsor Name:	NIH	Last Update:	01/19/15 01:40 PM by
ward Contacts	Commitments	Budget Versions	Payment, Reports & Terms	Special Review	Custom Data	Comments, Notes & At	tachments Award Act	tions Medusa
ocument was succ	cessfully reloaded.						time & money	expand all collapse all
(time & money	expand all collapse all
Medusa			▼ hide					
Medusa						_	- Collapse	All + Expand All
View:		Propos	al > Award			Award > Prop	osal	refresh
Color and	1							
	nal Proposal 1506004	1						
Institution	nal Proposal 1506004 oment Proposal 24808	8						
Institution	nal Proposal 1506004 oment Proposal 24808 023859-00001	8						
Constitution Coevelop Award Award (nal Proposal 1506004 oment Proposal 2480 023859-00001 123859-00001	8						
Institution	nal Proposal 1506004 oment Proposal 2480 023859-00001)23859-00001 ry	8						
Institution Develop SAward Award (Summa	nal Proposal 1506004 prment Proposal 24801 023859-00001)23859-00001 ry	11 18 Award	ID: 023859-00001			Award T	ype: Grant	
Institution Develop SAward Award t Summa	nal Proposal 1506004 prment Proposal 24801 023859-00001 023859-00001 ry	11 18 Award Sponsor Award	ID: 023859-00001 ID:	-		Award T Activity T	Ype: Grant Ype: Organized Research	h
CDevelop SAward Award I Summa	nal Proposal 1506004 oment Proposal 24801 023859-00001 023859-00001 ry	11 18 Award Sponsor Award Account	ID: 023859-00001 ID: ID:			Award T Activity T Account T	ype: Grant ype: Organized Research ype: Regular	h

Figure 1 – Medusa Tab

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

			Collapse All * Expand All
View: Proposal >	Award	Award > Proposal	refres
		0	
Institutional Proposal 15060041			
Development Proposal 24808			
Award 023859-00001			
Award 023859-00001			
Summary			
Award ID:	023859-00001	Award Type:	Grant
Sponsor Award ID		Activity Type:	Organized Research
Account ID:	1	Account Type:	Regular
Award Status	Active		
Title	Medusa		
Dates & Amounts			
Sponsor	000340 NIH		
Project Start Date:	01/01/2015	Obligation Start Date:	01/01/2015
Project End Date:	12/31/2017	Obligation End Date:	12/31/2015
Anticipated Cumulative	\$750,000.00	Obligated Cumulative:	\$250,000.00
Award Details Recorded			
Approved Subaward?	No	Payment Schedule?	No
Approved Equipment?	No	Sponsor Funding Transferred?	No
Approved Foreign Travel?	No	Cost Share?	No
=0.40	No		
F&A?			
Investigators			

Figure 2 – Medusa Panel Layout

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

edusa				
			- Collapse All + Expa	and All
View: • Propo	sal > Award	O Award > Proposal		refres
Institutional Proposal 15060041				
Development Proposal 15000041				
H Award 023859-00001				
Award 023859-00001				
Awa	rd ID: 023859-00001	Award Type:	Grant	
Sponsor Awa	rd ID:	Activity Type:	Organized Research	
Accou	nt ID:	Account Type:	Regular	
Award S	tatus: Active			
	Title: Medusa			
Dates & Amounts				
Spo	onsor: 000340 NIH		-	
Project Start	Date: 01/01/2015	Obligation Start Date:	01/01/2015	_
Project End	Date: 12/31/2017	Obligation End Date:	12/31/2015	_
Anticipated Cumul	ative: \$750,000.00	Obligated Cumulative:	\$250,000.00	
Award Details Recorded				
Approved Suba	ward? No	Payment Schedule?	No	_
Approved Equip	ment? No	Sponsor Funding Transferred?	No	_
Approved Foreign T	ravel? No	Cost Share?	No	
	F8A? No			

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.

View: Proposal > Award O Award > Proposal	- Collapse All * Expand All
	al refresh
Institutional Proposal 15060041 Development Proposal 24808 Development Proposal 24808	
open proposal inotes	
Proposal No: 24808 Status: Approved and Subr	nitted
Lead Unit: 150001:Center for KC Training	
Start Date: 01/01/2015 End Date: 12/31/2017	
Title: Meduca	
Proposal Type: New	
NSF Code:	
Sponsor: 000340 NIH	
Prime Sponsor:	
Sponsor Proposal No: Activity Type: Organized Research	h
Program Title:	
Notice of Opportunity: Unsolicited Program No:	
Attachments: None Budget: Unset	
Investigators Units	
Haskell Edward (Principal Investigator) 150001 : Center for KC Training	(Lead Unit)
🖓 🕄 Award 023859-00001	

Figure 4 – Development Proposal Summary

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

			HOME	DASHBOARD	MAINTENA	NCE SYSTE	M ADMIN PORTAL
			kc6011-s16-2	0150330-0046 Use	er: pslabach 👻	Doc Search A	ction List GET HELP
Proposal Development Proposal: #24808 PI: Haskell Edward	3					Documen Doc Nbr: S2S Conr Initiator: Status: A more	t Info 1111830 nected: no admin pproved and Submitted
		🛩 Data Va	alidation (off) 🖷	Print @ Copy	Medusa 📰	Budget Vers	sions 💿 Help 🗸
E Basics V	Proposal Details * indicates required fields Proposal Type:	New					
Proposal Details	Lead Unit:	150001 - Center for KC Trai	nina				
Delivery Info	Activity Type:	Organized Research					
Sponsor & Program Information	Project Dates:	01/01/2015	12/31/2017				
Organization and Location	Project Title:	Medusa					
		Close					

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.

	0.5.1				
View:	• Proposal	> Award	Awa	rd > Proposal	refrest
Institutional Pro	posal 15060041		//		
Institutional Pr	oposal 15060041				
		open pr	oposal notes		
	Proposal No.		Title	Status	
	15060041		Medusa	Funded	
	Proposal Type:	New	Sponsor Prpsl No:		
	Account:		Activity Type:	Organized Research	
	NSF Code:		Notice of Opp:	Unsolicited	
	Sponsor:	000340 NIH			
	Prime Sponsor:				
	Described Shoul Deba	Initial Period	Total Period		
	Requested Start Date:	01/01/2015	01/01/2015	Cost Sharing	
	Requested End Date:	12/31/2015	12/31/2017	Unrecovered F&A	
	Total Direct Cost:	\$200,000.00	\$600,000.00	Special Review	
	Total F&A Cost:	\$50,000.00	\$150,000.00		
	Total All Cost:	\$250,000.00	\$750,000.00	Unite	
	Haskell Edward (Principal Inve	estigator)	150001 : Center for	Coeus Training (Lead Unit)	
L	hasken zahara (rinicipal ziti	(active active a	150001100000	cocus manning (cocus onne)	

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.

	open pr	roposal notes			
Proposal No.		Title	Status		
15060041		Medusa	Funded		
Proposal Type:	New	Sponsor Prpsl No:			
Account:		Activity Type:	Organized Research		
NSF Code:		Notice of Opp:	Unsolicited		
Sponsor:	000340 NIH				
Prime Sponsor:					
	Initial Period	Total Period			
Requested Start Date:	01/01/2015	01/01/2015	Cost Ebaring		
Requested End Date:	12/31/2015	12/31/2017			
Total Direct Cost:	\$200,000.00	\$600,000.00	Unrecovered F&A		
Total F&A Cost:	\$50,000.00	\$150,000.00	Special Review		
Total All Cost:	\$250,000.00	\$750,000.00			
Investigators			Units		
Haskell Edward (Principal Inve	estigator)	150001 : Center for	Coeus Training (Lead Unit)		
Development Proposal 24808					

Figure 7 - Institutional Proposal Panel

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

lusa			
			- Collapse All + Expand All
View: Proposal	> Award	O Award > Proposal	refresh
Institutional Proposal 15060041			
Award 023859-00001			
Award 023859-00001			
Summary			
Award	D: 023859-00001	Award Type:	Grant
Sponsor Award	D:	Activity Type:	Organized Research
Account	D:	Account Type:	Regular
Award Stat	is: Active		
Tit	le: Medusa		
Dates & Amounts			
Spons	or: 000340 NIH		
Project Start Da	te: 01/01/2015	Obligation Start Date:	01/01/2015
Project End Da	te: 12/31/2017	Obligation End Date:	12/31/2015
Anticipated Cumulati	re: \$750,000.00	Obligated Cumulative:	\$250,000.00
Award Details Recorded			
Approved Subawa	d? No	Payment Schedule?	No
Approved Equipment	t? No	Sponsor Funding Transferred?	No
Approved Foreign Trav	No No	Cost Share?	No
F8	A? No		
Investigators			
Investigators		Units	
Haskell Edward(Principal Inve	stigator)	150001 : Center for Coeus Training (Le	ead Unit)

Figure 8 - Award Panel

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

						Sponse	or Name: NIH	Last Update:	01/19/15 01:40 PM
d Co	ontacts	Commitments	Budget Versions	Payment, Reports & Terms	Special Review	Custom Data	Comments, Notes & Attachme	ents Award Actions	Medusa
ment wa	vas success	fully reloaded.						time & money	expand all collapse a
Medus	sa			▼ hide					
Medus	sa			_			_	- Collapse	All + Expand All
V	/iew:		Propos	al > Award			Award > Proposal		refresh
- <mark>- (</mark> - () - () - ()	Developme Award 023 Subawa Subawa	ent Proposal 2480 3859-00001 ard 23560	8						
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[]	Developme Award 023 Subawa Subawa Subawa	ent Proposal 2480 3859-00001 ard 23560 rd 23560	3		open subawa	ard			_
[]	Developme Award 02: Subawa Subawa Summa	ent Proposal 2480 3859-00001 ard 23560 ry	Subaward 1	LD: 6	open subawa	ard]	Status:	Active	
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	Developme Award 023 Subawa Subawa Summa	ent Proposal 2480 3859-00001 ard 23560 rd 23560	Subaward I Account I Start Da Subaward Tyj Tit Requisitioner Un	ID: 6 ID: 6506200 Ie: For I: Ie: Medusa Ii: Center for KC Training	open subawa	ard	Status: Subrecipient: End Date: Purchase Order ID: Requisitioner: Vendor ID:	Active Harvard University 1 Haskell, Edward	
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	Developme Award 022 Subawa Subawa Summa	ent Proposal 2480 3859-00001 ard 23560 ard 23560 ry	Subaward I Account I Start Da Subaward Tyy Tit Requisitioner Un Closeout Da Commen Acticiated Amou	ID: 6 ID: 6506200 te: pe: Grant le: Medusa nit: Center for KC Training te: te: te: te: te: te: te: te:	open subawa	ard	Status: Subrecipient: Purchase Order ID: Requisitioner: Vendor ID: Archive Location: Obligated Amount:	Active Harvard University 1 Haskell, Edward	
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Figure 9 - Subaward Number link

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

Medusa Medusa	▼ hide		?
View: • Proposa	l > Award	⊖ Award > Proposal	Collapse All + Expand All
🕞 Institutional Proposal 15060041			
Development Proposal 24808			
Award 023859-00001		11	
Subaward 23551			
Subaward 23551			
	open subawa	rd	
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

Figure 10 - KC Subaward Summary



	Subaward ID:	6		S	ite Investigator:	<u></u>	
	Version	1			Subrecipient:	000056	
	Start Date:				End Date:	,	
	Subaward Type:	Grant		Pur	rchase Order ID:	1	
	Title:	Medusa 🔿			Status:	Active	
	Account ID:				Vendor ID:		
	Requisitioner User Name:	haskelle 單 Haskell Edward		Re	equisitioner Unit:	150001 🛄 Center for Coeus Training	
	Archive Location:			Closeout Date:			
	Comments						
	Obligated Amount:	50,000.00		Anti	cipated Amount:	50,000.00	
	Amount Released:	0.00		A	vailable Amount:	50,000.00	
	Cost Type:	Cost Reimbursement			Execution Date:		
	Requisition ID:						
nding s	Source Source	▼ hide	_	_	_	_	?
	Award Number:	Account ID:	Award stat	tus: Sponsor ID:	Amount:	Final Expiration Date:	Actions
1	Open award medusa 023859-00001		Active	000340 : NIH	250,000.00	12/31/2015	
ntacts	1	▼ hide					
ntacts		_	_	_	_	_	?
	* Person or Organization	* Project Role		Office Phone	Ema	il	Actions
	63						

Figure 11 – Searching for Institutional Proposal

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

ward	Financial	Custom Da	ta 🗍 Template Informa	tion Subaward	Actions M	ledusa	N				
			- -								
											expand all collapse a
Docum	nent Overvi	ew		▶ show							L
Cubau											
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Subaw	ward										?
			Subaward	ID: 6					Site Investigator:	<u>iii</u>	
			Versi	on: 1					Subrecipient:	000056 單 Harvard University	
			Start Da	te:					End Date:		
			Subaward Ty	pe: Grant				P	urchase Order ID:	1	
			ті	tle: Medusa 🔿					Status:	Active	
			Account	ID:					Vendor ID:		
		R	equisitioner User Na	ne: haskelle 🛄 Haskell Edward	ł			F	Requisitioner Unit:	150001 🛄 Center for Coeus Training	
			Archive Locati	on:					Closeout Date:		
			Comme	its: 🔿							
			Obligated Amou	nt: 50,000.00				An	ticipated Amount:	50,000.00	
			Amount Releas	ed: 0.00					Available Amount:	50,000.00	
			Cost Ty	pe: Cost Reimburs	ement				Execution Date:		
			Requisition	ID:							
Fundir	ng Source			▼ hide							
Fundi	ng Source	_	_	_	-	-	_	_	_	_	?
		A	ward Number:	Acco	unt ID:	Awa	rd status:	Sponsor ID:	Amount:	Final Expiration Date:	Actions
1	Open a	ward med	usa 023859-0000	1		A	ctive	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.

			▼ hide				unie & money	expand an conapse an
Medusa	_	_	_	_	_	_	- Collaps	se All + Expand All
View:		• Proposa	al > Award			Award > Proposal		refresh
🕞 Instituti	onal Proposal 1506004	1						
Devel	lopment Proposal 2480	8						
😂 🛚 Awar	d 023859-00001							
\$ Su	ubaward 23551							
Sub	baward 23551							
				open subaward				
Sur	nmary							
Sur	nmary	Subaward ID:	6			Status:	Active	
Sur	nmary	Subaward ID: Account ID:	6			Status: Subrecipient:	Active Harvard University	
Sur	nmary	Subaward ID: Account ID: Start Date:	6			Status: Subrecipient: End Date:	Active Harvard University	
Sur	mmary	Subaward ID: Account ID: Start Date: Subaward Type:	6 Grant			Status: Subrecipient: End Date: Purchase Order ID:	Active Harvard University 1	
Sur	mmary	Subaward ID: Account ID: Start Date: Subaward Type: Title:	6 Grant Medusa			Status: Subrecipient: End Date: Purchase Order ID: Requisitioner:	Active Harvard University 1 Haskell Edward	
	nmary	Subaward ID: Account ID: Start Date: Subaward Type: Title: Requisitioner Unit:	6 Grant Medusa Center for Coeus Training			Status: Subrecipient: End Date: Purchase Order ID: Requisitioner: Vendor ID:	Active Harvard University 1 Haskell Edward	
	mmary	Subaward ID: Account ID: Start Date: Subaward Type: Title: Requisitioner Unit: Closeout Date:	6 Grant Medusa Center for Coeus Training			Status: Subrecipient: End Date: Purchase Order ID: Requisitioner: Vendor ID: Archive Location:	Active Harvard University 1 Haskell Edward	
	mmary	Subaward ID: Account ID: Start Date: Subaward Type: Title: Requisitioner Unit: Closeout Date: Comments:	6 Grant Medusa Center for Coeus Training			Status: Subrecipient: End Date: Purchase Order ID: Requisitioner: Vendor ID: Archive Location:	Active Harvard University 1 Haskell Edward	
	nmary	Subaward ID: Account ID: Start Date: Subaward Type: Title: Requisitioner Unit: Closeout Date: Comments: Anticipated Amount:	6 Grant Medusa Center for Coeus Training 50000.00			Status: Subrecipient: End Date: Purchase Order ID: Requisitioner: Vendor ID: Archive Location: Obligated Amount:	Active Harvard University 1 Haskell Edward 50000.00	
	nmary	Subaward ID: Account ID: Start Date: Subaward Type: Title: Requisitioner Unit: Closeout Date: Comments: Anticipated Amount: Amount Released:	6 Grant Medusa Center for Coeus Training 50000.00 0.00			Status: Subrecipient: End Date: Purchase Order ID: Requisitioner: Vendor ID: Archive Location: Obligated Amount: Available Amount:	Active Harvard University 1 Haskell Edward 50000.00 50000.00	

Figure 13 - Medusa Tab

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

unand I						PI: H	askell, Edward	Document ID:Status:	: 1111834:FINAL	
ward ?						Lead Unit: C	enter for KC Training	Award ID: Account:	023859-00001:	
					S	ponsor Name: N	IH	Last Update:	01/19/15 01:40 PM by	
rd Contacts Comn	nitments Bu	udget Versions	Payment, Reports & Terms	Special Review	Custom Data C	omments, Notes &	Attachments Aw	vard Actions Medusa		
ument was successfully r	eloaded.							time & money	expand all collapse all	
									?	
Document Overview			▼ hide							
Document Overview	_	_	_	_	_	_	_	_	_	
				* Des	cription: New Awar	đ				
			Organ	ization Document I	Number:			Explar	nation:	
Euroding Proposals			h show							
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Details & Dates			▼ hide							
Details and Dates	_	_	_	_	_	_	_	_	view history	
▼ hide Current Act	ion								Providence of the second se	
Transaction Type:	Transaction Type: Notice Date:					Comments:				
New						1				
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	Awar	d ID: 023859-00	001		Lead Unit ID	150001 - Cente	r for KC Training 💷			
	Ver	sion: 1			Account Type	: Regular				
	Award St	atus: Active			Activity Type	y Type: Organized Research				
	Accoun	t ID:			Award Type	: Grant				
	Award	Title: Medusa 🤄								
▼ hide Sponsor										
			Sponsor ID:	000340 🛄 NIH				P	Prime Sponsor:	
			Sponsor Award ID:						CFDA Number:	

Figure 14 - KC Award Document