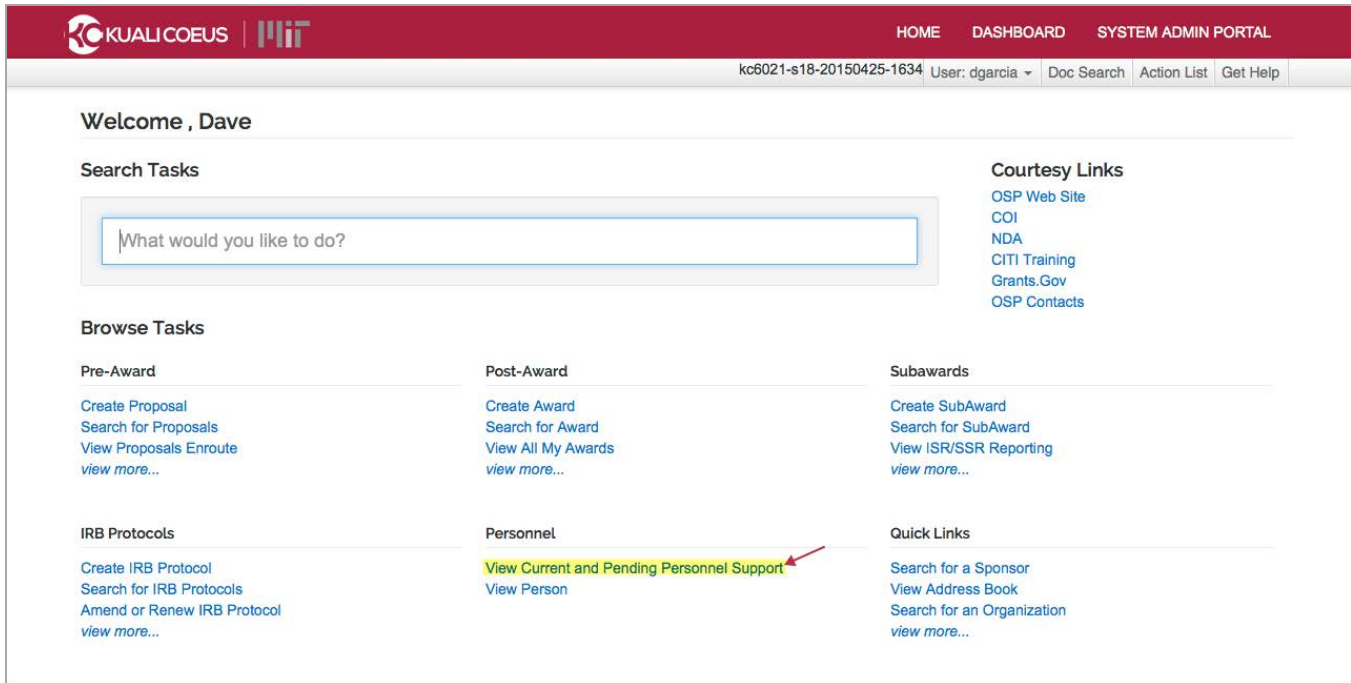


Overview:

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 KUALICOEUS 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: 'Pre-Award', 'Post-Award', 'Subawards', 'IRB Protocols', 'Personnel', and 'Quick Links'. The 'Personnel' section contains a link 'View Current and Pending Personnel Support' which is highlighted in yellow and has a red arrow pointing to it.

Figure 1 – Kuali Coeus Researcher Tab

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

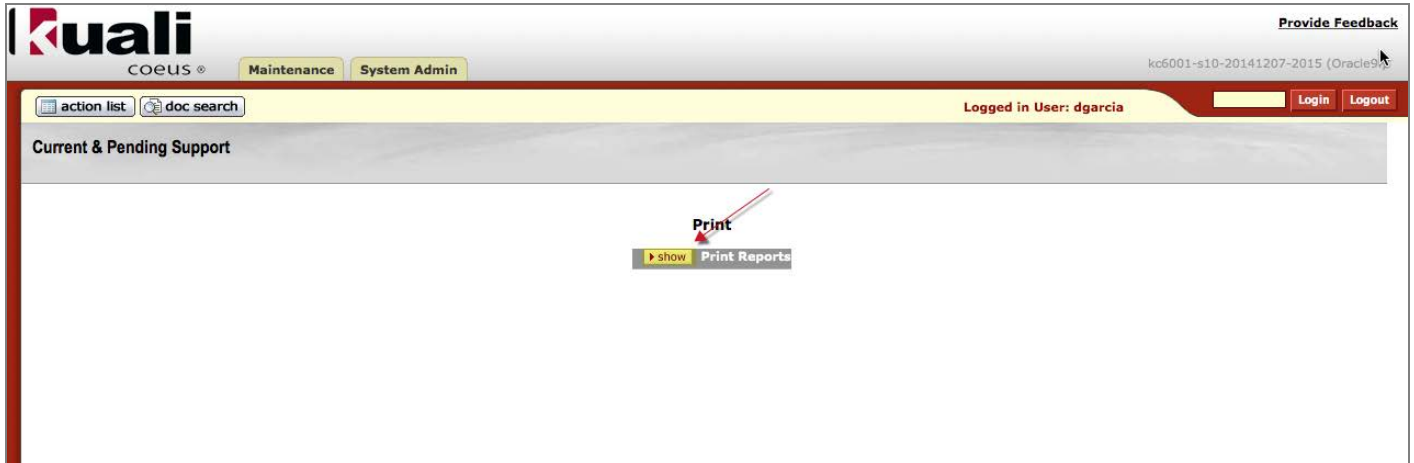


Figure 2 – Current & Pending Support

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

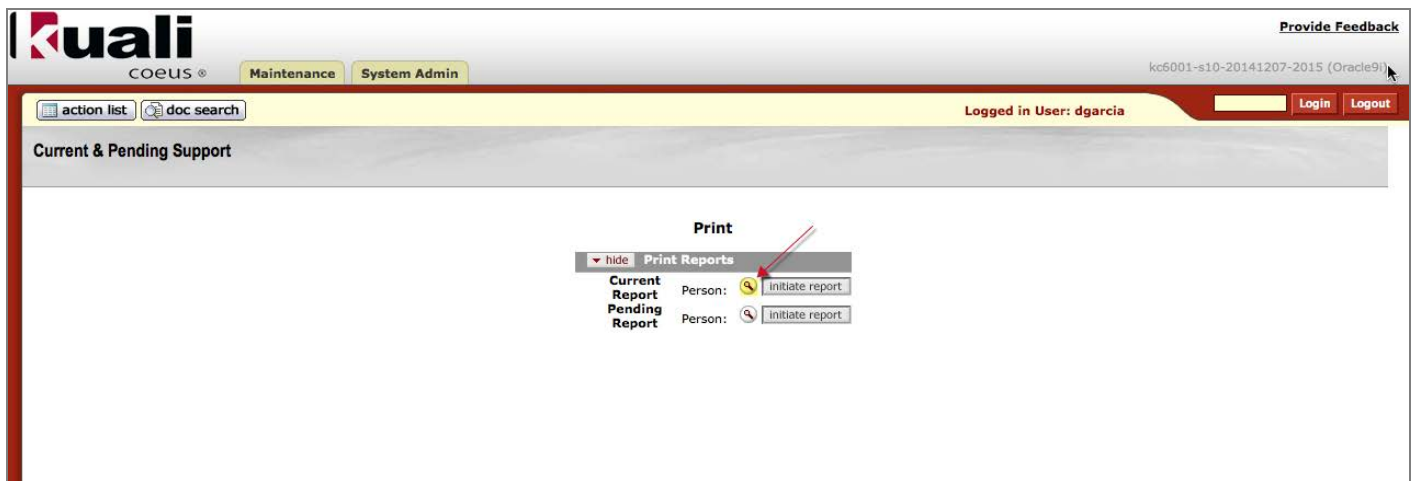


Figure 3 – Current & Pending Support Screen Expanded

- 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.

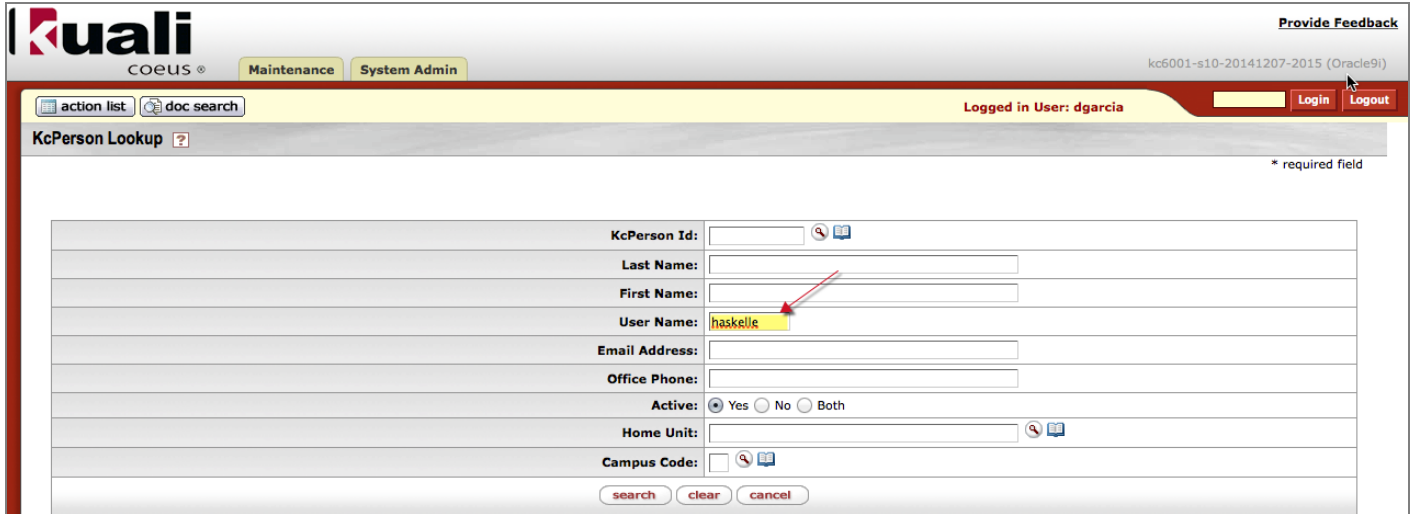


Figure 4 – KcPerson Lookup Screen

5. Click the **search** button.

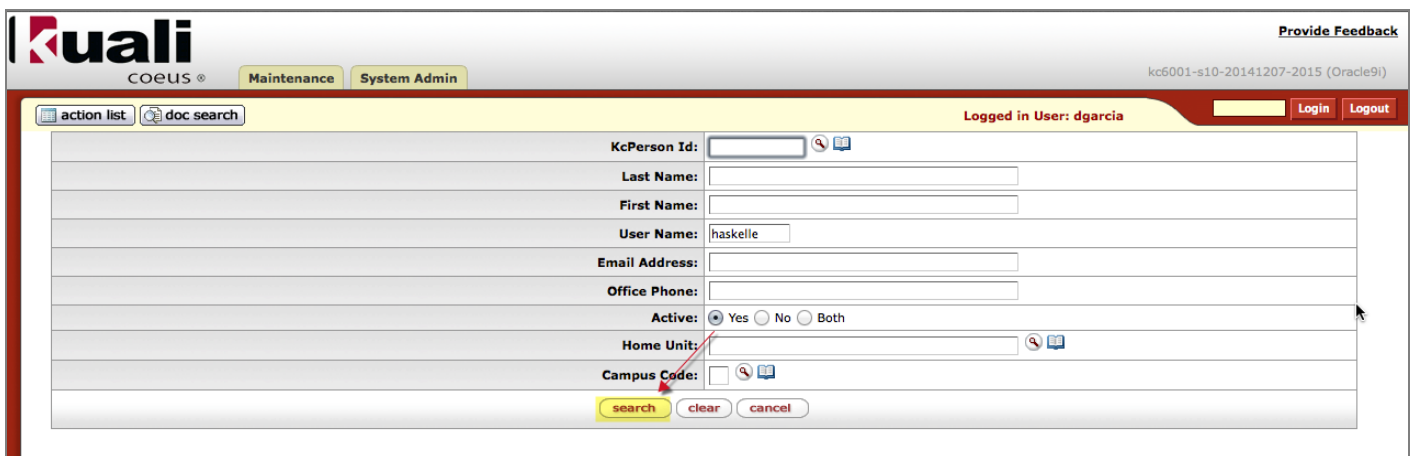


Figure 5 – KcPerson Search Button

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

The screenshot shows the Kualo Coeus interface. At the top, there's a header with the Kualo logo, 'coeus', and navigation links for 'Maintenance' and 'System Admin'. A 'Provide Feedback' link is in the top right. Below the header, a navigation bar shows 'action list' and 'doc search' buttons. The main content area is titled 'Logged in User: dgarcia' and contains a search form for 'KcPerson'. The form includes fields for 'KcPerson Id', 'Last Name', 'First Name', 'User Name' (pre-filled with 'haskelle'), 'Email Address', 'Office Phone', 'Active' (radio buttons for Yes, No, Both), 'Home Unit', and 'Campus Code'. Below the form are 'search', 'clear', and 'cancel' buttons. A message 'One item retrieved.' is displayed above a table with the following data:

| 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 | 150001 | Professor | E12-345 | 617-253-1000 | Mayfield College | Yes |

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

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

The screenshot shows the 'Current & Pending Support' screen. At the top, there's a header with the Kualo logo, 'coeus', and navigation links for 'Maintenance' and 'System Admin'. A 'Provide Feedback' link is in the top right. Below the header, a navigation bar shows 'action list' and 'doc search' buttons. The main content area is titled 'Current & Pending Support' and contains a 'Print Reports' section. The section has a 'hide' button and a 'Print Reports' header. Below the header, there are two rows of reports:

| Report Type | Person | Buttons |
|----------------|------------------------|-------------------------------------------------------|
| Current Report | Person: Haskell Edward | initiate report print |
| Pending Report | Person: Haskell Edward | initiate report 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

initiate report

print

Pending Report

Person: Haskell Edward

initiate report

print

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](#)

Figure 8 – Print Report Screen