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

Procedure:

Viewing Medusa Tab Information

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

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

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

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

![Figure 5 Development Proposal](image)

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.
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.

The Award Summary, Dates and Amounts, Award Details Recorded, and Investigators are displayed.
7. To view the Subaward, click the **Subaward** link. The summary view of the **Subaward** is displayed.

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

9. Click on the **Medusa** tab to access a similar medusa view from the KC Subaward document.
10. Once you have viewed the required screens in the Subaward, click the **close** button to return to the **KC Award** Document.
The KC Award document is now displayed.