How to find My Award Documents in the Portal

When using the OVPR eResearch Portal it is best to use the Chrome browser. If you use Internet Explorer or Firefox, please note that versions prior to IE 10 and some older version of Firefox will lose functionality in the Portal. This results in restrictions to document access and navigation.

- 1. Login to the Portal. The landing page is your to-do list. You can find award documents 2 ways.
 - a. If you want to see all the award increments affiliated with a project then click on My Proposals.



i. <u>Navigate to the detailed search page</u>. From here you can search by PI first and last name, primary or secondary sponsor, amount, etc. Filter the results to locate the project you are looking for.

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	FP00005209	MONFOR	r	An integrated approach to control foodborne bacterial, viral, and fungal pathogens in high risk foods using innovative non-thermal processing technologies	Awaiting Transmittal Completion	Cuppett		DLSA - Waiting on Transmittal Completion Transmittal Approvals not obtained after 45 days	Cochran	
	FP00005021	Prostko		HPPD TOLERANT SOYBEANS	Awaiting Transmittal Completion	Cuppett		DLSA - Waiting on Transmittal Completion Transmittal Approvals not obtained after 45 days	Cochran	
	FP00005144	Chee		Breeding Georgia-adapted Cotton Germplasm and Cultivars with Emphasis on Root-Knot Nematode Resistance	Under Review	Cuppett		GO - Review and Submit	Cochran	
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ii. Click on the <u>name</u> of the project to open the proposal work space.

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iii. Inside the proposal workspace you can see a list of all awards affiliated with the project under the <u>award data tab</u>. Click on any <u>link</u> to see the award work space. Skip to step 2 to locate the documents.

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b. If you want to see only one specific increment, begin your search under My Awards.



i. Click on the <u>detailed award search</u> to use PI first and last name, primary and secondary sponsors, amounts, account number, sponsor ID, etc. to locate the increment you are looking for.

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ii. Click on the name of the project to navigate into the award work space.

2. Now you are in the award work space. From here you can see the award documents, proposal documents and any NCE document affiliated with this increment of funding.

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3. To open a document click on the <u>specific document link</u> and the document will open in the browser or download to your computer depending on the document type.

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	All other terms and conditions of the agreemen	t shall remain unchanged.		
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