Process - Run and Review the Award Summary Inquiry (RFASI)

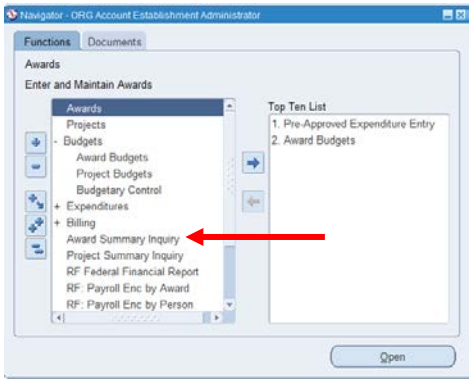
Use these instructions to run and review the Award Summary Inquiry (RFASI).

Prerequisites

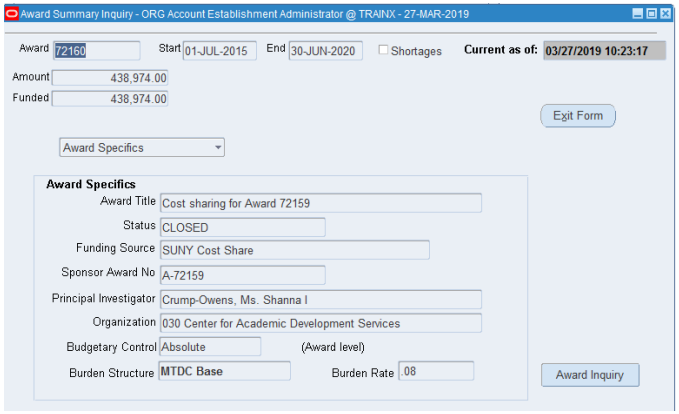
- You must have one of the following responsibilities or the Navigator Path for the RFASI to run and review the Award Summary Inquiry (RFASI):
  - You must be a KEY Member
  - Anyone who can access the Navigator Path via their responsibility
- Be sure the following information is already entered in the system:
  - The award must exist in the Oracle application.
  - The Oracle-generated award number must be known.
  - A project and task must have been created in the Oracle application.

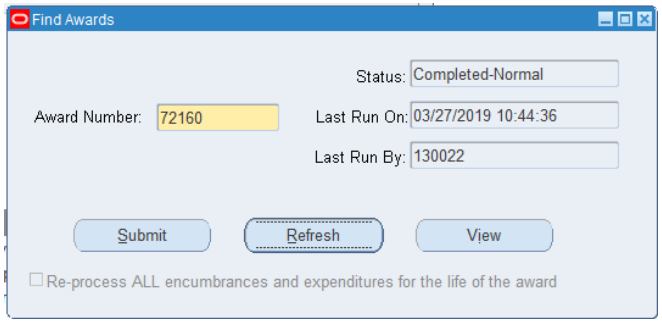
To run and review the Award Summary Inquiry (RFASI):

1. Navigate to the **Award Summary Inquiry,** click **Open** to display to the **Find Awards** window.
2. Enter the **Award Number**.
3. Press the **Tab** key. The **Status**, **Last Run On**, and **Last Run By** fields automatically populate.

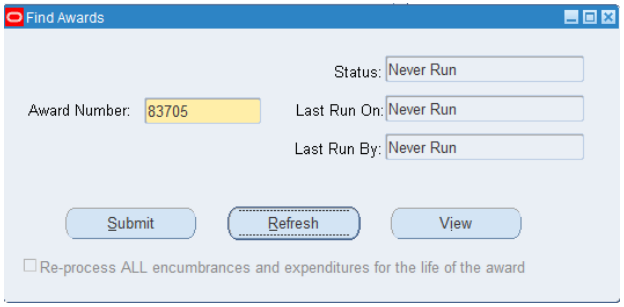


4. If the Status displays **Completed Normal** and the **Last Run On** field displays a current date, click **View**.



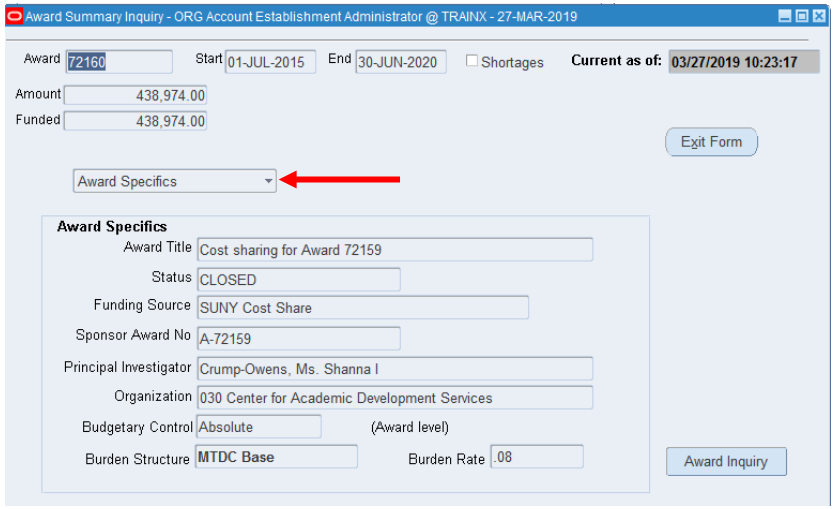


1. If the Status displays **Never Run,** you must run the inquiry before you can view the information.
2. Click **Submit**, click **OK**. Click **Refresh** until status displays **Completed-Normal**.
3. Click **View**.



Note: Certain awards with many transactions and/or many projects may take an extended period of time to run. While the RFASI is being created or updated, you may select **File > Close Form** to return to the **Navigator** window and go on with other Oracle work.

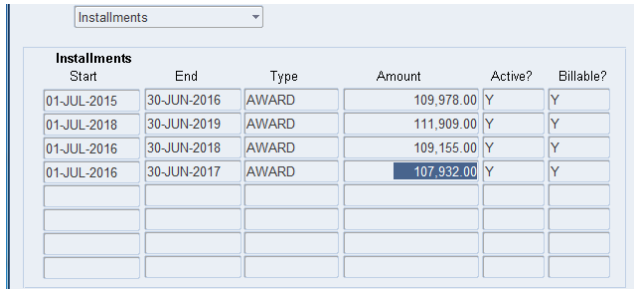
4. The **Award Summary Inquiry (Award Specifics)** window displays.



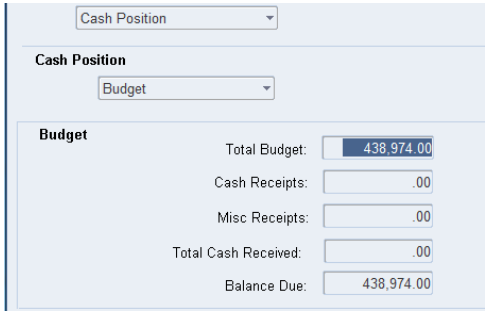
Review the **Award Specifics**, a summary of information including the award's title, the status, the sponsor (that is, funding source), the sponsor award number, the name of the Principal Investigator, the organization responsible for the award, the budgetary control at the award level, the burden structure, and the burden rate.

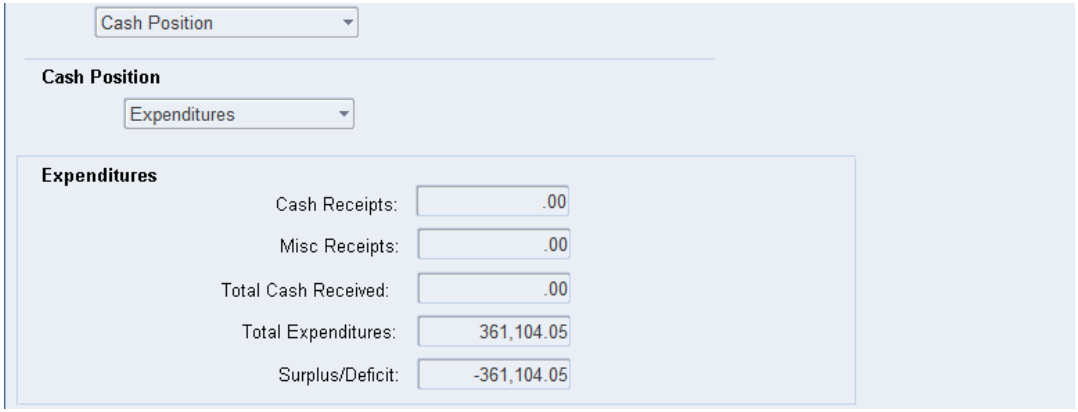
Note: Click the down arrow to open a drop-down menu that allows you access to the alternate regions other than **Award Specifics**. Other alternate regions providing information are **Installments**, **Cash Position**, **Projects**, and **Compliances**.

5. If you need to view installments on an Award, from the drop-down menu, select the **Installments** to go to the **Award Summary Inquiry (Installments)** window.

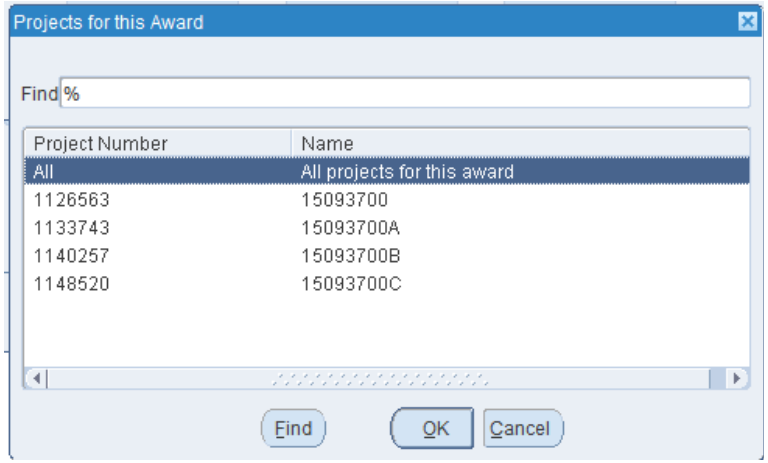


6. If you need to view cash position information about the Award, from the drop-down menu, select **Cash Position, Budget.**
7. Select **Cash Position, Expenditures.**

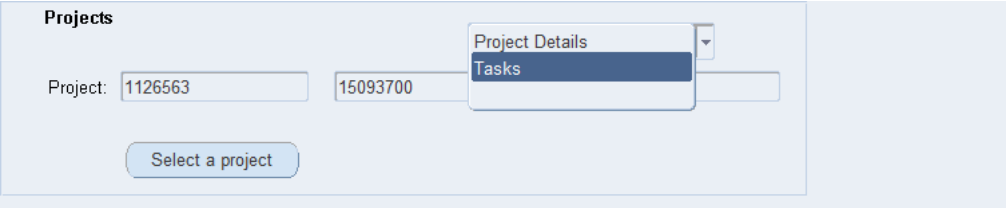


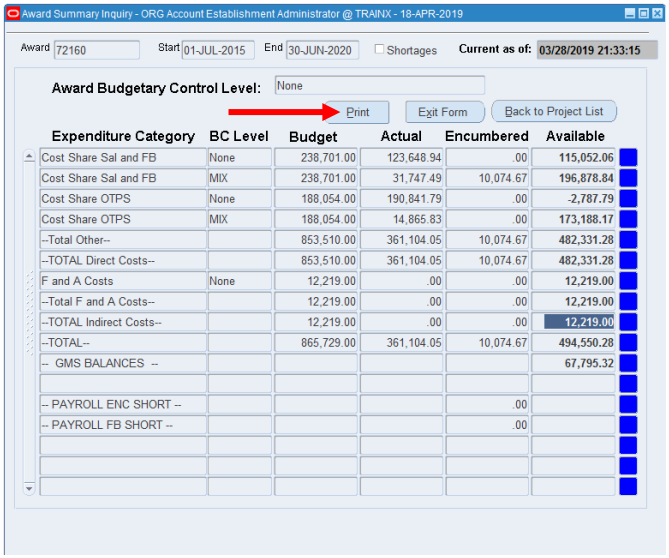


8. To view details on the award's **projects and tasks** (that is, budget information and transactions), select **Projects,** click **Select a Project** to display all projects associated with this award.
9. Click **OK**.



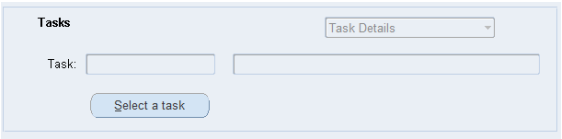
10. View the **Project Details** form.
11. Click **Back to Project** List, then choose a **Project**, then select **Tasks**.

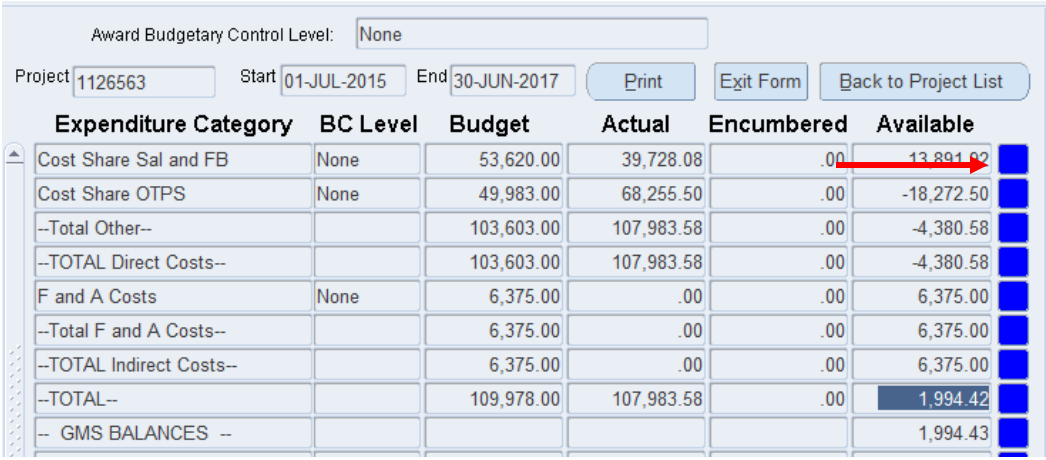




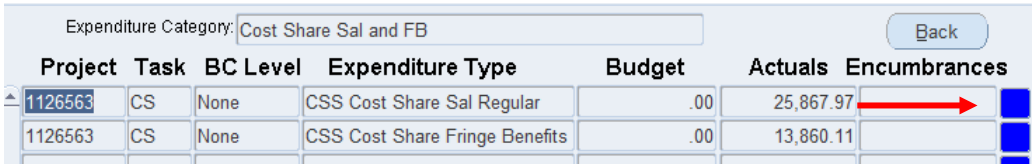
NOTE: A Print button is available. Your print request has gone to the Oracle concurrent manager. You can print your requests now or wait until you exit the RFASI.

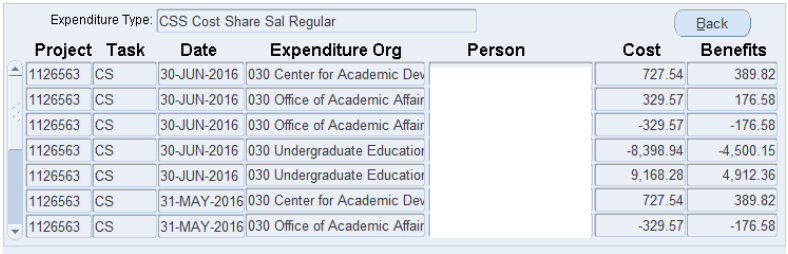
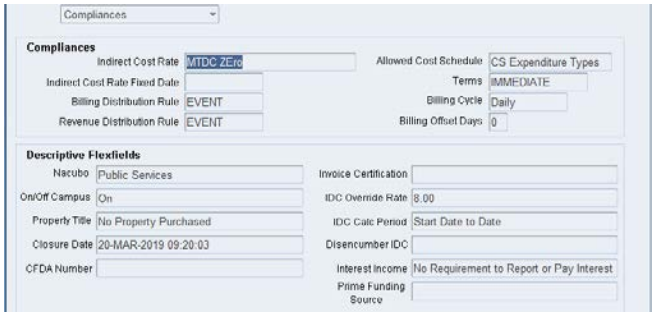
12. Click **Select a Task**, then choose the appropriate **Task**. Choose **Task Details**.





13. Click on the **blue box** next to any Expenditure Category to drill down.





14. If you need to view the IDC rate, billing terms, NACUBO classification, CFDA number, or other information entered in the descriptive flexfields on the **Award Management** screen, select **Compliances**.