

The Office of Contract and Grant Administration is pleased to announce that scanned award packets, which include the signed copy of the award synopsis *and* sponsor award documents, are now available on the ORA Online Resource Center (<http://portal.research.ucla.edu>). The Award Status & Synopsis Search Tool has been enhanced so that award packets may be viewed, downloaded, or printed directly from your desktop at any time. To locate the award packet for a particular award:

- Navigate to the Award Status & Synopsis Search Tool under the Post-Award tab.
- Enter your login ID and password (when prompted).
- Search for the desired award using any of the available options.
*Wild card characters are not required.
- When the results appear, look for the "All Docs" column on the far right. If an award packet is available for that award, a paper icon will appear. Otherwise, the column will show "Not Available."
- Click the paper icon and the "Award Synopsis and Document History" page will appear.
*As new actions occur for an award, additional packets will be added to this page, allowing you to view the history of actions and corresponding documents associated with the award.
- Click the paper/magnifying glass icon under the "View Document" column to open the award packet.
- View, print or save the award packet to your desktop, as needed.

With the introduction of this new feature, EFFECTIVE IMMEDIATELY, the Office of Contract and Grant Administration (OCGA) will no longer distribute hard copies of award synopses to campus departments. Instead, Departments and PIs are asked to check the Portal for their award documents, which should be posted soon after receiving the Transfer of Funds (TOF) notice during Award Setup. Unlike paper distribution, which occurred weekly, addition of files to the Portal occurs daily. The benefits of having these award packets online include faster, easier, and wider distribution, and reduced paper usage.

Please note that, going forward, OCGA is actively uploading award packets for all *new* award transactions. OCGA is also scanning the most recent award documents for existing active awards, and hopes to complete this task by the end of summer.

We hope that you will find this new feature helpful, and welcome your questions, comments or suggestions at portal@research.ucla.edu.

Thank you.

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Originally Posted on ORA News list-serv June 24, 2009.

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