

In an [ORA News item dated June 24, 2009](#), the Office of Research Administration announced that it would discontinue hard-copy distribution of award synopses in favor of posting electronic copies on the ORA Online Resource Center (Portal). Since then, we have received valuable feedback from the campus community regarding this change. While we are still working on long-term solutions to address some of the concerns that have been raised, steps have been taken to address these issues in the short-term and to clarify some of the questions that have been posed.

### **E-mail Notification of Award Posting**

Beginning on July 21, OCGA and OIP-ISR began sending e-mail notifications of all pending award postings to the [Portal](#), regardless of whether a TOF is generated as a result of the transaction. This is being done to ensure that the departmental contact and PI are notified of any and all transactions that result in the issuance of an award synopsis. These e-mails are generated manually by members of your OCGA or OIP-ISR team, and are sent to the principal investigator and departmental contact listed on the goldenrod. Once the e-mail is received, the final award synopsis and attachments will be posted on the Portal within two to three business days. The following information is included in the e-mail to assist in retrieving the record in the Portal:

- PI
- Department/Unit
- Institution Number

While any or all of these values, as well as others (fund number, sponsor award number, etc.), can be used to search for award documents in the Portal, the Institution Number is a unique institutional identifier that is assigned to the project at the proposal phase and stays with the project until close-out.

### **Portal Access**

To view and search for scanned award documents on the Portal:

1. Navigate to <http://portal.research.ucla.edu>
2. Click the Award Status & Synopsis Search link under the Post-Award tab. You may also bookmark the following URL to go directly to the tool's login page: <http://portal.research.ucla.edu/synopsis>.
3. Enter your QDB, OASIS or UCLA Logon ID and password (when prompted). A separate username and password are not required to access the Portal.
4. Search for the desired award using the Institution Number provided in the email notification or any of the other available options. \*Wild card characters are not required.
5. When the results appear, look for the "All Docs" column on the far right. If the scanned award documents have been posted, a paper icon will appear. Otherwise, the column will show "Not Available."
6. 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.

7. Click the paper/magnifying glass icon under the "View Document" column to open the award packet.
8. View, print or save the award packet to your desktop, as needed.

By default, all individuals should have access to view awards within their home department. If additional access is required to view awards in a collaborating department, submit a request to [portal@research.ucla.edu](mailto:portal@research.ucla.edu) with approval from the CAO of that department.

### **Distribution to Additional Key Personnel and/or Departments**

Just as with hard-copy synopses, electronically posted award synopses are only made available to the department listed on that synopsis. If there are other investigators and/or campus departments/units that require copies of the Award Synopsis, it is the responsibility of that department to provide copies to those individuals. This is most easily accomplished by attaching the PDF file to an e-mail.

If you have questions related to a specific award synopsis, please contact your [OCGA or OIP-ISR team](#).

For questions specifically related to Portal access, please send e-mail to [portal@research.ucla.edu](mailto:portal@research.ucla.edu).

We appreciate your feedback as we continue to refine this process. Please send feedback related to this process to the [cgilbert@research.ucla.edu](mailto:cgilbert@research.ucla.edu).

*Originally Posted on ORA News list-serv August 4, 2009*

**To subscribe:** Send an e-mail to: [ora-news-subscribe@lists.ucla.edu](mailto:ora-news-subscribe@lists.ucla.edu). The subject line and body of the e-mail can be blank.

**To unsubscribe:** Send an e-mail to: [ora-news-unsubscribe@lists.ucla.edu](mailto:ora-news-unsubscribe@lists.ucla.edu). The subject line and body of the e-mail can be blank.