Prime: How to View Award and Subaward Attachments
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1 Award and Subaward Attachments Uploaded Pre-Prime
Attachments uploaded to Coeus award and subaward modules remain in Coeus. They were not converted. You will have to go back to Coeus award and subaward modules to view those attachments.

2 Award Attachments uploaded Post-Prime

2.1 Viewing award attachments
Since you don’t have access directly into PS Grants, you’ll have to go to the Information Warehouse (IW) and run a report to see the attachment.

✓ If you’re on wireless or your smartphone, you have to VPN first. VPN installation and usage instructions are here. You can run reports without VPN but you won’t be able to view the attachments unless you are VPN’d in.
✓ Login to the Prime portal.
✓ Click on the Reporting Button.
✓ Click on the Sponsored Research link.
✓ Click on FIN021 – Sponsored Award Summary
✓ Enter the current FY and accounting period and your award number (or other search criteria).
✓ Click Run.
✓ The report returns. Click on the Attachments link
A new tab will open with the list of Images in OnBase.

A link is included on the left side for every attachment uploaded.

If your award has a subaward, all subaward attachments (except sub invoices) will be here. (Use the subaward detail report drill to see the subaward invoices.)

Click on heading to view additional attachment types that have been uploaded.

FYI: The image is blurred because I don’t have the ability to upload fake documents for demo purposes. In real life, the image would not be blurred.
2.2 Viewing award attachments troubleshooting

2.2.1 Issue: Browser thinks and thinks and finally returns “cannot display page” or similar message
✓ Are you on wireless or your smartphone? If yes, you must be VPN’d in first. See the VPN installation and usage instructions here.

2.2.2 Issue: Browser almost immediately returns “An error occurred with processing your document request”
✓ If the message also includes “No documents were found”, this means that no attachments have been uploaded for this award yet post-Prime.
✓ If the award was converted, none of the Coeus attachments were converted to PS; you’ll have to go back to Coeus to view the attachments.

3 Viewing Subaward Attachments uploaded Post-Prime

3.1 Viewing subaward attachments (except invoices)
You can view subaward attachments (except the subaward invoices) in two places:

Since you don’t have access directly into PS Grants, you’ll have to go to the Information Warehouse (IW) and run a report to see the attachment. You have your choice of two reports to run, the Sponsored Award Summary (as in the first section above) or the subaward detail report.
✓ If you’re on wireless or your smartphone, you have to VPN first. VPN installation and usage instructions are here. You can run reports without VPN but you won’t be able to view the attachments unless you are VPN’d in.
✓ Login to the Prime portal.
✓ Click on the Reporting Button.
✓ Click on the Sponsored Research link.
✓ Choose either the “FIN021 – Sponsored Award Summary” or the “FIN030 - Subaward Detail” report. The example for the Sponsored Award Summary is in the Award section above. The example for the Subaward Query is here:
✓ Enter your search criteria, like PO number, PI name or Project.
✓ Click Run.
✓ The report returns. Scroll to the right side to click on the Attachments link
A new tab will open with the list of Images in OnBase.
A link is included on the left side for every attachment uploaded.
Click on a heading to view additional attachment types that have been uploaded.
Use the scrollbar on the right side to scroll through all pages of the document.
Hover your mouse over the bottom of the page to access the save and print buttons.

3.2 Viewing subaward invoices

Run the Subaward Detail report as in the section above

Then click on the PO number hyperlink

The Subaward Invoices Drill then appears.
Click on the Attachments icon on the right side.
The default view for subs is super zoomed in. Click the “Fit Width” button to reduce the invoice to a readable size that fits the width of the viewing screen.

After clicking the "Fit Width" button, the invoice then fits to the width of the screen.

FYI: This invoice is blurred because I don’t have a way to upload fake invoices in a testing environment.

In real life, the invoice wouldn’t be blurred.
3.3 Viewing subaward attachments troubleshooting

3.3.1 Issue: Browser thinks and thinks and finally returns “cannot display page” or similar message

✓ Are you on wireless or your smartphone? If yes, you must be VPN’d in first. See the VPN installation and usage instructions here.

3.3.2 Issue: Browser almost immediately returns “An error occurred with processing your document request”

✓ If the message also includes “No documents were found”, this means that no attachments have been uploaded for this award yet post-Prime.
✓ If the subaward was converted, none of the Coeus attachments were converted to PS; you’ll have to go back to Coeus to view the pre-Prime invoices.