



## How to Grant Budget Access (Principal Investigator):

The **Estimated Budget** and the **Report of Expenditures** details and entry are accessible only to the **Principal Investigator** and the **Financial Officer** Contact. By completing the following steps, the **Principal Investigator** may grant Budget Access to contacts associated to their award for both financial reports.

1. Log into <https://awards.cff.org/>
2. Click on **Upcoming Deliverables** under **My Activities**

The screenshot shows the 'My Awards' dashboard. At the top, there are navigation links: 'My Awards', 'My Applications', 'Funding Opportunities', 'External Requests', 'User Guide', and 'Privacy & Security'. Below the navigation, there are four main sections: 'My Awards' (1 Active Awards, 0 Past Awards), 'My Activities' (3 Upcoming Deliverables, 1 Submitted Deliverables, 1 Completed Deliverables), 'My Payments' (1 Scheduled Payments, 1 Paid Payments), and 'My Deliverables' (1 Submitted Deliverables, 1 Completed Deliverables). The 'Upcoming Deliverables' link in the 'My Activities' section is highlighted with a blue box.

3. To grant Budget Access to an associated contact, select the financial deliverable (**Estimated Budget** or **Report of Expenditures**).

The screenshot shows the 'Upcoming Deliverables' table. The table has columns for #, Award ID, Award Number, Deliverable, Deadline, Status, Award Period, and Description. The first row is highlighted with a blue box.

#	Award ID	Award Number	Deliverable	Deadline	Status	Award Period	Description
1	CC500	000192CC319	Report of Expenditures	09/24/2020	Pending	07/01/2019 - 06/30/2020	
2	CC500	002150319	Revised Budget	04/13/2021	Pending	05/01/2021 - 04/30/2022	
3	CC500	000192CC319	Award Letter	05/20/2021	Pending	07/01/2019 - 06/30/2020	
4	CC500	000192CC319	Estimated Budget	05/22/2021	Pending	07/01/2019 - 06/30/2020	
5	CC500	000192CC319	IRB Approval Letter	05/22/2021	Pending	-	



- Begin typing the Contact name in the search box located on the bottom left side of the page. Make the Contact selection from the drop-down list and then click on **Save My Work**. The Contact that was selected will now be able to view/edit the budget. **PLEASE NOTE:** You will not be able to search for a Contact under **Budget Access** if the Contact has not been added to your Award Contacts. The Contact must be added to the Award with the same Project Period as the financial deliverable. Please see “How to Add Contacts” guide for further information.

000192CC319 - Report of Expenditures

Activity Type: Report of Expenditures  
Status: In Progress  
\* Activity Owner: Bruce Wayne  
\* Scheduled Date: 09/24/2020

OFF Award Number:	CC500	Report Date:	04/22/2021
Center Number:	500	Principal Investigator:	Bruce Wayne
Program Number:	500	Institution Name:	CF Hospital Foundation
Award Amount:	\$44,685.00	Budget Period:	From: 07/01/2019 To: 06/30/2020

Award Period Start: 07/01/2019  
Award Period End: 06/30/2020

Budget Actuals: [Enter Budget Actuals](#)  
Budget PDF: [Print](#)  
Budget Actuals PDF: [Print](#)  
Balance: \$10,000.00  
Prepared By: Bruce Wayne

**Budget Access**

Budget and report of expenditure details can only be viewed by the Principal Investigator, CF Center Director (for care center grants) and Financial/Grants Officer. If any other contacts should have the ability to view and enter budget or report of expenditure details enter their name below and select them from the resulting list. If the contact does not appear they must first be added as a contact on the award. Multiple contacts can be selected.

Search and select  
Please enter 1 or more characters

[Save My Work](#) [Continue](#)