

• Click Locate My Records in the top menu.

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Sponsored Projects		
Award Tracking	Assignments	

- Will show list of all records for which you are a Record Owner (i.e. Principal Investigator).
- To see records where you are a Co-Investigator, you will need to do a search by Record Personnel.
- Home screen widget shows all records you are named on this includes as PI, Co-Investigator or Personnel.

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• You can filter by Record Number and Record Type to sort.

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• Click Sponsored Projects in left menu and then click "Locate records by Using Filters.

Select 'Locate' Criteria			Save Get	Help	Close
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• Name the Search and click Save

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