

TARA @ USC

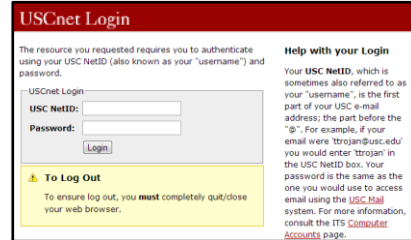
Total Access for Research Administration

Researcher's Post-Award QUICK GUIDE

For assistance with TARA applications, call 213/740-5857 or email tarahelp@usc.edu

Logging In – Go to www.usc.edu/tara

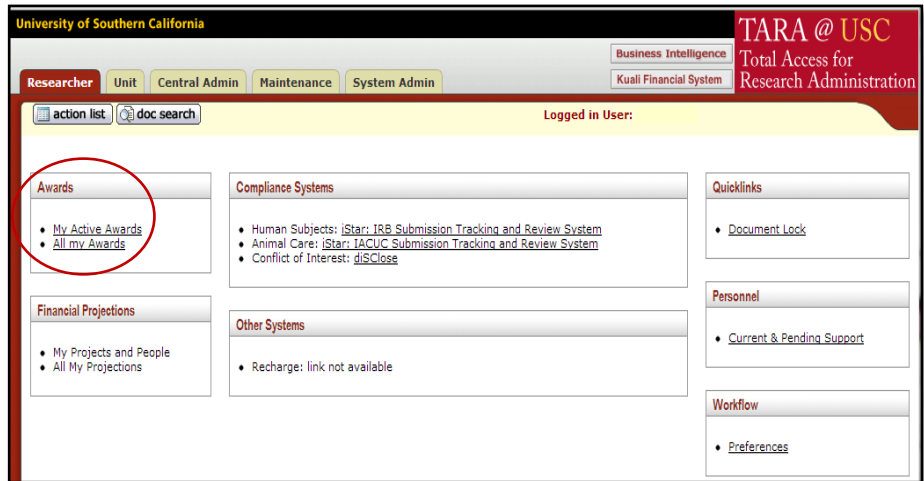
Enter your USC Net ID and Password (the same login as other Shibboleth/USC Net applications such as myUSC, eCert, Blackboard, etc.).



Searching for My Awards

Click on **My Active Awards** to search for current awards.

Click on **All My Awards** to search for active and closed awards. (Closed awards are not yet available in TARA)



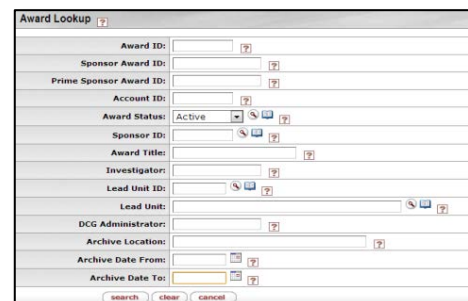
To view an award, click on **Open**.

368 items found. Please refine your search criteria to narrow down your search.
368 items retrieved, displaying 1 to 100. [First/Prev] 1, 2, 3, 4 [Next/Last]

Actions	Award ID	Sponsor Award ID	Prime Sponsor Award ID	Lead Unit ID	Lead Unit	Account ID	Award Status	Award Title	Sponsor ID	Sponsor Name	Investigator	DCG Administrator	Project Start Date	Project End Date	Archive Location	Archive Date
open copy media	000050-00001			9999999500	School of Hard Knocks		Active	Award-656353	000100	US-Air Force	Nicholas Bowerman		07/01/2012	06/30/2015		
open copy media	000055-00001			9999999500	School of Hard Knocks		Active	Award-656353	000100	US-Air Force	Nicholas Bowerman		07/01/2012	06/30/2015		
open copy media	000061-00001			9999999500	School of Hard Knocks		Active	Award-656385-KCQA-06172012	000100	US-Air Force	Nicholas Bowerman		07/01/2012	06/30/2013		

Filtering and Refining Award Searches

To filter your search results, add additional search criteria to the fields in the Award Lookup screen.



Viewing Award Information

KC Award ?	PI: Jennifer Love	Document ID: Status: 834916:FINAL
	Lead Unit: Annenberg School for Communica	Award ID: Account: 000167-00001:5386868686
	Sponsor Name: US-National Institutes of Heal	Last Update: 02/19/13 by jerimuni

[Award](#) [Contacts](#) [Commitments](#) [Budget Versions](#) [Payment, Reports & Terms](#) [Special Review](#) [Custom Data](#) [Comments, Notes & Attachments](#) [Award Actions](#) [Medusa](#)

[account balances](#) [time & money](#) [expand all](#) [collapse all](#) ?

View Account Balances: To access current budget balances in KFS, click on the **account balances** button.

Identify DCG and SPA Contacts:

To display the contact's details,

Central Administration Contacts (0) [show](#)

click Show on the collapsed Central Administration Contacts tab.

Central Administration Contacts (1) [hide](#)

Central Administration Contacts ?						
	*Person	Unit	*Project Role	Office Phone	Email	Actions
1	Jeri Muniz		DCG Officer	213-740-6071	ktperson@vivantech.com	

Review Award Terms & Conditions:

On the collapsed Payment, Reports & Terms tab, click Show to display the Terms categories.

Click Show to expand each category and display individual terms and conditions.

Terms [hide](#)

Terms ?	
show	Equipment Approval Terms (1)
show	Invention Terms (2)
show	Prior Approval Terms (3)
show	Property Terms (1)
show	Publication Terms (2)
show	Referenced Document Terms (1)
show	Rights In Data Terms (1)
show	Subaward Approval Terms (1)
show	Travel Restrictions Terms (1)
show	Salary Cap Terms (1)
show	Compliance Terms (1)

Print Award Synopsis:

On the Award Actions tab, go to the collapsed Print section and click Show [show](#), then click Print to generate the PDF.

Print [hide](#)

Print	
Award Synopsis	print

Accessing Other TARA Systems

In the center of the menu page, click on links in the Compliance Systems/CORES area to open new windows for Compliance systems or the Recharge system (CORES).

Compliance Systems
<ul style="list-style-type: none"> Human Subjects: iStar: IRB Submission Tracking and Review System Animal Care: iStar: IACUC Submission Tracking and Review System Conflict of Interest: disClose
CORES
<ul style="list-style-type: none"> CORES

Making Changes to Awards and Budgets

Contact the Administrator in your department or school to initiate the process.