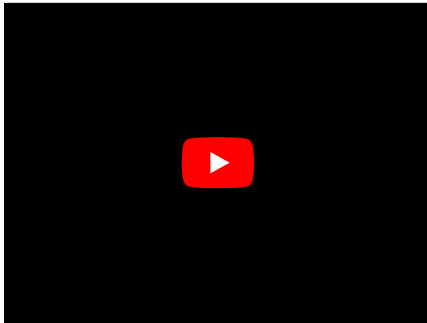



Self-Serve Status Check Tool for Awards

The Office of Sponsored Programs Self-Serve Status Check Tool is a data view available in WVU's SharePoint which allows you to check the status, OSP number, Award Initiation and Management (AIM) team assignment, and other details of awards at WVU.



Logging In to the Self-Serve Status Check Tool

You will access the OSP Self-Serve Status Check Tool through SharePoint in a web browser. A direct link to the data view is provided at osp.research.wvu.edu/aim-status.

 Bookmark the OSP AIM Status access page in your favorite browser.

[Bookmarks in Chrome](#) | [Favorites in Edge](#) | [Bookmarks in Firefox](#)

1. Navigate to the [OSP's AIM Status page](#) and click the **Check Status** button.

Check Award Initiation Status


Access to the interface is granted based on a user's affiliation with a university college or department. If you have questions regarding access, please contact [Ben Evans](#).

Check Status

2. A new page will ask you to sign in to your account.

** If you have already signed into another WVU application in this browser session (such as Office 365), you may not need to sign in again, and will just be taken to the tool.*

3. Enter the **username@mail.wvu.edu** (or username@hsc.wvu.edu) format of your email address in the *Email, phone, or Skype* field. It will produce an error at the password step if you enter *first.last@mail.wvu.edu*.

 West Virginia University

username@mail.wvu.edu

Sign in

Email, phone, or Skype

4. Enter your **WVU Login password** and **authenticate** your access to WVU applications.

You will be asked if you wish to stay signed in (answer yes or no), and then the Self-Serve Status Check Tool will load.


Viewing the Self-Serve Status Check Tool

AIM Assignment List						
OSP Date Re...	OSP Number	PI Name	Department	College	Sponsor	
2/7/2024	21-191	Rebecca Researcher	Civil and Environmental Engineering	College of Engineering and Mineral Resources	WV Department of Transportation	
2/7/2024	23-740	Richard Researcher	WVU Cancer Institute	School of Medicine	Pfizer Pharmaceutical	
2/7/2024	22-232	Raphael Researcher	Center for Foundational Neuroscience Research and Education	VP for Research	US Department of Health and Human Services NIH NCI	
2/6/2024	24-080	Rowan Researcher	Sociology and Anthropology	Eberly College of Arts and Sciences	US National Science Foundation-Social, Behavioral & Econom. Sciences	
2/6/2024	23-1049	Rhys Researcher	WVU Center for Excellence in Disability	VP for Health Sciences	US Department of Health and Human Services - Health	

The Self-Serve Status Check Tool displays a custom report on your awards and their current status and assignment with the Award Initiation and Management (AIM) team in the Office of Sponsored Programs. The data visible will depend on your department, college, and roles. Scroll right to view all of the columns, including:

- **OSP Number** - The unique number assigned to each project by OSP.
- **PI Name** - Principal Investigator's first and last name

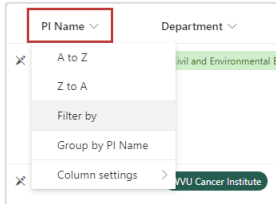
- **Department and College** - The primary department (and college) based on the principal investigator's appointment letter.
- **Assigned Team Member** - Name of AIM team member assigned to the award action type.
- **Status** - Real time status of the award action, i.e. assigned, completed, duplicate, in progress, on hold or pending additional information.
- **Notes** - Relevant notes pertaining to the award action provided by the assigned AIM team member.
- **Award Number** - The award number is the number that identifies an award in the MAP Award Module.
- **Fund Number** - The fund number is the number that ties the MAP Grants Module with the General Ledger Module.

 A full list of data definitions can be found on the [OSP site](#).

Self-Serve Status Check Tool Options

Column Options

Click any **column header** to **sort** the page on that column, **filter** using that column's data, **group** the rows by that column's data types, or adjust the column width settings.



More Options

At the top right corner of the page, click the **filter** button to choose from all available filtering options.



You can also export a spreadsheet copy of the Self-Serve Status Check Tool's data from the **export** drop-down menu at the top.

