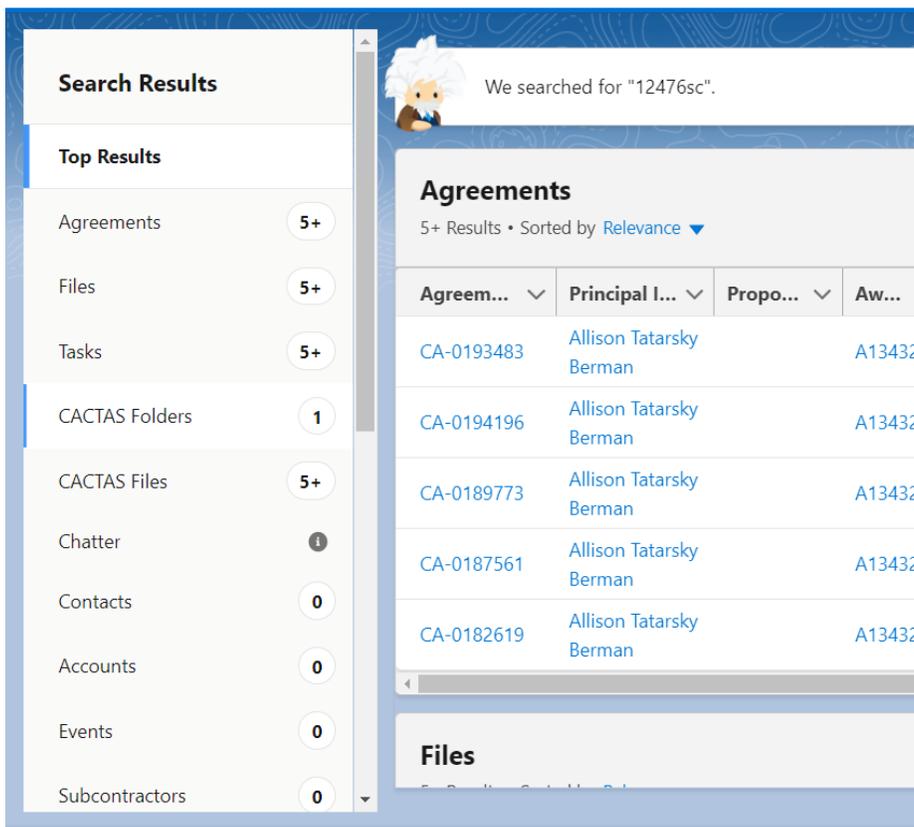# General Search Box

Search by SC#

If you have the SC# for the subaward/subcontract the quickest way to search is via the General Search Box at the top of the page.

1. Enter the SC# into the top search box and hit enter or click on "Show more results for XX".
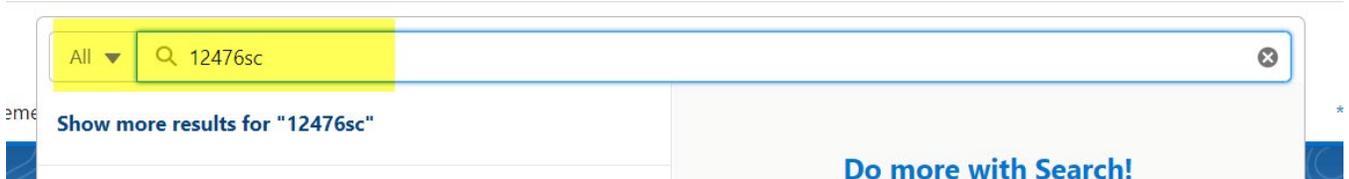
2. Results will be by categories.
    a. Agreements are the CACTAS records. Sort columns by clicking on column heading.

3. Click on a CA# to view the CACTAS record. To view files associated with this Subaward/Subcontract, scroll down to the folder. The folder will contain ALL the files associated with the SC#, not only those related to this specific CA#.

4. To view or download a file click on the down arrow in the far right.

Search By A#

The General Search box is also useful if you have the A# and want to view of list of all the subs associated with this A#.

1. Enter the A# into the top search box and hit enter or click on "Show more results for XX".
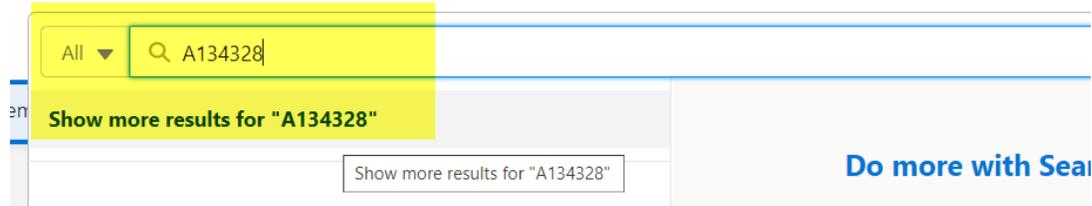
5. Results will be by categories.
   a. Majority of the Agreements listed will be related to the UCSF Award, not to the Subcontract/Subaward. When Searching by A# the most helpful category is "CACTAS Folders". This will show the list of all folders related to the A#. Each Subcontract/Subaward will have its own CACTAS folder. The Description provides the Subrecipient Name and Sub PI last Name.

   b. Click on a folder name to view all Agreements (CACTAS Records) and Files associated with the Subcontract/sub award. FILES CANNOT BE DOWLOADED OR VIEWED FROM THIS VIEW. You must go to CA# and view/download files as described above.

CACTAS Search Tab

The CACTAS search tab can be used to search one or more of the following categories: SC#, A#, Subcontract Status, PI, Sub PI, Sponsor, Subcontractor, Subcontract Action Type.

1. Go to the CACTAS Search Tab and change **Search For**: dropdown to "Outgoing Subcontract Agreements (Subcontract record type).
2. Start typing in any of the search boxes and results will appear. You can narrow down the search results by using more than one filter.
3. Sort results by clicking the top of each column.

Creating a View for Subawards/Subcontracts

Views are useful for monitoring status and tracking workloads based on Team, Department, or OSR Staff.

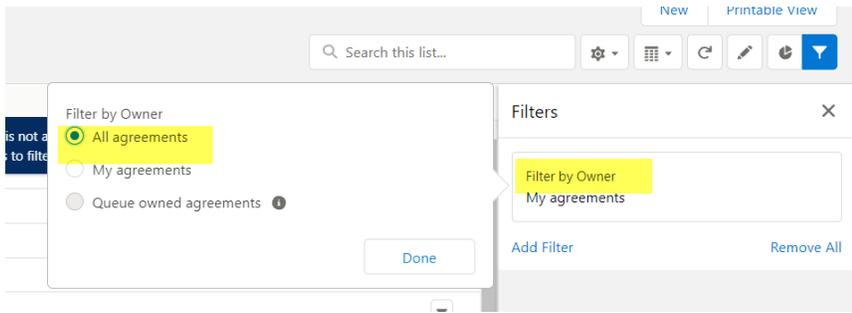1. On the Agreement page, select "New" underneath the List View Controls dropdown.

2. Create a List Name and select save. The only option available is "Only I can See this list view". The options to share list views are greyed out for all users.

3. In the right-side column, update Filter by Owner to "All Agreements"

4. Add new filters. Select the field form the top dropdown box. Select Operation and then value. Finally click save.
   a. To have only Subaward/Subcontracts, filter by "Record Type" and select subcontract
   b. The filters listed will be all fields that are in Subcontract, C&G and ICD record types. Most of the Subcontract fields have the "Sub" or "Subcontract" to start. Please review a Subcontract Record to see the current fields and the correct field names
   c. Here is a screenshot with example fields to track open Subaward/Subcontract for the Proposal and Grants Team A.
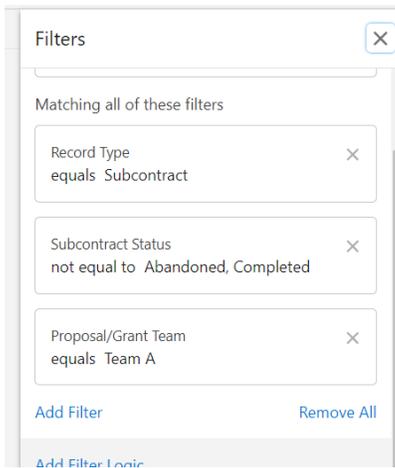
5. To control the results that are displayed, select "Select Fields to Display" from the List View Control Dropdown