Looking up Primary Department Effort Coordinator

In order to find the Primary Department Effort Coordinator on a grant, click Manage on the Menu bar, and click Look-up Data.

From the Look-up Page, use the search box in the middle of the page to start a search for the grant you need the Primary Department Effort Coordinator. You only have to enter 3 numbers and the Look-up Page will populate a list of possible grants with the unique combination of numbers.
Select the grant you wish to review from either the Active Award/Account or Inactive Award/Account and you will be routed to the Account Summary Page. The Account Summary Page includes information about the grant. The Primary Department Effort Coordinator is listed under “Account Manager” on the left side of the page.