



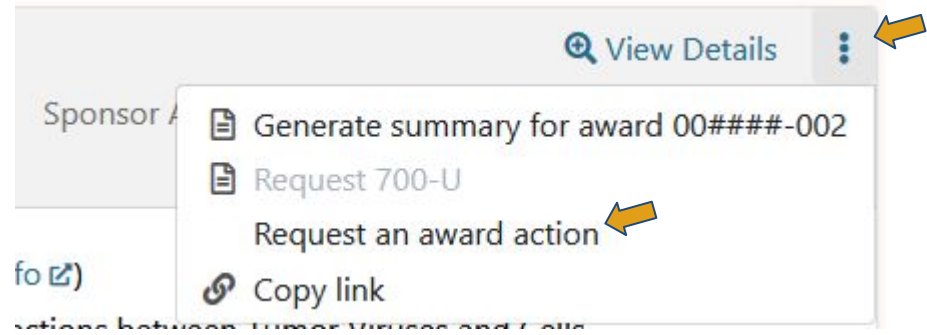
Award action requests

Requesting and communicating about changes
to an active award within Phoebe

Phoebe award action request

Start a new request:

Find the award in Phoebe Search and use the action menu on the record to request an award action



Phoebe award action request

Start a new request:

Confirm the right award

Start Award Action

Request an action on award

UC Berkeley PI	Oski Bear
Sponsor	Yosemite National Park
Title	Regional Hibernation Practices
Sponsor award	#####
Fund number	#####
Award type	Grant
Project period	7/1/2020 – 6/31/2024

Cancel

Go!

Phoebe award action request

Start a new request

Complete the form:

Describe the change and
attach documents

Edit award action request

Task created Feb 22 2022 2:22 PM

Request information

Describe your request for an action on this award here

Here's a description of the change we need to make to this award.

Other documents (optional)

Browse... Supporting document.docx

Letter of approval

Browse... No file selected.

File description (optional)

Browse... No file selected.

File description (optional)

Award information

Phoebe award action request

Start a new request

Complete the form:

Select the postaward contact or type a name if not in the list

scrolling down...

Postaward financial administrator

Daniel Percival

Comments

Add a comment:

Delete Save and close Complete

Be sure to save if you aren't ready to complete and send it on to SPO/IAO.

Deleting a request is final and can't be undone.

Phoebe award action request

Start a new request
Complete the form

Check status:

Shown in the Phoebe
Search award record

Status Active (more info [↗](#))

| SPO/IAO review award action request

Statuses are:

SPO/IAO review...

SPO/IAO complete...

Edit... – action needed from requester

Phoebe award action request

Start a new request
Complete the form

Check status:

Click the link in the Log
Details section to view the
form and see action history

Log Details

Assigned to Your SPO CGO

Received 2/22/2022 2:22 PM

Active task [Review award action request](#)

| Your SPO CGO 



Phoebe award action request

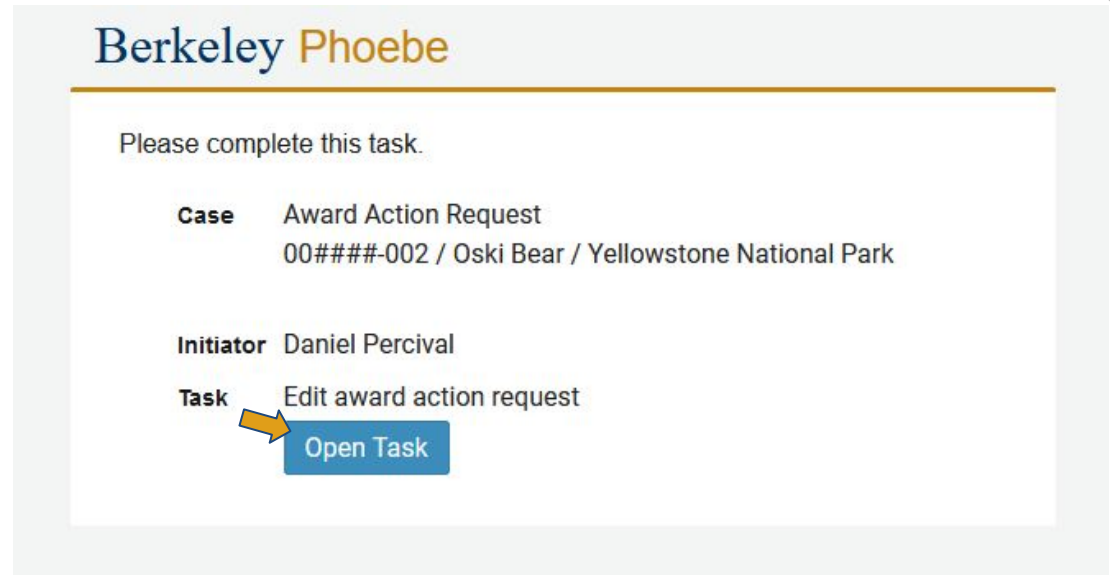
Start a new request

Complete the form

Check status

Respond to feedback:

Open link in email
notification to view
comments and make
changes



The screenshot shows a notification interface for Berkeley Phoebe. At the top, it says "Berkeley Phoebe" in a blue and orange font. Below this, a message reads "Please complete this task." The task details are as follows:

- Case:** Award Action Request
00####-002 / Oski Bear / Yellowstone National Park
- Initiator:** Daniel Percival
- Task:** Edit award action request

At the bottom of the task details, there is a blue button labeled "Open Task" with a yellow arrow pointing to it from the left.

Phoebe award action request

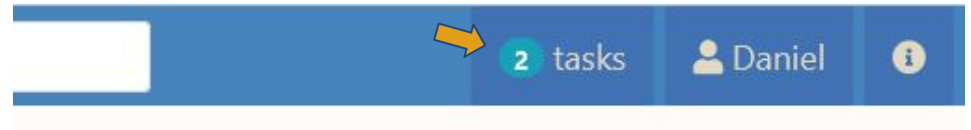
Start a new request

Complete the form

Check status

Respond to feedback:

You can also find tasks waiting for you by clicking the tasks badge at the top of the Phoebe Search page



Phoebe award action request

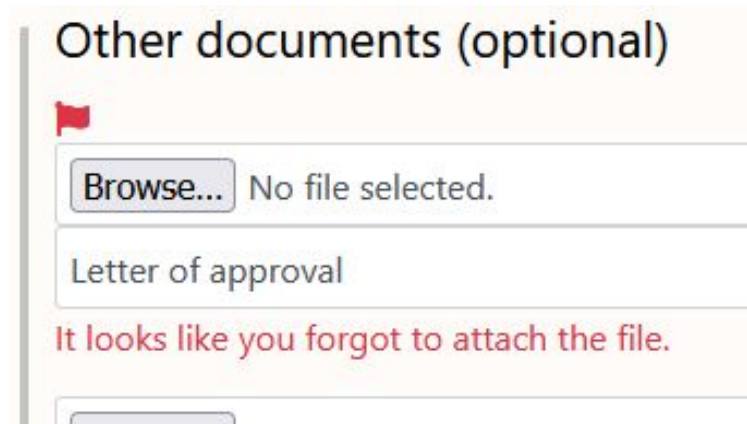
Start a new request

Complete the form


Check status

Respond to feedback:

Flags mark where more information is needed, with comments below.



Other documents (optional)



No file selected.

Letter of approval

It looks like you forgot to attach the file.

Phoebe award action request

- Start a new request
- Complete the form
- Check status
- Respond to feedback

Questions?



For technical help:
phoebe-help@lists.berkeley.edu