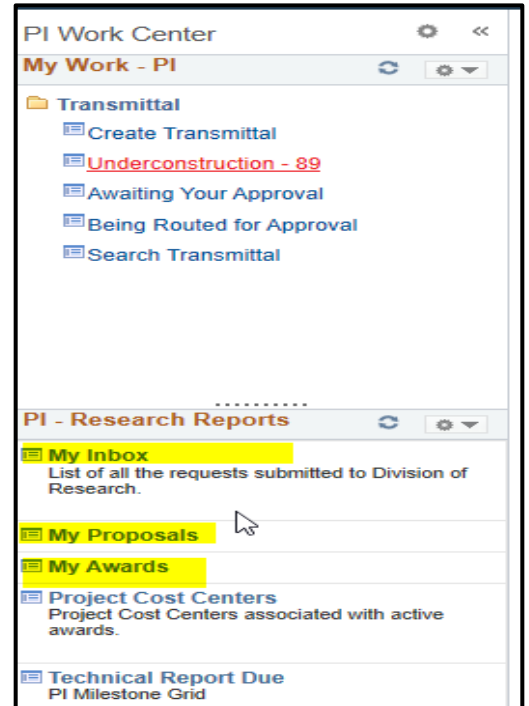
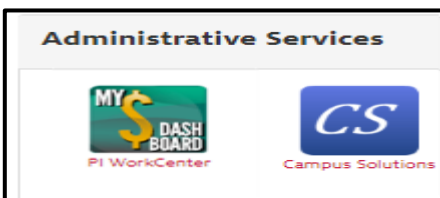
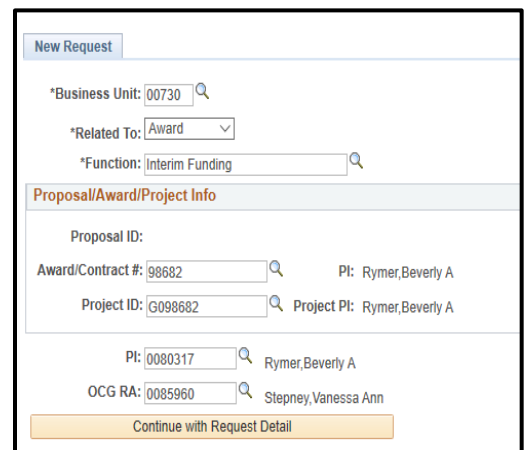
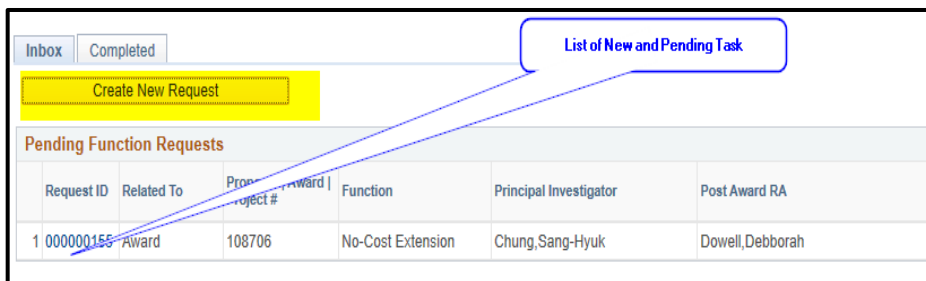


### PI Work Center – Online Tracking OCG Functions

My Inbox displays new and pending tasks performed by the Office of Contracts and Grants for the PI. Tasks are related to award, proposal, or they can be any function performed by OCG related to the PI’s research. The inbox is in the PI Work Center via the [AccessUH PI Portal](#). It is in the left column of the Work Center under PI- Research Reports.



The inbox displays a list of new and pending tasks that can be opened to display the details about the steps involved in the task and the target time to completion. From the InBox, the PI can also create and submit a brand new requests for assistance and track the progress to completion online.



The PI can also initiate a request from the My Proposal or My Award list by selecting the action needed under the Create Function Request. The new request, once completed and submitted, will be assigned to an OCG staff whose goal it is to complete the action within the time specified.

Active Awards		Expired Awards		
Green highlighted awards are awards in which you are the main contact PI. The others are awards in which you are on the credit split				
*Create Function Request	Award ID	Proposal ID	Primary PI Name	Award Title
<input type="text"/>	82815	82815	Rymer,Beverly A	Residual Funds for Division of Research
<input type="text"/>	98679	98679	Daugulis,Olafs	Welch Professional Endowment in Chemistry
<input type="text"/>	98682	98682	Rymer,Beverly A	Welch Professional Endowment (Interest Bearing Control Acct)