

JHU Finance Sponsored Projects: OnBase Departmental Quick Reference

Overview

OnBase is a document management application used for storing and retrieving scanned and electronic documents, including PDFs, images, Word documents, and spreadsheets. Web App link: [Sponsored OnBase](#)

Security

Departmental users will receive business area level access, users will be able to view, edit and insert directly into OnBase. To request access, please send your request to finance-dms@jh.edu.

SEARCH

To access the JHU Sponsored OnBase document screen, click the nine dots in the top-left corner and select Quick Queries.

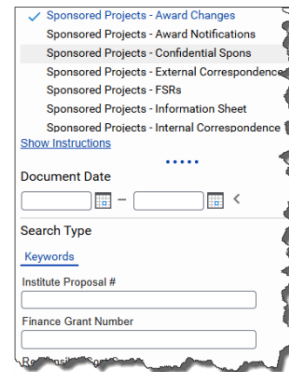
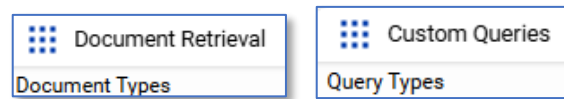
The Sponsored query types will appear in the left-hand menu. Users can only search for documents within the business areas for which they have security access.

This feature allows users to quickly locate relevant information based on their selected criteria, ensuring efficient access to the data they need.

When searching, users can apply the * (asterisk) symbol as a wildcard. It may be placed before, after, or on both sides of the search term.

Search results can be filtered and sorted:

- **Filter:** Use the column headers to narrow down results.
 - **Sort:** Click a column header to display results in ascending or descending order.
- View Documentation:** Double-click a line item to open its supporting documentation.



Custom Query Results

Drag a column header here to group by that column.

Document Date	Document Type	Institute Proposal #	Responsible Cost Center	JHU Finance
3/19/2025	Sponsored Projects - Award Changes	23065220	1256900001	MOD
11/8/2016	Sponsored Projects - Award Changes	13021220	1401331010	CLOSEOUT
3/25/2016	Sponsored Projects - Award Changes	16097220	1604060000	YR01
10/19/2015	Sponsored Projects - Award Changes	10105220	1602530000	YR01 S1

INSERT

To access the JHU Sponsored OnBase import area, click the nine dots in the top-left corner and select Import Document.

The Sponsored import section will appear in the left-hand menu. Users can only import documents within the business areas their security access allows.

1. Select the file you want to upload to OnBase.
2. Choose the appropriate Document Type (e.g., Award Changes, Award Notifications).
3. Fields marked in red are required and must be completed.
4. All other fields are optional.
5. Click Import (at the bottom of the screen) to add the file to OnBase.

Note: All Award Changes and Award Notifications document types will automatically route to the workflow approval queue.

