Setting up a New Pre-Award
If the Award List screen is already open, select the menu option Edit > New Award…

Or click on the Maintain Award button.

Otherwise, select the menu option Maintain > Awards…

or click on the Maintain Award button.

Close the Award Search window.
Select the menu option **Edit > New Award**…. 

or click on the **New Award** button.

Close the Proposal Search window. You **DO NOT** want to fund a proposal.

**Award Detail Screen:**

On the **Award Detail** screen **ALWAYS** select **Hold** for the Award status from the drop-down list.

Fill in the Sponsor Award Number, Activity Type, Award Type, Account Type, CFDA No. and **Pre-award** fields. Refer to Appendix A for Sponsor Award Number and CFDA Number entry. Refer to Appendix B for Activity, Award, and Account Type definitions.

**Begin Date:** The date spending is officially allowed on the account. In this case, it is the same as the Effective Date.

**Effective Date:** Effective date of pre-award.

**Execution Date:** LEAVE BLANK
**Authorized Amount:** This amount includes both direct and indirect costs.

**Pre-Award Effective Date:** Effective date of pre-award.

**Title:** Since a proposal was not funded, the title is not carried over from the proposal. You will need to enter the title.

**Note:** For NSF awards make sure the NSF Directorate shows in the Sponsor field. If the directorate is not listed, contact your Grant and Contract Coordinator. They will add the new directorate to the Sponsor Table.

**Other Header Screen:**

Select the 301B/UPAS template.

Fill in the Prime Sponsor/ASU Consortium field if applicable. **NOTE:** Federal prime sponsors should be listed only. Refer to Appendix A for Prime Sponsor/ASU Consortium Data Entry.
Money and End Dates Screen:

Obligated Amount: DO NOT ENTER AMOUNT.

Anticipated Amount: DO NOT ENTER AMOUNT.

Obligation Effective Date: DO NOT ENTER DATE.

Obligation Expiration Date: End date of pre-award period. It must be the same as the final expiration date.

Final Expiration Date: Expiration date of pre-award period.

Contacts Screen:

This screen will NOT be automatically populated by clicking on the Sync button to synchronize the information from the sponsor template chosen in the Other Header screen. Sponsor information as well as contact information must be manually entered. Highlight one of the fields under Contact List and click the Modify button to search for the contact person in the Rolodex.
A search is performed by using any combination of the available fields.

Select the right contact and click OK.

The contact’s name is now shown under the **Name/Organization** column instead of the sponsor’s name. If the person is not in the Rolodex, you will need to add her/him to it. Refer to Maintaining the Rolodex on the web at [http://researchadmin.asu.edu/coeus/help/ Proposal Data Entry: Lesson 2: Maintaining the Rolodex](http://researchadmin.asu.edu/coeus/help/). If there are multiple contacts, click on the **Add** button to insert another contact.

**WARNING:** Do not click on the **Sync** button after you enter contact information. The information will be deleted if you do.
**Reports Screen:** Reporting requirements are not entered at this time.

**Terms Screen:** Terms are not entered at this time.

**Investigator Screen:**

Since a proposal was not funded, Investigator information is not populated. This information must be entered manually. There should be **ONLY ONE** PI and **ONE** Lead Unit. Make sure to check the Lead Unit. **DO NOT** enter the % Effort for the investigator(s).

You can Add Investigators as well as Units but you **should not** delete them.

**Comments Screen:**

Use this tab to see award-specific comments related to Categories, Fiscal Report, Intellectual Property, etc.

A good place to indicate if this project has any related accounts (i.e. cost share accounts, sub accounts, etc.) is under General Comments.

**Subcontract Screen:**

This screen is used to enter subcontract information. Subcontract information should only be entered in Subcontract Child Accounts. Sponsored Projects Officers **should NOT** complete this screen. The Contracts Officer will complete this screen only after the subcontract has been approved and processed. **This section will not get completed at pre-award stage.**
Other Screen:

This tab contains specific information pertaining to the type of award. See *Setting up a New Award* for table information and term definitions.

5. CAS (A-E): Sponsored Projects Officers **should NOT** complete this section.

6. Prime Agreement Number: Entry prime agreement if there is a Federal prime sponsor ONLY. Refer to Appendix A for Prime Agreement Number Data Entry.

Cost Sharing:

Open the Cost Sharing Screen by selecting the menu option **Details > Cost Sharing**…
If there is any cost share information **Delete** it.

**Indirect Cost:**

Open the Indirect Cost Screen by selecting the menu option **Details > Indirect Cost…**

**Indirect Cost Screen:**

The required fields are Rate, Type, Fiscal Year, Start Date, Campus and Recovery Type. Because a proposal was not funded, the information has to be manually entered. Multiple indirect cost rates can be entered. **DO NOT** enter an end date unless the indirect cost rate has expired and a new rate is in effect.

Save when you have completed your work.

All the previous information must be entered in order to request an Agency/Org number but don’t forget you still have to complete the allocation.
**Allocation:**

Select the menu option **Details > Allocation...**

or click on the **Allocation** button.

**Award Allocation Screen:**

The Fiscal Year Total should always add up to 100. Only one RID Unit should be checked. The Allocation Start Date should always be a year earlier than the Begin Date of the award and the Allocation End Date should always be a year after the Final Expiration date of the award. Save allocation when done.
Special Review:

If there are any Special Review items select the menu option **Details > Special Review…** to enter these.

**Special Review Screen:**

Save when you have completed your work. You are now ready to request an AGENCY/ORG number.

**Before you request an AGENCY/ORG number make sure to review your work and know which Award Hierarchy Model you are going to develop.**

If the sponsor does not allow the carry over of funds from year to year and a new Agency/Org is required on a yearly basis (i.e. ADCRC) or if this is a **NEW** NIH grant where competing continuations are a possibility then the following Hierarchy Model should be used. Therefore, you will **NOT** request an Agency/Org number for the award you just created. Instead you will create a child award copying all the information from the parent award. See Setting up a Subcontract Child Account for instruction on how to set up a child award. You will request an Agency/Org number once you’ve set up the child award.
For Single Awards (i.e. NSF awards, Cost Share accounts, Program Income accounts, & Consortium Member accounts) an Agency/Org can be requested at this time.

Select the menu option Details > Account…
or click on Account button.

**Award Account Number Screen:**

Make Sure all the information is correct before creating a new account number. If the information is correct, click **Create New Account**. The **Use Existing Account**… button should not be used under any circumstances. If the information is not correct, close the window and make the required changes.

A Warning before the systems creates an account number will be given. If you are sure you want to create a new Account number click Yes.

The next screen will give you the new account number. Click OK

Click Close.
The new account is now displayed in the Award Detail Screen.

Save and close the award screen.

If the current activation must get updated and the paperwork has NOT gone to SPA/GCA, use the Edit button to make any corrections. Otherwise, prepare a new activation using the New Entry button. Any corrections to the Money and End Dates Screen will create a new amount sequence number in the award history when you save.