Setting up a New Award
AWARDS

- Maintain Awards
- Create New Award
- Edit Award
- Display Award
- Award New Entry
- Show Award Hierarchy
- Make a notepad entry for an award
- invoke Medusa
- sort the search result
- view an award summary

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.

Search for the proposal to the award using any combination of the available fields.
Select the correct proposal and click **OK**

**Award Detail Screen:**

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

<table>
<thead>
<tr>
<th>Status</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active</td>
<td>Activation sent to advantage.</td>
</tr>
<tr>
<td>Closed</td>
<td>Account is financially closed (ORG2).</td>
</tr>
<tr>
<td>Hold</td>
<td>Activation pending to be sent to advantage.</td>
</tr>
<tr>
<td>Pending</td>
<td>Pre-award activation sent to advantage.</td>
</tr>
<tr>
<td>Terminated</td>
<td>Award period has expired, no extensions pending.</td>
</tr>
<tr>
<td>Purged</td>
<td>Account is purged from advantage (GDE2).</td>
</tr>
<tr>
<td>Void</td>
<td>Incorrect Agency/Org created.</td>
</tr>
</tbody>
</table>

Fill in the Sponsor Award Number, Activity Type, Award Type, Account Type, and CFDA No. 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 on original award document.

Execution Date: LEAVE BLANK

Title: This information is carried over from the proposal. If the title is different than the one listed on the sponsor award notice, change title in accordance with sponsor award. Title changes should not be made in the proposal database.

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 appropriate Template. Each template contains standard terms and conditions for a particular sponsor. If the appropriate template is not listed, select “Default Template (No Terms)”.

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.

If the Default Template (No Terms) template is chosen, the payment basis and method must be entered. Otherwise these fields will be automatically entered.

Money and End Dates Screen:

Obligated Amount: Amounts obligated to date; sponsor funding provided to date under the award. Does not include cost share. Obligated Total must be equal to or less than Anticipated Total.

Anticipated Amount: Sponsor funding anticipated for the entire project – current obligation plus anticipated incremental funding and future year funding, including possible option years.

Obligation Effective Date: DO NOT FILL IN.

Obligation Expiration Date: End date of current funding period. Must be the same as or earlier than final expiration date.
Final Expiration Date: Expiration date of currently funded period plus anticipated unfunded periods, including possible option years.

Buttons on the Right

Summary: Select a line, then the Summary button to view summary information. On the summary window, use the Prev and Next buttons to view information for other accounts/objects.

History: View previous versions of the award.

Expand All: View all parent and child accounts/objects.

Go To: For quick access to an item in a long list of parent and child accounts/objects; enter search criteria in the Go To window.

Print: For a print out of the award budget hierarchy.

Print Mod: For a print out of the current modification processed. This option will not work when new award is being set up.

Medusa: For quick access to linked awards and institute proposals.

Lower Buttons

<table>
<thead>
<tr>
<th>If you want to see…</th>
<th>Use Lower Buttons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Totals and dates (default view)</td>
<td>Total and Dates</td>
</tr>
<tr>
<td>Distributed amounts and dates</td>
<td>Distributed and Dates</td>
</tr>
<tr>
<td>Distributable amounts and dates</td>
<td>Distributable and Dates</td>
</tr>
<tr>
<td>Totals and distributed amounts</td>
<td>Distributed, and deselect Dates</td>
</tr>
<tr>
<td>Totals and distributable amounts</td>
<td>Distributable, and deselect Dates</td>
</tr>
<tr>
<td>Distributed amounts without dates or totals</td>
<td>Distributed, and deselect all others</td>
</tr>
<tr>
<td>Distributable amounts without dates or totals</td>
<td>Distributable, and deselect all others</td>
</tr>
</tbody>
</table>
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/](http://researchadmin.asu.edu/coeus/help/) Proposal Data Entry: Lesson 2: Maintaining the Rolodex. 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:**

Click on the **Sync** button to synchronize the sponsor’s reporting requirements from the template chosen under the “Other Header” screen. If the Default Template (No Terms) template was chosen, then the reporting requirements must be manually entered.

Reporting requirements are entered by first selecting the Technical/Management option under the Class window. Once the Technical/Management option is selected, the requirements can be entered by selecting the **Modify** button. The type of report is shown in the Type window.

**WARNING:** Manually entered reporting requirements will be deleted if you click on the **Sync** button.

The numbers in parentheses in the Class window are the COEUS internal report class codes. A blank icon means no information has been entered for that type of report; a lined icon means information exists for that report type.
The types of report for each class appear at the lower left window. The Detail window on the right shows the number of report copies required, the awarding office contact, and the reports due date. Use the scrollbar at the bottom of the window to see the due date.

**Final Report Entry Example:**

![Final Report Entry Example Image]

**Progress Report Entry Example:**

![Progress Report Entry Example Image]

Refer to Reporting Requirement Instructions for report maintenance.

**Terms Screen:**

Click on the **Sync** button to synchronize the sponsor’s terms from the template chosen under the “Other Header” screen. If the Default Template (No Terms) template was chosen, then the terms must be manually entered.

Terms are entered by selecting each option under the Terms window. Once an option is selected, terms are added or deleted by using the **Add** or **Delete** buttons.

**WARNING:** Manually entered terms will be deleted if you click on the **Sync** button.
**Investigator Screen:**

This tab will show all the investigator names that where entered at the proposal stage. It will also show the name of the assigned Administrator of each investigator’s unit. There should be **ONLY ONE PI** and **ONE Lead Unit. DO NOT** enter the % Effort for each investigator.

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

[Image of Investigator Screen]

**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.

[Image of Comments Screen]

**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.

[Image of Subcontract Screen]
Other Screen:

This tab contains specific information pertaining to the type of award. Below are tables for items 1 through 4.

1. ORG3_1 (Basic Distribution Table)

2. ORG3_2 (On/Off Campus Table)

3. ORG3_3 (A-21 Activity)

See Appendix B for function definition.
4. NACUBO Activity (ORG5)

See Appendix B for Activity definition.

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:

To enter cost share information for the award if any, select the menu option Details > Cost Sharing…

Cost Sharing Screen:

The required fields are Type, Fiscal Year, Source Account and Destination Account. This screen is automatically populated when the proposal is funded, if and only if the proposal has any cost share. If there are different sources committing to cost share, list all the sources separately with their respective commitments under Amount. The Total Amount should reflect the total cost share commitment.

The Comments section can be used to describe the source of funds (PI Funds, equipment, etc.).
Indirect Cost:

To enter indirect cost information for the award, select the menu option Details > Indirect Cost…

Indirect Cost Screen:

The required fields are Rate, Type, Fiscal Year, Start Date, Campus and Recovery Type. This screen gets automatically populated when a proposal gets funded. 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.

The Comment section can be used to describe other indirect cost rates not defined in the table below. The table below is opened by clicking on View Rates.
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 information.

**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.

**Model C:**
Award Hierarchy for a 10-Year NIH Continuation Grant (or similar structure for Project with Tasks and Sub-Tasks)

[Diagram of Award Hierarchy]

**Award Hierarchy for a 3-Year ADCRC Project**

[Diagram of Award Hierarchy]
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…**

![Image of the Award Account Number Screen]

Or click on **Account** button.

![Image of the Award Account Number Screen]

**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 use under any circumstances. If the information is not correct, close the window and make the required changes.

![Image of the Award Account Number Maintenance Screen]

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.

![Image of a warning message]
The next screen will give you the new account number. Click OK

Then 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 made to the Money and End Dates Screen will create a new amount sequence number in the award history when you save.