Download the award notice/Modification from the sponsor site if it’s not attached to the email, refer to e-Business for login information. For awards received via FedConnect, join the group & acknowledge the award/mod.

Search Coeus and/or ERA for Proposal/Award record (project title, PI name, Award #, sponsor)

Does Award/Mod require ASU signature?

Yes

- New Award?

Yes

Forward to ProposalAndNegotiations

No

- Is it Modification to Master Agrmnt? or
- Is it new Task, Specification, Work Order under Master Agrmnt? or
- Is it additional support for Pending Proposal different from main Award?

Yes

Forward to notifications to set up an activation task. Type of Action Required: Modification Status: Award Modification Secondary Status: Pending

No

- Is it ONR award with Agency Specific T&C's (Feb. 2011)? PNT review is required. or
- Is it NASA contract or grant/coop agrmnts which requires Recipient signature (located underneath box 18)? PNT review is required or
- Is it a fully-executed award negotiated by PNT with open Contract task in the Obtaining Sponsor Signature Status in SP?

Yes

- Is it Supplement or Renewal for Pending Proposal different from main Award?

Yes

Is it PNT Approved in Special Review?

Yes

Forward to ProposalAndNegotiations noting the reason above.

No

- Is FP # listed in the report “Proposals Submitted With No Review?”

Yes

New Note from PNT - In Private Comments: “FULL PNT REVIEW COMPLETE”?

Yes

Forward to ProposalAndNegotiations noting the reason above.

No

Is ERA status “Award Anticipated” or “Pending Sponsor Acceptance”?

Yes

Run “Award Letter Received” activity in ERA

No

Is it PNT Approved in Special Review?

Yes

Forward to ProposalAndNegotiations noting the reason above.

No

Coeus

ERA

Where is proposal?

Yes

Yes

Forward to notifications to set up an activation task Status: Awaiting Verification Secondary Status: Pending

No

No

No

Yes

New Note from PNT - In Private Comments: “FULL PNT REVIEW COMPLETE”?

Yes

Forward to ProposalAndNegotiations noting the reason above.

No

Is ERA status “Award Anticipated” or “Pending Sponsor Acceptance”?

Yes

Run “Award Letter Received” activity in ERA

No

Forward to notifications to set up an activation task Status: Awaiting Verification Secondary Status: Pending