PURPOSE

To document the process for monitoring the ASU.Awards@asu.edu mailbox to ensure proper redirection of email correspondence. The inbox receives emails regarding proposals, awards, and funding opportunities, most of which come from external sources.

TOOLS AND RESOURCES

- Access to ASU Awards Inbox: Outlook > Public Folders > All Public Folders > Departments > Research Administration > ORSPA Awards Management > ASU Awards. Add this folder to Favorites:
  - Right click on "ASU Awards" folder and select "Add to Favorites"
  - Select "Options>>"
  - Select "Add subfolders of this folder" (Add all subfolders) and "Automatically add new subfolders" (Add all subfolders) and click "Add"
- [Award Management Team (AMT) FAQ Page](#)
- Access to ERA (All Staff)
- Access to RA SharePoint (RA Staff)
- Access to AMT O365 (AMT Staff)

PROCESS

1. Set up Outlook Category color code assignments based on the following criteria. The categories must match the exact wording as described below.
- **PNT – Forward (Purple):** Pre-Award or proposal-related items (PNT and OIRC). Forward to ProposalandNegotiation@asu.edu.
- **New Funding Award (Blue):** Set up ERA Award Task via "New Funding Award" action in ERA
- **Activations (Orange):** Forward to notifications@asu.edu.
- **AMT – Forward (Olive):** Post-award action items (Forward to specific AMT GCO)
- **Subawards (Yellow):** Forward to Subawards@asu.edu
- **CMT – Forward (Dark Olive):** Forward to cashmanagement@asu.edu
- **No Action (Steel):** No action required
- **ERA Task (Pink):** Set up ERA Agreements Task
2. Using the same color structure, set up Quick Steps in Outlook with three rules:
   a. Categorize message – your name
   b. Categorize message – action type (see above, i.e. "Subawards")
   c. Move to – subfolder that corresponds with action type (i.e. "Subawards")
3. Open ASU Awards in Outlook (Refer to Tools and Resources for location).
4. Within mailbox, work from oldest to newest. Note: If multiple staff are managing inbox at concurrent times, flag name first to avoid duplication of efforts.
5. Review content of the email to determine action(s) needed. See below table for tips.
6. For emails that do not fit any of the below categories, flag for supervisor review.

Email Content	Required Action(s)
Pre-Award in Nature **PNT – Forward**	1. Search ERA for identifiable ASU information: proposal number and PI name. List identifiable information in email to forward. 2. Forward email to proposalandnegotiation@asu.edu. 3. Assign categories and move email to subfolder using Quick Step. Examples: • "Proposal Not Funded" notifications

	"Proposal Selected for Funding" notifications - Post Submission Requests (EX: Just-In-Time (JIT) requests, Revised Budget Requests) - Notifications that state, "terms and conditions are considered accepted after XXXX days from ASU's receipt" - Requests from AZ DOT for ADOT Research Bid/Proposal - Emails with "DARPA", "STARTALK" in the title or sender's email address - Emails from STGMS (Space Telescope Grants Management System) - DOE PAMS emails - DTRA dtrasybmission.net or ASPMS Help Desk Note: For emails addressed to ProposalandNegotiation@asu.edu as well as the ASU Awards mailbox, it does not need to be forwarded a second time (flag as "No Action").
Pre-Award in Nature **PNT – Forward**	1. For emails with general "Requests for Proposal" or "Funding Opportunity" forward email to ResearchDevelopment@asu.edu AND RAhelp@asu.edu. 2. Assign categories and move email to subfolder using Quick Step.
User accounts, organizational profiles **PNT - Forward**	1. Access E-Business site for the sponsor and find what team (PNT, AMT, or FOT (CMT)) manages the site. (AMT E-Business, Pre-Award Services E-Business) If site has individual user accounts, go to Step 2. If site has institutional login, go to Step 3. 2. Forward email to the designated team member(s). Go to Step 4. 3. Send email to ProposalandNegotiation@asu.edu regarding user accounts, password updates, etc. Only PNT is authorized to update sponsor site information in EBusiness for all teams 4. Assign categories and move email to subfolder using Quick Step. Examples of subject line: Organization Information Changed in …
Institutional Surveys and/or Institutional Certifications **PNT – Forward (Executive Director)**	1. For emails that request completion of institutional surveys or institutional certifications, send to Research Operations Executive Director, Heather Clark, at Heather.Christina.Clark@asu.edu. Example: National Institute of Health (NIH) asks for institutions to complete a survey for the Biomedical Research and Development Price Index (BRDPI.)
Award Notices – NSF, NIH, ASUF, or NASA **New Funding Award**	1. For emails with New Award Notices from NSF, NIH, ASUF, or NASA, go to step 2. For all other award notices, especially those with terms and conditions or that require ASU signature, go to the "ERA Task" section. 2. Search in ERA to find the proposal number (FP#) using identifiable ASU information/filters such as PI Name, Project Title, Sponsor, or Funding Opportunity Announcement (FOA). To

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search by FOA, use the Solicitation Number listed on the award notice.
  2.1. For initial NSF, NIH, ASUF, or NASA awards that do not have pending proposals in ERA, forward to proposalandnegotiation@asu.edu with a note stating no proposal can be found for this new award.
  2.2. Assign categories and move email to subfolder using Quick Step.
3. Once the ERA Proposal number is identified and confirmed, run the "Award Letter Received" action
  3.1. Select "AMT"
  3.2. Attach Award email to "Notice of Award" section.
  3.3. Click "OK"
4. The "New Funding Award" button becomes available.
  4.1. Run "New Funding Award"
5. Fill out Smart Form (SF) 1.0 for the New Award. Most items will auto-fill from the proposal, but the below items will need to be addressed:
  5.1. 1.0 – Mark if this is a RUSH setup (Payroll, Hiring, Subaward, At-Risk)
  5.2. 9.0 – Sponsor Award Number (Type "TBD" if it is not readily identifiable or "At-Risk" if this is a Pre-Award At-Risk setup)
  5.3. 10.0 – Award Start and End Dates. (Make sure the End date is AFTER the Start date).
  5.4. 11.0 – Upload the award documents.
  5.5. Click "Save" and then "Continue"
  5.6. Once on SF 2.0, document the new ERA Award number then click "Exit"
6. Create new award folder in the SharePoint Award Storage Site with 'Working File' and 'Activations' sub-folders.
7. Locate the new ERA Award if not currently already in the Award.
  7.1. Click on "Manage Tasks"
  7.2. Click on the "Verification Task"
  7.3. Assign the Award Setup GCO of the Award to the Verification Task.
  7.4. In task description, add date, initials, PI, sponsor, and any notes.
  7.5. Click "OK" twice.
  7.6. Exit Award.
8. Assign categories and move email to subfolder using Quick Step

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Award Notices

ERA Task

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1. For emails with New Award Notices with terms and conditions or that require ASU signature go to step 2. For emails with New Award Notices from NSF, NIH, ASUF or NASA, go to the "New Funding Award" section.
2. For emails which indicate the award is available for download from a sponsor's website (ex. FedConnect), use the information on the SharePoint E-Business site to accept and download the document. (AMT E-Business, Pre-Award Services E-Business)
3. Search in ERA to find the proposal number (FP#) using identifiable ASU information/filters such as PI Name, Project

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Title, Sponsor, or Funding Opportunity Announcement (FOA). To search by FOA, use the Solicitation Number listed on the award notice.

    3.1.   If the only identifier included in the email notification is the sponsor award number, check the sponsor's website to see if they have publicly announced the award and provided the project title, etc. to help connect the new award to the correct proposal. DOJ award info may be found online. Ex:
DOJ-NIJ: https://nij.ojp.gov/funding/awards/list
DOJ-OVW: https://www.justice.gov/ovw/awards

    3.2.   For initial awards that do not have pending proposals in ERA, forward to proposalandnegotiation@asu.edu with a note stating no proposal can be found for this new award.

    3.3.   Assign categories and move email to subfolder using Quick Step.

4. Once the ERA Proposal number is identified and confirmed run the "Award Letter Received" action

    4.1.   Select "PNT & OIRC"

    4.2.   Attach Award email to "Other Sponsored Award Documents" section

    4.3.   Click "OK"

5. Document the Proposal Number and go to the ERA Agreements Tab.

    5.1.   Check for an already existing Agreements Task by going to the "All" tab and searching for an agreement task by the Proposal Number.

        5.1.1. If an agreements task is found forward the documents to the PNT Contracts Reviewer assigned.

        5.1.2. If an agreements task is not found proceed to step 6.

6. Create a New Agreements Task by clicking on "Create Task Request".

    6.1.   Type in the ERA Proposal number into field 1.0 "Insert Funding Proposal reference number if known/applicable".

    6.2.   Select "Sponsored Project Award" into field 5.0 "Agreement Type".

    6.3.   Attach Award Email to the task on field 10.0.

    6.4.   Click "Continue"

    6.5.   Click "Exit"

7. Assign categories and move email to subfolder using Quick Step

Includes an Award Modification or Amendment Notice, or **States an Award Modification or**	1. For emails which have a modification <u>attached</u> to it, defer to step 3. 2. For emails which indicate the modification is available for download from a sponsor's website (ex. FedConnect), use the information on the SharePoint E-Business site to accept and download the document. (AMT E-Business, Pre-Award Services E-Business) 3. Search in ERA to find the award number (AWD#) using identifiable ASU information such as Sponsor Award Number, PI Name, Project Title, or Sponsor

Amendment has been issued **Activations**	4. Forward modification to notifications@asu.edu with attachments, award number and type of mod (mod name) in the body of the email. 5. Assign categories and move email to subfolder using Quick Step Examples: • "A Notification/Request has been submitted to NSF" emails from NotificationRequests@research.gov • Do-not-reply@ojp.usdoj.gov " The request for xxxx GAN…"
Post-Award in Nature **AMT – Forward**	1. Search in ERA to find identifiable ASU information: Sponsor award number, sponsor name, and PI name. List identifiable information in email to forward. 2. Forward the email to the appropriate AMT GCO (See Award Management Team FAQ to determine appropriate person; if unable to identify role, send to AMT Service Liaison) 3. Assign categories and move email to subfolder using Quick Step Examples: • Annual Cost Sharing Report Overdue Notice for Award ID XXXXXXX URGENT - Send to AMT Fiscal Reporting GCO • Reminder: quarterly Accrual Report (QAR) – These emails come from the NSA and should be forwarded to any GCOs who monitor NSA contracts. If there is not active NSA contract, then mark as 'No Action'. • Sponsor emails requesting status or submission of technical or progress reports – Send to unit RA via the Lead Unit Notifications mailbox listed on ERA Awards workspace; if no public mailbox is listed, send to all listed Post-Award RA Contacts • Sponsor emails requesting status or submission of financial or non-technical/non-progress reports – Send to AMT Fiscal Reporting GCO

WAWF or other payment related emails
 	
CMT – Forward
	1. For emails from disa.ogden.esd.mbx.wawfnoreply@mail.mil:
	   a. With subjects that end with "Rejected" or "Suspended" send individually to Cash Management Team (CMT).
	   b. With any other subject lines, can be combined and forwarded to CMT in one email.
	2. Forward email to cashmanagement@asu.edu
	3. Assign categories and move email to subfolder using Quick Step

Requesting ASU Audit information **CMT – Forward**	1. Forward the email to Sponsoredcompliance@asu.edu 2. Assign categories and move email to subfolder using Quick Step
Submitting Audit information **Subawards**	1. Forward the email to Sponsoredcompliance@asu.edu 2. Assign categories and move email to subfolder using Quick Step
ASU-Issued Sub-awards **Subawards**	1. Forward the email to subawards@asu.edu 2. Assign categories and move email to subfolder using Quick Step

Weekly NSF Award Receipt Notice No Action, or AMT - Forward	1. Verify all the awards listed have been received in asu.awards@asu.edu, and have been sent to notifications@asu.edu. 2. For awards which were not received, forward email to designated AMT GCO with instructions to download the award notice from NSF FastLane. 3. GCO will download the award notice and forward to notifications@asu.edu with account or proposal information. 4. Assign categories and move email to subfolder using Quick Step

"No Action" Examples
 	
No Action
	The following emails are considered "No Action" emails and should be assigned categories and moved to subfolder using Quick Step
	
	• AmeriCorps (see AmeriCorps Verifications for more information)
	• Subject Line: An opportunity/opportunity amendment was posted by <AGENCY NAME>
	• NASA NSPIRES – Proposal has been locked
	• NASA NSPIRES – Proposal has been released
	• NASA NSPIRES – Affiliation requests or decision emails.
	• NASA NSPIRES – Proposal has been unlocked
	• NIH - Electronic Application assigned to study section
	• DoNotReply@grants.gov – submission receipt, application retrieval, tracking number assignment, & submission validation
	• NIH - Validations Complete/Check Assembled Application, Grants.gov Tracking Number
	• NIH emails from eRA-notify@mail.nih.gov - Auto Verified electronic application AN #, Assembled Application in eRA Commons – Warnings Only
	• fastlane.nsf.gov emails:
	  • LOI Forwarded to Sponsored Project Office
	  • LOI Submitted by XXXXX
	  • Proposal <NUMBER>
	  • Proposal File Update (Requested or Accepted)
	  • Proposal Withdrawal
	  • Project Report is NOW DUE or OVERDUE
	• research.gov emails:
	  • Project Outcomes Report is NOW DUE or OVERDUE
	  • Project Outcomes Report was successfully submitted
	• Procure.az – Quote <NUMBER> has been submitted
	• USDA-NIFA – Receipt of Grant Application
	• Emails received from ARC Webmaster
	• Junk Emails (Common examples listed below)
	  o Anything that has to do with an event, such as a workshop, conference, seminar, webinar, speakers, etc.
	  o Emails with "Wellness and Prevention" in the title
	  o Proposal Solicitations
	  o Emails addressed to "Dear Null"
	Note: The ASU Awards inbox receives many extraneous emails that are typically marked as "No Action". Many of these emails are subscriptions.

	Subscriptions should be identified and directed to AMT to determine if they should be unsubscribed to. Other "No Action" Emails may be found in the chart below

NO ACTION – From	NO ACTION – Subject
Nsf.gov	Project Report for Award _____
Fastlane@fastlane.nsf.gov	Notification of revised budget
Fastlane@fastlane.nsf.gov	Update for proposal
Fastlane@fastlane.nsf.gov	Fastlane: AOR Access…
BAAT-NO-REPLY@DARPA.MIL	DSO Submission Finalization Confirmation
Grants.gov	Submission Validation Receipt for application
Grants.gov	Submission Receipt
Grants.gov	New Applicant _____ may need roles
Grants.gov	"Administrator" emails
Grants.gov	Grantor agency retrieval receipt for application
Grants.gov	Agency tracking number assignment
era-notify@...	Check assembled application in eRA
Vipersupport@hq.doe.gov	Message from vipers – department
STScI Grants Administration Office	Budget for ____ was automatically approved
@Google.com	Invoice Upload PO: _____
L&D Daily Advisor	
Technical Doctor Inc.	
PRIM&R	
APA Psychiatric News Alert	
Compliance Key, Inc.	
Pacific Whale Foundation	
HIPAA	
Help@eBRAP.org*	*Forward "funding status notification" to PNT
American Lung Association	
GRC Training	
(GrantSolutions) **do NOT "No Action" continuations, new awards, amendments, applications, etc.**	…Grant Note Added; A Federal Financial Report for ASU…
American Diabetes Association	
Alzheimer's Drug Recovery Foundation	
American Heart Association	
ARC Webmaster	
Arizona Humanities (NOT AZ Hum)	
Brian Poff	Competitors Report
Brain & Behavior Research Foundation	

ACCESSING FEDCONNECT

1. Open FedConnect using login information from E-Business SharePoint site.
2. Click on the "Sign In to Your FedConnect Account" button to log in using the User ID and Password.
3. From the home page of the FedConnect website, click on the "Awards" link.
4. Search for the specific award listed in the received email. The award in the email that was received should be on the first page of the awards listed. If not, use the search box to search for either Award Number or Title. Verify that both the Award Number and Title match what is listed in the email.
5. Click on the title of the award to open. Acknowledge the receipt of the new documents. The box on the right-hand column of the screen lists all documents for the award. Check the box next to a modification number (or numbers), then click acknowledge.
6. Download the acknowledged documents and save to a temporary location on your Desktop.
7. Convert the documents to PDF, if required.
8. For awards with multiple documents for a single modification, merge documents into a single PDF file.
9. Process by sending award document(s) to proper person(s) or inbox.

ACCESSING EDA Electronic Document

Website http://eda.ogden.disa.mil/. To be monitored on a weekly basis.

1. Open the EDA ELECTRONIC DOCUMENT ACCESS using login information from E-Business site using Firefox.
   1.1. Go to Contracts, then Issue Date, enter "Greater than or equal to" date (last checked site) and "Less than or equal to" date (today's date).
   1.2. View
2. One at a time, open award/modification notices in EDA and review them against ERA records.
   2.1. New awards: award amount, begin & end dates in ERA match EDA notice.
   2.2. Mods: Mod number in EDA matches the number in the "Modification No." field under the "Award Detail" tab. History in the "Money and End Dates" tab will show the funding change and/or revised end date that match the Mod notice.
3. Download the documents which were just acknowledged and save to a temporary location on your Desktop.
4. Convert the documents to PDF, if required.
5. For awards with multiple documents for a single modification, merge documents into a single PDF file.
   - Scenario 1: EDA notice and ERA records agree. Move to the next award/mod notice on the EDA list.
   - Scenario 2: ERA record does not show the award/mod activation. Search ERA for a pending or in-progress activation related to the notice. Move to the next award/mod notice on the EDA list when the activation task has already been open for the award/mod notice.
   - Scenario 3: No ERA record and no open verification or modification task. Print the award/mod notice in PDF format and forward to notifications@asu.edu for further action.

AMERICORPS VERIFICATIONS

Purpose: AmeriCorps Verification Notices are generated frequently and distributed broadly among all active ASU accounts, including ASU.awards@asu.edu.

1. Citizenship and SSN verifications relate to individual AmeriCorps participants. The program managers are included as recipients and will complete any needed information.
2. Sponsor verifications are specific to a sponsored program and will include an associated award number. Vista awards are managed by a program manager who will process these requests as needed.
3. PNT only needs to act if requested directly by unit or sponsor.
4. Any AmeriCorps notices that pose uncertainty can be forwarded to sarah.gates@asu.edu for review.