Kuali Coeus Research Management (KCRM) User Guide: Award Modifications

Version 2.1

May 16, 2011

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Purpose: Award modifications include processing new increments of funding, continuations, no-cost extensions, supplements, rebudgeting actions, de-obligations, and various other types of administrative changes that occur over the life of an award.

Trigger / Timing / Frequency: Award modifications can be initiated by the sponsor or in response to University requirements and processes.

Prerequisites: An initial award must be set up in the system for which a modification is to be processed.

User Group Roles: Awards

Menu Path: Central Admin > Post Award > Award

Tips and Tricks: This user guide has been put together to walk you through the different steps required in each document (Parent Award, Hierarchy/Child Awards, Time and Money, and Child Award Budget) for the different types of modifications that can occur throughout the life cycle of an award. This differs from the other user guides which were assembled for each of these documents during the creation of a new (initial) award.

Results and Next Steps: After an award has been modified in the system, it is ready to be interfaced to SAP.

Process

There are four basic steps involved in modifying an award in KCRM. Only Step 1 is <u>required</u> for all modifications. The other steps are taken as needed.

1. **Modifying the Parent Award**: The parent award is modified first. It is used to update basic identifying information (master data) about the award. Examples of master data include title, the name of the PI and other Key Personnel, current sponsor award number, reports due to the sponsor, and key terms and conditions.
2. **Modifying the Award Hierarchy**: After the Parent Award has been updated, the OSP award administrator determines whether the modification requires the creation of a one or more new child awards, or the modification of an existing child award. Please see the *Creating the Award Hierarchy* section later in this document for a list of the specific circumstances requiring the creation of additional child awards.
3. **Distributing Obligated and Anticipated Funds and/or Modifying Budget Period Start and End Dates:** If the modification involves a change to obligated or anticipated funds or to budget period or project period dates, the KCRM Time and Money Document is used to update this information.
4. **Modifying the Award Budget(s):** The OSP award administrator creates a new award budget version for any child award affected by the modification. It is important to note that each new version of an award budget captures only the <u>change</u> to the budget since the last version. A new budget version does not include (sum) amounts from any previous versions of a budget.

Note. Editing an award record in KCRM automatically creates a new **version**, or new **document**, for that record. The new version is stamped with the date, time, and the name of the individual who created the new version. Previous versions are maintained to create an audit trail and can be accessed through KCRM's **Document Search** functionality.

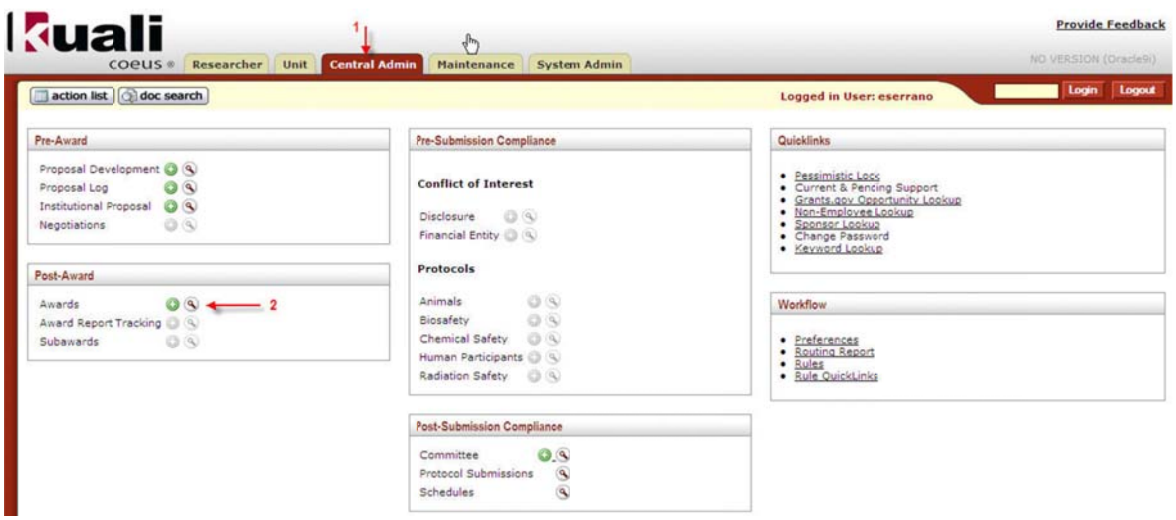
Contents

Increment

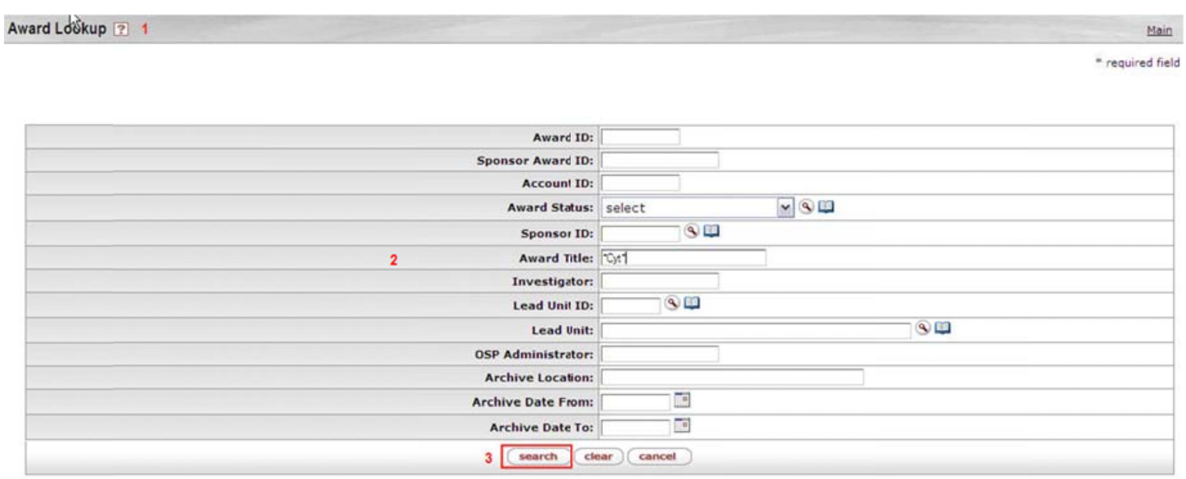
An increment represents either the obligation of new funds within an existing budget period or the obligation of new funds in conjunction with an extension of the budget period.

A. Search for and open Parent Award

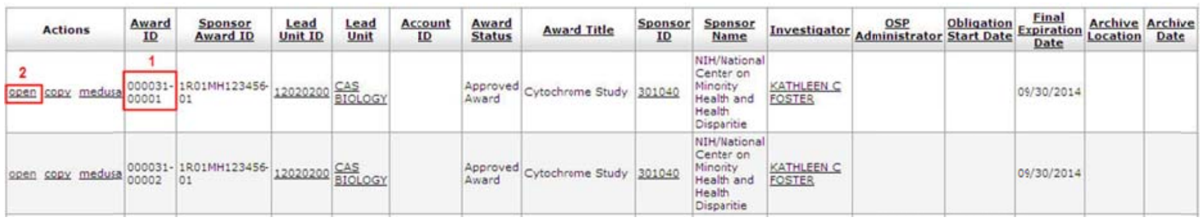
Click on the 1) Central Admin tab and then search for the award for which an Increment is to be processed by clicking the 2) magnifying glass next to Awards.



On the 1) Award Look up Screen, enter one or more 2) criteria for the award to narrow your search results. Click 3) Search.

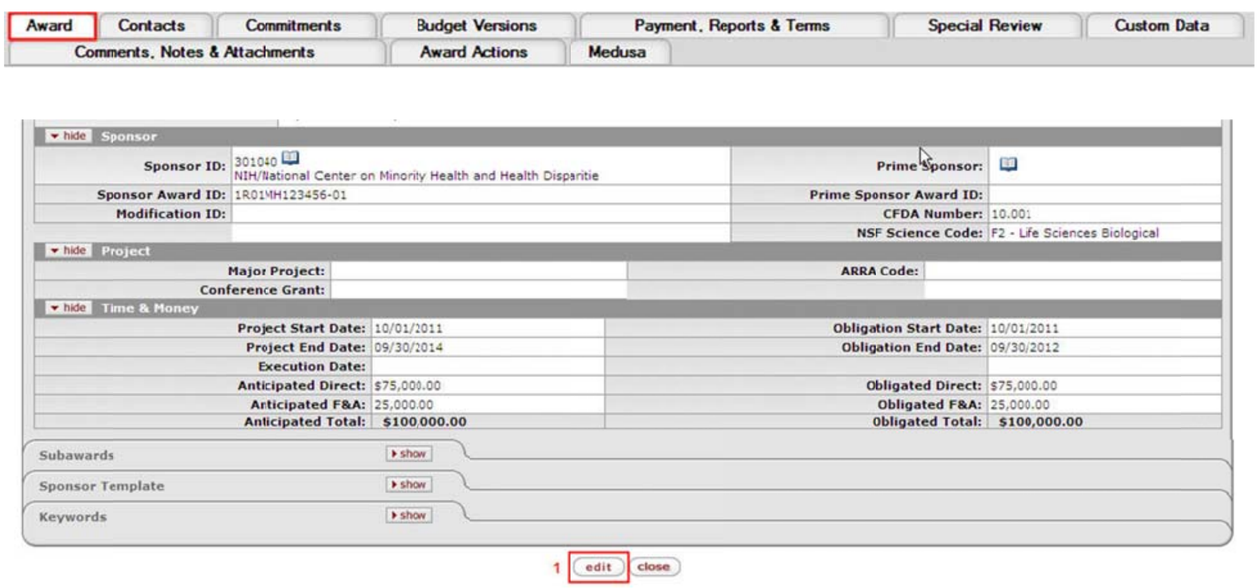


Scroll down on the same page to view the results of your search. Review the returned awards and look for the appropriate award. Identify the 1) Parent Award (Award ID always contains a suffix of -00001) and click on 2) Open.



Actions	Award ID	Sponsor Award ID	Lead Unit ID	Lead Unit	Account ID	Award Status	Award Title	Sponsor ID	Sponsor Name	Investigator	OSP Administrator	Obligation Start Date	Final Expiration Date	Archive Location	Archive Date
2 open copy medusa	1 000031-00001	1R01MH123456-01	12020200	CAS BIOLOGY		Approved Award	Cytochrome Study	301040	NIH/National Center on Minority Health and Health Disparitie	KATHLEEN C FOSTER			09/30/2014		
open copy medusa	000031-00002	1R01MH123456-01	12020200	CAS BIOLOGY		Approved Award	Cytochrome Study	301040	NIH/National Center on Minority Health and Health Disparitie	KATHLEEN C FOSTER			09/30/2014		

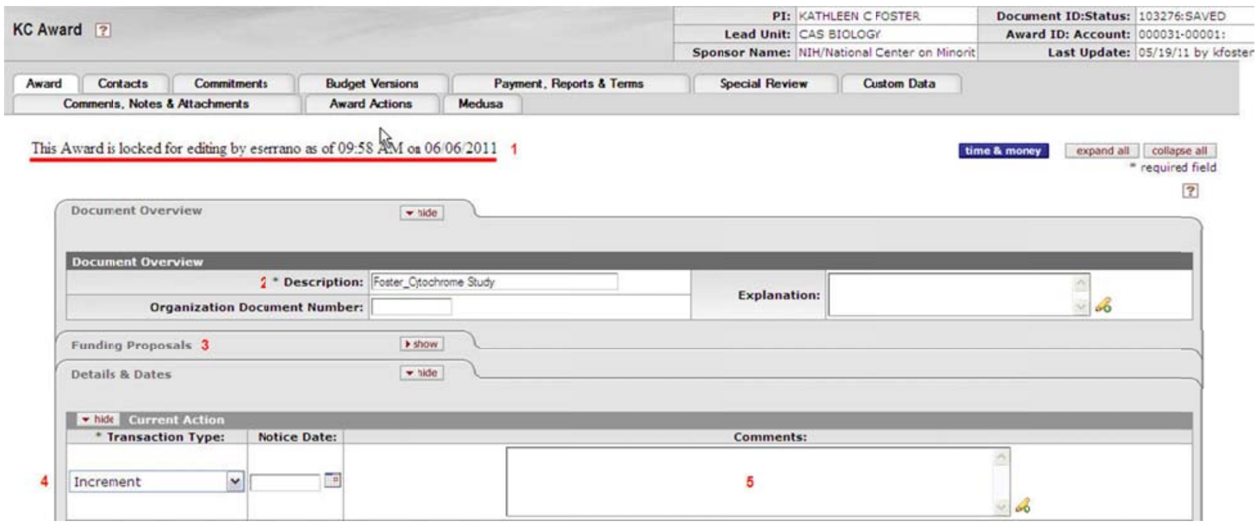
The Parent Award opens up in a non-editable state. Review the information on the Awards tab and make sure you have opened the appropriate award. Scroll down to the bottom of the page and click on the 1) Edit button.



B. Edit the Parent Award – Award Tab.

The Parent Award opens up in an editable state.

An 1) "Award is locked for editing" error appears if someone else is working on (a document version open in an editable state) a certain document , such as a Parent Award in this case, when you try to edit the document. If you should come across this error, scroll down to the bottom of the page and click close and Do not save any changes. Contact the person who has the document open to determine an appropriate time for you to open and edit the document.



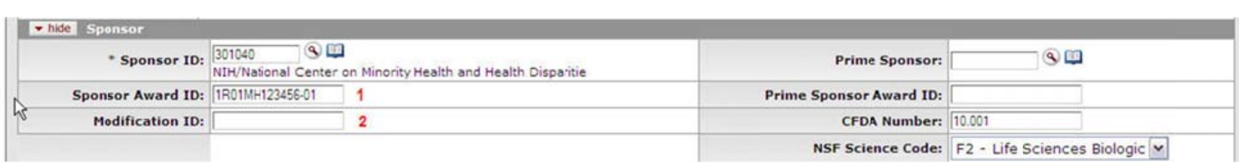
The 2) document description should be the first portion of the award title. There is a 30 character limit on this field.

If this Increment is a result of a competitive proposal for which an Institutional Proposal was created, make sure to add the Institutional Proposal in the 3) Funding Proposals panel.

Reference Create New Parent Award – Step C for instructions on how to link pending proposals to this Parent Award.

On Current Action's subpanel under Date and Details, select Increment as your 4) Transaction Type and enter any 5) Comments related to the transaction.

Two fields that commonly require maintenance at the Parent level in the system when processing a modification initiated by the sponsor are the 1) Sponsored Award ID and the 2) Modification ID. NIH and other sponsor update the Sponsor Award ID when issuing a notice of award. Contracts from any sponsor usually carry a Modification ID when the original contract is modified. Make sure these two fields are updated at the Parent level, if applicable.



C. Complete Comments, Notes and Attachments

Enter any comments (viewable by PI/DA) and notes (internal OSP and PAFO only) if applicable. Your comments from the previous version will appear in the Comments Panel. You can choose to leave those comments in and add to those comments or delete those comments and new comments solely for this transaction.

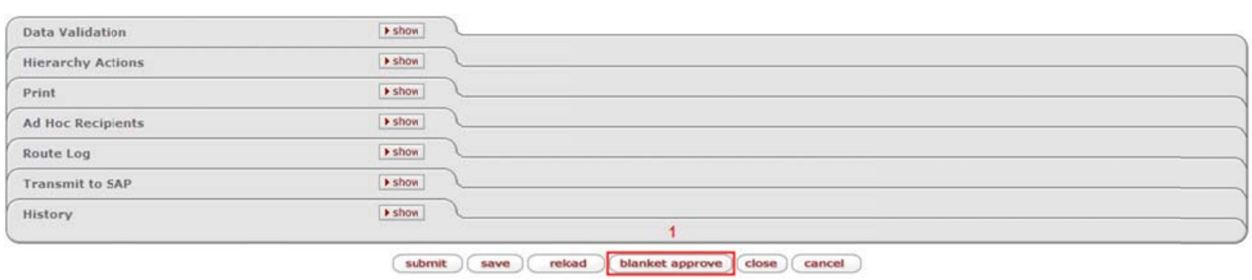
Keep in mind that the comments on this version will appear on the Award Notification, but a history of all comments (across versions) can be viewed by clicking on View History.

If the sponsor provides a new or revised notice of grant award, the documentation must be uploaded in the system. To upload a document, navigate and open the Attachments Panel in the Comments, Notes and Attachments tab.

Select Notice of Award as the 1) Attachment Type. Enter a 2) description of the attachment and search for the document on your computer or network by click on the 3) browse button. Select the appropriate file using the Chose File pop-up window and click 4) Add to upload the document onto the record.

D. Finalize the version of the Parent Award

To finalize the parent award, click on the 1) Blanket Approve button found on the Document Action Command buttons found at the bottom of the page.



E. Edit the Award Hierarchy

If the new funds need to be segregated from existing funds, one or more new child award(s) are created, depending on the requirements for the particular award.

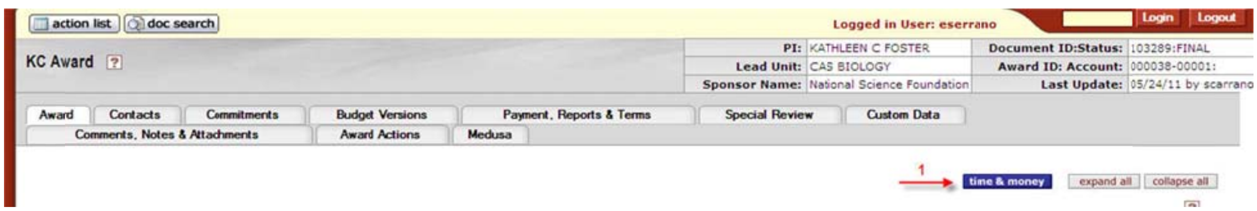
Reference Create Hierarchy and Child Awards user guide for instructions on how to create child award awards.

F. Modify data on existing child awards

Modifications can take place to any previously existing child awards. Repeats Steps A and B for all child awards

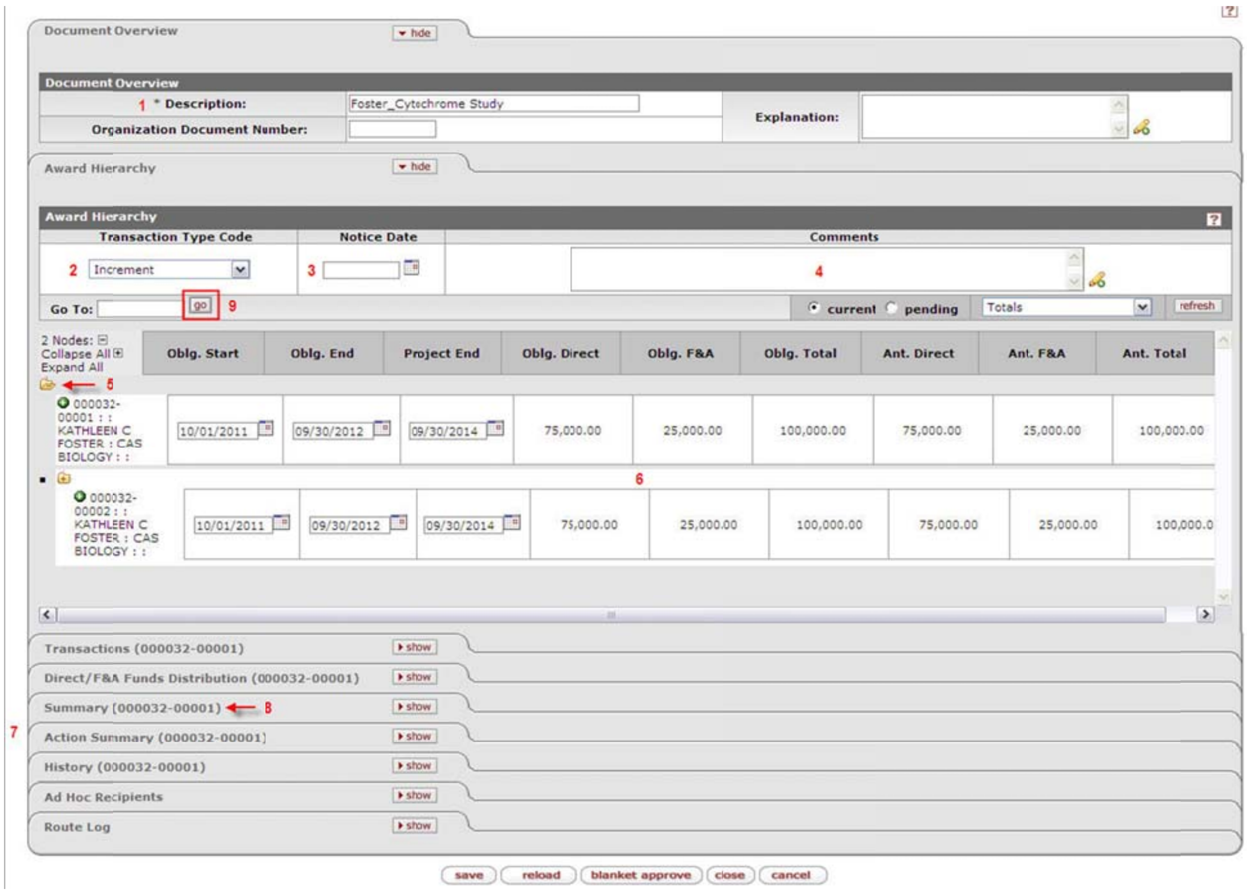
G. Review Time and Money document, Hierarchy and obligated amounts.

Search for parent award again by repeating Step A of this document. Once you have opened the Parent Award, click on the 1) Time and Money button on the upper right hand corner in the Award tab.



On the Time and Money document, replace the "timeandmoney document" 1) Description in the Document Overview panel with our recommended description: PI first initial, Last Name_Portion of the title.   On the Award Hierarchy Panel, select Increment as your 2) Transaction Type, enter the 3) Notice Date and provide any additional comments related to the transaction in the 4) Comments box.

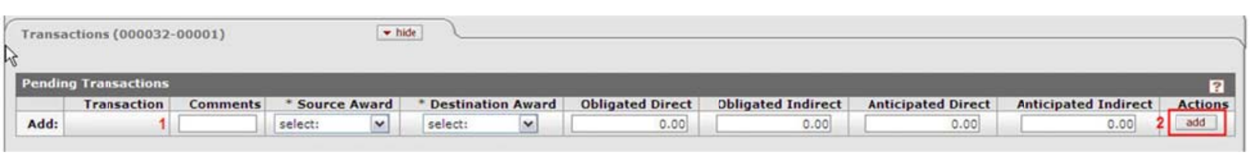
Next, open the hierarchy view by clicking on the 5) folder icon of the parent node. Review the 6) obligated amounts at each child and the roll up amounts at the parent in order to adequately obligate the incremental to the appropriate child award(s).



Another review step that may assist in adequately obligating new funds is to review the 7) Summary and History Panels of the nodes in the hierarchy. When a Time and Money document is originally opened, all of the Panels represent 8) information for the Parent. To view these panel for another node in the hierarchy, use the 9) GO TO functionality. Enter the appropriate Award ID (i.e. 000038-00002) and click GO.

H. Create a transaction(s) for the Increment

Complete all the required information 1) on the Transactions Panel (nodes, obligated and anticipated amounts) and click 2) Add. Repeat this step if the Increment is disbursed among more than one child.

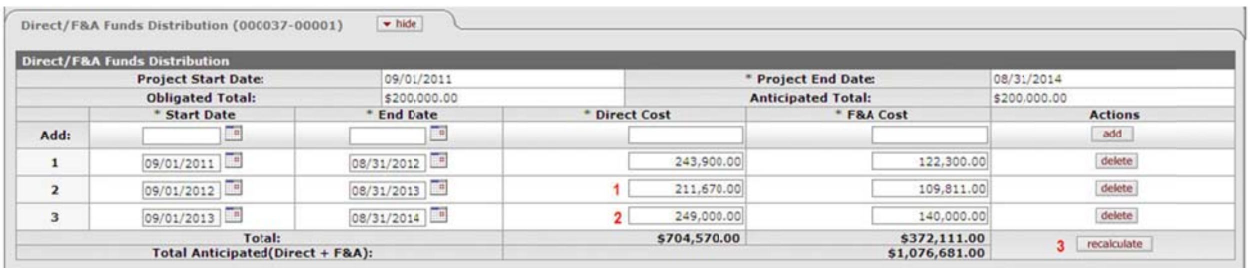


The Destination Award must be a child at the lowest level of the hierarchy. A parent award, as well as any other group node with child awards beneath it, may not hold distributable funds.

I. Update Direct and F&A Distribution Panel (if applicable) and finalize T&M document

Update the 1) current budget period on the Direct and F&A Distribution to reflect the amount anticipated for the year for which the increment is being processed. In most cases, the total amount anticipated will equal the total amount obligated.

If the anticipated dollars of 2) future budget years have also been increased, it is important to update the anticipated direct and F&A costs of those years. For example, if an award is currently in Year 2 and future year anticipated dollars were affected by a notice of award, you will need to update the anticipated direct and F&A costs for Years 3, 4, etc.



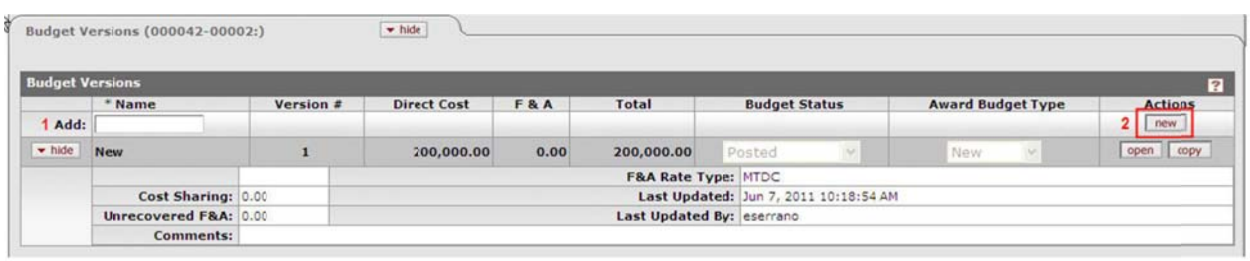
The Direct and F&A Distribution Panel is the source for the Anticipated Dollars/Grant Run Out Grid reports which can be used to project dollars for a PI, a Department, a School, or the University.

Scroll down to the bottom of the screen and click the Blanket Approve button.

J. Create new budget version for child award(s) for the newly obligated funds.

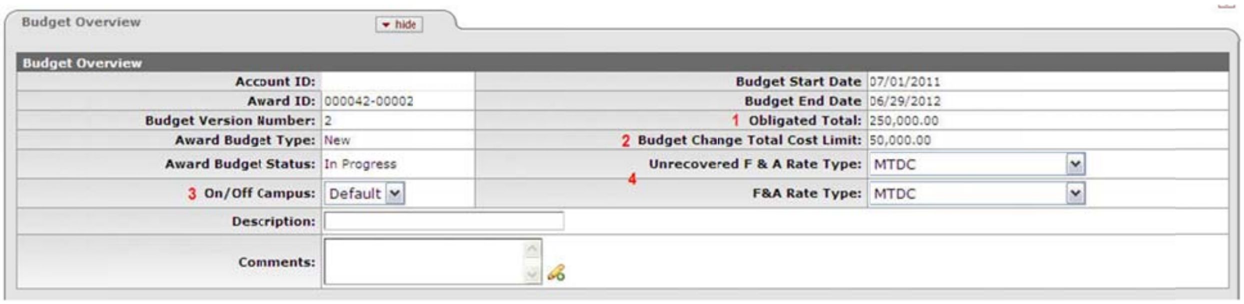
On the main portal, search for an open the child award which has new obligated funds. Click on the Budget Versions tab.

On the Budget Versions panel, enter a 1) Name for the version of the budget and 2) click Add.



It is recommend to enter theTransaction Type as the Name for the budget version.

Click the Open button on the newly created Budget Version. The Award Budget document will open and will display the Parameters tab. Review and complete the Budget Overview panel.



Data Quality	SOP Definition / Use	Required
1) Obligated Total	This field is automatically populated from the Time and Money Document, and displays the cumulative amount of funds that have been obligated to this account to date.	Yes
2) Budget Change Total Cost Limit	This field represents the change of funds obligated by the current action that needs to be budgeted in this version of the award budget document.	Yes

Make sure to select the appropriate 3) On/Off Campus indicator and the appropriate 4) Rate Types for both the F&A and Unrecovered F&A.

Reference. To complete this version of the budget document, follow the same steps found in the *Creating a budget document for Child Award* user guide. Start at Step C.

It is important to note that each new version of an award budget captures only the 1) change to the budget since the last version. A new budget version does not include (sum) amounts from any previous versions of a budget.

For any particular object code the system will show you 2) obligated amounts (in a read only view) to that object code from prior budget versions of the budget document.

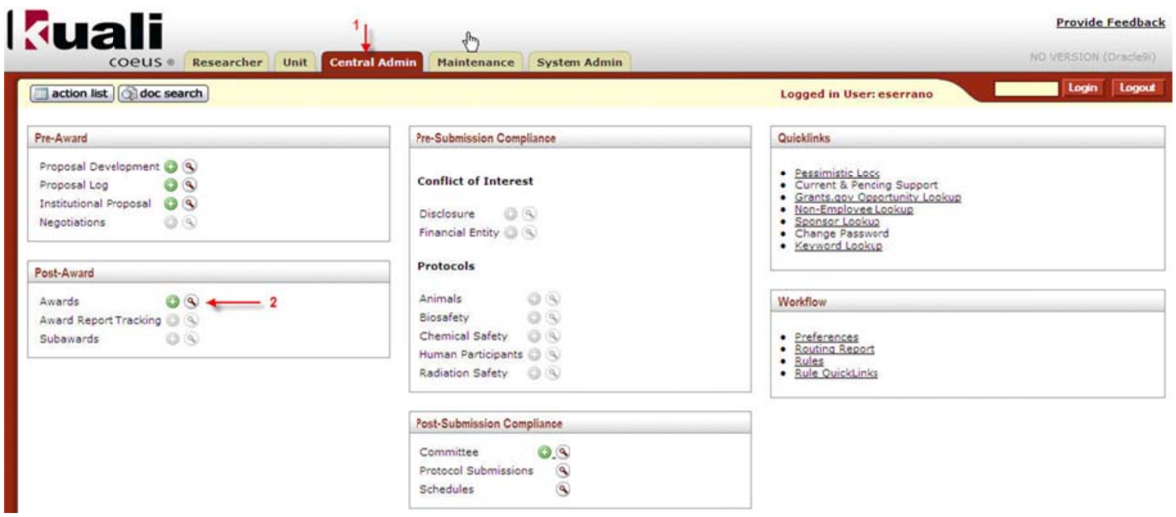
Repeat Step I for all child awards with newly obligated funds.

Continuation

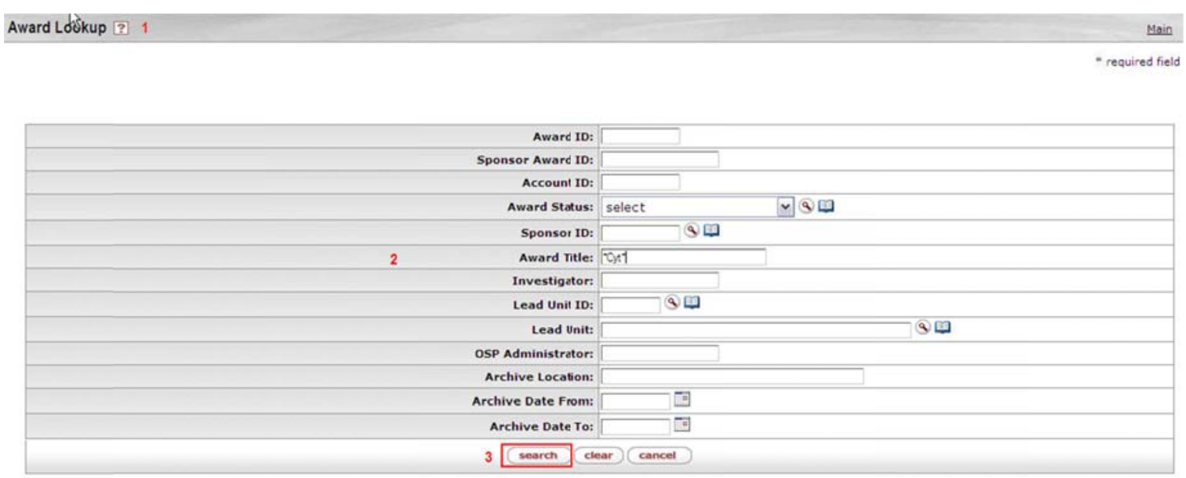
A continuation represents a new budget period of an existing award.

A. Search for and open Parent Award

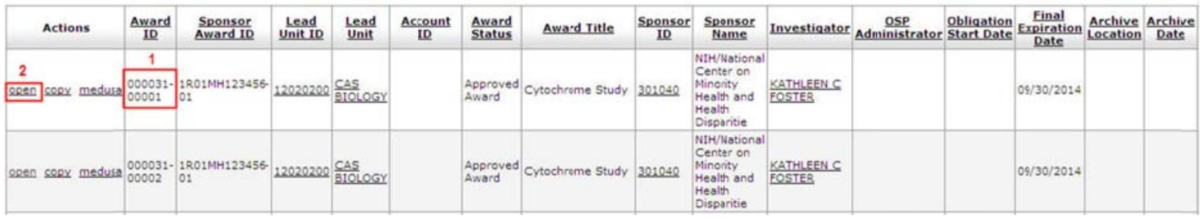
Click on the 1) Central Admin tab and then search for the award for which a Continuation is to be processed by clicking the 2) magnifying glass next to Awards.



On the 1) Award Look up Screen, enter one or more 2) criteria for the award to narrow your search results. Click 3) Search.

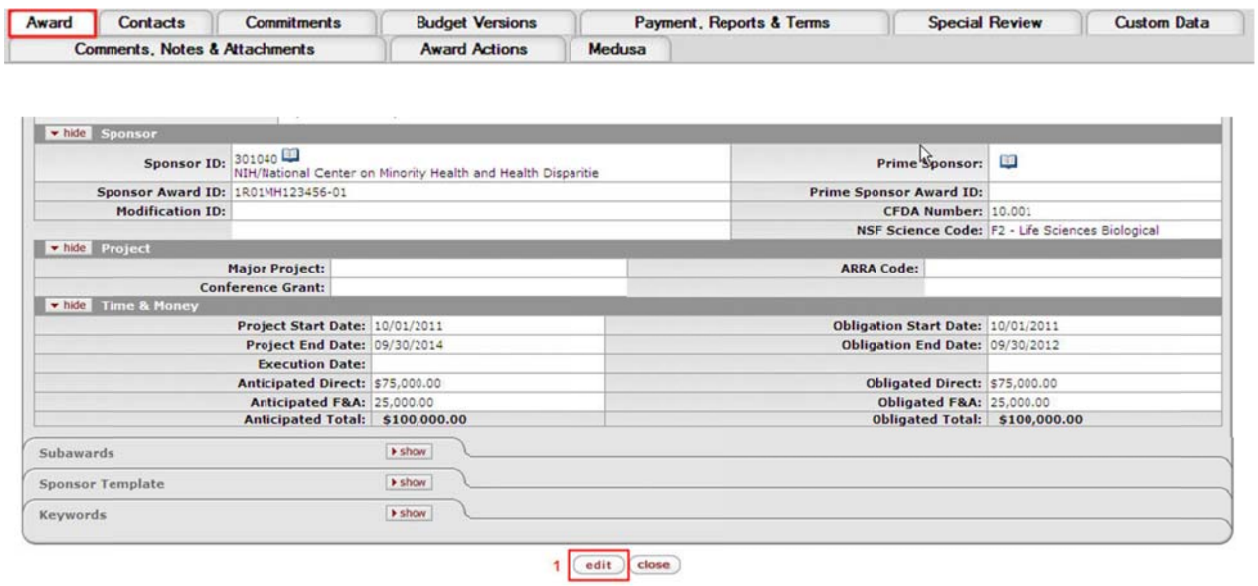


Scroll down on the same page to view the results of your search. Review the returned awards and look for the appropriate award. Identify the 1) Parent Award (Award ID always contains a suffix of -00001) and click on 2) Open.



Actions	Award ID	Sponsor Award ID	Lead Unit ID	Lead Unit	Account ID	Award Status	Award Title	Sponsor ID	Sponsor Name	Investigator	OSP Administrator	Obligation Start Date	Final Expiration Date	Archive Location	Archive Date
2 open copy medusa	1 000031-00001	1R01MH123456-01	12020200	CAS BIOLOGY		Approved Award	Cytochrome Study	301040	NIH/National Center on Minority Health and Health Disparitie	KATHLEEN C FOSTER			09/30/2014		
open copy medusa	000031-00002	1R01MH123456-01	12020200	CAS BIOLOGY		Approved Award	Cytochrome Study	301040	NIH/National Center on Minority Health and Health Disparitie	KATHLEEN C FOSTER			09/30/2014		

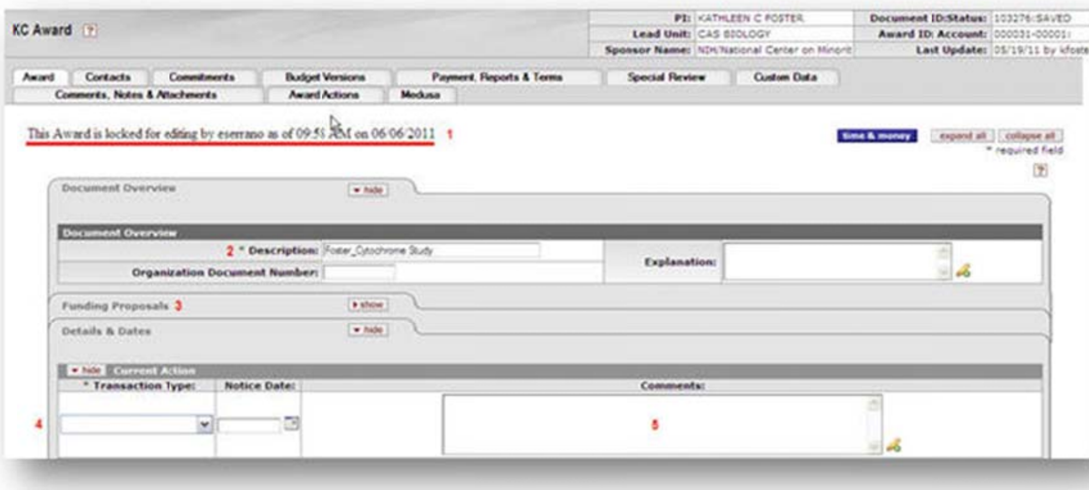
The Parent Award opens up in a non-editable state. Review the information on the Awards tab and make sure you have opened the appropriate award. Scroll down to the bottom of the page and click on the 1) Edit button.



B. Edit the Parent Award – Award Tab.

The Parent Award opens up in an editable state.

An 1) "Award is locked for editing" error appears if someone else is working on (a document version open in an editable state) a certain document , such as a Parent Award in this case, when you try to edit the document. If you should come across this error, scroll down to the bottom of the page and click close and **Do not save any changes.** Contact the person who has the document open to determine an appropriate time for you to open and edit the document.



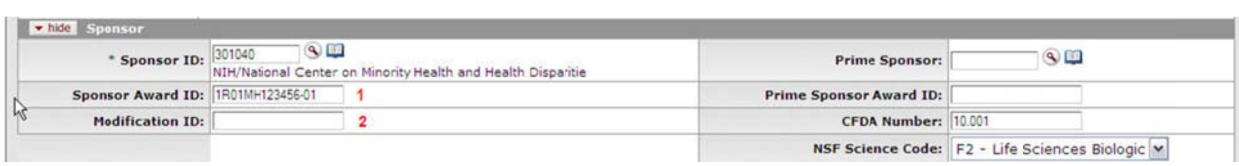
Confirm the recommended 2) Description is entered in the Document Overview: a description which uniquely identifies this award. For example, PI first initial, last name_first portion or keywords of the award title.

If this Continuation is a result of a competitive proposal for which an Institutional Proposal was created, make sure to add the Institutional Proposal in the 3) Funding Proposals panel.

Reference Create New Parent Award – Step C for instructions on how to link pending proposals to this Parent Award.

On Current Action's subpanel under Date and Details, select Continuation as your 4) Transaction Type and enter any 5) Comments related to the transaction.

Two fields that commonly require maintenance at the Parent level in the system when processing a modification initiated by the sponsor are the 1) Sponsored Award ID and the 2) Modification ID. NIH and other sponsor update the Sponsor Award ID when issuing a notice of award. Contracts from any sponsor usually carry a Modification ID when the original contract is modified. Make sure these two fields are updated at the Parent level, if applicable.



C. Complete Comments, Notes and Attachments

Enter any comments (viewable by PI/DA) and notes (internal OSP and PAFO only) if applicable. Your comments from the previous version will appear in the Comments Panel. You can choose to leave those comments in and add to those comments or delete those comments and new comments solely for this transaction.

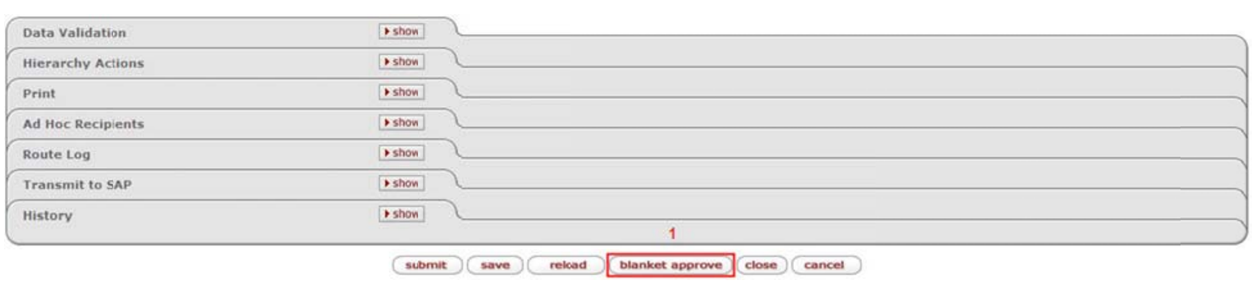
Keep in mind that the comments on this version will appear on the Award Notification, but a history of all comments (across versions) can be viewed by clicking on View History.

If the sponsor provides a new or revised notice of grant award, the documentation must be uploaded in the system. To upload a document, navigate and open the Attachments Panel in the Comments, Notes and Attachments tab.

Select Notice of Award as the 1) Attachment Type. Enter a 2) description of the attachment and search for the document on your computer or network by click on the 3) browse button. Select the appropriate file using the Chose File pop-up window and click 4) Add to upload the document onto the record.

D. Finalize the version of the Parent Award

To finalize the parent award, click on the 1) Blanket Approve button found on the Document Action Command buttons found at the bottom of the page.



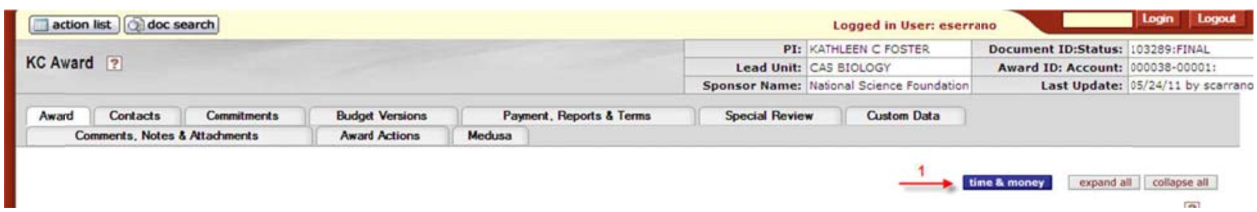
E. Edit the Award Hierarchy

If the new funds need to be segregated from existing funds, one or more new child award(s) are created, depending on the requirements for the particular award.

Reference Create Hierarchy and Child Awards user guide for instructions on how to create child awards.

F. Review Time and Money document, Hierarchy and obligated amounts.

Search for parent award again by repeating Step A of this document. Once you have opened the Parent Award, click on the 1) Time and Money button on the upper right hand corner in the Award tab.

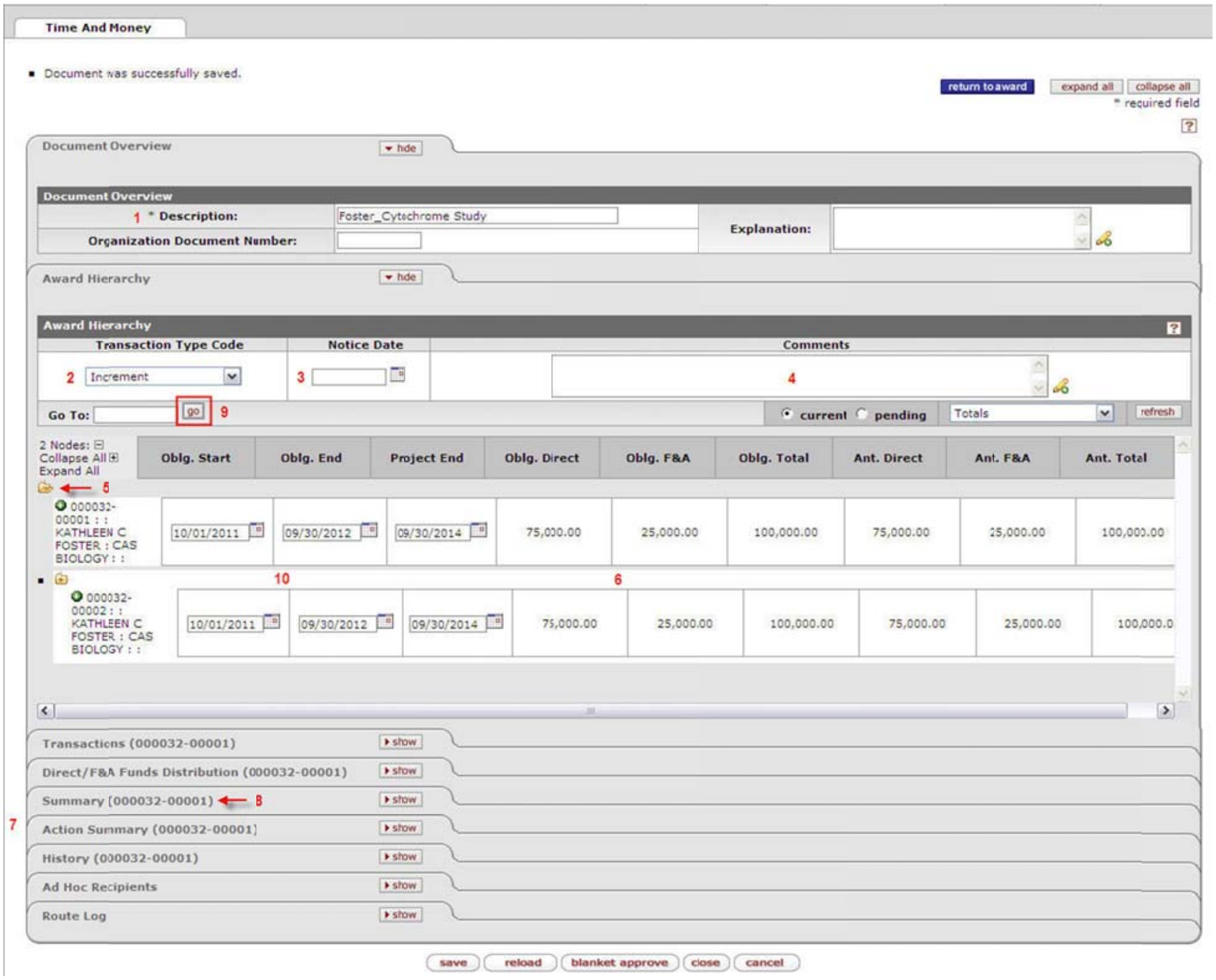


On the Time and Money document, replace the "timeandmoney document" 1) Description in the Document Overview panel with our recommended description: First 30 characters of the Project Title. On the Award Hierarchy Panel, select Continuation as your 2) Transaction Type, enter the 3) Notice Date and provide any additional comments related to the transaction in the 4) Comments box.

Next, open the hierarchy view by clicking on the 5) folder icon of the parent node. Review and edit the obligation dates of the old and newly created child awards and the parent. For each node the dates should be edited as described in the table below.

Data Quality	SOP Definition / Use	Required
10) Obligation Start Date	Edited as needed to reflect the effective date of the current budget period as defined by the sponsor.	Yes
10) Obligation End Date	Edited as needed to reflect the end start date of the current budget period as defined by the sponsor.	Yes

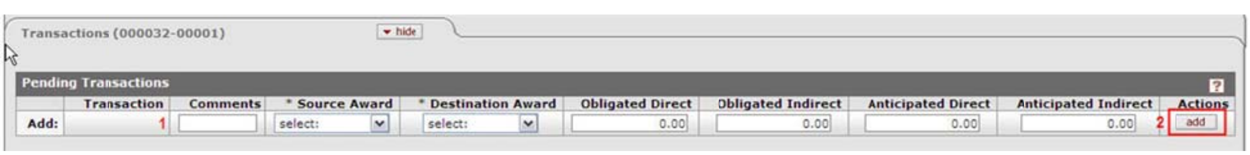
Review the 6) obligated amounts at each child and the roll up amounts at the parent in order to adequately obligate the continuation funding to the appropriate child award(s).



Another review step that may assist in adequately obligating new funds is to review the 7) Summary and History Panels of the nodes in the hierarchy. When a Time and Money document is originally opened, all of the Panels represent 8) information for the Parent. To view these panel for another node in the hierarchy, use the 9) GO TO functionality. Enter the appropriate Award ID (i.e. 000038-00002) and click GO.

G. Create a transaction(s) for the Continuation

Complete all the required information 1) on the Transactions Panel (nodes, obligated and anticipated amounts) and click 2) Add. Repeat this step if the Increment is disbursed among more than one child.

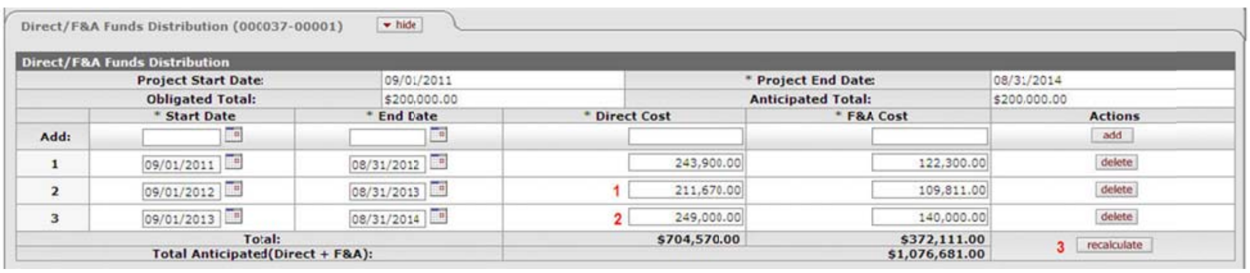


The Destination Award must be a child at the lowest level of the hierarchy. A parent award, as well as any other group node with child awards beneath it, may not hold distributable funds.

H. Update Direct and F&A Distribution Panel (if applicable) and finalize T&M document

Update the 1) current budget period on the Direct and F&A Distribution to reflect the amount anticipated for the year for which the continuation is being processed. In most cases, the total amount anticipated will equal the total amount obligated.

If the anticipated dollars of 2) future budget years have also been changed, it is important to update the anticipated direct and F&A costs of those years. For example, if an award is currently in Year 2 and future year anticipated dollars were affected by a notice of award, you will need to update the anticipated direct and F&A costs for Years 3, 4, etc.



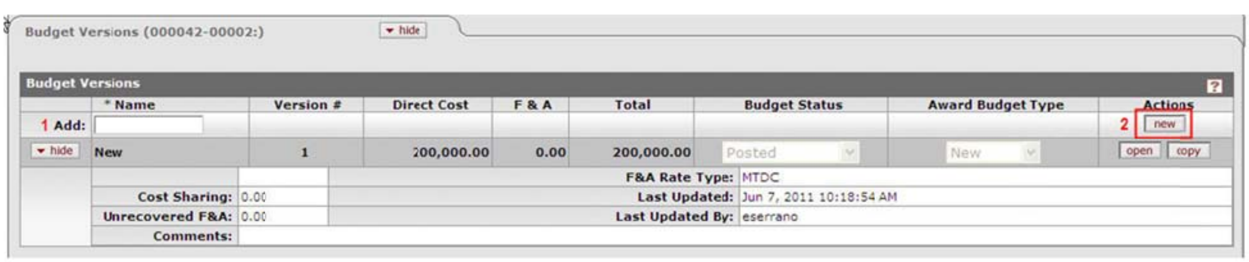
The Direct and F&A Distribution Panel is the source for the Anticipated Dollars/Grant Run Out Grid reports which can be used to project dollars for a PI, a Department, a School, or the University.

Scroll down to the bottom of the screen and click the Blanket Approve button.

I. Create new budget version for child award(s) for the newly obligated funds.

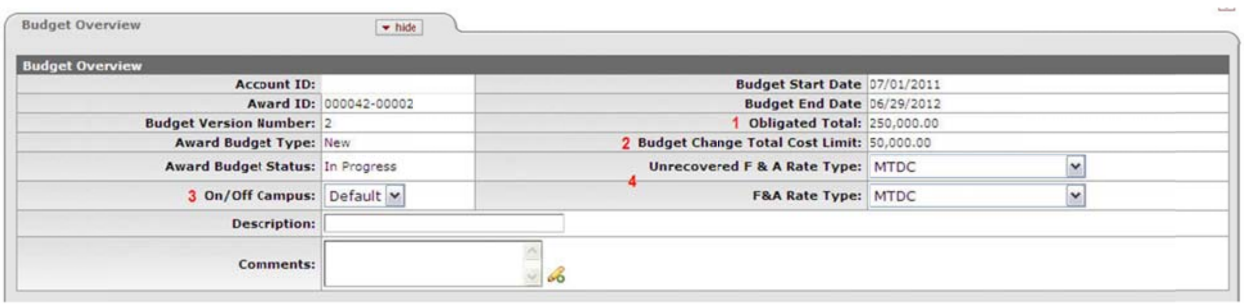
On the main portal, search for an open the child award which has new obligated funds. Click on the Budget Versions tab.

On the Budget Versions panel, enter a 1) Name for the version of the budget and 2) click Add.



It is recommended to enter the Transaction Type (entered on the Time and Money document) as the Name for the budget version.

Click the Open button on the newly created Budget Version. The Award Budget document will open and will display the Parameters tab. Review and complete the Budget Overview panel found on the Parameters tab.

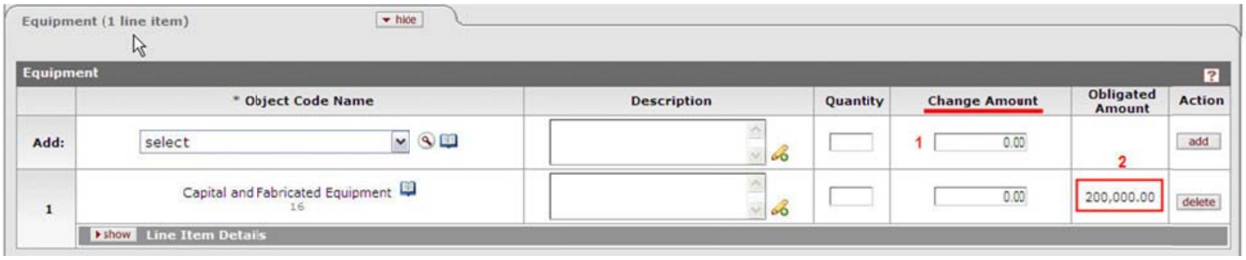


Data Quality	SOP Definition / Use	Required
1) Obligated Total	This field is automatically populated from the Time and Money Document, and displays the cumulative amount of funds that have been obligated to this account to date.	Yes
2) Budget Change Total Cost Limit	This field represents the change of funds obligated by the current action that needs to be budgeted in this version of the award budget document.	Yes

Make sure to select the appropriate 3) On/Off Campus indicator and the appropriate 4) Rate Types for both the F&A and Unrecovered F&A.

Reference. To complete this version of the budget document, follow the same steps found in the *Creating a budget document for Child Award* user guide. Start at Step C.

It is important to note that each new version of an award budget captures only the 1) change to the budget since the last version. A new budget version does not include (sum) amounts from any previous versions of a budget.



For any particular object code the system will show you 2) obligated amounts (in a read only view) to that object code from prior budget versions of the budget document.

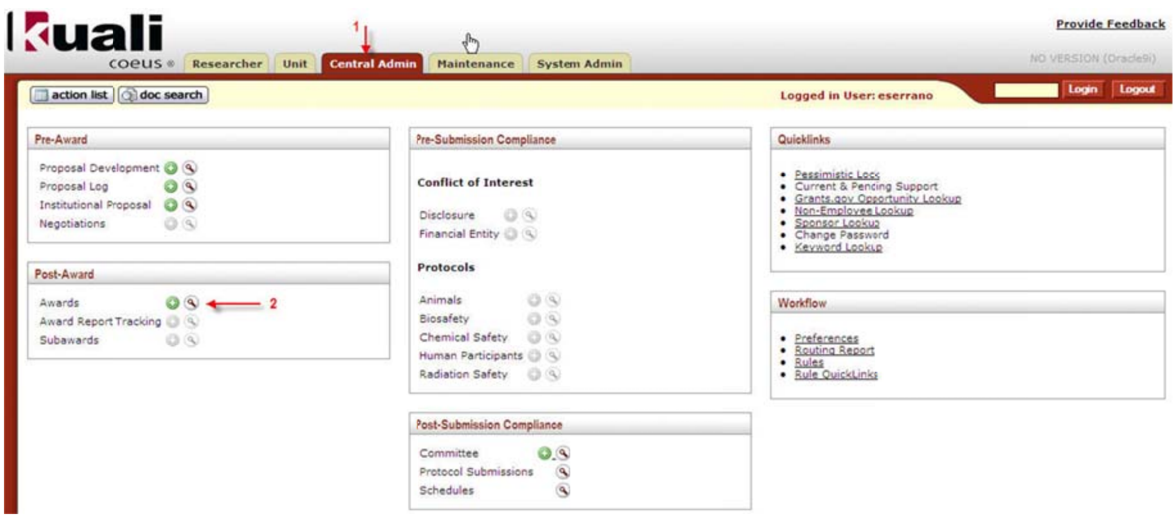
Repeat Step I for all child awards with newly obligated funds.

Supplement

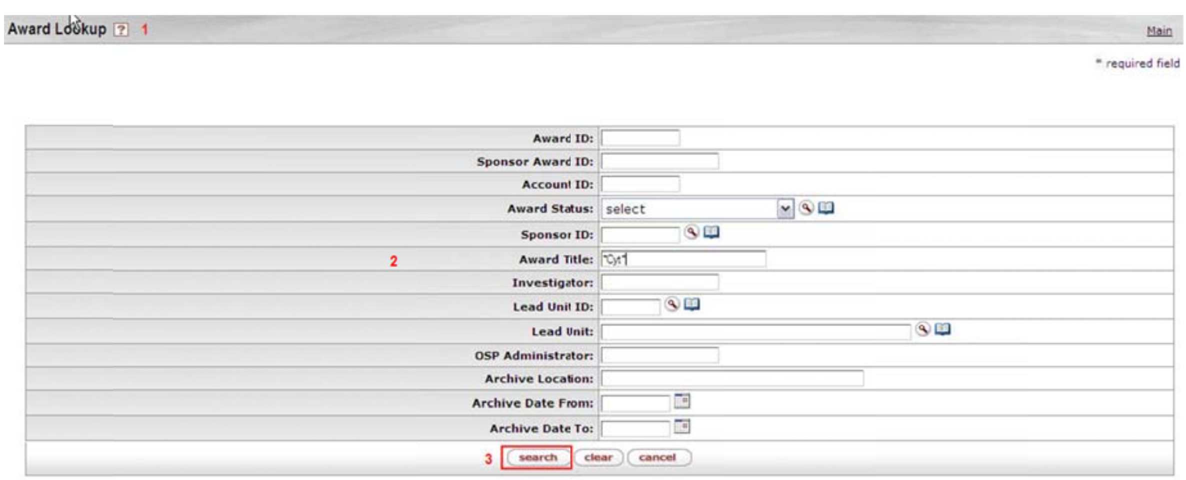
A supplement is an increase to an existing award made in response to the submission of supplementary proposal material. A supplement can represent an obligation of new funds alone or the obligation of funds plus any an extension of the obligation period.

A. Search for and open Parent Award

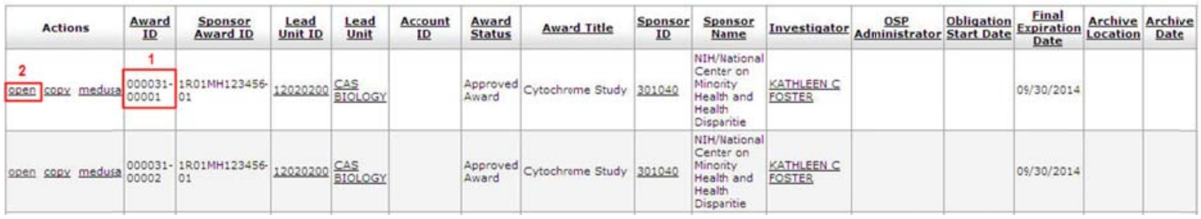
Click on the 1) Central Admin tab and then search for the award for which a Supplement is to be processed by clicking the 2) magnifying glass next to Awards.



On the 1) Award Look up Screen, enter one or more 2) criteria for the award to narrow your search results. Click 3) Search.

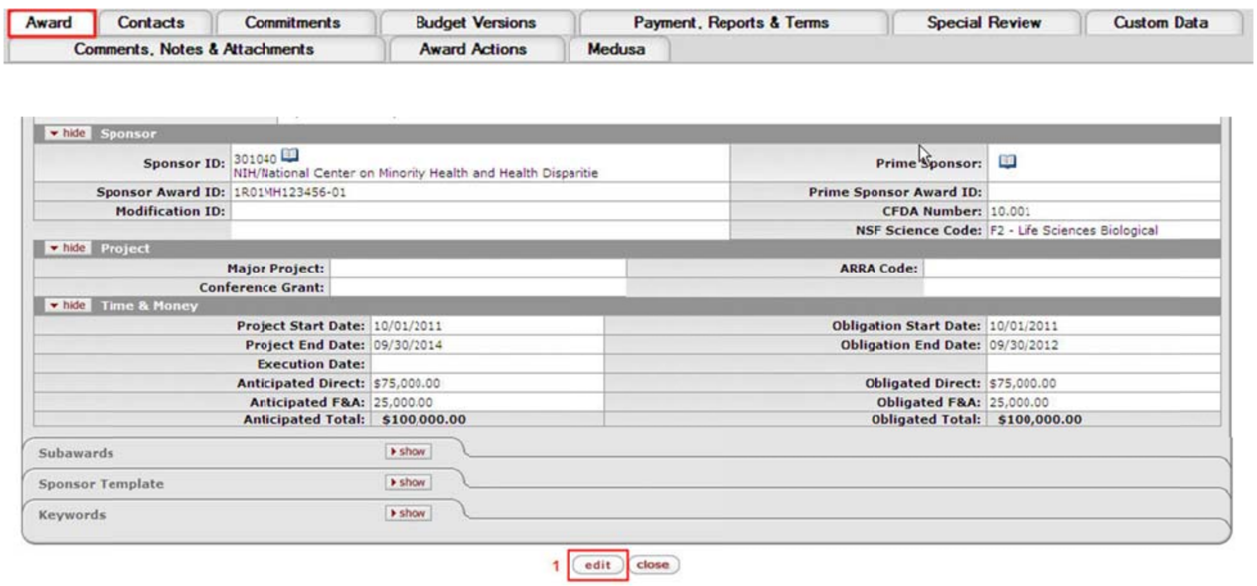


Scroll down on the same page to view the results of your search. Review the returned awards and look for the appropriate award. Identify the 1) Parent Award (Award ID always contains a suffix of -00001) and click on 2) Open.



Actions	Award ID	Sponsor Award ID	Lead Unit ID	Lead Unit	Account ID	Award Status	Award Title	Sponsor ID	Sponsor Name	Investigator	OSP Administrator	Obligation Start Date	Final Expiration Date	Archive Location	Archive Date
open copy medusa	000031-00001	1R01MH123456-01	12020200	CAS BIOLOGY		Approved Award	Cytochrome Study	301040	NIH/National Center on Minority Health and Health Disparitie	KATHLEEN C FOSTER			09/30/2014		
open copy medusa	000031-00002	1R01MH123456-01	12020200	CAS BIOLOGY		Approved Award	Cytochrome Study	301040	NIH/National Center on Minority Health and Health Disparitie	KATHLEEN C FOSTER			09/30/2014		

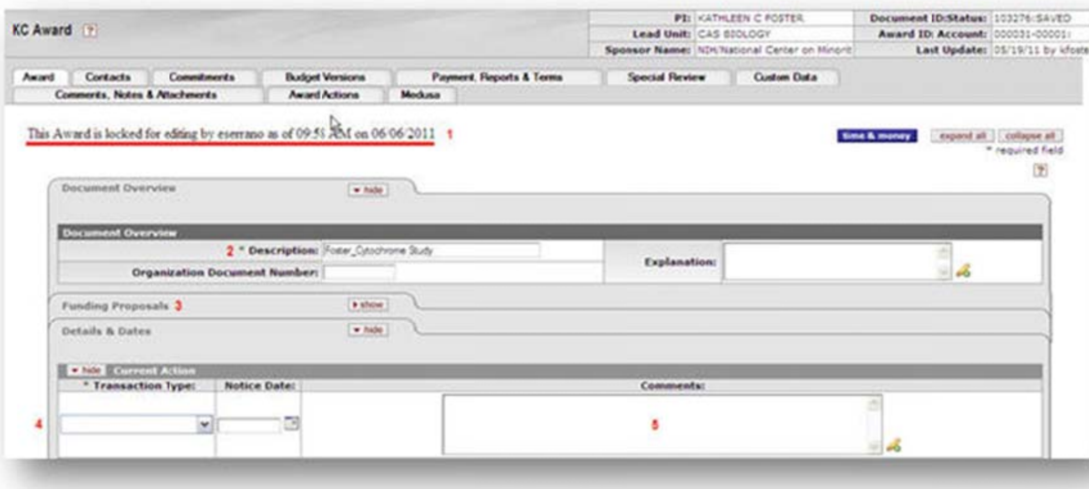
The Parent Award opens up in a non-editable state. Review the information on the Awards tab and make sure you have opened the appropriate award. Scroll down to the bottom of the page and click on the 1) Edit button.



B. Edit the Parent Award – Award Tab.

The Parent Award opens up in an editable state.

An 1) "Award is locked for editing" error appears if someone else is working on (a document version open in an editable state) a certain document , such as a Parent Award in this case, when you try to edit the document. If you should come across this error, scroll down to the bottom of the page and click close and **Do not save any changes.** Contact the person who has the document open to determine an appropriate time for you to open and edit the document.



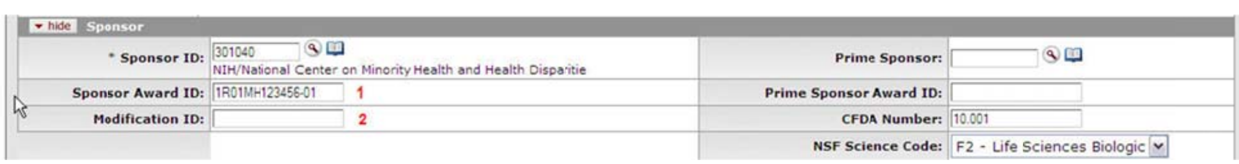
The 2) document description should be the first portion of the award title. There is a 30 character limit on this field.

If this Supplement is a result of a competitive proposal for which an Institutional Proposal was created, make sure to add the Institutional Proposal in the 3) Funding Proposals panel.

Reference Create New Parent Award – Step C for instructions on how to link pending proposals to this Parent Award.

On Current Action's subpanel under Date and Details, select Supplement as your 4) Transaction Type and enter any 5) Comments related to the transaction.

Two fields that commonly require maintenance at the Parent level in the system when processing a modification initiated by the sponsor are the 1) Sponsored Award ID and the 2) Modification ID. NIH and other sponsor update the Sponsor Award ID when issuing a notice of award. Contracts from any sponsor usually carry a Modification ID when the original contract is modified. Make sure these two fields are updated at the Parent level, if applicable.



C. Complete Comments, Notes and Attachments

Enter any comments (viewable by PI/DA) and notes (internal OSP and PAFO only) if applicable. Your comments from the previous version will appear in the Comments Panel. You can choose to leave those comments in and add to those comments or delete those comments and new comments solely for this transaction.

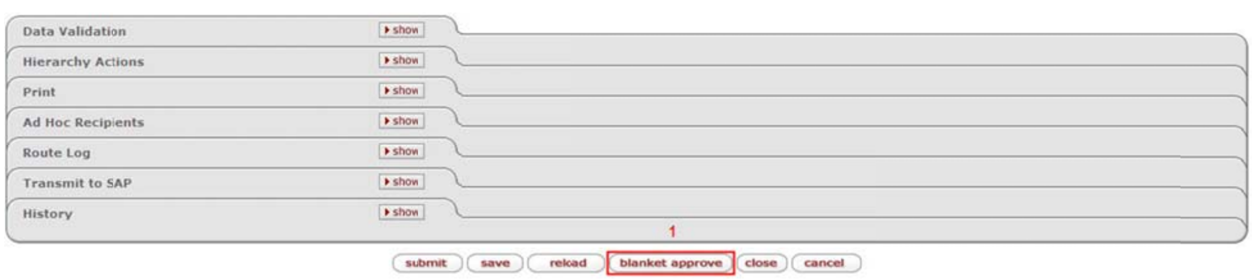
Keep in mind that the comments on this version will appear on the Award Notification, but a history of all comments (across versions) can be viewed by clicking on View History.

If the sponsor provides a new or revised notice of grant award, the documentation must be uploaded in the system. To upload a document, navigate and open the Attachments Panel in the Comments, Notes and Attachments tab.

Select Notice of Award as the 1) Attachment Type. Enter a 2) description of the attachment and search for the document on your computer or network by click on the 3) browse button. Select the appropriate file using the Chose File pop-up window and click 4) Add to upload the document onto the record.

D. Finalize the version of the Parent Award

To finalize the parent award, click on the 1) Blanket Approve button found on the Document Action Command buttons found at the bottom of the page.



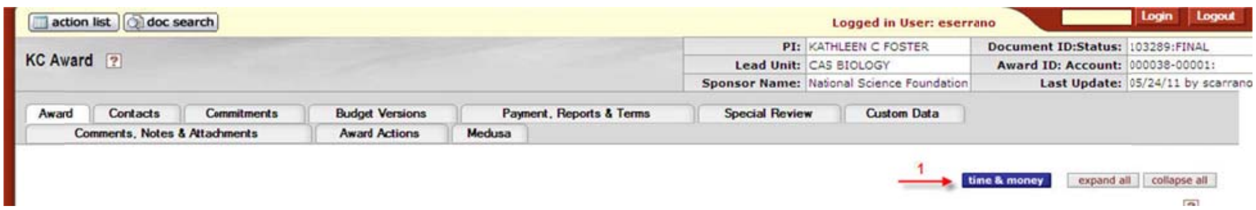
E. Edit the Award Hierarchy

If the new supplement funds need to be segregated from existing funds, one or more new child award(s) are created, depending on the requirements for the particular award.

Reference Create Hierarchy and Child Awards user guide for instructions on how to create child awards.

F. Review Time and Money document, Hierarchy and obligated amounts.

Search for parent award again by repeating Step A of this document. Once you have opened the Parent Award, click on the 1) Time and Money button on the upper right hand corner in the Award tab.

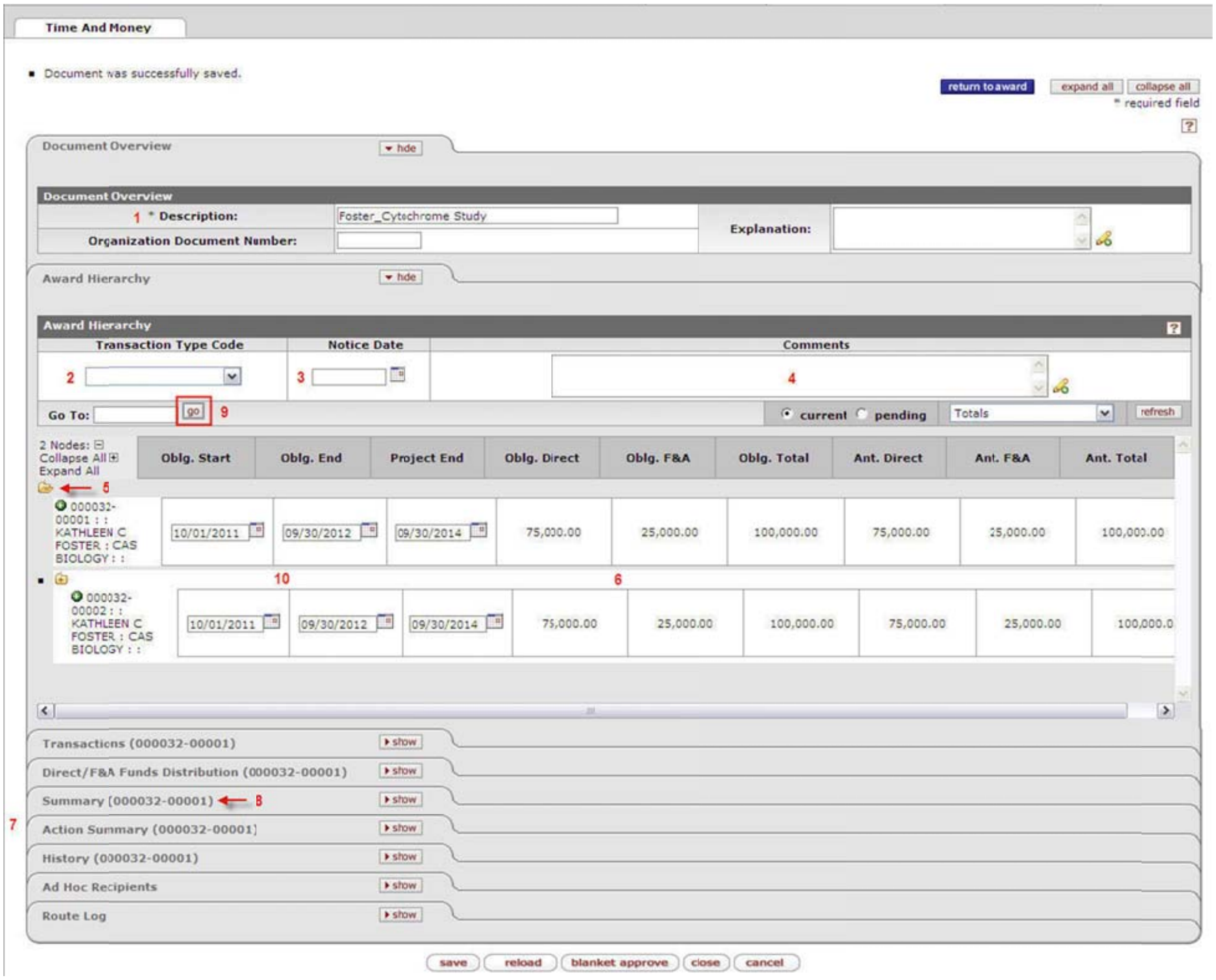


On the Time and Money document, replace the "timeandmoney document" 1) Description in the Document Overview panel with our recommended description: PI first initial, Last Name_Portion of the title. On the Award Hierarchy Panel, select Supplement as your 2) Transaction Type, enter the 3) Notice Date and provide any additional comments related to the transaction in the 4) Comments box.

Next, open the hierarchy view by clicking on the 5) folder icon of the parent node. Review and edit the obligation dates of the old and newly created child awards and the parent. For each node the dates should be edited as described in the table below.

Data Quality	SOP Definition / Use	Required
10) Obligation Start Date	Edited as needed to reflect the effective date of the current budget period as defined by the sponsor.	Yes
10) Obligation End Date	Edited as needed to reflect the end start date of the current budget period as defined by the sponsor.	Yes

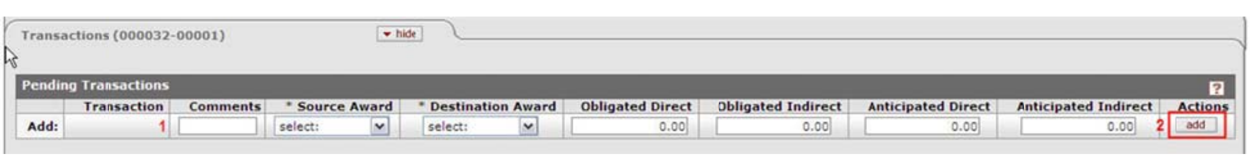
Review the 6) obligated amounts at each child and the roll up amounts at the parent in order to adequately obligate the supplemental funding to the appropriate child award(s).



Another review step that may assist in adequately obligating new funds is to review the 7) Summary and History Panels of the nodes in the hierarchy. When a Time and Money document is originally opened, all of the Panels represent 8) information for the Parent. To view these panel for another node in the hierarchy, use the 9) GO TO functionality. Enter the appropriate Award ID (i.e. 000038-00002) and click GO.

G. Create a transaction(s) for the Supplement

Complete all the required information 1) on the Transactions Panel (source and destination nodes, obligated and anticipated amounts) and click 2) Add. Repeat this step if the Supplement is disbursed among more than one child.

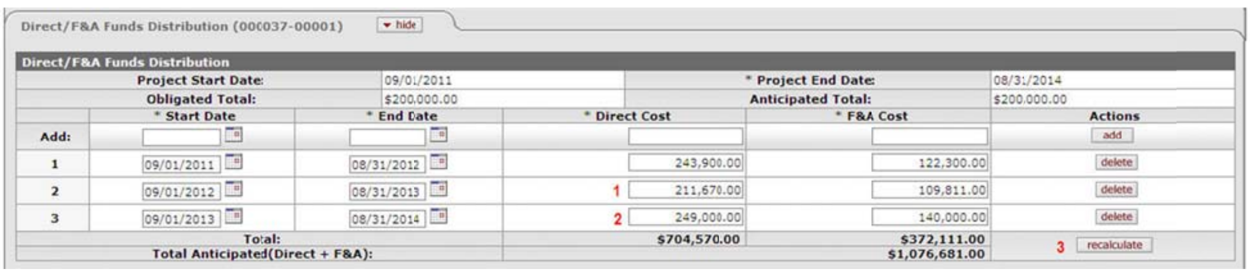


The Destination Award must be a child at the lowest level of the hierarchy. A parent award, as well as any other group node with child awards beneath it, may not hold distributable funds.

H. Update Direct and F&A Distribution Panel (if applicable) and finalize T&M document

Update the 1) current budget period on the Direct and F&A Distribution to reflect the amount anticipated for the year for which the continuation is being processed. In most cases, the total amount anticipated will equal the total amount obligated.

If the anticipated dollars of 2) future budget years have also been changed, it is important to update the anticipated direct and F&A costs of those years. For example, if an award is currently in Year 2 and future year anticipated dollars were affected by a notice of award, you will need to update the anticipated direct and F&A costs for Years 3, 4, etc.


Direct/F&A Funds Distribution (000037-00001)

Direct/F&A Funds Distribution

Project Start Date:	09/01/2011		* Project End Date:	08/31/2014	
Obligated Total:	$200,000.00		Anticipated Total:	$200,000.00	
	* Start Date	* End Date	* Direct Cost	* F&A Cost	Actions
Add:					add
1	09/01/2011	08/31/2012	243,900.00	122,300.00	delete
2	09/01/2012	08/31/2013	1 211,670.00	109,811.00	delete
3	09/01/2013	08/31/2014	2 249,000.00	140,000.00	delete
Total:			$704,570.00	$372,111.00	3 recalculate
Total Anticipated(Direct + F&A):				$1,076,681.00	

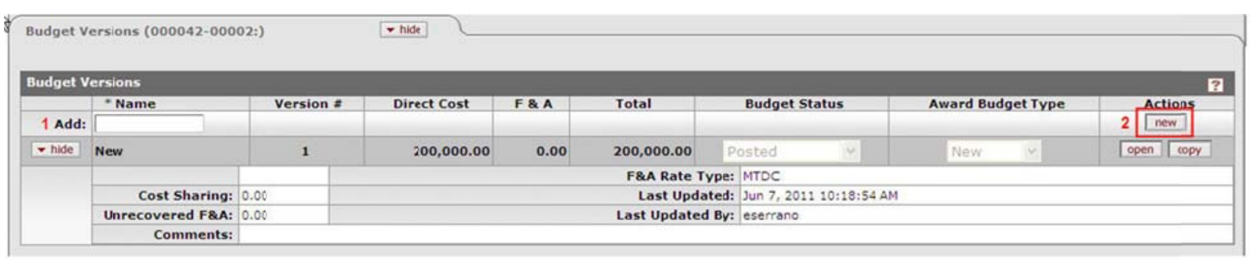
The Direct and F&A Distribution Panel is the source for the Anticipated Dollars/Grant Run Out Grid reports which can be used to project dollars for a PI, a Department, a School, or the University.

Scroll down to the bottom of the screen and click the Blanket Approve button.

I. Create new budget version for child award(s) for the newly obligated funds.

On the main portal, search for an open the child award which has new obligated funds. Click on the Budget Versions tab.

On the Budget Versions panel, enter a 1) Name for the version of the budget and 2) click Add.


Budget Versions (000042-00002)

Budget Versions

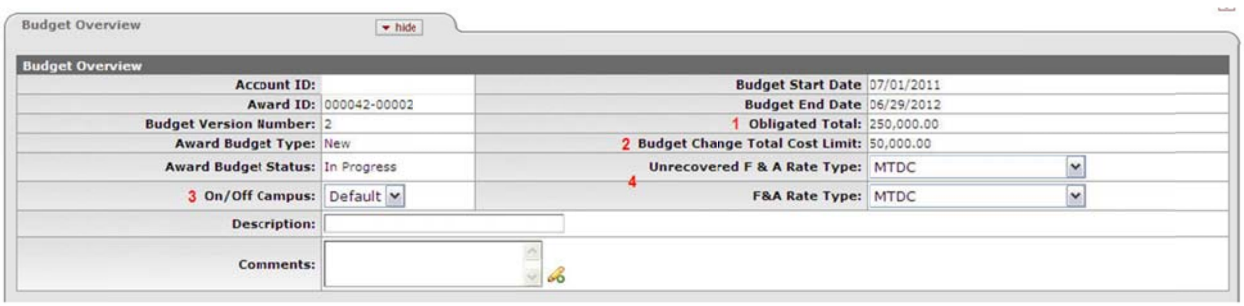
	* Name	Version #	Direct Cost	F & A	Total	Budget Status	Award Budget Type	Actions
1 Add:								2 new
hide	New	1	200,000.00	0.00	200,000.00	Posted	New	open copy

		F&A Rate Type:	MTDC
Cost Sharing:	0.00	Last Updated:	Jun 7, 2011 10:18:54 AM
Unrecovered F&A:	0.00	Last Updated By:	eserrano
Comments:			

It is recommended to enter the Transaction Type (entered on the Time and Money document) as the Name for the budget version.

Note: If a new child was created to segregate the funds to a separate account, the child will not have an existing budget version. A new one will be created for the addition of the supplemental funds. Keep in mind, it is still recommended to name the Budget Version – Supplement.

Click the Open button on the newly created Budget Version. The Award Budget document will open and will display the Parameters tab. Review and complete the Budget Overview panel found on the Parameters tab.

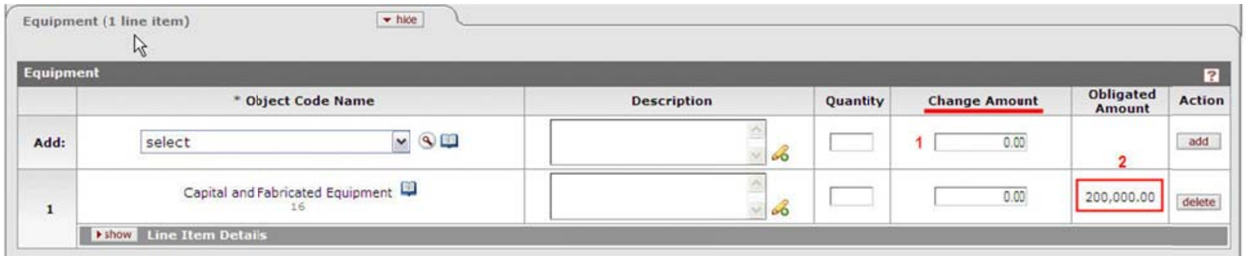


Data Quality	SOP Definition / Use	Required
1) Obligated Total	This field is automatically populated from the Time and Money Document, and displays the cumulative amount of funds that have been obligated to this account to date.	Yes
2) Budget Change Total Cost Limit	This field represents the change of funds obligated by the current action that needs to be budgeted in this version of the award budget document.	Yes

Make sure to select the appropriate 3) On/Off Campus indicator and the appropriate 4) Rate Types for both the F&A and Unrecovered F&A.

Reference. To complete this version of the budget document, follow the same steps found in the *Creating a budget document for Child Award* user guide. Start at Step C.

It is important to note that each new version of an award budget captures only the 1) change to the budget since the last version. A new budget version does not include (sum) amounts from any previous versions of a budget.



For any particular object code the system will show you 2) obligated amounts (in a read only view) to that object code for that budget period from prior budget versions of the budget document.

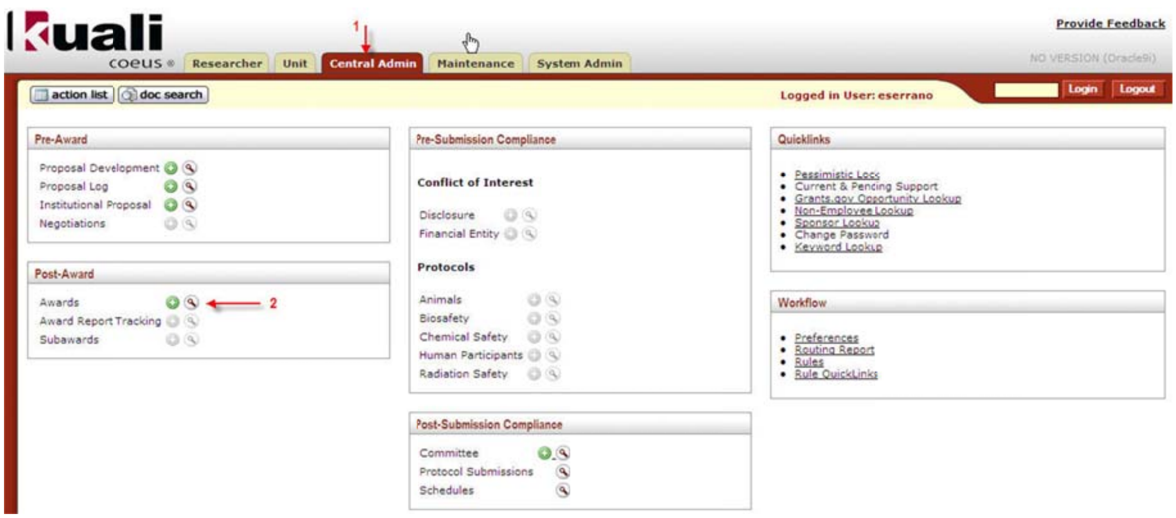
Repeat Step I for all child awards with newly obligated funds.

No Cost Extension

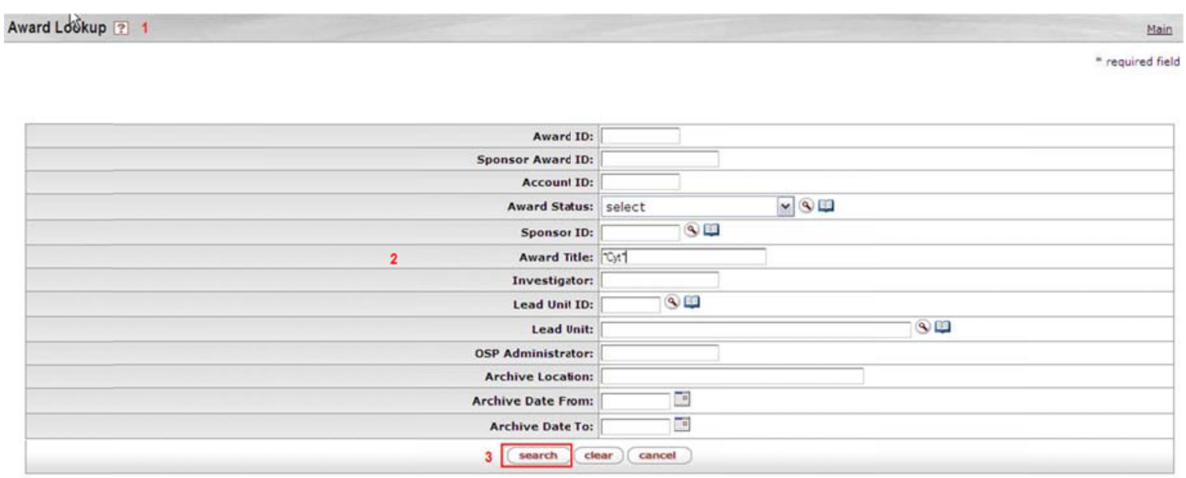
A no cost extension represents an extension of the project period of an existing award with no new funds awarded. The extension can represent an entire year or any other pre-defined interval of time.

A. Search for and open Parent Award

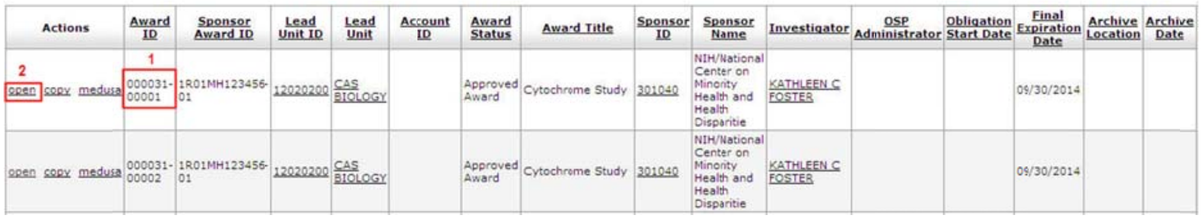
Click on the 1) Central Admin tab and then search for the award for which a No Cost Extension is to be processed by clicking the 2) magnifying glass next to Awards.



On the 1) Award Look up Screen, enter one or more 2) criteria for the award to narrow your search results. Click 3) Search.

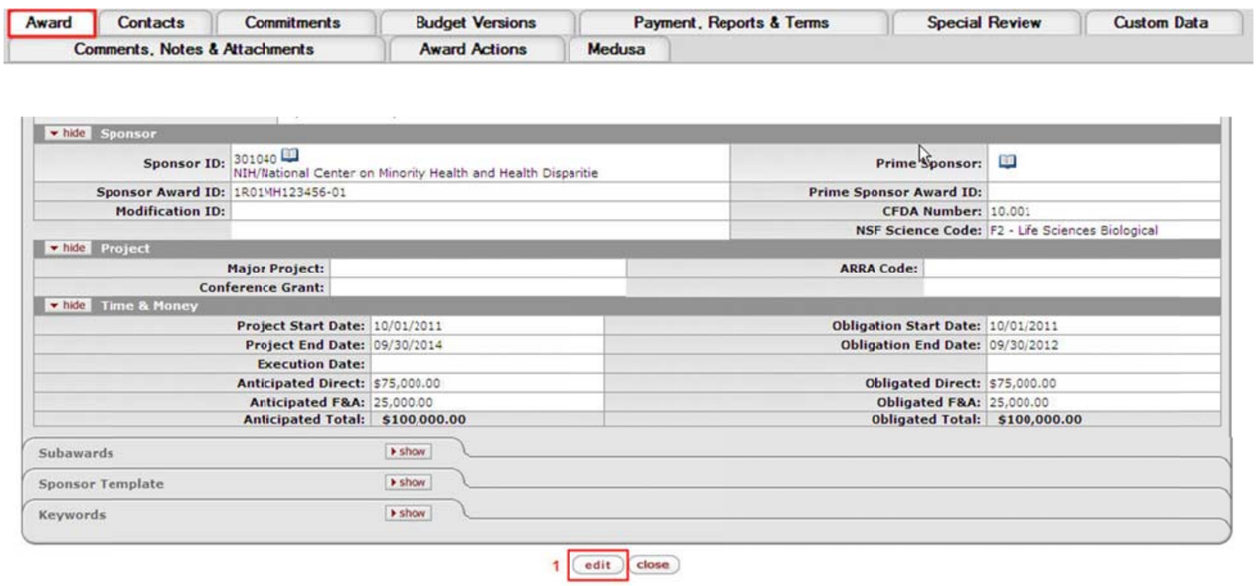


Scroll down on the same page to view the results of your search. Review the returned awards and look for the appropriate award. Identify the 1) Parent Award (Award ID always contains a suffix of -00001) and click on 2) Open.



Actions	Award ID	Sponsor Award ID	Lead Unit ID	Lead Unit	Account ID	Award Status	Award Title	Sponsor ID	Sponsor Name	Investigator	OSP Administrator	Obligation Start Date	Final Expiration Date	Archive Location	Archive Date
2 open copy medusa	1 000031-00001	1R01MH123456-01	12020200	CAS BIOLOGY		Approved Award	Cytochrome Study	301040	NIH/National Center on Minority Health and Health Disparitie	KATHLEEN C FOSTER			09/30/2014		
open copy medusa	000031-00002	1R01MH123456-01	12020200	CAS BIOLOGY		Approved Award	Cytochrome Study	301040	NIH/National Center on Minority Health and Health Disparitie	KATHLEEN C FOSTER			09/30/2014		

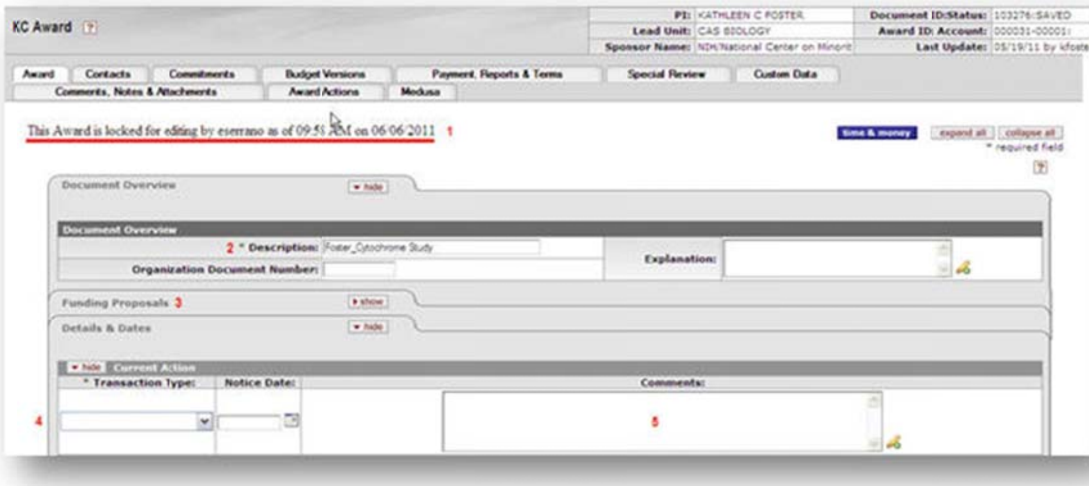
The Parent Award opens up in a non-editable state. Review the information on the Awards tab and make sure you have opened the appropriate award. Scroll down to the bottom of the page and click on the 1) Edit button.



B. Edit the Parent Award – Award Tab.

The Parent Award opens up in an editable state.

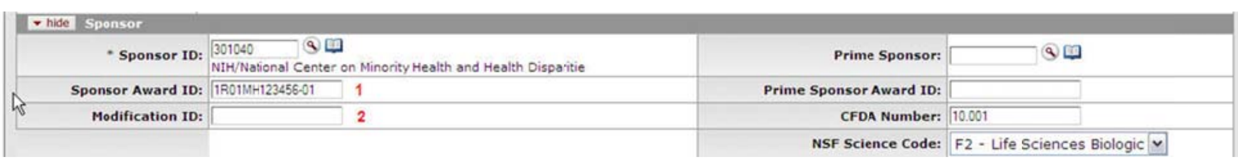
An 1) "Award is locked for editing" error appears if someone else is working on (a document version open in an editable state) a certain document , such as a Parent Award in this case, when you try to edit the document. If you should come across this error, scroll down to the bottom of the page and click close and **Do not save any changes.** Contact the person who has the document open to determine an appropriate time for you to open and edit the document.



The 2) document description should be the first portion of the award title. There is a 30 character limit on this field.

On Current Action's subpanel under Date and Details, select No Cost Extension as your 4) Transaction Type and enter any 5) Comments related to the transaction.

Two fields that commonly require maintenance at the Parent level in the system when processing a modification initiated by the sponsor are the 1) Sponsored Award ID and the 2) Modification ID. NIH and other sponsor update the Sponsor Award ID when issuing a notice of award. Contracts from any sponsor usually carry a Modification ID when the original contract is modified. Make sure these two fields are updated at the Parent level, if applicable.



C. Complete Comments, Notes and Attachments

Enter any comments (viewable by PI/DA) and notes (internal OSP and PAFO only) if applicable. Your comments from the previous version will appear in the Comments Panel. You can choose to leave those comments in and add to those comments or delete those comments and new comments solely for this transaction.

Keep in mind that the comments on this version will appear on the Award Notification, but a history of all comments (across versions) can be viewed by clicking on View History.

If the sponsor provides a new or revised notice of grant award, the documentation must be uploaded in the system. To upload a document, navigate and open the Attachments Panel in the Comments, Notes and Attachments tab.

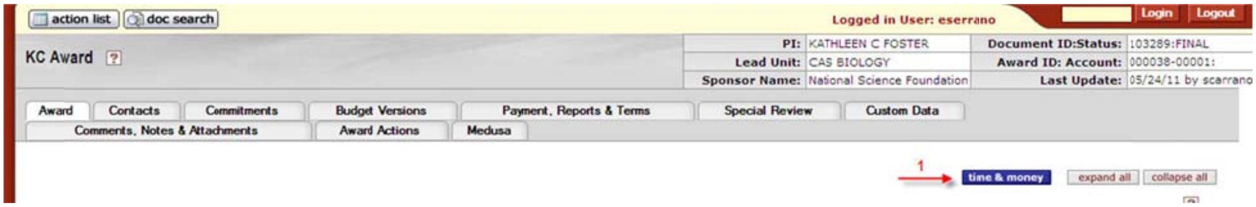
Select Notice of Award as the 1) Attachment Type. Enter a 2) description of the attachment and search for the document on your computer or network by click on the 3) browse button. Select the appropriate file using the Chose File pop-up window and click 4) Add to upload the document onto the record.

D. Click on the Award Actions tab and finalize the version of the Parent Award

To finalize the parent award, click on the 1) Blanket Approve button found on the Document Action Command buttons found at the bottom of the page.

E. Review Hierarchy and edit obligated dates.

Search for parent award again by repeating Step A of this document. Once you have opened the Parent Award, click on the 1) Time and Money button on the upper right hand corner in the Award tab.



On the Time and Money document, replace the "timeandmoney document" 1) Description in the Document Overview panel with our recommended description: First 30 characters of the Project TitleOn the Award Hierarchy Panel, select Supplement as your 2) Transaction Type, enter the 3) Notice Date and provide any additional comments related to the transaction in the 4) Comments box.

Next, open the hierarchy view by clicking on the 5) folder icon of the parent node. Review and edit the 10) obligation dates of the old and newly created child awards and the parent. For the parent and appropriate child nodes, the dates should be edited to reflect the no cost extension.

Data Quality	SOP Definition / Use	Required
10) Obligation End Date	Edited as needed to reflect the end date of the current budget period as defined by the sponsor.	Yes

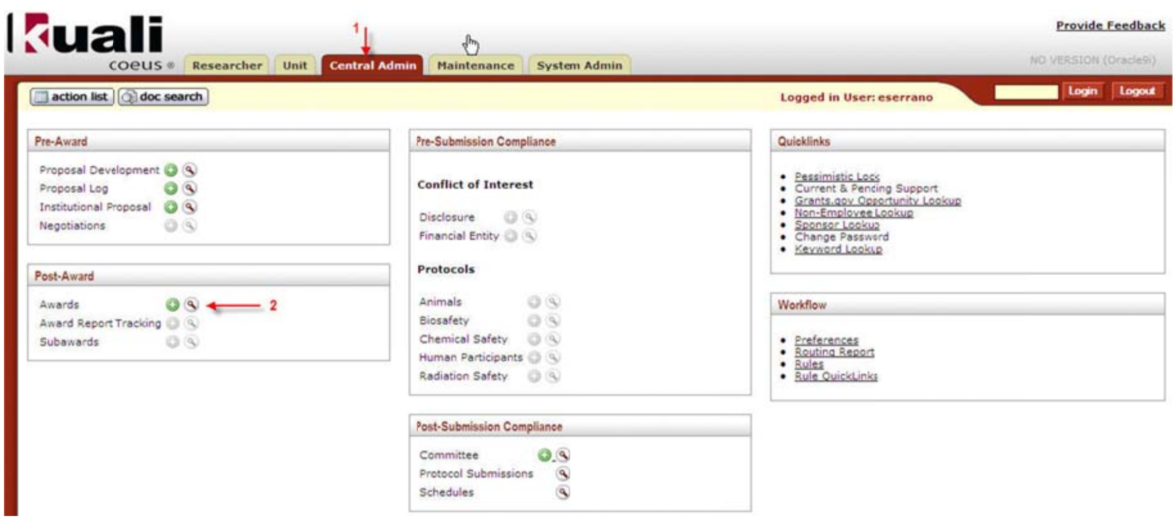
Scroll down to the bottom of the screen and click the Blanket Approve button. The obligation end date has been changed to the parent and appropriate child award documents in the hierarchy.

De-obligation

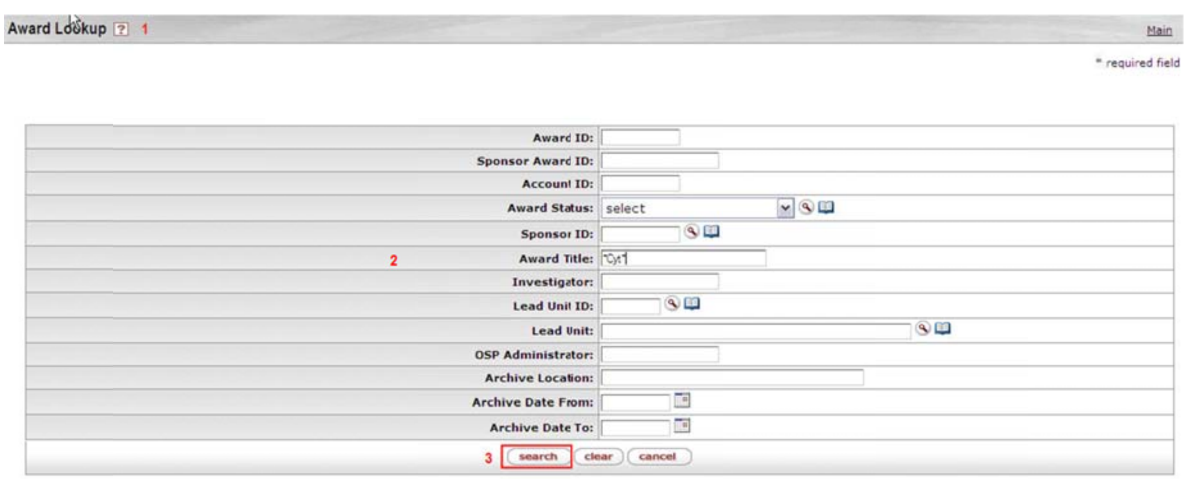
A de-obligation occurs when funds previously awarded to the institution are returned to the sponsor. One example would be if a PI transfers out of the institution prior to the end of the project period.

A. Search for and open Parent Award.

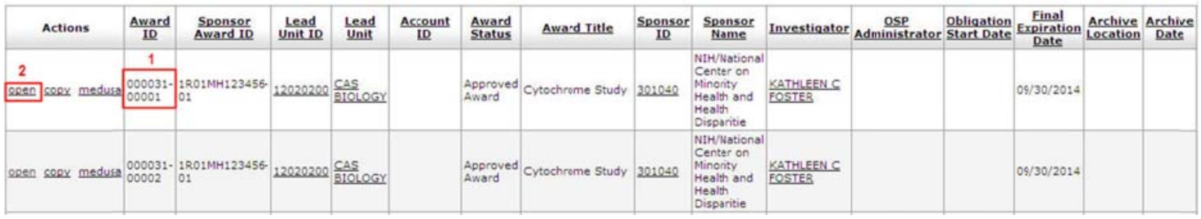
Click on the 1) Central Admin tab and then search for the award for which De-Obligation is to be processed by clicking the 2) magnifying glass next to Awards.



On the 1) Award Look up Screen, enter one or more 2) criteria for the award to narrow your search results. Click 3) Search.

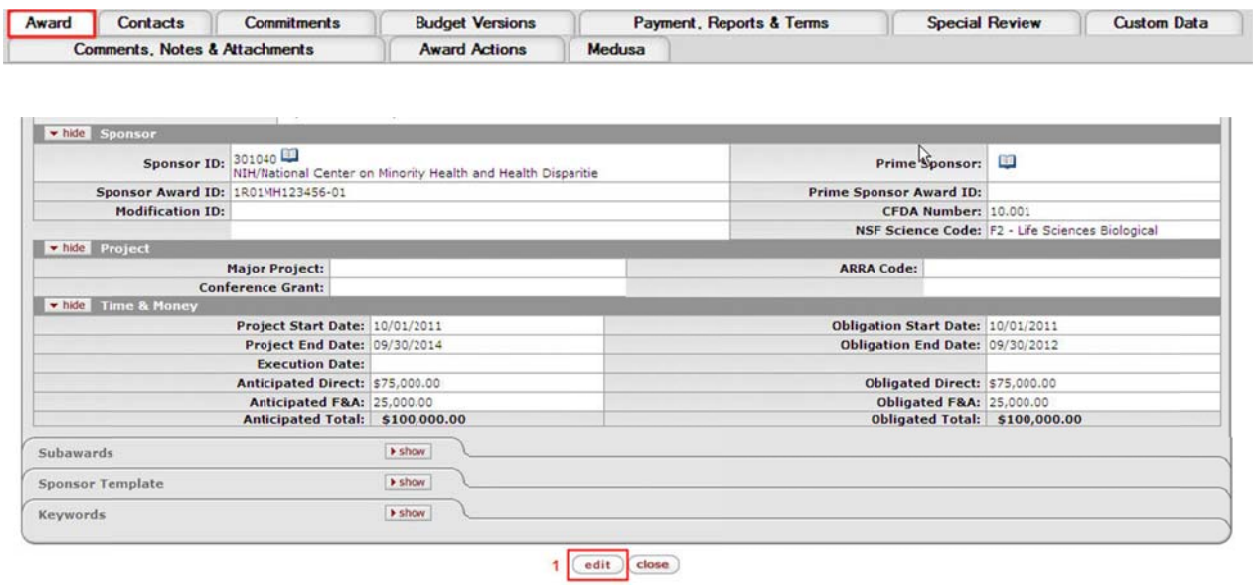


Scroll down on the same page to view the results of your search. Review the returned awards and look for the appropriate award. Identify the 1) Parent Award (Award ID always contains a suffix of -00001) and click on 2) Open.



Actions	Award ID	Sponsor Award ID	Lead Unit ID	Lead Unit	Account ID	Award Status	Award Title	Sponsor ID	Sponsor Name	Investigator	OSP Administrator	Obligation Start Date	Final Expiration Date	Archive Location	Archive Date
2 open copy medusa	1 000031-00001	1R01MH123456-01	12020200	CAS BIOLOGY		Approved Award	Cytochrome Study	301040	NIH/National Center on Minority Health and Health Disparitie	KATHLEEN C FOSTER			09/30/2014		
open copy medusa	000031-00002	1R01MH123456-01	12020200	CAS BIOLOGY		Approved Award	Cytochrome Study	301040	NIH/National Center on Minority Health and Health Disparitie	KATHLEEN C FOSTER			09/30/2014		

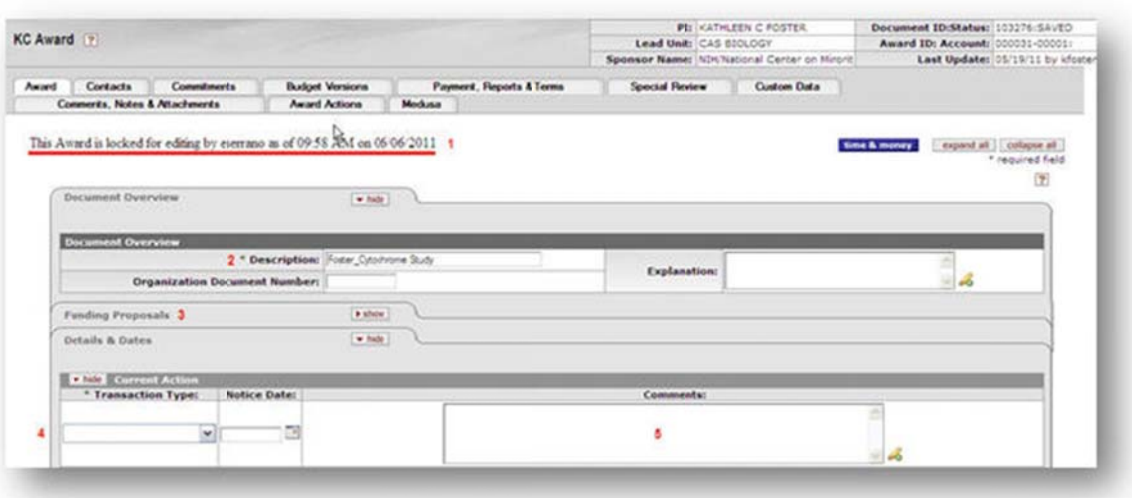
The Parent Award opens up in a non-editable state. Review the information on the Awards tab and make sure you have opened the appropriate award. Scroll down to the bottom of the page and click on the 1) Edit button.



B. Edit the Parent Award – Award Tab.

The Parent Award opens up in an editable state.

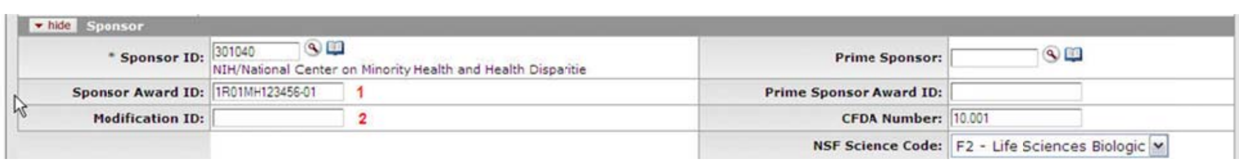
An 1) "Award is locked for editing" error appears if someone else is working on (a document version open in an editable state) a certain document , such as a Parent Award in this case, when you try to edit the document. If you should come across this error, scroll down to the bottom of the page and click close and Do not save any changes. Contact the person who has the document open to determine an appropriate time for you to open and edit the document.



Confirm the recommended 2) Description is entered in the Document Overview: a description which uniquely identifies this award. For example, PI first initial, last name_first portion or keywords of the award title.

On Current Action's subpanel under Date and Details, select De-Obligation as your 4) Transaction Type and enter any 5) Comments related to the transaction.

Two fields that commonly require maintenance at the Parent level in the system when processing a modification initiated by the sponsor are the 1) Sponsored Award ID and the 2) Modification ID. NIH and other sponsor update the Sponsor Award ID when issuing a notice of award. Contracts from any sponsor usually carry a Modification ID when the original contract is modified. Make sure these two fields are updated at the Parent level, if applicable.



C. Complete Comments, Notes and Attachments

Enter any comments (viewable by PI/DA) and notes (internal OSP and PAFO only) if applicable. Your comments from the previous version will appear in the Comments Panel. You can choose to leave those comments in and add to those comments or delete those comments and new comments solely for this transaction.

Keep in mind that the comments on this version will appear on the Award Notification, but a history of all comments (across versions) can be viewed by clicking on View History.

If the sponsor provides a new or revised notice of grant award, the documentation must be uploaded in the system. To upload a document, navigate and open the Attachments Panel in the Comments, Notes and Attachments tab.

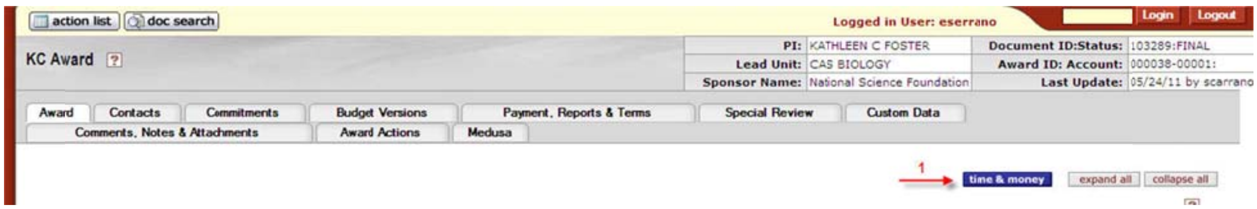
Select Notice of Award as the 1) Attachment Type. Enter a 2) description of the attachment and search for the document on your computer or network by click on the 3) browse button. Select the appropriate file using the Chose File pop-up window and click 4) Add to upload the document onto the record.

D. Finalize the version of the Parent Award

To finalize the parent award, click on the 1) Blanket Approve button found on the Document Action Command buttons found at the bottom of the page.

E. Review Time and Money document, Hierarchy and obligated amounts.

Search for parent award again by repeating Step A of this document. Once you have opened the Parent Award, click on the 1) Time and Money button on the upper right hand corner in the Award tab.

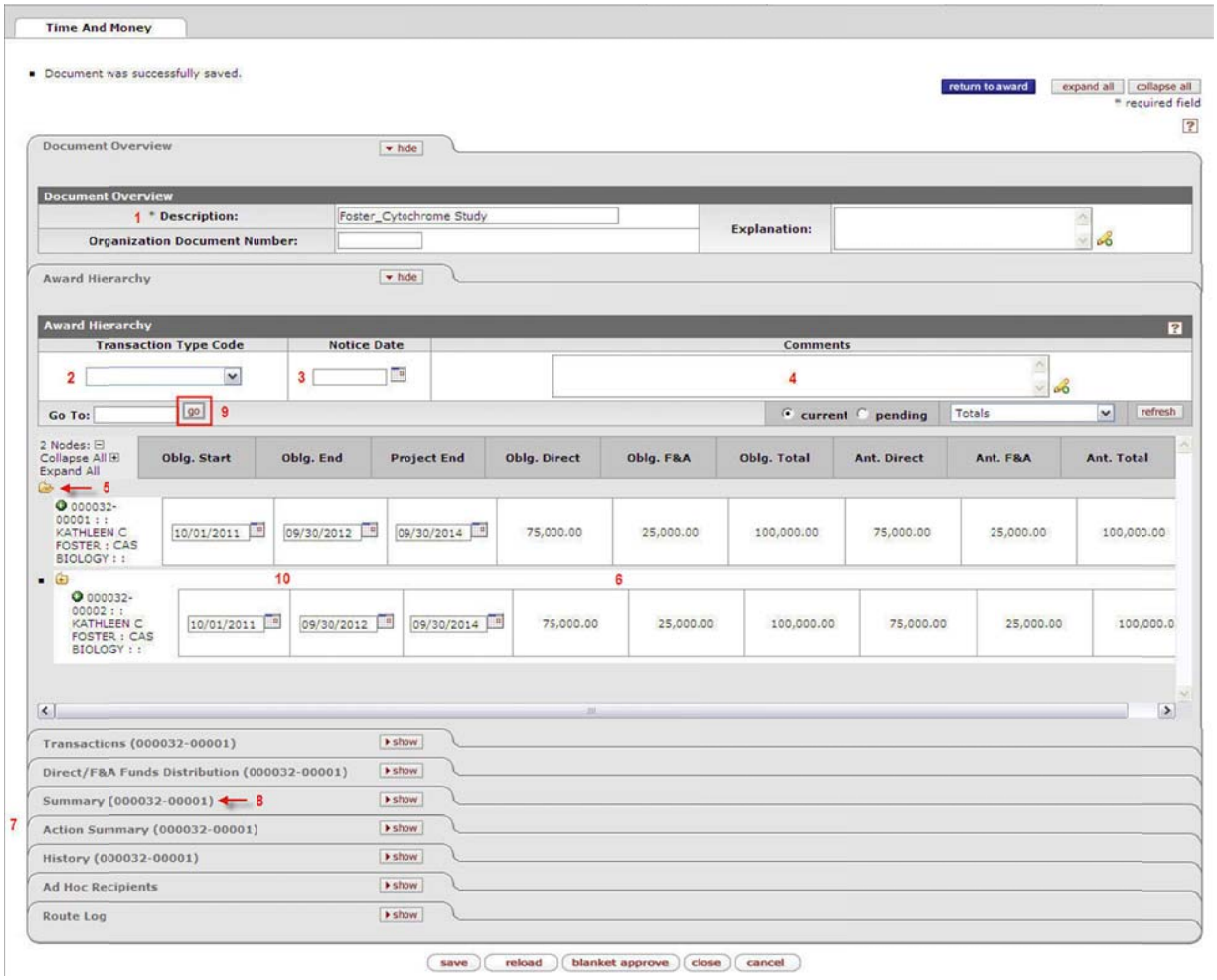


On the Time and Money document, replace the “timeandmoney document“ 1) Description in the Document Overview panel with our recommended description: PI first initial, Last Name_Portion of the title. On the Award Hierarchy Panel, select Continuation as your 2) Transaction Type, enter the 3) Notice Date and provide any additional comments related to the transaction in the 4) Comments box.

Next, open the hierarchy view by clicking on the 5) folder icon of the parent node. Review and edit the obligation dates on the appropriate child awards and the parent. For example, if this de-obligation is a result of a PI transferring out of the University, the obligation end date should be changed according to the dates of the relinquishing statement. For each node the dates should be edited as described in the table below.

Data Quality	**SOP Definition / Use**	**Required**
10) Obligation Start Date	Edited as needed to reflect the effective date of the current budget period as defined by the sponsor.	Yes
10) Obligation End Date	Edited as needed to reflect the end start date of the current budget period as defined by the sponsor.	Yes

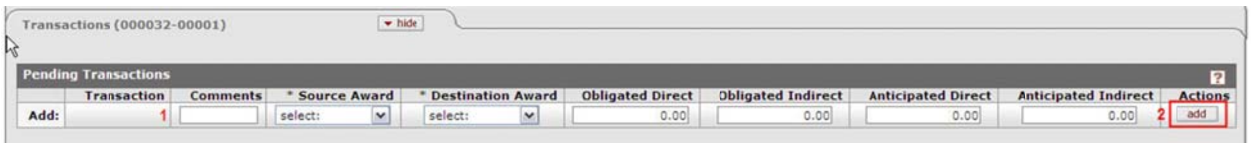
Review the 6) obligated amounts at each child and the roll up amounts at the parent in order to adequately de-obligate funding from the appropriate child award(s).



Another review step that may assist in adequately de-obligating funds is to review the 7) Summary and History Panels of the nodes in the hierarchy. When a Time and Money document is originally opened, all of the Panels represent 8) information for the Parent. To view these panel for another node in the hierarchy, use the 9) GO TO functionality. Enter the appropriate Child Award ID (i.e. 000038-00002) and click GO.

F. Create a transaction(s) for the De-obligation

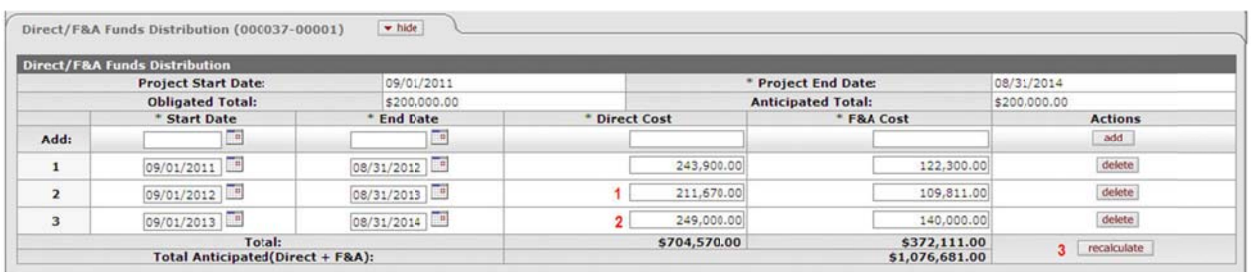
Complete all the required information 1) on the Transactions Panel (nodes, obligated and anticipated amounts) and click 2) Add. When funds are being de-obligated and “returned“ to sponsor, the Source Award should be set to the appropriate child award where funds are to be subtracted and the Destination Award node should be set to External.



G. Update Direct and F&A Distribution Panel (if applicable) and finalize T&M document

Update the 1) current budget period on the Direct and F&A Distribution to reflect the amount anticipated for the year for which the de-obligation is being processed. In most cases, the total amount anticipated will equal the total amount obligated.

If the anticipated dollars of 2) future budget years have also been changed, it is important to update the anticipated direct and F&A costs of those years. For example, if an award is currently in Year 2 and future year anticipated dollars were affected by the de-obligation, you will need to update the anticipated direct and F&A costs for Years 3, 4, etc.



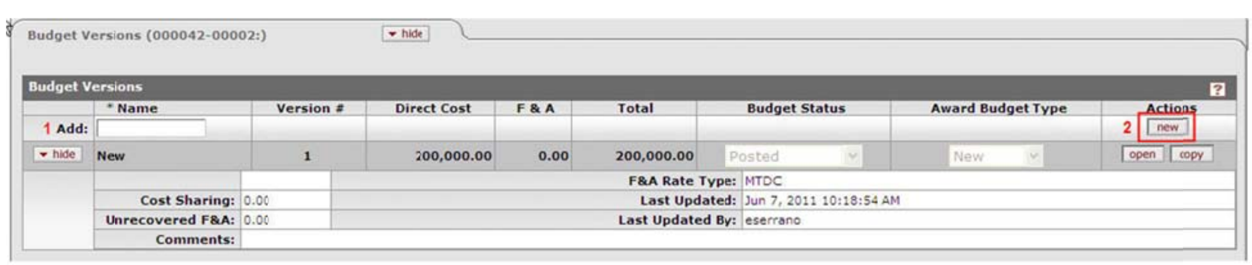
The Direct and F&A Distribution Panel is the source for the Anticipated Dollars/Grant Run Out Grid reports which can be used to project dollars for a PI, a Department, a School, or the University.

Scroll down to the bottom of the screen and click the Blanket Approve button.

H. Create new budget version for child award(s) where funds were subtracted.

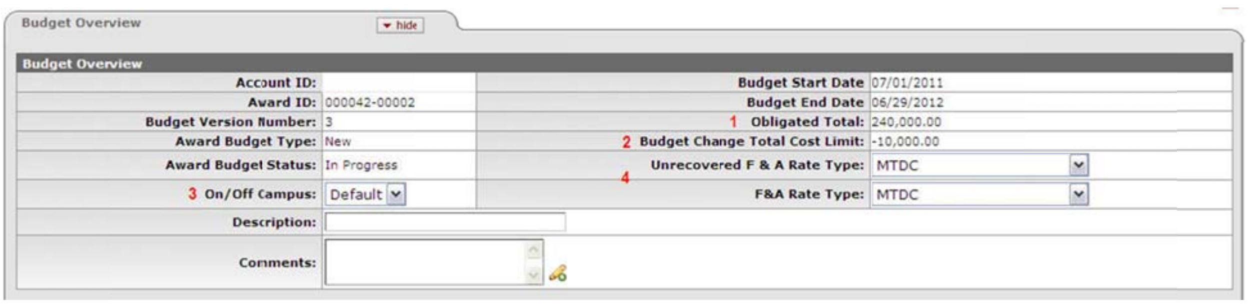
On the main portal, search for an open the child award which has new obligated funds. Click on the Budget Versions tab.

On the Budget Versions panel, enter a 1) Name for the version of the budget and 2) click Add.



It is recommended to enter the Transaction Type (entered on the Time and Money document) as the Name for the budget version.

Click the Open button on the newly created Budget Version. The Award Budget document will open and will display the Parameters tab. Review and complete the Budget Overview panel found on the Parameters tab.

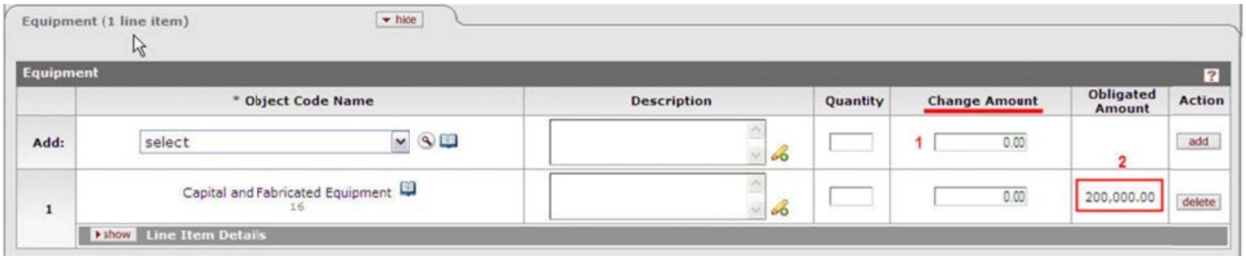


Data Quality	SOP Definition / Use	Required
1) Obligated Total	This field is automatically populated from the Time and Money Document, and displays the cumulative amount of funds that have been obligated to this account to date.	Yes
2) Budget Change Total Cost Limit	This field represents the change of funds obligated by the current action that needs to be budgeted in this version of the award budget document. Note the negative number for a de-obligation.	Yes

Make sure to select the appropriate 3) On/Off Campus indicator and the appropriate 4) Rate Types for both the F&A and Unrecovered F&A.

Reference. To complete this version of the budget document, follow the same steps found in the *Creating a budget document for Child Award* user guide. Start at Step C.

It is important to note that each new version of an award budget captures only the 1) change to the budget since the last version. A new budget version does not include (sum) amounts from any previous versions of a budget. The change amount for a de-obligation must be entered with negative "-" symbol in front of the dollar amount to subtract the obligated amount (i.e. -10,000).



For any particular object code the system will show you 2) obligated amounts (in a read only view) to that object code from prior budget versions of the budget document.

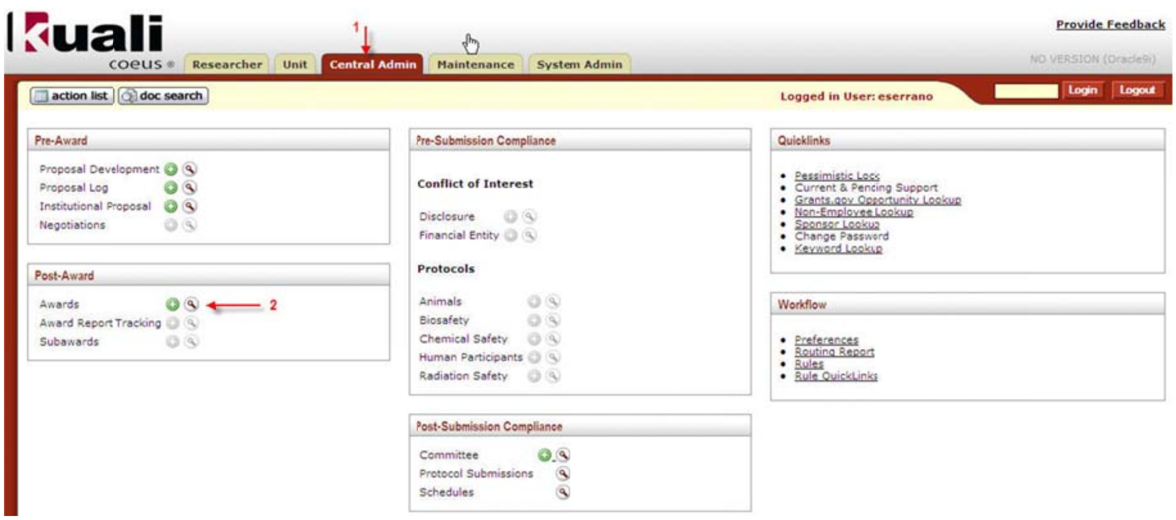
Repeat Step H for all child awards affected by the de-obligation.

Rebudgeting funds between child nodes - Carry forward

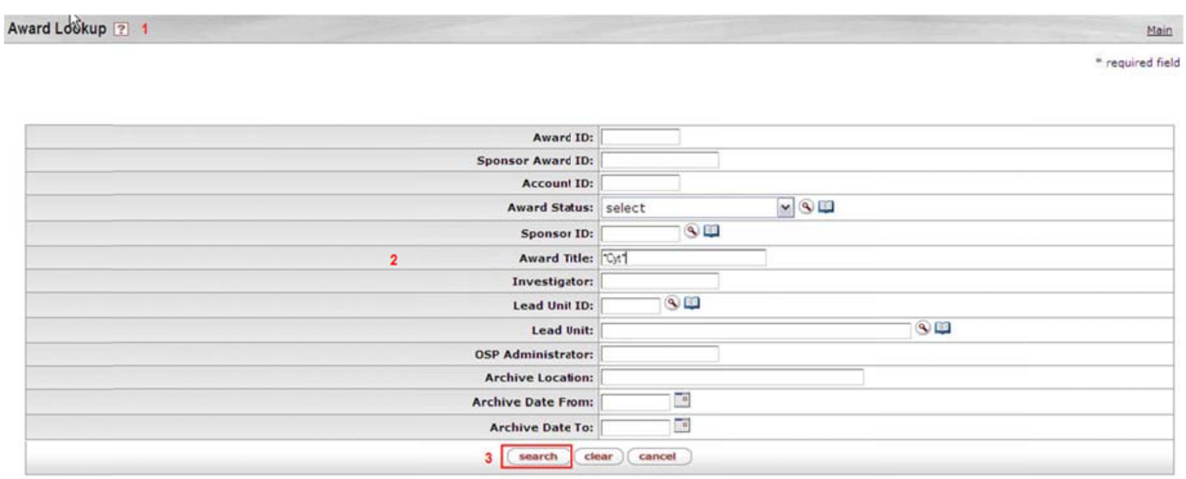
A carry forward represents moving obligated funds from one year (one child or more) to another year (one child or more).

A. Search for and open Parent Award.

Click on the 1) Central Admin tab and then search for the award for which a Carry forward is to be processed by clicking the 2) magnifying glass next to Awards.



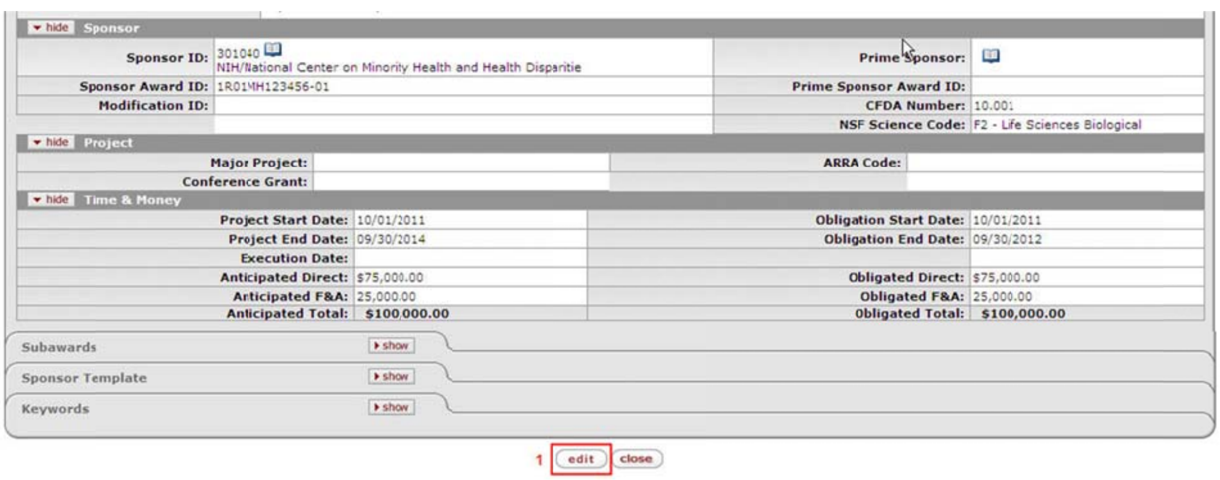
On the 1) Award Look up Screen, enter one or more 2) criteria for the award to narrow your search results. Click 3) Search.



Scroll down on the same page to view the results of your search. Review the returned awards and look for the appropriate award. Identify the 1) Parent Award (Award ID always contains a suffix of -00001) and click on 2) Open.

Actions	Award ID	Sponsor Award ID	Lead Unit ID	Lead Unit	Account ID	Award Status	Award Title	Sponsor ID	Sponsor Name	Investigator	OSP Administrator	Obligation Start Date	Final Expiration Date	Archive Location	Archive Date
2 open copy medusa	1 000031-00001	1R01MH123456-01	12020200	CAS BIOLOGY		Approved Award	Cytochrome Study	301040	NIH/National Center on Minority Health and Health Disparitie	KATHLEEN C FOSTER			09/30/2014		
open copy medusa	000031-00002	1R01MH123456-01	12020200	CAS BIOLOGY		Approved Award	Cytochrome Study	301040	NIH/National Center on Minority Health and Health Disparitie	KATHLEEN C FOSTER			09/30/2014		

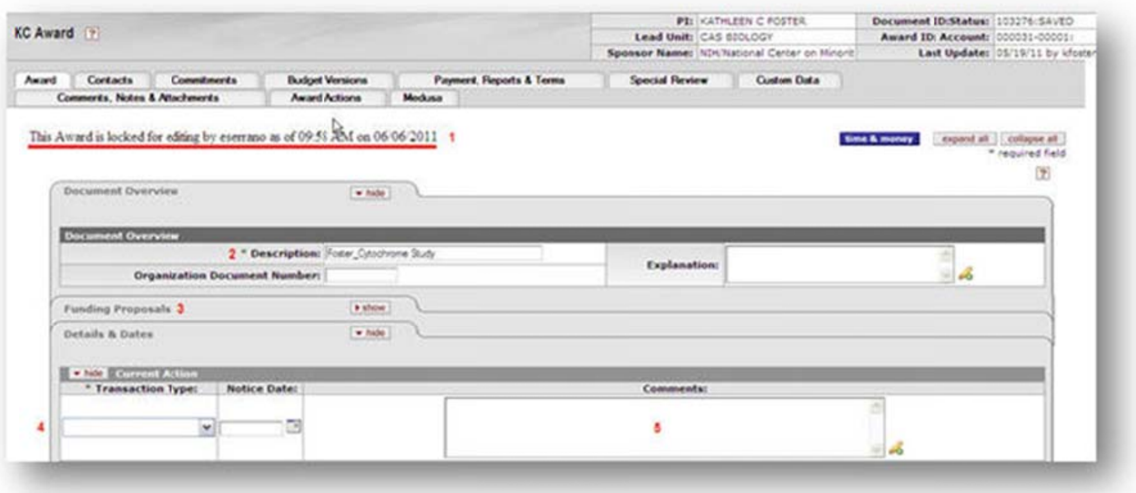
The Parent Award opens up in a non-editable state. Review the information on the Awards tab and make sure you have opened the appropriate award. Scroll down to the bottom of the page and click on the 1) Edit button.



B. Edit the Parent Award – Award Tab.

The Parent Award opens up in an editable state.

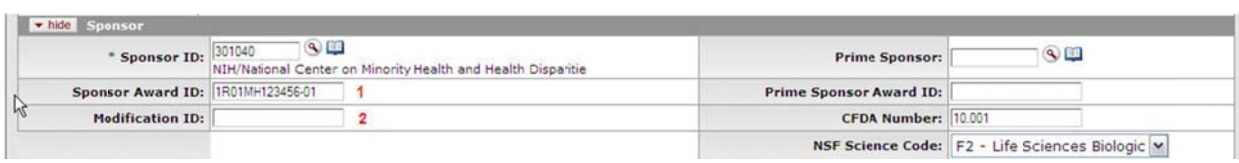
An 1) "Award is locked for editing" error appears if someone else is working on (a document version open in an editable state) a certain document , such as a Parent Award in this case, when you try to edit the document. If you should come across this error, scroll down to the bottom of the page and click close and **Do not save any changes.** Contact the person who has the document open to determine an appropriate time for you to open and edit the document.



The 2) document description should be the first portion of the award title. There is a 30 character limit on this field.

On Current Action's subpanel under Date and Details, select Rebudget as your 4) Transaction Type and enter any 5) Comments related to the transaction (i.e. Carry forward of year 2).

Two fields that commonly require maintenance at the Parent level in the system when processing a modification initiated by the sponsor are the 1) Sponsored Award ID and the 2) Modification ID. NIH and other sponsor update the Sponsor Award ID when issuing a notice of award. Contracts from any sponsor usually carry a Modification ID when the original contract is modified. Make sure these two fields are updated at the Parent level, if applicable.



C. Complete Comments, Notes and Attachments

Enter any comments (viewable by PI/DA) and notes (internal OSP and PAFO only) if applicable. Your comments from the previous version will appear in the Comments Panel. You can choose to leave those comments in and add to those comments or delete those comments and new comments solely for this transaction.

Keep in mind that the comments on this version will appear on the Award Notification, but a history of all comments (across versions) can be viewed by clicking on View History.

If the sponsor provides a new or revised notice of grant award, the documentation must be uploaded in the system. To upload a document, navigate and open the Attachments Panel in the Comments, Notes and Attachments tab.

Select Notice of Award as the 1) Attachment Type. Enter a 2) description of the attachment and search for the document on your computer or network by click on the 3) browse button. Select the appropriate file using the Chose File pop-up window and click 4) Add to upload the document onto the record.

D. Click on the Award Actions tab and finalize the version of the Parent Award

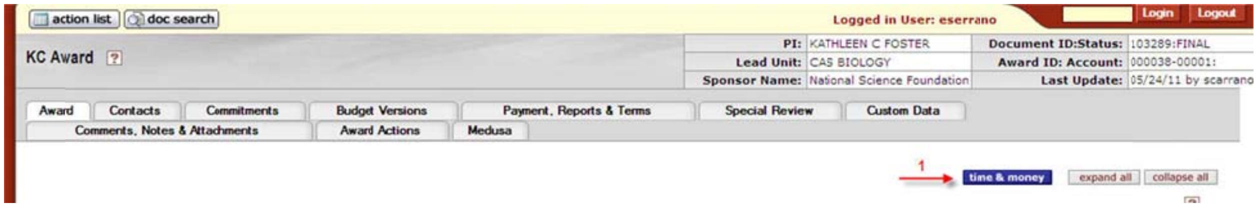
To finalize the parent award, click on the 1) Blanket Approve button found on the Document Action Command buttons found at the bottom of the page.

E. Edit the Award Hierarchy

If the Continuation of the new year has been processed in the system, there should not be any edits to the Award Hierarchy required in order to process a Carry forward. If the Continuation has not been processed, it is recommended to process it first before continuing the Carry forward.

F. Review Time and Money document, Hierarchy and obligated amounts.

Search for parent award again by repeating Step A of this document. Once you have opened the Parent Award, click on the 1) Time and Money button on the upper right hand corner in the Award tab.

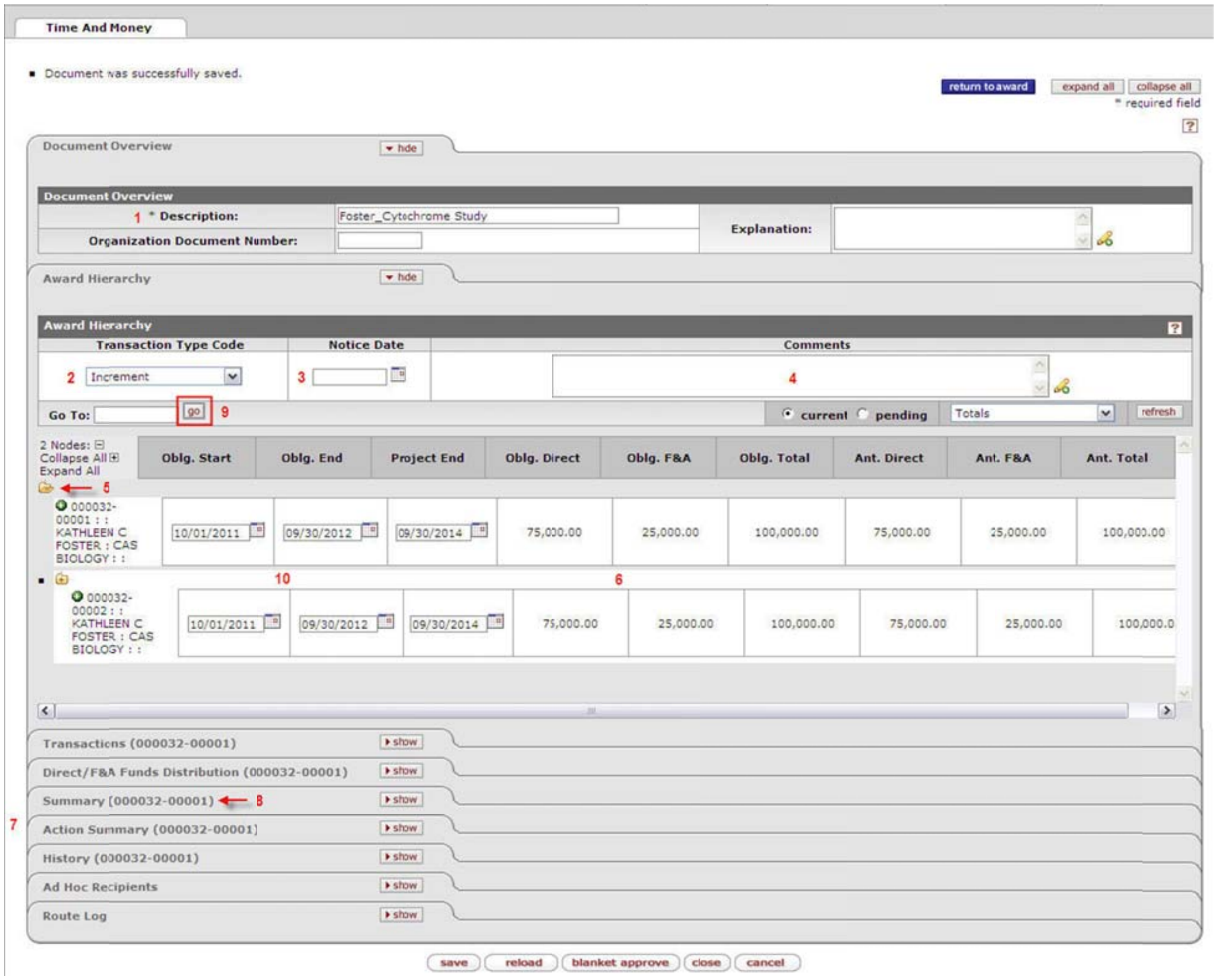


On the Time and Money document, replace the “timeandmoney document“ 1) Description in the Document Overview panel with our recommended description: PI first initial, Last Name_Portion of the title. On the Award Hierarchy Panel, select Rebudget as your 2) Transaction Type, enter the 3) Notice Date and provide any additional comments related to the transaction in the 4) Comments box.

Next, open the hierarchy view by clicking on the 5) folder icon of the parent node. Review and edit the obligation dates of the child awards and the parent. For each node the dates should be edited as follows:

Data Quality	SOP Definition / Use	Required
11) Obligation Start Date	Edited as needed to reflect the effective date of the current budget period as defined by the sponsor.	Yes
11) Obligation End Date	Edited as needed to reflect the end start date of the current budget period as defined by the sponsor.	Yes

Review the 6) obligated amounts at each child and the roll up amounts at the parent in order to adequately move funds from one child award to another during a Carry forward.



Another review step that may assist in adequately obligating new funds is to review the 7) Summary and History Panels of the nodes in the hierarchy. When a Time and Money document is originally opened, all of the Panels represent 8) information for the Parent. To view these panel for another node in the hierarchy, use the 9) GO TO functionality. Enter the appropriate Award ID (i.e. 000038-00002) and click GO.

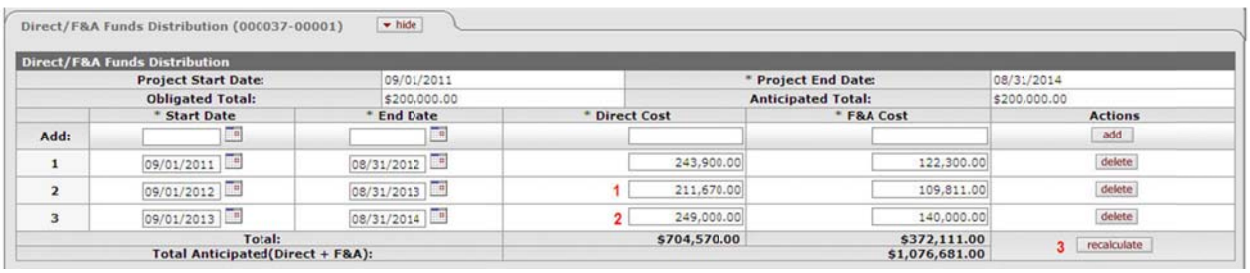
G. Create a transaction(s) for the Rebudgeting and finalize the Time and Money document

Complete all the required information 1) on the Transactions Panel (nodes, obligated and anticipated amounts) and click 2) Add. For a Carry forward, select the child node from which the funds are to be subtracted as the Source Award. The Destination Award is the child node to which the funds are being added. Repeat this step if the Carry forward of funds needs to be processed for more than one child.

The Source and Destination Award must be a child at the lowest level of the hierarchy. A parent award, as well as any other group node with child awards beneath it, may not hold distributable funds.

H. Update Direct and F&A Distribution Panel (if applicable) and finalize T&M document

Update the 1) past budget period (Year funds were transferred from) and the 2) current budget period (Year funds were transferred to) on the Direct and F&A Distribution to reflect the amount anticipated for both due to the carry forward. In most cases, the total amount anticipated will equal the total amount obligated.



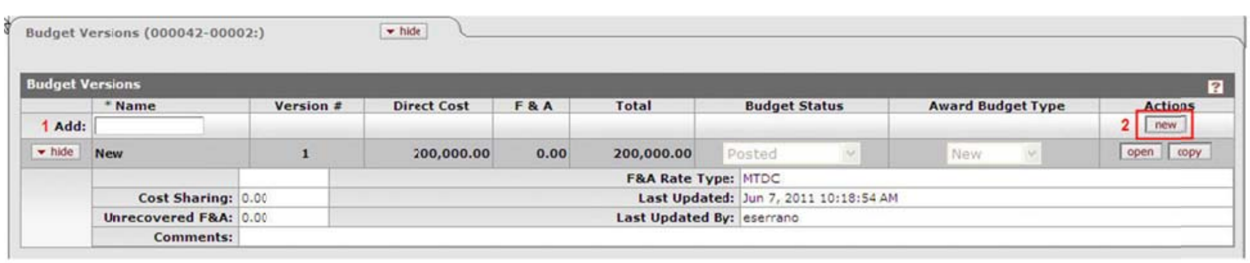
The Direct and F&A Distribution Panel is the source for the Anticipated Dollars/Grant Run Out Grid reports which can be used to project dollars for a PI, a Department, a School, or the University.

Scroll down to the bottom of the screen and click the Blanket Approve button.

I. Create new budget version for child award(s) for the newly obligated funds.

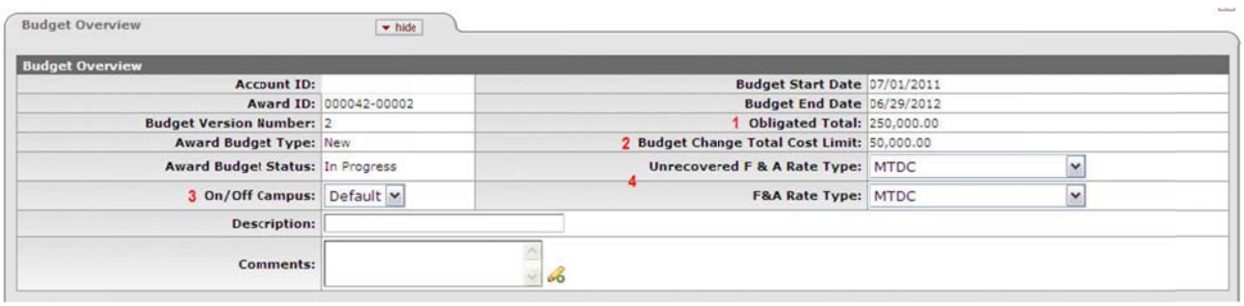
On the main portal, search for an open the child award which has new obligated funds. Click on the Budget Versions tab.

On the Budget Versions panel, enter a 1) Name for the version of the budget and 2) click Add.



It is recommended to enter the Transaction Type (entered on the Time and Money document) as the Name for the budget version.

Click the Open button on the newly created Budget Version. The Award Budget document will open and will display the Parameters tab. Review and complete the Budget Overview panel found on the Parameters tab.

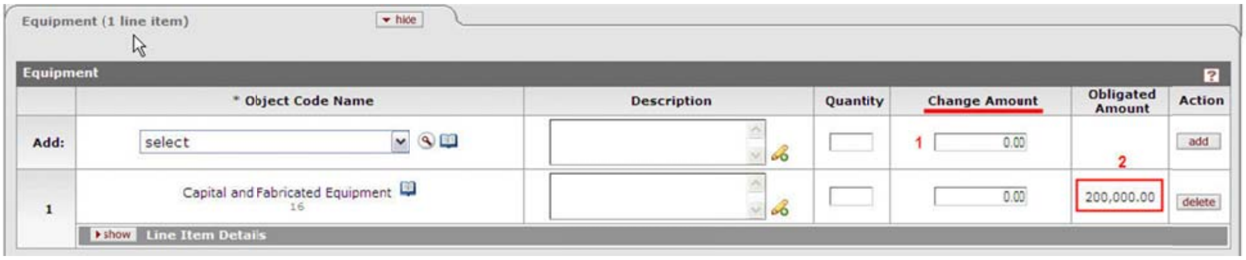


Data Quality	SOP Definition / Use	Required
1) Obligated Total	This field is automatically populated from the Time and Money Document, and displays the cumulative amount of funds that have been obligated to this account to date.	Yes
2) Budget Change Total Cost Limit	This field represents the change of funds obligated by the current action that needs to be budgeted in this version of the award budget document.	Yes

Make sure to select the appropriate 3) On/Off Campus indicator and the appropriate 4) Rate Types for both the F&A and Unrecovered F&A.

Reference. To complete this version of the budget document, follow the same steps found in the *Creating a Budget document for Child Award* user guide. Start at Step C.

It is important to note that each new version of an award budget captures only the 1) change to the budget since the last version. A new budget version does not include (sum) amounts from any previous versions of a budget.



For any particular object code the system will show you 2) obligated amounts (in a read only view) to that object code from prior budget versions of the budget document.

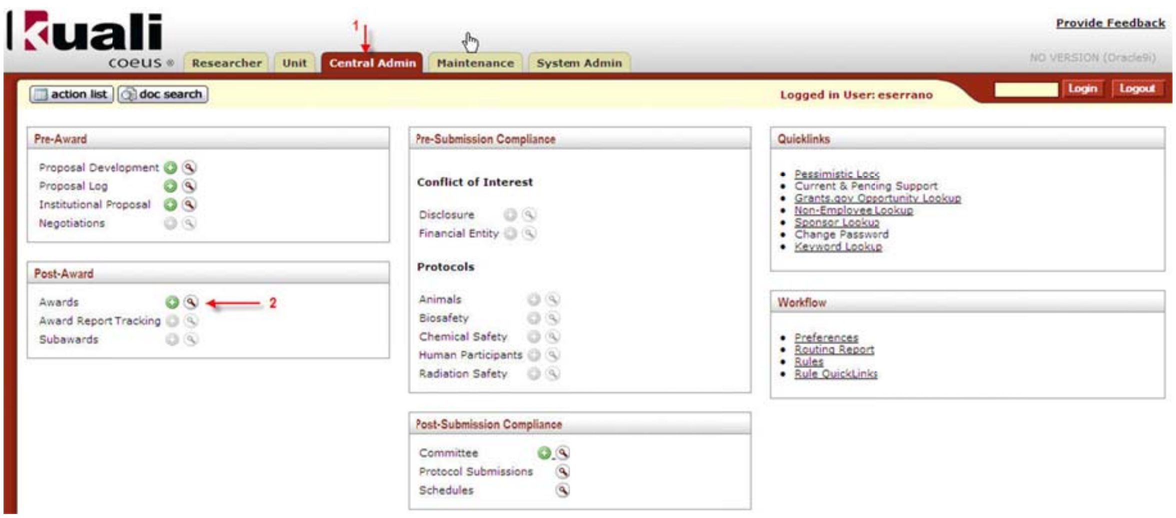
Repeat Step I to subtract the obligated funds from the source child award(s). Follow the same steps outlined for the budget document in the De-obligation section of this document.

Rebudgeting funds within a single child node

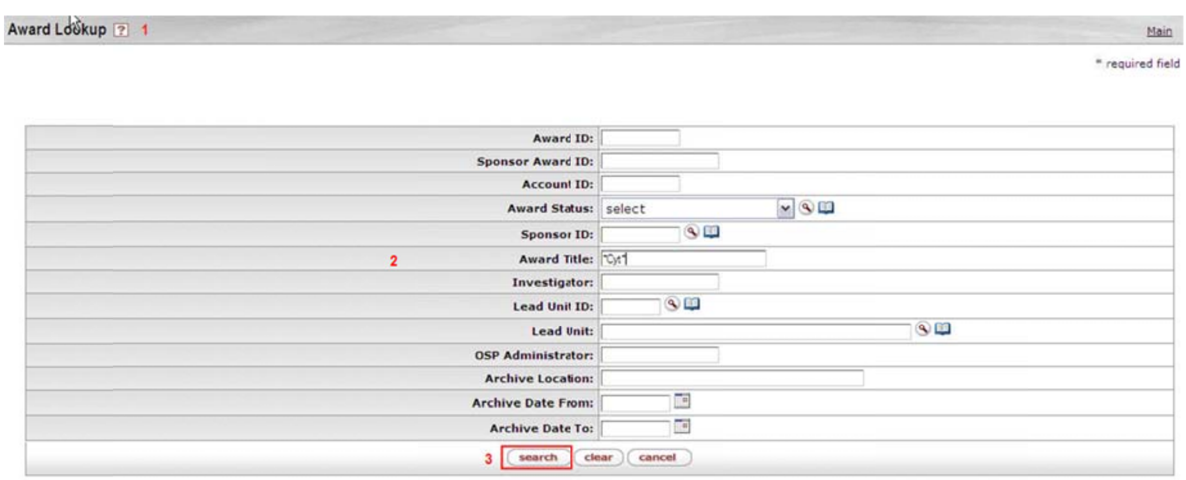
In the context of the KCRM system, rebudgeting typically represents the reallocation of funds on an existing award after requesting and receiving sponsor approval. Routine rebudgeting under expanded authorities without OSP involvement is not captured in KCRM.

A. Search for and open Parent Award for which a Carry forward is to be processed.

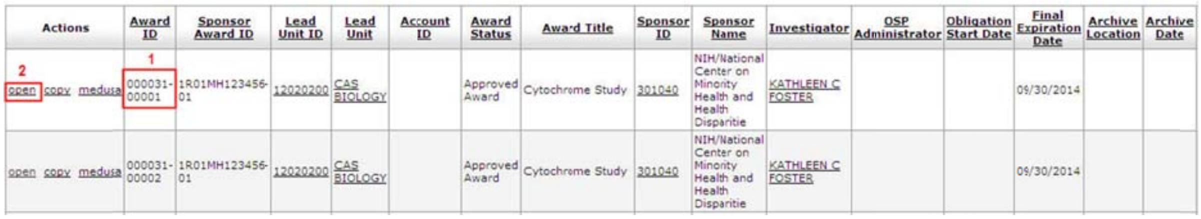
Click on the 1) Central Admin tab and then search for an award by clicking the 2) magnifying glass next to Awards.



On the 1) Award Look up Screen, enter one or more 2) criteria for the award to narrow your search results. Click 3) Search.

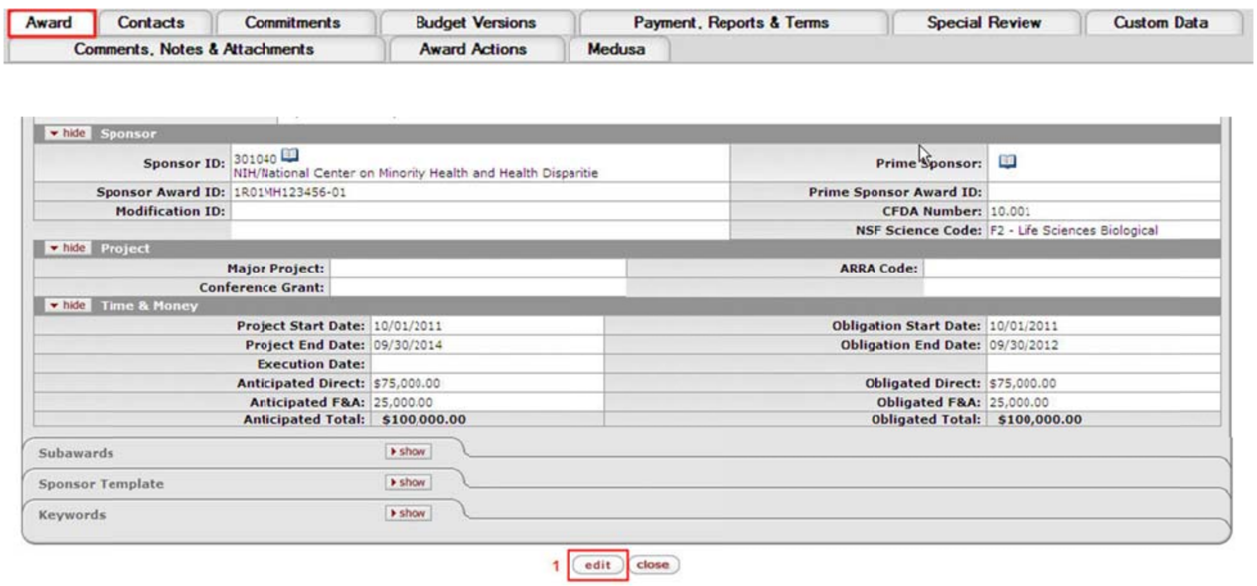


Scroll down on the same page to view the results of your search. Review the returned awards and look for the appropriate award. Identify the 1) Parent Award (Award ID always contains a suffix of -00001) and click on 2) Open.



Actions	Award ID	Sponsor Award ID	Lead Unit ID	Lead Unit	Account ID	Award Status	Award Title	Sponsor ID	Sponsor Name	Investigator	OSP Administrator	Obligation Start Date	Final Expiration Date	Archive Location	Archive Date
2 open copy medusa	1 000031-00001	1R01MH123456-01	12020200	CAS BIOLOGY		Approved Award	Cytochrome Study	301040	NIH/National Center on Minority Health and Health Disparitie	KATHLEEN C FOSTER			09/30/2014		
open copy medusa	000031-00002	1R01MH123456-01	12020200	CAS BIOLOGY		Approved Award	Cytochrome Study	301040	NIH/National Center on Minority Health and Health Disparitie	KATHLEEN C FOSTER			09/30/2014		

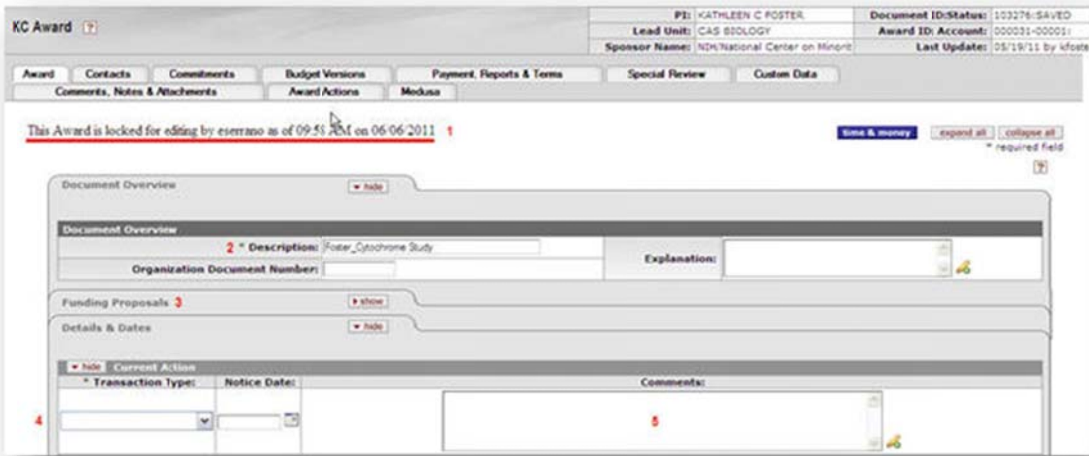
The Parent Award opens up in a non-editable state. Review the information on the Awards tab and make sure you have opened the appropriate award. Scroll down to the bottom of the page and click on the 1) Edit button.



B. Edit the Parent Award – Award Tab.

The Parent Award opens up in an editable state.

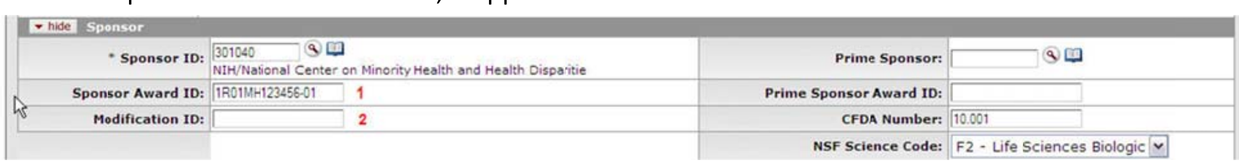
An 1) "Award is locked for editing" error appears if someone else is working on (a document version open in an editable state) a certain document , such as a Parent Award in this case, when you try to edit the document. If you should come across this error, scroll down to the bottom of the page and click close and **Do not save any changes.** Contact the person who has the document open to determine an appropriate time for you to open and edit the document.



The 2) document description should be the first portion of the award title. There is a 30 character limit on this field.

On Current Action's subpanel under Date and Details, select Rebudget as your 4) Transaction Type and enter any 5) Comments related to the transaction (i.e. sponsor approved rebudgeting).

Two fields that commonly require maintenance at the Parent level in the system when processing a modification initiated by the sponsor are the 1) Sponsored Award ID and the 2) Modification ID. NIH and other sponsor update the Sponsor Award ID when issuing a notice of award. Contracts from any sponsor usually carry a Modification ID when the original contract is modified. Make sure these two fields are updated at the Parent level, if applicable.



C. Complete Comments, Notes and Attachments

Enter any comments (viewable by PI/DA) and notes (internal OSP and PAFO only) if applicable. Your comments from the previous version will appear in the Comments Panel. You can choose to leave those comments in and add to those comments or delete those comments and new comments solely for this transaction.

Keep in mind that the comments on this version will appear on the Award Notification, but a history of all comments (across versions) can be viewed by clicking on View History.

If the sponsor provides a new or revised notice of grant award, the documentation must be uploaded in the system. To upload a document, navigate and open the Attachments Panel in the Comments, Notes and Attachments tab.

Select Notice of Award as the 1) Attachment Type. Enter a 2) description of the attachment and search for the document on your computer or network by click on the 3) browse button. Select the appropriate file using the Chose File pop-up window and click 4) Add to upload the document onto the record.

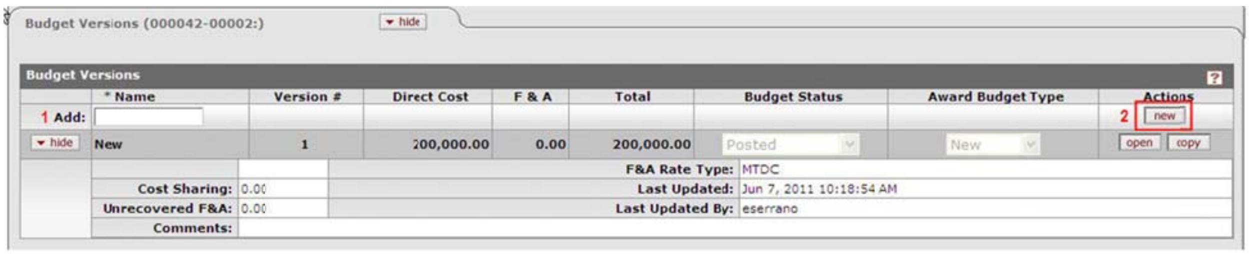
D. Finalize version of the Parent Award

To finalize the parent award, click on the 1) Blanket Approve button found on the Document Action Command buttons found at the bottom of the page.

E. Create new budget version for the child where the rebudgeting is to be processed.

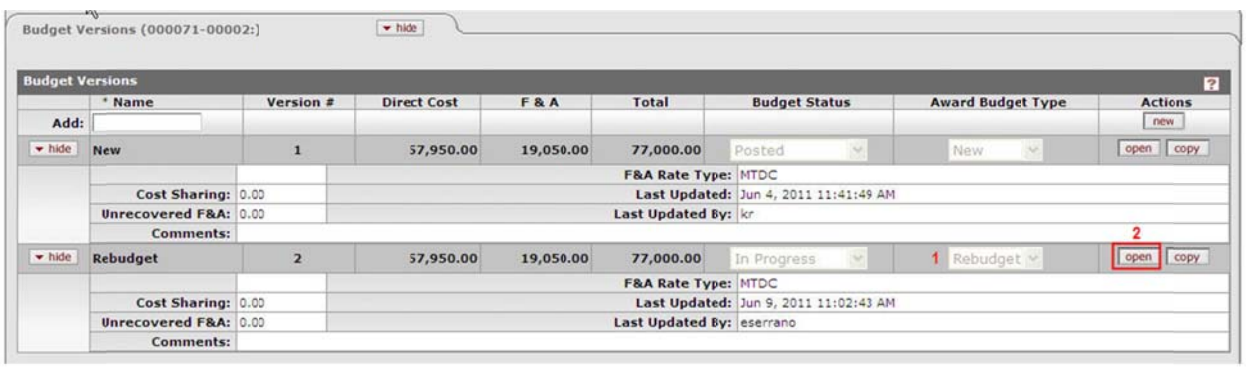
On the main portal, search for an open the child award which a rebudgeting of funds needs to be processed. Click on the Budget Versions tab.

On the Budget Versions panel, enter a 1) Name for the version of the budget and 2) click Add.

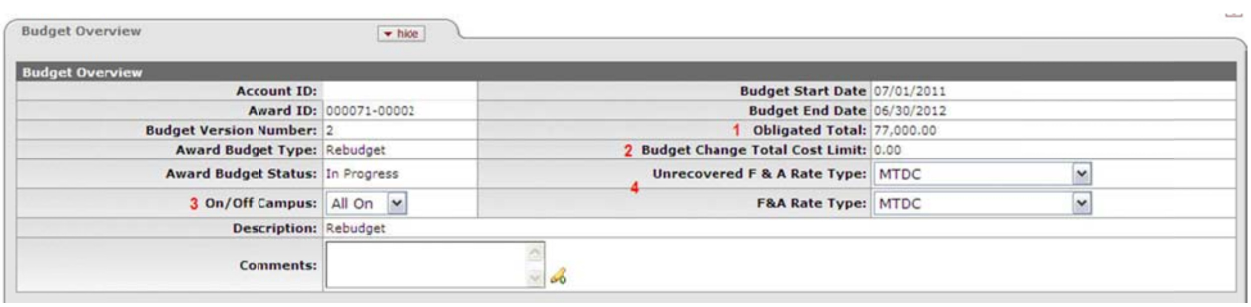


It is recommended to enter the Transaction Type (entered on the Time and Money document) as the Name for the budget version.

You'll notice that the version of the budget document will have a 1) Budget Award Type of "Rebudget." The system knows this version is a rebudget since no funds were obligated (or de-obligated) to the child since the last version.



Click the 2) Open button on the newly created Budget Version. The Award Budget document will open and will display the Parameters tab. Review and complete the Budget Overview panel found on the Parameters tab.



Data Quality	SOP Definition / Use	Required
1) Obligated Total	This field is automatically populated from the Time and Money Document, and displays the cumulative amount of funds that have been obligated to this account to date.	Yes
2) Budget Change	This field represents the change of funds obligated by the current	Yes

Total Cost Limit	action that needs to be budgeted in this version of the award budget document. **Note:** For a Rebudget within a single child this value will always be 0.00.	

Make sure to select the appropriate 3) On/Off Campus indicator and the appropriate 4) Rate Types for both the F&A and Unrecovered F&A.

Reference. To complete this version of the budget document, follow similar steps found in the *Creating a Budget document for Child Award* user guide. Start at Step C and finish by posting the new budget version.

The main difference when creating a budget version for a rebudget within a single node is that you will be adding funds to line items AND subtracting funds from other line items. Keeping in mind whether or not line items incur F&A or not, the 1) total amount added must equal the 2) total amount subtracted. At the end of your rebudgeting, the 3) Total Sponsor Cost should be equal to 0.00.