**BOSTON UNIVERSITY**

**Kuali Coeus Research Management (KCRM) User Guide:  Create Hierarchy and Child Awards**

**Version 4.0: August 2014**

**Purpose:** To create an award hierarchy with one or more child awards in the system.  Additional child awards can be created to segregate funds into separate accounts.

**Trigger / Timing / Frequency:**  When a parent award with master data has been completed and finalized.

**Prerequisites**: A parent award with master data must be completed and finalized before creating an award hierarchy in the system.

**User Group Roles:**  Awards

**Menu Path**: Central Admin > Parent Award > Award Actions Tab

**Tips and Tricks**: A child award document can be copied from the parent award document upon creation to save time on data entry.  With the exception of a few fields, all data entered in the parent award will be copied onto the child awards.  The KCRM award hierarchy, consisting of a parent award and one or more child awards, is directly related to SAP's hierarchy, consisting of a Grant and one or more Sponsored Programs

**Results and Next Steps**: Once the hierarchy has been constructed for a new or modified award, the next step in the process is to obligate funds to the appropriate nodes of the hierarchy.

**Process:**

After the parent award has been finalized, the ROSA award analyst determines how many child awards will be needed. The child awards represent accounts in the financial system. Each award will have at least one child, and some awards will have more than one for sponsor or internal accounting purposes. Certain complex awards might have a more elaborate hierarchy consisting of both child and grandchild awards.

## Contents

A.  Go to Parent Award's Hierarchy Actions

On a finalized Parent Award document, navigate to and show the Hierarchy Actions panel on the Award Actions tab.



The Hierarchy Actions panel displays with only the parent node in the hierarchy as per the figure below.



Click on the 1) round symbol next to the Award ID number of the parent to view the parent Detail, Award Copy and New Child subpanels.

> **Hierarchy Symbols** next to each node of the hierarchy represent the Award Status of that parent or child award.

> Pending status symbol is used for Pre-Award Billable and Pre-Award Not Billable Award status

> Active status symbol is used for Approved Award, Pre-Close, Department/OSP, OSP/PAFO and AR Only Award status.  Department/OSP and OSP/PAFO award statuses are not used at the child level.

> Closed status symbol is used for Cancelled and Closed Award status

B.  Create a child award

Within the New Child subpanel, you can create a child award by selecting the 1) copy from parent radio button and clicking on the 2) create button.

A new child award is created and you are shown the Award tab of that child. It is important to note the relationship between Award ID numbers in the parent and child documents. Note the Award ID number on the newly created child award ending in -00002 on the upper right hand corner of the document.

**Award ID.** The first six digits or root of the Award ID (123456-00001) remain the constant between the parent and child. The suffix of the Award ID number increments by one each time a node is added to the hierarchy. Therefore, the suffix -00001 would always represent the parent award and any number greater than -00001 represents a child.

C. Complete the child award.

After a child award is created, only three additional data elements are always required in the Award tab of a child award.

| Data Quality | SOP Definition / Use | Required |
|---|---|---|
| 1) Description | The document description should be the first portion of the award title. There is a 30 character limit on this field. | Yes |
| 2) Child Type | The child type is used to classify the type of child being created: **Standard**, **Fabricated Equipment**, **Participant Support, or Costs**. | Yes |
| 3) Child Description | This field captures a 30-character text description of the purpose of the child award for ease of identification (i.e. cores, years, etc.). | Yes |

**Reference:** Please see KCRM Field List Definitions Workbook for standard nomenclature for the Child Description.

The research community (PI and DAs) uses Child Description to help identify sponsored program accounts in the BW reports. Please use the standard descriptions and key words of a project title when working with single child awards.

With the following exceptions, no other data should be modified at the child level at the time of award set-up:

- **Roles:** PI/Co-Is/Co-PIs and Post-Award Departmental Administrators listed on a child award record will have permission to view data about the corresponding sponsored program (including budget) in the Business Warehouse. If a Co-I/Co-PI or Departmental Administrator should not have this access, he or she should be deleted from the Contacts tab at the child award level.
- **Cost-Sharing:** In cases where cost-sharing data is added to the parent award and copied to the child award record, it should be deleted from the child award. Cost-Sharing data is captured only at the parent level, and can't be included on child award records.
- **Terms:** If additional terms apply only to a child award, they can be added.
- **Award Status:** If the status of a particular child is different from that of the parent, the Award Status field can be modified at the child. Depending on the award status value selected at the child, the account in SAP will be set to **open** or **closed**.

Relationship between child award status and SAP Sponsored Programs

| KCRM Child Status | SAP Sponsored Program |
|---|---|
| Pre-Award not Billable | Open, plus a flag at the grant level indicating that manual intervention is required for billing on that grant. |
| Pre-Award Billable | Open |
| Approved Award | Open |

| | |
|---|---|
| Pre-Close | Open  (sent to BW for informational purposes only) |
| Department / OSP | Not valid status choices at the child level |
| PAFO / OSP | Not valid status choices at the child level |
| AR Only | Open; all expense sponsored classes turned off. |
| Closed | Closed – both exp & rev |
| Cancelled | Closed – both exp & rev |
| Hold | Closed – both exp & rev |

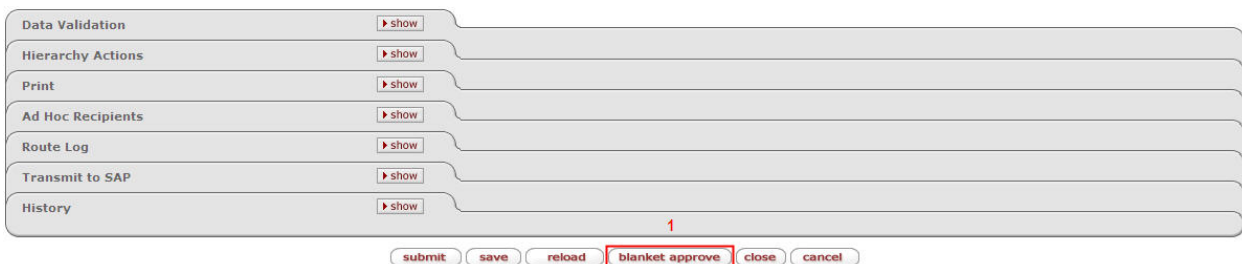After these steps are taken, the child award is finalized.

D.   Finalize the child award.  Click on the Award Actions tab.



The Hierarchy Actions tab provides a visual representation of the hierarchy as seen in the figure below. The figure represents a parent award with one child.  View the Hierarchy Actions panel on the Award Actions tab to make sure the hierarchy has been constructed correctly.
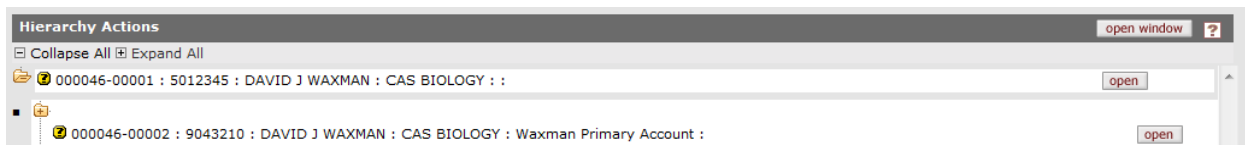


To finalize the child award, click on the 1) Blanket Approve button found on the Document Action Command buttons found at the bottom of the page.

**KCRM Document Action Command Buttons Definitions**

| | |
|---|---|
| **Submit** | Moves the document (through workflow) to the next step in the process. Once a document is submitted, it remains in 'ENROUTE' status until all approvals have taken place. If there is no workflow for a specific document, the submit button works the same as Blanket Approve. |
| **Save** | Allows the initiator of a document to save their work and close the document. The document may be retrieved from the initiator's Action List for completion and routing at a later time. |
| **Blanket Approve** | Bypasses all subsequent levels steps in the process and immediately moves a document to final status. Anyone who would normally have received the document for approval receives an Acknowledgement request instead. This action may only be taken by an Administrator. |
| **Close** | Signifies that you wish to exit the document. The system displays a message asking if you want to save the document before closing. No changes to Action Requests, Route Logs or document status occur as a result of a Close action. If you initiate a document and close it without saving, it is the same as canceling that document. |
| **Cancel** | Denotes that the document is void and should be disregarded. Canceled documents cannot be modified in any way and do not route for approval. They may be copied, however, to a new document. |

E.   Reasons for separate child awards

If more than one child award is needed, repeat steps A through D for each new child. When appropriate, separate child awards should be created in KCRM for the following reasons:

- Segregating funds for a continuation year when (a) an award is authorized year to year and (b) the sponsor requires an annual financial report or an annual invoice and (c) carryforward requires sponsor approval.
- Segregating funds for each core and/or project within a multi-project award
- Segregating funds representing individual tasks under a master agreement
- Segregating funds for fabricated equipment
- Segregating funds for participant support costs
- Segregating funds for management by individual Principal Investigators on an award with more than one named PI (for example, an NIH Multiple PD/PI award)
- Segregating funds in a holding account for later distribution to an active child award
- Segregating funds for a supplement when the supplemental funds can't be co-mingled with existing funds
- Any other circumstance in which the sponsor requires certain funds to be segregated.

<u>Please note</u>: It isn't possible to capture all the circumstances related to the creation of new child awards in this user guide. If you have questions about whether or not the creation of a new child is appropriate in a given situation, please check with your team lead or manager.

F.   Create and finalize group nodes, if applicable.

A more complex hierarchy can be created by using the process described above to create group nodes and grandchild awards.  Group nodes are used to organize a complex award hierarchy for management and reporting purposes. Group nodes are child awards with additional child awards beneath them. When Group Nodes are created, the 2) Child Type field should be set to Group, and the 3) Child Description should be used to identify the purpose of the group; for example, *Year One.*



Besides the three fields indicated above, no other data should be modified at the group level. Finalize the group node by following Step D above.

**G.**   Create and finalize grandchildren, if applicable.

Steps A through D of this document are again repeated, with only one variation, to create grandchild awards within the hierarchy.  When performing the copying functionality, make sure to create a copy from the group node (not the parent award) for which the child award belongs under.  Click on the 1) round symbol next to the Award ID number of the group node to view the Detail, Award Copy and New Child subpanels.

In the group nodes New Child subpanel, select copy from parent radio button and click create.  Aside from this step, the same required data and variation of data guidelines outlined in step C described above apply for grandchild awards.  Finalize the grandchild award by clicking on the Blanket Approve Document Action Command Button on the Award Actions tab.