



Kuali Coeus Research Management (KCRM) User Guide: Create a New Parent Award

Version 4.0: August 2014

Purpose: To create a new parent award record in the system.

Trigger / Timing / Frequency: When a new award is received by the University and OSP determines that the award can be accepted.

Prerequisites: If the award is the result of a proposal submitted to the sponsor, an Institutional Proposal record should be completed before the new award is created in the system.

User Group Roles: Awards

Menu Path: Central Admin > Post-Award > Awards



Tips and Tricks: N/A

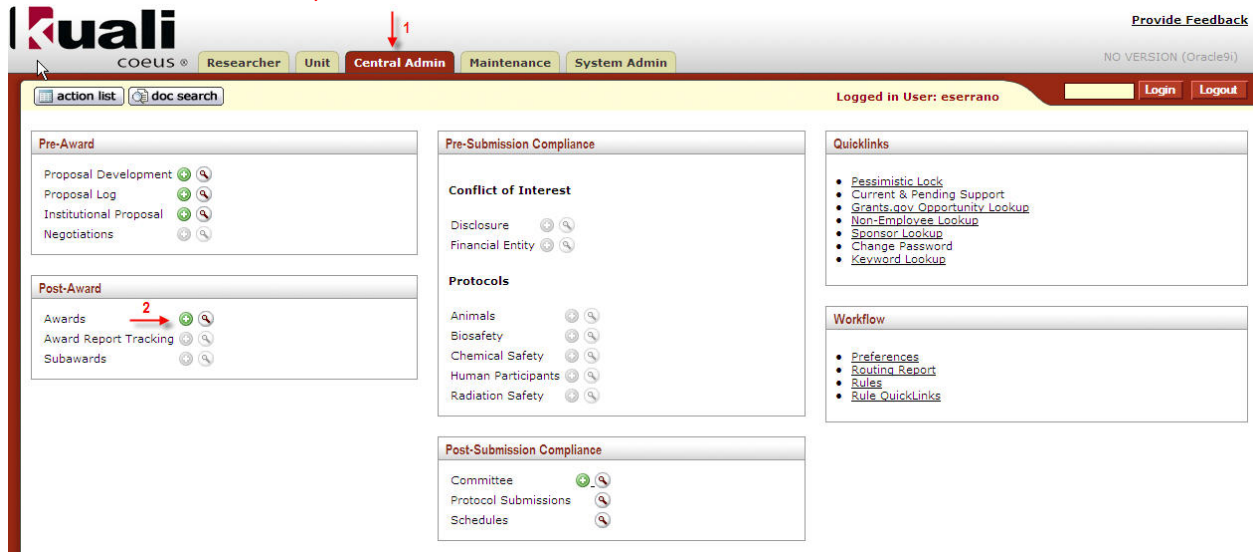
Results and Next Steps: Parent Award is finalized and the hierarchy and child awards can now be created.

Contents

A.	Create a Parent Award.....	3
B.	Begin completing the Awards Tab	3
C.	Link a pending Institutional Proposal	4
D.	Complete the Details and Dates panel	5
E.	Complete the appropriate fields in the Sponsor, Project and Time and Money subpanels.....	6
F.	Add a Sponsor Template to the Award document.	7
G.	Add key project personnel.....	8
H.	Add Unit Contact (department administrator) to the project.....	10
I.	Review and/or edit cost sharing commitments on the award, if applicable.....	10
J.	Review the Payment, Reports and Terms tab	11
K.	Complete the Additional Financial Information subpanel.....	12
L.	Review and/or edit reports due to sponsor	13
M.	Review and/or edit terms applied to the award	14
N.	Complete the Special Review panel.....	15
O.	Complete the Custom Data tab.	16
P.	Complete the Comments, Notes and Attachments tab	17
Q.	Enter Notes for the award for internal (OSP and PAFO) purposes on the Notes Panel.....	17
R.	Upload Notice of Award and other attachments	18
S.	Validate the award document	18
T.	Finalize the Parent Award document.	19

A. Create a Parent Award.

Start the transaction in the Kuali Coeus Research Management portal and 1) navigate to the Central Admin Main Menu Tab. 2) Click the Add Award icon.



Lookup Fields: Search criteria section fields marked with the Lookup icon (magnifying glass) on the right of the entry box allow you to look up the information to select from in order to specify search criteria and avoid data entry errors. Click the icon to display a list of valid values from which to select and click return to populate the box.

You may bypass the Kuali Lookup screen if the unique identifier for the field is known (i.e. PI username, Lead Unit cost center, Sponsor ID). **Direct Inquiry Fields:** Search criteria section fields that also have the Direct Inquiry icon (open book) appearing to the right enable you to enter a value in the field and verify the data by opening a read only view of the document (i.e. Person, Lead Unit, etc.) to make sure you have entered the correct criteria.

Date Fields: Dates should be specified as mm/dd/yyyy format. Click the date selector icon where available to select a date from a calendar to populate date fields.

B. Begin completing the Awards Tab

Begin completing the Award document by completing information on the Awards Tab. All required fields on the Award Tab must be completed before the Award document can be saved.



Enter Document Description in the Document Overview Panel for the Award document.



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

C. Link a pending Institutional Proposal

If this award is in response to a proposal submitted to the sponsor, an Institutional Proposal should be in the system prior to the award being set up. If an award was received from a sponsor without a proposal having been submitted (i.e. Clinical Trial Agreements, Intergovernmental Personnel Agreements), this Step C can be skipped. Click the **1**) Show/Hide button to open the Funding Proposal panel. Click on the Institutional Proposal ID **2**) Search button to look up and select the Institutional Proposal (see note below for example). Since you are creating a new parent award, **3**) Proposal Merge type will default to 'Initial Funding.'

Click the **4**) Add button to link the Institutional Proposal to the award.



Note: On the **1**) Institutional Proposal Look up screen, enter **2**) one or more criteria to narrow your search for the Institutional Proposal. **3**) Asterisks can be used as wild cards when performing searches in KCRM look up screens

The returned values appear right under the search criteria screen. Click the **1**) Return Value link next to the appropriate Institutional Proposal.

One item retrieved.

Return Value	Institutional Proposal Number	Proposal Type	Activity Type	Status	Lead Unit ID	Lead Unit Name	Account ID	Project Title	Sponsor ID	Sponsor Name	Prime Sponsor	Principal Investigator	Requested Start Date	Total Requested Start Date	Requested End Date	Total Requested End Date	Total Direct Cost	Total Total Direct Cost	F&A Cost	Total F&A Cost
1 Get row value	00690425	New	Research	Funded	2442470000	SPH ENVIRONMENTAL HEALTH		RH PL1	301057	NIH/National Institute of General Medical Sciences		DAVID M OZONOFF	01/01/2015	01/01/2015	12/31/2015	12/31/2018	1,000.00	3,000.00	637.00	1,911.00

Export options: CSV | spreadsheet | XML

When returned to the Funding Proposal Panel, as mentioned earlier, click the **Add** button to link the Institutional Proposal to the award document.

To view a little more detail from the Institutional Proposal click on the **1) Show/Hide** button. To unlink the award from the Institutional Proposal, click on the **2) Delete** button. **3) Proposal Details** and **4) Budget Details** will also be displayed.

The screenshot shows the 'Funding Proposals' interface. At the top, there's a table with one row for proposal 00690425. Below the table, there are several panels: 'Add Funding Proposals', 'Current Funding Proposals', 'Proposal Details', and 'Budget Details'. The 'Proposal Details' panel shows fields for Institutional Proposal Number (00690425), Version (3), Type (New), Activity Type (Research), and Title (RH PL1). The 'Budget Details' panel shows a table with columns for 'Initial' and 'Total' costs, with rows for Proposed Start Date, Proposed End Date, Proposed Direct Cost, Proposed F&A Cost, and Proposed Total Cost.

D. Complete the Details and Dates panel

Complete the Current Action and Institution subpanels. Some of the information on the Details and Dates panel is automatically populated from the linked Institutional Proposal. Review this information to make sure it is accurate and no updates are needed.

The screenshot shows the 'Details & Dates' panel. It is divided into two main sections: 'Current Action' and 'Institution'. The 'Current Action' section has a 'Transaction Type' dropdown set to 'New' and a 'Notice Date' field. The 'Institution' section contains several fields: 'Award ID' (000000-00000), 'Version' (1), 'Account ID', 'Award Status' (Approved Award), 'Child Type', 'Award Title' (Cytochrome Study), 'Lead Unit ID' (12020200), 'Account Type' (Federal), 'Activity Type' (Research), 'Award Type' (Grant), and 'Child Description'.

Data Quality	SOP Definition / Use	Required
1) Transaction Type	This field captures the nature of the current action taking place in the system. At the time of new award creation, the selections are: New, Renewal, Supplement, Carryover, Continuation, Administrative Change, Correction, Deobligation, Increment, Rebudget Funds, Program Income, and No-Cost Extension.	Yes
2) Lead Unit	Each award can be associated with only one lead unit, although other associated units can be listed on the contacts page in relationship to specific Senior/Key Personnel. Lead Unit is synonymous with responsible cost center in SAP.	Yes
3) Version	The system generated version number, indicating the number of times the award has been edited.	
4) Account Type	The Account Type field is used to distinguish between federal and non-federal awards. This is a key field because it will designate the first two digits in the Account ID (SAP Grant Number) when it is created via the interface. If an award is federal flow-through, the Account Type should be set to Federal.	Yes
5) Activity Type	The Activity Types defined in the system are directly related to the activity types identified on the University’s Negotiated Indirect Cost Rate Agreement (NICRA).	Yes
6) Award Status	This field is used to capture the current status of the award. At the time of new award creation, the options are: Pre-Award Billable, Pre-Award Not Billable, and Approved Award.	Yes
7) Award Type	This field is used to indicate the type of award. At the time of new award creation, the options are: Grant, Subgrant, Subcontract, Consortium Agreement, Contract, Cooperative Agreement, Fixed Price Contract, Financial Aid Award, Industry Funded Clinical Trial (OCR), Intergovernmental Personnel Agreement, and Other Transaction Agreement.	Yes
8) Award Title	This field is used to capture the Title of the award.	Yes



Reference: Please see KCRM Field List Definitions Workbook for all values and definitions of the above fields

- E. Complete the appropriate fields in the Sponsor, Project and Time and Money subpanels



The screenshot shows a web form with three main sections: **Sponsor**, **Project**, and **Time & Money**. The **Sponsor** section includes fields for Sponsor ID (001040), Sponsor Award ID (TR01MHT2345-01), Modification ID, Prime Sponsor, Prime Sponsor Award ID, CFDA Number (95.123), and NSF Science Code (F2 - Life Sciences Biologic). The **Project** section includes Major Project (No), Conference Grant (No), and ARRA Code (No). The **Time & Money** section includes Project Start Date (6/1/2011), Project End Date (5/31/2014), Execution Date, Anticipated Direct (0.00), Anticipated F&A (0.00), Anticipated Total (\$0.00), and corresponding Obligated fields (all 0.00).

Data Quality	SOP Definition / Use	Required
1) Sponsor ID	This field captures the name of the external entity providing funds to the university. In the case of a subaward to BU, this field will capture the direct sponsor.	Yes
2) CFDA	This field captures the CFDA number, and is required for all federal and federal pass-through grants and cooperative agreements It is not required for federal contracts and non-federal awards.	
3) NSF Code	This field captures the NSF Science Code, and is required for all awards (not only NSF awards) with an Activity Type of Research.	
4) Project Start Date	The start date of the period of performance (including any pre-award authorization period).	Yes
5) Project End Date	The end date of the period of performance, defined as the current period plus any unfunded periods, including possible option years, unless the submission of a proposal is required to trigger the option years.	Yes



Do not complete the 6) Anticipated Amounts or any of the 7) Obligated information (Start, End, Amounts) as this information will be entered in the system via the Time and Money document for each child and roll up to the Parent Award.

F. Add a Sponsor Template to the Award document.

Click on the 1) Sponsor Template panel Show/Hide button and then click on the 2) Search icon to look up the appropriate Sponsor Template, or enter the appropriate template code if known.



The screenshot shows a search interface for 'Sponsor Template'. It includes a search bar with '11' entered, a search icon, and a description field containing 'NSF'. There is an 'apply' button and a note at the bottom: 'Note: Award data may have changed since Sponsor Template was applied.'

The selection of a sponsor template saves data entry time by automatically loading information about payment, terms and conditions, and reporting requirements, based on a pre-defined template.

On the 1) Sponsor Template Lookup screen, enter 2) one or more search criteria to narrow your results. You may also just click 3) Search to view all Sponsor Templates that have been configured in the system.

Sponsor Template Lookup * required field

Sponsor Template Code:	<input type="text"/>
Description:	<input type="text"/>
2 Sponsor Template Status:	select <input type="button" value="Search"/> <input type="button" value="Help"/>
Prime Sponsor Code:	<input type="text"/> <input type="button" value="Search"/> <input type="button" value="Help"/>
Payment Basis:	select <input type="button" value="Search"/> <input type="button" value="Help"/>
Payment Method:	select <input type="button" value="Search"/> <input type="button" value="Help"/>
3 <input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>	



Reference: Please see KCRM Field List Definitions Workbook for a list of pre-determined templates

Click on 1) return value next to the appropriate template. If no other applicable template applies to this award, you should select the 2) “default” template. Information populated via a sponsor template can be edited as needed. Click Yes when asked if you are sure you want to apply this Sponsor Template.

Return Value	Sponsor Template Code	Description	Sponsor Template Status	Prime Sponsor Code	Payment Basis	Payment Method
return value	1	2 Default	Approved Award		Cost reimbursement (Resource Related Billing)	Invoice
1 return value	2	NIH	Approved Award		Cost reimbursement (Resource Related Billing)	LOC - DHHS
return value	3	NIH ARRA	Approved Award		Cost reimbursement (Resource Related Billing)	LOC - DHHS-ARRA
return value	4	NIH ARRA Type 3 Administrative Supplement	Approved Award		Cost reimbursement (Resource Related Billing)	LOC - DHHS-ARRA
return value	5	NIH F31 & F32	Approved Award		Cost reimbursement (Resource Related Billing)	LOC - DHHS
return value	6	NIH T32	Approved Award		Cost reimbursement (Resource Related Billing)	LOC - DHHS

G. Add key project personnel

Key Personnel that was added to the linked Institutional Proposal are automatically on this panel. If key personnel have changed since the proposal, make sure to add or delete personnel accordingly.



Only individuals with a PI or CO-I role will be given access in the BW to view all sponsored programs under the grant being set up.

Click on Show/Hide button to open the Key Personnel panel to add key personnel to the parent award document. Enter the employee’s user name in the Employee User Name field or click on the 1) Employee User Name Search icon. Once the person has been selected, specify a 2) project role and click 3) Add. If Key Person is selected, the Project Role 4) field becomes a required field. NIH Awards following a Multiple PD/PI model will select a Principal Investigator, and for the second investigator should select Co-Investigator, then check the 5) Multiple PI checkbox.



The **Multiple PI**: checkbox will only appear for applicable NIH sponsors.

On the KcPerson Lookup screen, 1) enter one or more criteria to narrow your results. Click the 2) Search button to view results below the search criteria. To select a person click on 3) return value next to the appropriate person.

KcPerson Lookup ? * required field

KcPerson Id:	<input type="text"/>
1 Last Name:	henry
First Name:	<input type="text"/>
User Name:	<input type="text"/>
Email Address:	<input type="text"/>
Office Phone:	<input type="text"/>
Active:	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Both
Home Unit:	<input type="text"/>
Campus Code:	<input type="text"/>
2	<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>

You have entered the primary key for this table (KcPerson Id) in the search criteria. Since these fields can be used to uniquely identify a row in this table, the other search criteria entered will be ignored.

One item retrieved.

Return Value	KcPerson Id	Full Name	User Name	Email Address	Directory Department	Directory Title	Office Location	Office Phone	School	Active
3 return value	U16454665	ROBERT HENRY	henryr	HENRYR@BU.EDU				617-358-7117		Yes

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

Repeat Step H to add other key personnel to the project, if necessary.

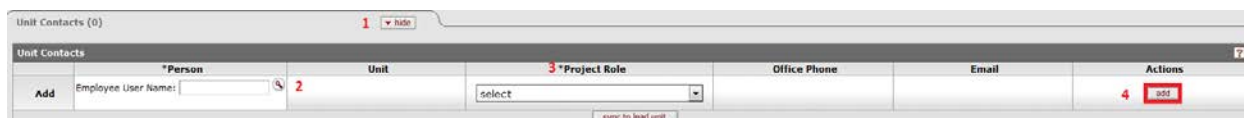
H. Add Unit Contact (department administrator) to the project.

Click on the Unit Contacts **1)** Show/Hide button and enter the department administrator’s username in the Employee User Name field or **2)** search for the department administrator in the same manner as you searched for key personnel in Step H. Once you select the appropriate department administrator, select either Pre-Award Department Administrator or Post-Award Department Administrator as **3)** Project Role. Click **4)** Add.



Keep in mind that OSP Administrators are also added to Unit Contacts when the department is not under a certain RA’s portfolio (RA not configured to the department and hence not populated in the Central Administration panel). Two current examples include Elizabeth Alcock for the Office Clinical Research and Kirsten Levy for all Intergovernmental Personnel Agreements (non-VA department).

Unit Contacts added on the parent award will gain view access to all sponsored programs (child awards) in the BW. If necessary, repeat Step H if more than one department administrator needs access.



Reminder: If an individual needs to be added to see BW report data, they can be added as an Other Authorized Viewer in the Unit Contacts section.

I. Review and/or edit cost sharing commitments on the award, if applicable.



The Cost-Sharing panel on the Commitments tab is used to enter data related to committed cost-sharing on the project. If cost sharing was entered on the Institutional Proposal at proposal time, the information will be copied over when the Institutional Proposal is linked to this award document.

To add a line of cost sharing, you must at least enter the **2)** Cost Sharing Type, **3)** Fiscal Year, **4)** Source and the **5)** Committed Amount.



Data Quality	SOP Definition / Use	Required
2) Cost Share Type	This field captures the type of cost-sharing that has been proposed (Mandatory, Voluntary-Committed, Cost-Share Memo Match).	Yes
3) Fiscal Year	This field captures the fiscal year with which the cost-sharing is associated.	Yes
4) Source Account	This field captures the source of the proposed cost-sharing, if known; for example, “departmental funds,” “Provost’s Office,” etc. An account number does not need to be entered, just the name of the unit who will responsible for contributing the cost-sharing.	Yes
5) Commitment Amount	The Committed amount should only represent the direct costs being cost shared by BU (should not include indirect costs).	Yes



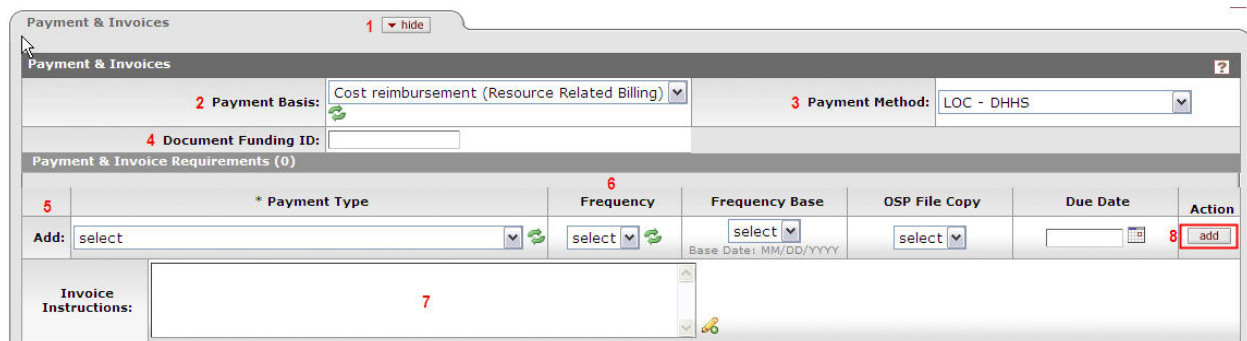
The Cost Share Memo Match value is used when there is a a third party contributing to the cost share.

Add multiple lines of cost sharing for each fiscal year and/or different types of cost sharing. When award records including cost-sharing data are interfaced to SAP, the interface will create an additional sponsored program with a budget amount equal to the sum of the cost-sharing values entered on this panel. The cost share of direct costs committed for the entire project (all years) should be included at the time of award set-up.

J. Review the Payment, Reports and Terms tab



Click on the Payment and Invoice Panel 1) Show/Hide button to review (and edit if applicable) the information on the panel.



Data Quality	SOP Definition / Use	Required
2) Payment Basis	This field captures SAP Billing Rule: Cost-Reimbursement (Resource Related Billing): This value is selected when the university will bill the sponsor for reimbursement for expenses incurred. Milestone: This value is selected when (a) the university will bill against a predetermined payment schedule, or (b) when payment is tied to the completion of a technical milestone. Manual: This value is selected only when specifically directed by PAFO to do so.	Yes
3) Payment Method	This field captures the method by which the University will receive payment for this project. The method of payment can be set to a particular agency’s Letter of Credit, the requirement (or non-requirement) to send the sponsor an invoice, or whether an advance payment was requested.	Yes
4) Document Funding ID	This field captures the Document Number found on a federal notice of grant award, for example MH123456 for an NIH award. It can also be used to capture a Purchase Order (PO) number when the Payment Method = Invoice.	Conditional
5) Payment Type	If invoice is selected as the method of payment, this field captures the specific invoice form to be used.	Conditional
6) Frequency	This field captures the invoice frequency.	Conditional
7) Invoice Instructions	This field is used to capture additional comments found in the Notice of Award to assist PAFO with the billing process.	

If the Payment Method is set to Invoice, complete the Payment Type, Frequency and Invoice Instructions (if applicable). Click **8) Add** to insert add the payment type form to the record.

The payment type and frequency will be transmitted to SAP. Only one payment type should be added to the record as the schedule of payments will be maintained in SAP. As a result, the Award Payment Schedule subpanel should not be completed.

K. Complete the Additional Financial Information subpanel.

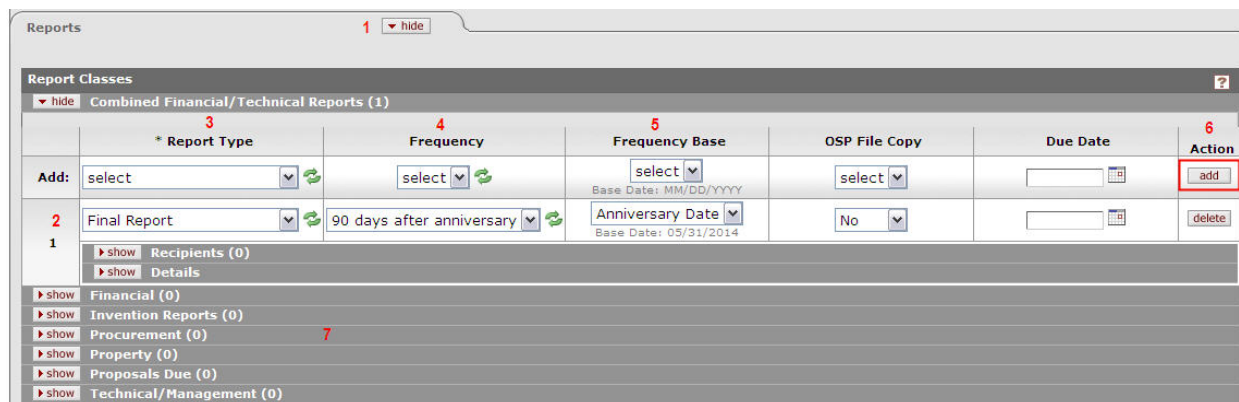
Additional Financial Information	
1 AVC Indicator:	125% <input type="button" value="v"/>
2 A133 Cluster:	Major <input type="button" value="v"/>
3 Fringe not allowed:	<input type="checkbox"/>
Program Income:	No <input type="button" value="v"/>
Stock Award:	No <input type="button" value="v"/>
NCE Notification Date:	<input type="text"/> <input type="button" value="..."/>
Interest Earned:	Not Applicable <input type="button" value="v"/>
Interest Earned Account Number:	<input type="text"/>
4 Subject to Federal Rate Agreement Dated:	N/A <input type="button" value="v"/>
5 BU/BMC FA Split:	No <input type="button" value="v"/>
Foreign Currency Award:	No <input type="button" value="v"/>

The Additional Financial Information subpanel contains additional data elements that have been added to KCRM to capture information required for BU reports and SAP. Complete all fields that apply.

Data Quality	SOP Definition / Use	Required
1) AVC Indicator	The AVC Indicator has been turned off in SAP, hence this field does not currently need to be completed	No
2) A-133	When the award activity type is <i>Research</i> or <i>Training</i> , this field should be set to "Major." Awards with any other activity type should be set to "Non-Major."	Yes
3) Fringe not allowed	This field is used to indicate if the sponsor does not pay fringe benefits. If the sponsor accepts fringe benefit charges the checkbox should be clear.	
4) Subject to Federal Rate Agreement Dated	This field is used when the award is subject to a negotiated federal rate agreement in which the rate changes during the life of the award. Under this circumstance, select the appropriate rate agreement from the drop down list. Selecting a value from this drop-down list will trigger the application of a specific code in SAP that allows the rate to increase in accordance with the rate agreement. If a value is not selected from this drop-down list, the rate will remain constant over the life of the award.	
5) BU/BMC F&A Split	If the F&A for this award will be split between Boston University and Boston Medical Center, this field should be set to "Yes." The default value for this field is "No."	

L. Review and/or edit reports due to sponsor

Click on Reports **1)** Show/Hide button to review (and edit if applicable) the **2)** reports due to sponsor. For all **7)** report classes applicable to the particular award, review, delete or **6)** add required reports(s) by selecting the **3)** report from the drop-down list of report types, as well as the **4)** frequency and **5)** frequency base.



If a report is due more than once, the system will generate the schedule in the Details subpanel, including due dates for each, when the report is 6) added.



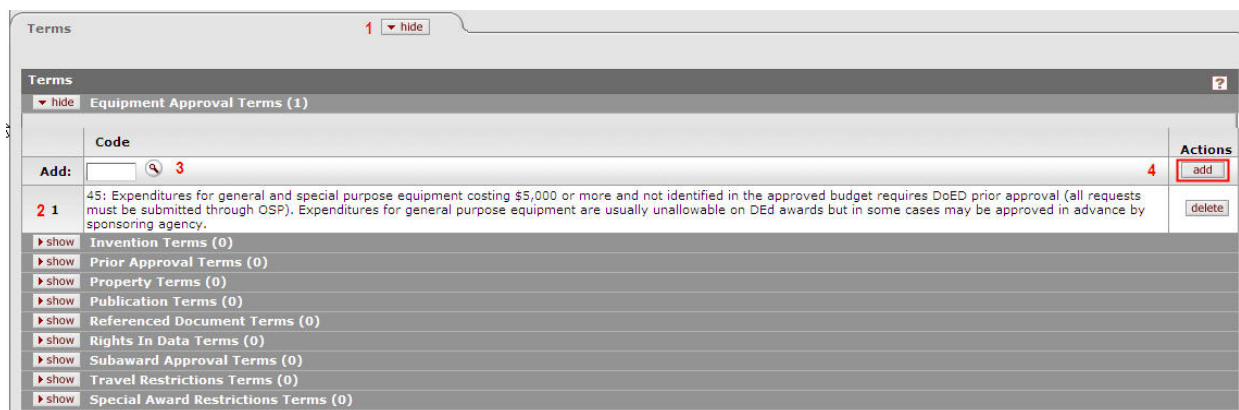
KCRM requires that at least one required report be entered for each award record.



Reference the Payment, Reports and Terms User Guide or KCRM Field List Definition workbook for more detailed information on reports.

M. Review and/or edit terms applied to the award

Click on Terms 1) Show/Hide button to review (and edit if applicable) the 2) terms applied to award. ROSA staff will use the *Terms* panel to highlight important terms and conditions of the award, as well as any special award restrictions. The types of terms are separate by subpanels (categories) as seen in the figure below.



To insert and additional term under any category subpanel, click on the Show/Hide button. Click on the 3) search icon to navigate to the Sponsor Terms Look up screen.



You may bypass the Kuali Lookup screen if the unique identifier for the field is known. In this case enter the code number and click 4) Add

On the 1) Sponsor Term Look up screen, the 2) term category will already be selected for you. Click 3) the search button to view all terms under that term type or enter additional criteria to narrow your results.

The results of the search appear directly below the look up screen. 1) Select the appropriate term(s) to add to the project and click on 2) return selected.

Select?	Sponsor Term Id	Code	Sponsor Term Type Code	Description
<input type="checkbox"/>	370	64	1	Converted Record. Please refer to sponsor award documentation for any...
<input type="checkbox"/>	380	74	1	No Clause
<input checked="" type="checkbox"/>	351	45	1	Expenditures for general and special purpose equipment costing \$5,000 ...

select all unselect all **return selected** 2

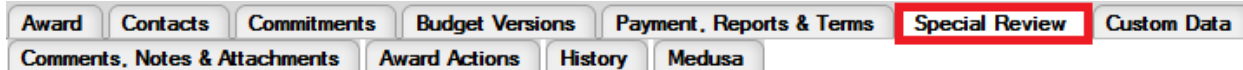
Once return value button has been pressed, the term will be added to the system as seen in the first figure of section M of this document.

Data Quality	SOP Definition / Use	Required
Special Award Restriction Terms	ROSA staff will use this term type to indicate: (1) A restriction on any specific budget category. Selecting a term prohibiting expenditures in a specific budget category (term codes 82-119) will result in the shut-off of that category in SAP.	Yes

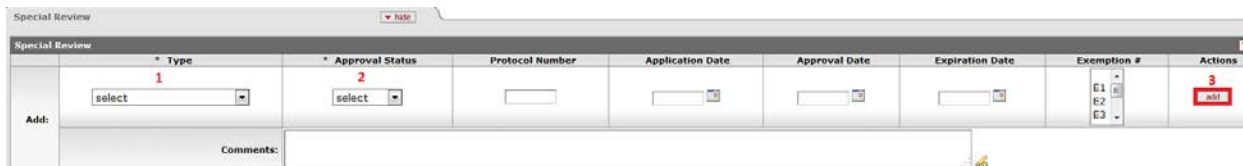


Reference the Payment, Reports and Terms User Guide for more detailed information on terms. The KCRM Field List Definition Workbook also contains a list of all terms under each category. KCRM requires that at least one term be entered for each category. If there is no applicable term for a particular term type, the default value of “Please review award document for any applicable terms and conditions” can be added to the appropriate category.

N. Complete the Special Review panel.



A special review refers to a grant award that requires additional review by an institutional committee or official (e.g. awards that include the use of human participants in research). The Special Review page is where you input relevant research compliance-related information and other special permissions that may be relevant to the specific project.

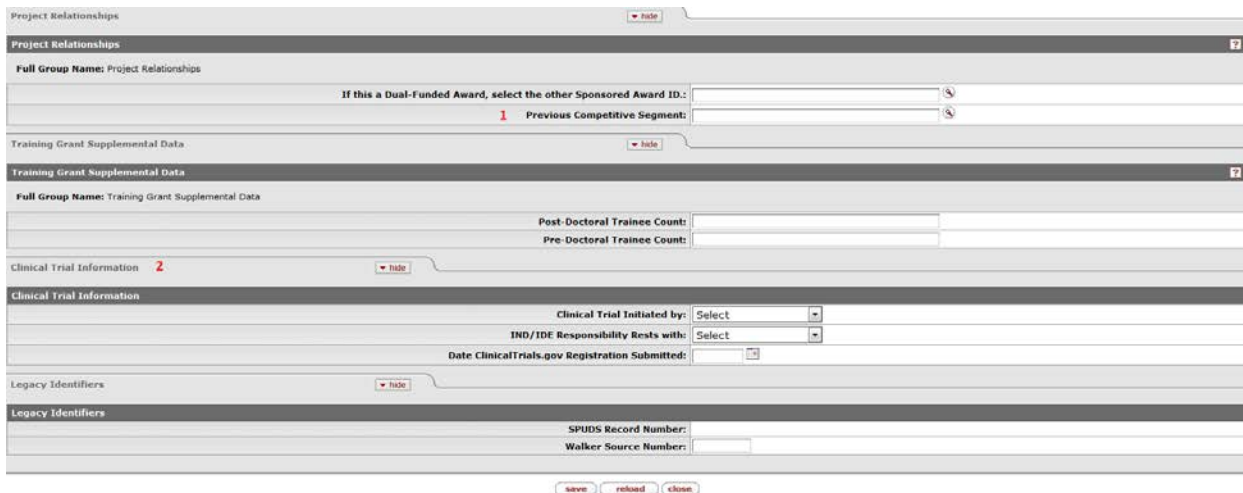


Select the 1) Special Review Type, the 2) Approval Status, and enter any applicable information in the remaining fields. If the Approval Status is set to Approved, the Protocol Number and Approval Date become required fields. Click 3) Add to insert a special review item in the system. Add subsequent lines as necessary.

O. Complete the Custom Data tab.



The Custom Data tab contains four panels, Project Relationships, Training Grant Supplemental Data, Clinical Trial Information, and Legacy Identifiers. Complete all fields that apply to the award.



Data Quality	SOP Definition / Use	Required
--------------	----------------------	----------

1) Previous Competitive Segment	If the proposal is a renewal, the 1) Previous Competitive Segment lookup should be used to identify the Award document that represents the parent of the previous segment.	
2) Clinical Trial Information	This panel should be completed if the award type = Industry Funded Clinical Trial	

P. Complete the Comments, Notes and Attachments tab

ROSA staff will use the Comments, Notes and Attachments tab to add comments about the award that are necessary to clarify or augment existing information about the entire award or a specific transaction within the award.

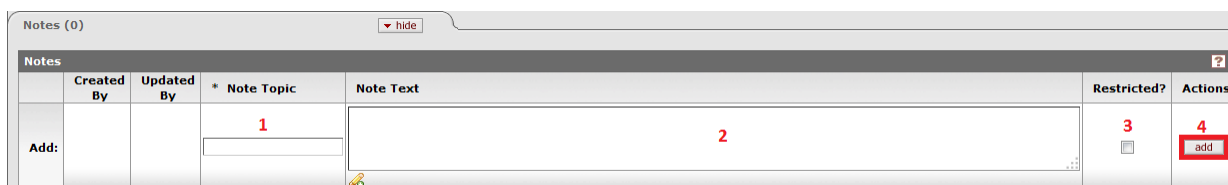
Click on the 1) Show/Hide button of the Comments panel. The 2) comments panel contains two subpanels to enter two different types of comments: General Comments and Fiscal Report Comments. Enter specific transaction comments in the 3) space provided. These comments are viewed by the research community as they are printed on the BU Account Notification sheets that are sent to the PI and departments at time of award. In addition to specific transaction comments, add any comments that should be highlighted for the PI/DA that pertain to life of the award.



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.

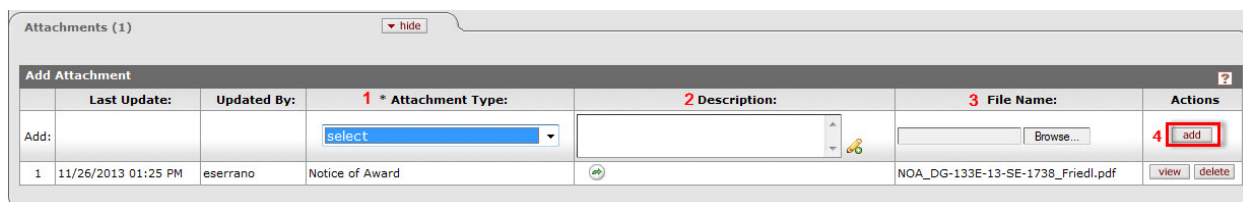
Q. Enter Notes for the award for internal (OSP and PAFO) purposes on the Notes Panel.

Notes on the award are NOT viewed by the research community as these are not printed on the Award Information Sheets that are distributed to the PI and departments. Enter the 1) Note Topic, 2) Note Text, click on 3) Restricted and click on the 4) Add button. Repeat this step if more than one note is to be added.



R. Upload Notice of Award and other attachments

The Attachments panel is used to upload Notice of Awards from the sponsor and other key documents pertaining to the award such as sponsor approved budgets and internal cost sharing budgets. 1) Select the appropriate attachment type, 2) enter an attachment description 3) browse for file in the BUSP Share drive and 4) click Add.



Data Quality	SOP Definition / Use	Required
1) Attachment Type	Select appropriate attachment type.	Yes
2) Description	An attachment description is populated to help ROSA, OSP and PAFO RAs identify the different attachments uploaded to an award document throughout the life of an award. Standard should be: Transaction Type_Dollar Amount (if applicable)_Date of Upload"	Yes
3) File Name	Browse to select the document to be attached.	Yes

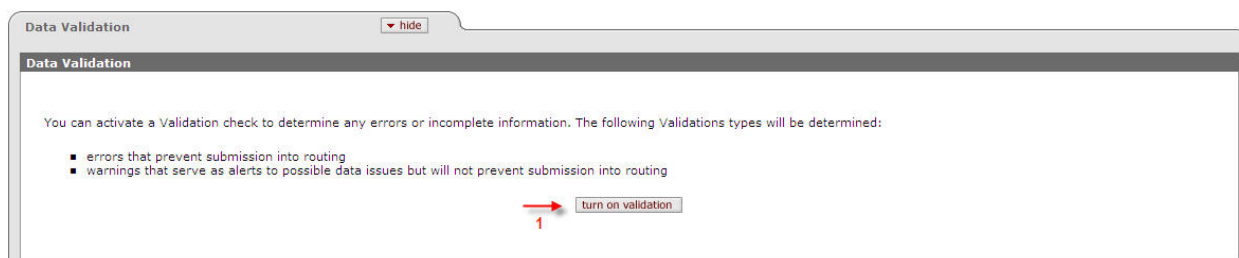


All attachments are generally uploaded in the Parent Award document. Only on awards such as CTSI, award containing pilot projects, or Coulter Foundation are attachments attached at the Child Level. In these exception situations, where documents are stored at the child level, a placeholder document should be included at the parent level with a note stating that all documents are stored at the child level for this award.

S. Validate the award document



The Data Validation Panel is where you can activate a validation check to determine if any errors exist or there is incomplete information on the Award document. Click on the 1) Turn on Validations button to view any errors or warning in the record.

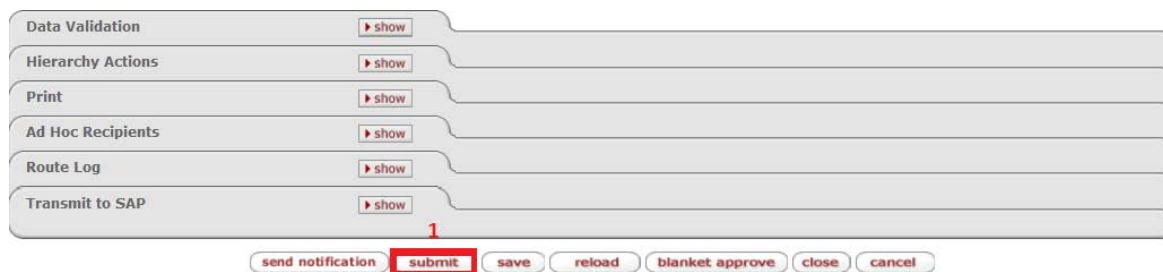


The system will indicate whether or not there are errors or validations present directly below the turn on validations button. If errors or validations exist, the system will provide you with a link (FIX Button) to the tab (page) where the missing data is required.

Once there are no validations or errors present, the record is ready to be finalized.

T. Finalize the Parent Award document.

To finalize the parent award, click on the 1) Submit 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 you 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.