



Kuali Research User Guide: Award Modifications

Version 6.0: November 2016

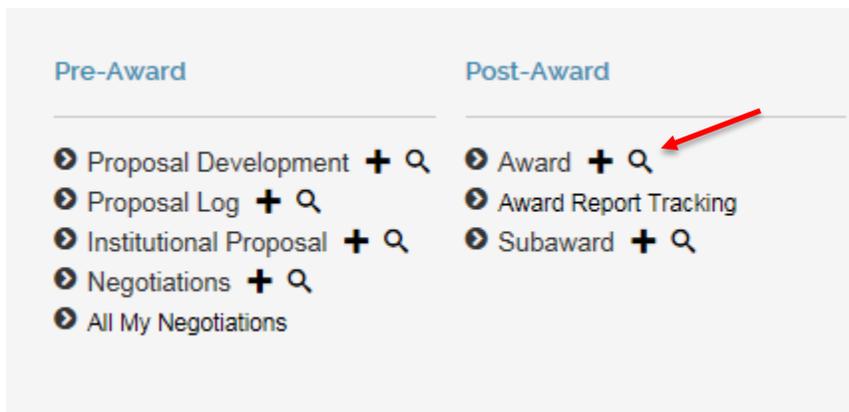
Purpose: Award modifications include processing new increments of funding, continuations, no-cost extensions, supplements, rebudgeting actions, de-obligations, and various other types of administrative changes that occur over the life of an award.

Trigger / Timing / Frequency: Award modifications can be initiated by the sponsor or in response to an internal University action.

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 Kuali Research. Only Step 1 is required 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 Award Analyst 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* user guide 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 Award Analyst 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 change 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.

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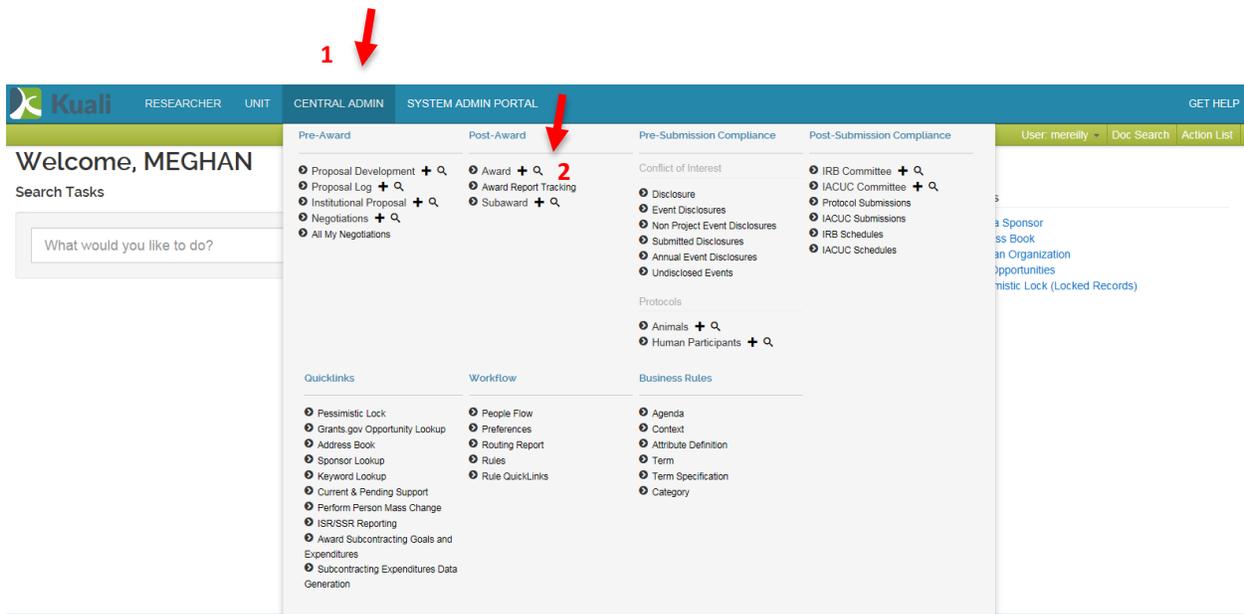
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Increment

An increment represents the obligation of new funds within an existing 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.

Award Lookup **1**

* required field

Award ID:

Sponsor Award ID:

Account ID:

Award Status:

Sponsor ID:

Award Title:

Investigator:

Lead Unit ID:

Lead Unit:

Document Status: Final Saved Both

3

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.

19475 items found. Please refine your search criteria to narrow down your search.
200 items retrieved, displaying 1 to 100 [First/Prev] 1, 2 [Next/Last]

| Actions | Award ID | Sponsor Award ID | Lead Unit ID | Lead Unit | Account ID | Award Status | Award Title | Sponsor ID | Sponsor Name | Investigator | Project Start Date | Project End Date | Document Status |
|---|--------------|------------------|--------------|------------------------------------|------------|--------------------|--|------------|---|------------------|--------------------|------------------|-----------------|
| open copy medusa View Invoices | 100004-00003 | 00000154 | 2442470000 | SPH ENVIRONMENTAL HEALTH | 9500240185 | Approved Award | The Boston Collaborative Oral Cancer Study | 300374 | Brown University | MICHAEL MCCLEAN | 09/15/2007 | 03/31/2012 | Final |
| open copy medusa View Invoices | 100007-00003 | 0000018407 | 1331200000 | SED LITERACY & LANG.,COUNS & DEVEL | 9500223857 | PAFO/OSP (Closing) | LEARNING CENTER IN VISUAL LANGUAGE AND VISUAL LEARNING (VL2) | 300896 | Gallaudet University | MARLON H KUNTZE | 09/15/2009 | 09/14/2010 | Final |
| open copy medusa View Invoices | 100008-00002 | 0000019768 | 1331200000 | SED LITERACY & LANG.,COUNS & DEVEL | 9500233602 | PAFO/OSP (Closing) | LEARNING CENTER IN VISUAL LANGUAGE AND VISUAL LEARNING (VL2) | 300896 | Gallaudet University | MARLON H KUNTZE | 09/15/2010 | 09/14/2011 | Final |
| 2 open copy medusa View Invoices | 100008-00001 | 0000019768 | 1331200000 | SED LITERACY & LANG.,COUNS & DEVEL | 9500233602 | PAFO/OSP (Closing) | LEARNING CENTER IN VISUAL LANGUAGE AND VISUAL LEARNING (VL2) | 300896 | Gallaudet University | MARLON H KUNTZE | 09/15/2010 | 09/14/2011 | Final |
| open copy medusa View Invoices | 100009-00002 | 000000370 | 1203430000 | CAS LEARNING RESOURCE NETWORK | 9500236671 | Approved Award | EAGER, THE ARTEMIS PROJECT: EVALUATION AND EXPANSION | 300374 | Brown University | ROBERT L DEVANEY | 10/01/2010 | 09/30/2011 | Final |
| 1 open copy medusa View Invoices | 100019-00001 | 0006100233 | 2570730000 | INST MID--AHEC PROGRAM | 9500228193 | Closed | Model State-Supported AHEC Program | 302323 | University of Massachusetts Memorial Medical Center | PETER F SHAW | 09/01/2007 | 08/31/2010 | Final |
| open copy medusa View Invoices | 100019-00002 | 0006100233 | 2570730000 | INST MID--AHEC PROGRAM | 9500228193 | Closed | Model State-Supported AHEC Program | 302323 | University of Massachusetts Memorial Medical Center | PETER F SHAW | 09/01/2007 | 08/31/2010 | Final |

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.

1

| | | | | | | | | | | | | | | | |
|--|---|--------------------------------|-----------------------------------|------------------------------|---------------------------------|---------------------------|--------------------------|-----------------------|--------------------------------|----------------------------------|----------------------------|-------------------------------|-------------------------------|---------------------------------|--|
| <p>Sponsor</p> <p>Sponsor ID: 301034  NIH/National Institutes of Health</p> <p>Sponsor Award ID: _____ Prime Sponsor: _____</p> <p>Modification ID: _____ Prime Sponsor Award ID: _____</p> <p>FAIN ID: 123456789978 CFDA Number: _____</p> <p>Federal Award Year: _____ NSF Science Code: _____</p> | | | | | | | | | | | | | | | |
| <p>Project</p> <p>Major Project: No ARRA Code: No</p> <p>Conference Grant: No</p> | | | | | | | | | | | | | | | |
| <p>Time & Money</p> <table border="0"> <tr> <td>Project Start Date: 10/27/2016</td> <td>Obligation Start Date: 10/27/2016</td> </tr> <tr> <td>Project End Date: 10/27/2019</td> <td>Obligation End Date: 10/25/2017</td> </tr> <tr> <td>Federal Award Date: _____</td> <td>Modification Date: _____</td> </tr> <tr> <td>Execution Date: _____</td> <td>Obligated Direct: \$100,000.00</td> </tr> <tr> <td>Anticipated Direct: \$300,000.00</td> <td>Obligated F&A: \$36,000.00</td> </tr> <tr> <td>Anticipated F&A: \$108,000.00</td> <td>Obligated Total: \$136,000.00</td> </tr> <tr> <td>Anticipated Total: \$408,000.00</td> <td></td> </tr> </table> | | Project Start Date: 10/27/2016 | Obligation Start Date: 10/27/2016 | Project End Date: 10/27/2019 | Obligation End Date: 10/25/2017 | Federal Award Date: _____ | Modification Date: _____ | Execution Date: _____ | Obligated Direct: \$100,000.00 | Anticipated Direct: \$300,000.00 | Obligated F&A: \$36,000.00 | Anticipated F&A: \$108,000.00 | Obligated Total: \$136,000.00 | Anticipated Total: \$408,000.00 | |
| Project Start Date: 10/27/2016 | Obligation Start Date: 10/27/2016 | | | | | | | | | | | | | | |
| Project End Date: 10/27/2019 | Obligation End Date: 10/25/2017 | | | | | | | | | | | | | | |
| Federal Award Date: _____ | Modification Date: _____ | | | | | | | | | | | | | | |
| Execution Date: _____ | Obligated Direct: \$100,000.00 | | | | | | | | | | | | | | |
| Anticipated Direct: \$300,000.00 | Obligated F&A: \$36,000.00 | | | | | | | | | | | | | | |
| Anticipated F&A: \$108,000.00 | Obligated Total: \$136,000.00 | | | | | | | | | | | | | | |
| Anticipated Total: \$408,000.00 | | | | | | | | | | | | | | | |
| Subawards |  | | | | | | | | | | | | | | |
| Sponsor Template |  | | | | | | | | | | | | | | |
| Keywords |  | | | | | | | | | | | | | | |



B. Edit the Parent Award – Award Tab.

The Parent Award opens up in an editable state.



An “Award is locked for editing” error appears if someone else is currently working on or worked on a certain document, such as a Parent Award in this case, within 24 hours of you opening the document. It is not a hard lock. You may proceed with your modification. If, however, you edit the document and you get a message that reads “A pending version currently exists. Would you like to edit the pending version,” click “NO” and contact the person who has the document open to determine an appropriate time for you to open and edit the document.

Document Overview hide

1 * Description: Explanation:

Organization Document Number:

Funding Proposals **2** show

Details & Dates hide

Details and Dates view history

Current Action hide

* Transaction Type: **3** Notice Date: Comments: **4**



The **1)** 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 **2)** 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 **3)** Transaction Type and enter any **4)** Comments related to this transaction (i.e. processing increment provided by the sponsor for current budget period 1).

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.

hide Sponsor

* Sponsor ID: NIH/National Institutes of Health Prime Sponsor:

Sponsor Award ID: **1** Prime Sponsor Award ID:

Modification ID: **2** CFDA Number:

FAIN ID: NSF Science Code:

Federal Award Year:

C. Complete Comments, Notes and Attachments



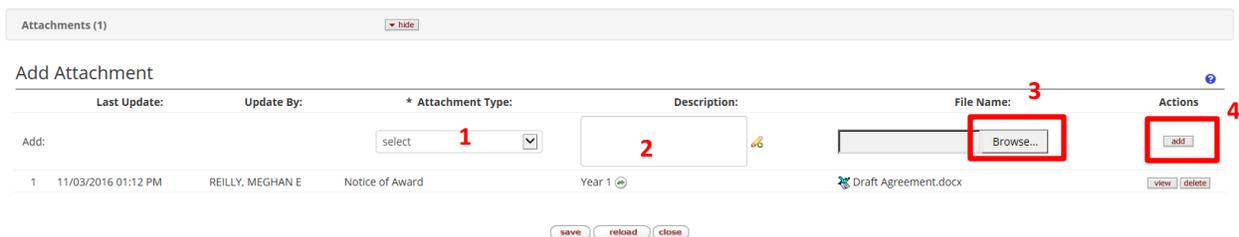
Enter any comments (viewable by PI/DA) as applicable. Your comments from the previous version will appear in the Comments Panel. Add current transaction comments and modify/delete prior comments according to standard procedure. Permanent comments that span the life of an award should not be deleted.



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 Choose File pop-up window and click 4) Add to upload the document onto the record.



| Data Quality | SOP Definition / Use | Required |
|--------------------|-------------------------------------|----------|
| 1) Attachment Type | Select appropriate attachment type. | Yes |

| Data Quality | SOP Definition / Use | Required |
|----------------|--|----------|
| 2) Description | An attachment description is populated to help Set-Up, OSP and PAFO RAs identify the different attachments uploaded to an award document throughout the life of an award. Standard should be: Date Uploaded: Transaction Type_Dollar Amount (if applicable)_End Date of Budget Period | Yes |

D. Finalize the version of the Parent Award



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.



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

If Sponsor Award ID or Prime Sponsor Award ID has been updated on the notice of award for the increment, the Sponsor Award ID fields need to be updated on all child awards receiving dollars with the

increment. Edit and finalize applicable child awards by completing steps A, B, and D above. The Transaction Type for the new version of the child record(s) should also be set to Increment.



It is only necessary to edit child awards if the above listed fields need updating. Hence, the Transaction Type does not need to be updated on children unless the above listed fields are being updated.

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

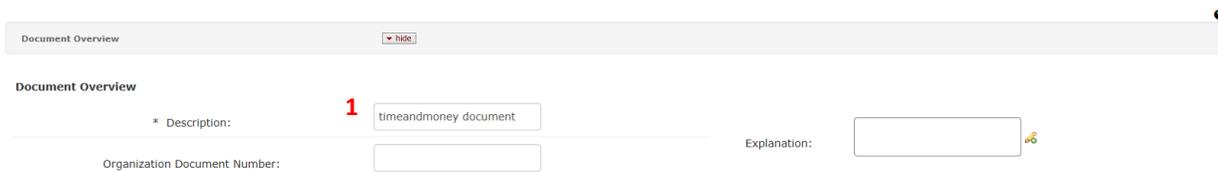
Search for parent award again by repeating Step A of this document. Once you have opened the Parent Award, click on the **1) Time and Money** button on the upper right hand corner in the Award tab.



The Time and Money document will open in a read-only state. Scroll to the bottom and click on the Edit button.

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 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 increment to the appropriate child award(s).



Award Hierarchy hide

Award Hierarchy ?

Transaction Type Code: select Notice Date: Comments:

Go To: 204932-00001 go current pending Totals

| 3 Nodes: Collapse All Expand All | Oblig. Start | Oblig. End | Project End | Oblig. Direct | Oblig. F&A | Oblig. Total | Ant. Direct | Ant. F&A | Ant. Total |
|---|--------------|------------|-------------|---------------|------------|--------------|-------------|------------|------------|
| 5 204932-00001 : CATHERINE E COSTELLO : CORE--BS MASS SPECTROMETRY | 10/28/2011 | 10/28/2011 | 10/28/2011 | 200,000.00 | 72,000.00 | 272,000.00 | 600,000.00 | 216,000.00 | 816,000.00 |
| 204932-00002 : CATHERINE E COSTELLO : CORE--BS MASS SPECTROMETRY | 10/28/2011 | 10/28/2011 | 10/28/2011 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 204932-00003 : CATHERINE E COSTELLO : CORE--BS MASS SPECTROMETRY | 10/28/2011 | 10/28/2011 | 10/28/2011 | 100,000.00 | 36,000.00 | 136,000.00 | 300,000.00 | 108,000.00 | 408,000.00 |



Another review step that may assist in adequately obligating new funds is to review the **7) Action Summary and History Tab**. When a Time and Money document is originally opened, all of the Panels represent information for the Parent. To view this tab for another node in the hierarchy, use the **8) Use the dropdown menu to select the appropriate Award ID and click GO**.

7

Time And Money
Action Summary and History

Award Hierarchy hide

Award Hierarchy ?

Transaction Type Code: Correction Notice Date: Comments:

Go To: 204932-00002 go current pending Totals

| 3 Nodes: Collapse All Expand All | Oblig. Start | Oblig. End | Project End | Oblig. Direct | Oblig. F&A | Oblig. Total | Ant. Direct | Ant. F&A | Ant. Total |
|--|--------------|------------|-------------|---------------|------------|--------------|-------------|------------|------------|
| 204932-00001 : CATHERINE E COSTELLO : CORE--BS MASS SPECTROMETRY | 10/28/2011 | 10/28/2011 | 10/28/2011 | 200,000.00 | 72,000.00 | 272,000.00 | 600,000.00 | 216,000.00 | 816,000.00 |
| 204932-00002 : CATHERINE E COSTELLO : CORE--BS MASS SPECTROMETRY | 10/28/2011 | 10/28/2011 | 10/28/2011 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 204932-00003 : CATHERINE E COSTELLO : CORE--BS MASS SPECTROMETRY | 10/28/2011 | 10/28/2011 | 10/28/2011 | 100,000.00 | 36,000.00 | 136,000.00 | 300,000.00 | 108,000.00 | 408,000.00 |

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 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.

| Direct/F&A Funds Distribution (204931-00001) hide | | | | | | | |
|--|----------------------|----------------------|-----------------------------------|-----------------------------------|--|--------------|--|
| Direct/F&A Funds Distribution | | | | | | | |
| Project Start Date: | | 10/28/2016 | | * Project End Date: | | 10/28/2019 | |
| Obligated Total: | | \$136,000.00 | | Anticipated Total: | | \$408,000.00 | |
| | * Start Date | * End Date | * Direct Cost | * F&A Cost | Actions | | |
| Add: | <input type="text"/> | <input type="text"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="button" value="add"/> | | |
| 1 | 10/28/2016 | 10/27/2017 | 100,000.00 | 36,000.00 | <input type="button" value="delete"/> | | |
| 2 | 10/28/2017 | 10/27/2018 | 1 100,000.00 | 36,000.00 | <input type="button" value="delete"/> | | |
| 3 | 10/28/2018 | 10/27/2019 | 100,000.00 | 36,000.00 | <input type="button" value="delete"/> | | |
| 4 | 10/28/2019 | 10/28/2019 | 2 0.00 | 0.00 | <input type="button" value="delete"/> | | |
| Total: | | | \$300,000.00 | \$108,000.00 | | | |
| Total Anticipated(Direct + F&A): | | | | \$408,000.00 | <input type="button" value="recalculate"/> | | |



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.

I. Create a transaction(s) for the Increment

Click on the Show/Hide button to open the Transaction Panel. Select the appropriate **1)** budget period to which funds are being obligated. Select the **2)** Source Award.



The **3)** 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.

| Transactions (204931-00001) hide | | | | | | | | | |
|---|-------------------------------|----------------------|-------------------------------|-------------------------------|--|--|--|--|------------------------------------|
| Pending Transactions | | | | | | | | | |
| Transaction | * Period | Comments | * Source Award | * Destination Award | Obligated Direct Change | Obligated F&A Change | Anticipated Direct Change | Anticipated F&A Change | Actions |
| Add: | 1 <input type="text"/> | <input type="text"/> | 2 <input type="text"/> | 3 <input type="text"/> | 4 <input type="text" value="0.00"/> | 5 <input type="text" value="0.00"/> | 6 <input type="text" value="0.00"/> | 7 <input type="text" value="0.00"/> | <input type="button" value="add"/> |

Enter the 4) Obligated Directs, 5) Obligated F&A, 6) Anticipated Directs, and 7) Anticipated F&A to be distributed to the child award. At any given child award in the hierarchy, the obligated amount can't exceed the anticipated amount. Click Add.

Repeat this step if the Increment is disbursed among more than one child.

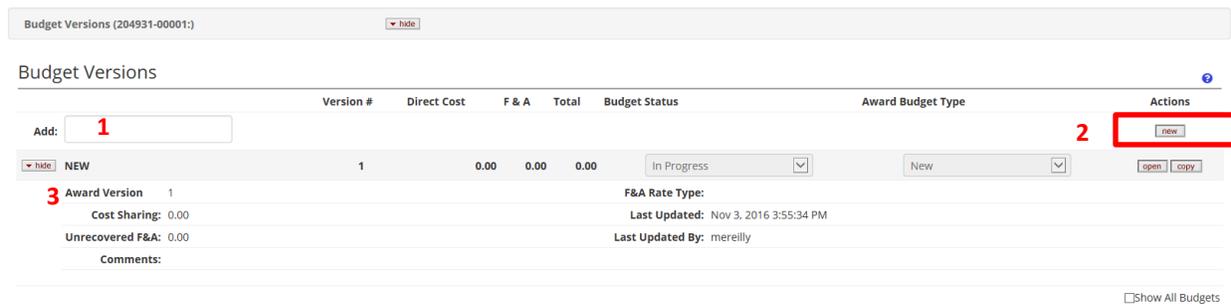
Scroll down to the bottom of the screen and click the Submit button.

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

On the main portal, search for and 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. Please note that the 3) Award Version is now associated each 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.

Budget Overview hide

Budget Overview info

| | |
|--|---|
| Account ID: 204931-00001 | Obligation Start Date: 10/28/2016 |
| Award ID: 204931-00001 | Obligation End Date: 10/28/2017 |
| Budget Version Number: 1 | <div style="display: flex; justify-content: space-between;"> 1 Obligated Previous: 0.00 </div> |
| Award Budget Type: New | <div style="display: flex; justify-content: space-between;"> 2 Obligated Change: 0.00 </div> |
| Award Budget Status: In Progress | <div style="display: flex; justify-content: space-between;"> 3 Obligated Total: 0.00 </div> |
| <div style="display: flex; justify-content: space-between;"> 4 On/Off Campus: Default 5 Unrecovered F & A Rate Type: select </div> | <div style="display: flex; justify-content: space-between;"> 6 F&A Rate Type: select </div> |
| Description: New | |
| Comments: | |

| Data Quality | SOP Definition / Use | Required |
|--|---|----------|
| 1) Obligated Previous | This field is automatically populated from the Time and Money Document, and displays the previous cumulative amount of funds that have been obligated to this account to date. On new awards amount is zero. | Yes |
| 2) Obligated Change | 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 |
| 3) 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 |
| 4) On/Off Campus | Field is used to indicate whether the on- or off-campus rate should be used in the calculation of F&A costs | Yes |
| 5) Unrecovered F&A 6) F&A Rate Type | These two fields are used to set the type of base on which the F&A is calculated. The two fields should match. These two fields are used to set the type of base on which the F&A is calculated. The two fields should match. | Yes |

Make sure to select the appropriate **4)** On/Off Campus indicator and the appropriate **5&6)** 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.

Equipment (1 line item) hide

Equipment ?

| | * Object Code Name | Description | Quantity | Change Amount | Obligated Amount | Action |
|---|--|----------------------|----------------------|---------------|------------------|---|
| Add: | <input type="text" value="select"/> ▼ ↻ 📄 | <input type="text"/> | <input type="text"/> | 1 | 0.00 | 2 add |
| 1 | Capital and Fabricated Equipment 16 | <input type="text"/> | 1 | 100.00 | 0.00 | delete |
| Total Amount for Capital and Fabricated Equipment: | | | | | 100.00 | |

show Line Item Details

For any particular object code the system will show you **2**) obligated amounts to that object code from prior budget versions of the budget document.

K. Save the budget version for child award(s) for the newly obligated funds. Budget version remains in “In Progress” status until QA.

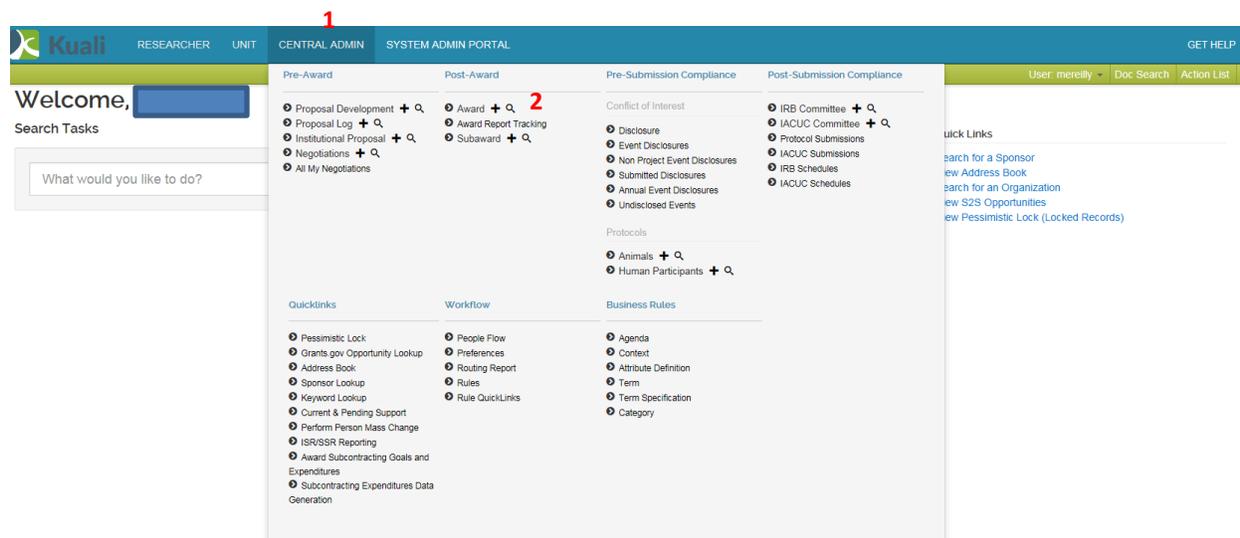
Repeat Step J and K for all child awards with newly obligated funds.

Continuation

A. Search for and open Parent Award.

A new Budget Period/award segment, including new funds with an extended Obligation Period end date.

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.

Award Lookup **1**

* required field

Award ID:

Sponsor Award ID:

Account ID:

Award Status:

Sponsor ID:

2 Award Title:

Investigator:

Lead Unit ID:

Lead Unit:

Final
 Saved
 Both

3

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 | 1 Award ID | Sponsor Award ID | Lead Unit ID | Lead Unit | Account ID | Award Status | Award Title | Sponsor ID | Sponsor Name | Investigator | Project Start Date | Project End Date | Document Status |
|---|-------------------|------------------|--------------|------------------|------------|--------------|-------------|------------|--|-----------------|--------------------|------------------|-----------------|
| 2 open copy medusa View Invoices | 200418-00001 | 1R01GM123456-01 | 1511960000 | IS&T KUALI COEUS | | Cancelled | Test Record | 301057 | NIH/National Institute of General Medical Sciences | JENNIFER L KING | 11/01/2011 | 10/31/2013 | Final |
| open copy medusa View Invoices | 200420-00001 | 1R01GM123456-01 | 1511960000 | IS&T KUALI COEUS | | Cancelled | Test Record | 301057 | NIH/National Institute of General Medical Sciences | JENNIFER L KING | 11/01/2011 | 10/31/2013 | Final |

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.

1

Time & Money

Project Start Date: 10/27/2016 Obligation Start Date: 10/27/2016
 Project End Date: 10/27/2019 Obligation End Date: 10/25/2017
 Federal Award Date:
 Execution Date:
 Anticipated Direct: \$300,000.00 Obligated Direct: \$100,000.00
 Anticipated F&A: \$108,000.00 Obligated F&A: \$36,000.00
 Anticipated Total: \$408,000.00 Obligated Total: \$136,000.00

Subawards

Sponsor Template

Keywords

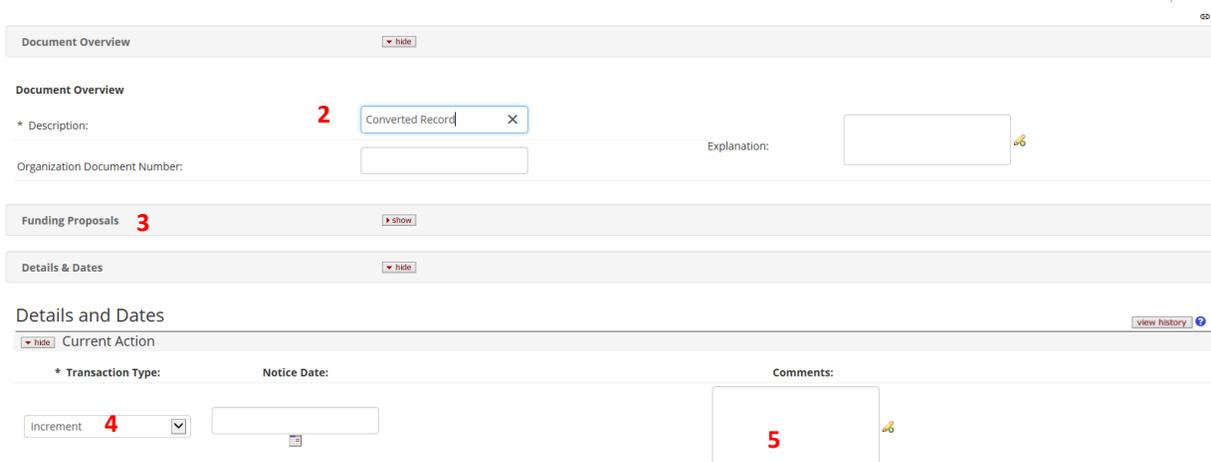
1

B. Edit the Parent Award – Award Tab.

The Parent Award opens up in an editable state.



An “Award is locked for editing” error appears if someone else is currently working on or worked on a certain document, such as a Parent Award in this case, within 24 hours of you opening the document. It is not a hard lock. You may proceed with your modification. If, however, you edit the document and you get a message that reads “A pending version currently exists. Would you like to edit the pending version,” click “**NO**” and contact the person who has the document open to determine an appropriate time for you to open and edit the document.



The screenshot shows a web interface for award modifications. It is divided into several sections:

- Document Overview:** Contains a "Description:" field with a red "2" next to it, containing the text "Converted Record". There is also an "Explanation:" field.
- Funding Proposals:** A section with a red "3" next to it, containing a "show" button.
- Details & Dates:** A section with a "hide" button. Below it is a sub-panel for "Current Action" with a "view history" button.
 - * Transaction Type:** A dropdown menu with "Increment" selected and a red "4" next to it.
 - Notice Date:** A date input field.
 - Comments:** A text area with a red "5" next to it.



Confirm the recommended 2) Description is entered in the Document Overview: a description which uniquely identifies this award. The first 30 characters 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.

| | |
|---|--------------------------|
| ▼ hide Sponsor | |
| * Sponsor ID: 301034 NIH/National Institutes of Health | Prime Sponsor: |
| Sponsor Award ID: 1 | Prime Sponsor Award ID: |
| Modification ID: 2 | CFDA Number: |
| FAIN ID: 1234567889978 | NSF Science Code: select |
| Federal Award Year: | |

C. Complete Comments, Notes and Attachments

[Award](#)
[Contacts](#)
[Commitments](#)
[Budget Versions](#)
[Payment, Reports & Terms](#)
[Special Review](#)
[Custom Data](#)
[Comments, Notes & Attachments](#)
[Award Actions](#)
[History](#)
[Medusa](#)

Enter any comments (viewable by PI/DA) as applicable. Your comments from the previous version will appear in the Comments Panel. Add current transaction comments and modify/delete prior comments according to standard procedure. Permanent comments that span the life of an award should not be deleted.



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 Choose File pop-up window and click 4) Add to upload the document onto the record.

Attachments (1) hide

Add Attachment

| Last Update: | Update By: | * Attachment Type: | Description: | File Name: | Actions |
|---------------------|------------------|--------------------|-------------------------------|--|---|
| 11/03/2016 04:38 PM | REILLY, MEGHAN E | select 1 | <input type="text"/> 2 | <input type="text"/> Browse... 3 | <input type="button" value="add"/> 4 |
| | | Notice of Award | | EXECUTED AGREEMENT.docx | <input type="button" value="view"/> <input type="button" value="delete"/> |

| 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: Date Uploaded: Transaction Type_Dollar Amount (if applicable)_End Date of Budget Period | Yes |

D. Finalize the version of the Parent Award

[Award](#)
[Contacts](#)
[Commitments](#)
[Budget Versions](#)
[Payment, Reports & Terms](#)
[Special Review](#)
[Custom Data](#)
[Comments, Notes & Attachments](#)
[Award Actions](#)
[History](#)
[Medusa](#)

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.

| | |
|----------------------|-------------------------------------|
| Data Validation | <input type="button" value="show"/> |
| Hierarchy Actions | <input type="button" value="show"/> |
| Award Hierarchy Sync | <input type="button" value="show"/> |
| Print | <input type="button" value="show"/> |
| Ad Hoc Recipients | <input type="button" value="show"/> |
| Route Log | <input type="button" value="show"/> |
| Super User Action | <input type="button" value="show"/> |
| Transmit to SAP | <input type="button" value="show"/> |

1

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. Modify data on existing child awards

If Sponsor Award ID or Prime Sponsor Award ID has been updated on the notice of award for the continuation, the Sponsor Award ID fields need to be updated on all child awards with changes to dates and dollars due to the continuation. Edit and finalize applicable child awards by completing steps A, B, and D above. The Transaction Type for the new version of the child record(s) should also be set to Continuation.

If the status of a particular child changes due the transaction, the field also needs to be updated on the child records.



Depending on the award status value selected at the child, the account in SAP will be set to open or closed. Function of award status at the child are:

| KCRM Child Status | SAP Sponsored Program |
|------------------------|---|
| Pre-Award not Billable | Open, plus a flag at the grant level indicating that manual intervention is required. |
| 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 |
| Compliance Hold | Open; all expense sponsored classes turned off. |
| Closed | Closed – both exp & rev |
| Cancelled | Closed – both exp & rev |



It is only necessary to edit child awards if the above listed fields need updating. The Transaction Type does not need to be updated on all child records, only on the records that need updates to the above listed fields.

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.



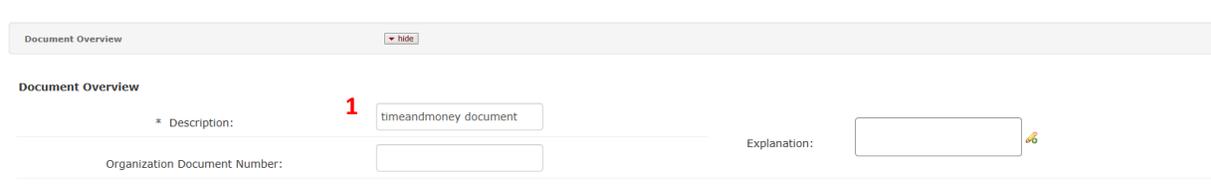
The Time and Money document will open in a read-only state. Scroll to the bottom and click on the Edit button.

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 appropriate 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 |
|--------------------------|--|----------|
| 6) Obligation Start Date | Edited as needed to reflect the effective date of the current budget period as defined by the sponsor. | Yes |
| 6) Obligation End Date | Edited as needed to reflect the end 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).



Award Hierarchy hide

Award Hierarchy ?

Transaction Type Code: **2** select Notice Date: **3** Comments: **4**

Go To: 204927-00001 current pending Totals

2 Nodes: Collapse All Expand All

| | Oblig. Start | Oblig. End | Project End | Oblig. Direct | Oblig. F&A | Oblig. Total | Ant. Direct | Ant. F&A | Ant. Total |
|--|--------------|------------|-------------|---------------|------------|--------------|-------------|------------|------------|
| 5 204927-00001 : JENNIFER L KING : IS&T PROJECT MANAGEMENT | 10/27/2011 | 10/25/2011 | 10/27/2011 | 100,000.00 | 36,000.00 | 136,000.00 | 300,000.00 | 108,000.00 | 408,000.00 |
| 204927-00002 : JENNIFER L KING : IS&T PROJECT MANAGEMENT | 10/27/2011 | 10/25/2011 | 10/27/2011 | 100,000.00 | 36,000.00 | 136,000.00 | 300,000.00 | 108,000.00 | 408,000.00 |

6

Transactions (204927-00001)

Direct/F&A Funds Distribution (204927-00001)

Summary (204927-00001)

Ad Hoc Recipients

Route Log



Another review step that may assist in adequately obligating new funds is to review the **7)** Action Summary and History Panels of the nodes in the hierarchy. When a Time and Money document is originally opened, all of the Panels represent information for the Parent. To view these panel for another node in the hierarchy, use the **8)** Use the dropdown menu to select the appropriate Award ID (i.e. 100587-00002) and click GO.

Time And Money Action Summary and History

Award Hierarchy

Transaction Type Code: Correction | Notice Date: | Comments:

Go To: 204932-00002 | 8 | current pending Totals

| | Oblig. Start | Oblig. End | Project End | Oblig. Direct | Oblig. F&A | Oblig. Total | Ant. Direct | Ant. F&A | Ant. Total |
|--|--------------|------------|-------------|---------------|------------|--------------|-------------|------------|------------|
| 204932-00001 : CATHERINE E COSTELLO : CORE--BS MASS SPECTROMETRY | 10/28/2014 | 10/28/2014 | 10/28/2014 | 200,000.00 | 72,000.00 | 272,000.00 | 600,000.00 | 216,000.00 | 816,000.00 |
| 204932-00002 : CATHERINE E COSTELLO : CORE--BS MASS SPECTROMETRY | 10/28/2014 | 10/28/2014 | 10/28/2014 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 204932-00003 : CATHERINE E COSTELLO : CORE--BS MASS SPECTROMETRY | 10/28/2014 | 10/28/2014 | 10/28/2014 | 100,000.00 | 36,000.00 | 136,000.00 | 300,000.00 | 108,000.00 | 408,000.00 |

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., then 3) recalculate.

Direct/F&A Funds Distribution (204931-00001)

Project Start Date: 10/28/2016 | Project End Date: 10/28/2019

Obligated Total: \$136,000.00 | Anticipated Total: \$408,000.00

| | * Start Date | * End Date | * Direct Cost | * F&A Cost | Actions |
|---|--------------|------------|---------------------|---------------------|---------------|
| Add: | | | 0.00 | 0.00 | add |
| 1 | 10/28/2016 | 10/27/2017 | 100,000.00 | 36,000.00 | delete |
| 2 | 10/28/2017 | 10/27/2018 | 100,000.00 | 36,000.00 | delete |
| 3 | 10/28/2018 | 10/27/2019 | 100,000.00 | 36,000.00 | delete |
| 4 | 10/28/2019 | 10/28/2019 | 0.00 | 0.00 | delete |
| Total: | | | \$300,000.00 | \$108,000.00 | |
| Total Anticipated(Direct + F&A): | | | | \$408,000.00 | 3 recalculate |



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.

I. Create a transaction(s) for the Continuation

Click on the Show/Hide button to open the Transaction Panel. Select the appropriate 1) budget period to which funds are being obligated. Select the 2) Source Award.

The 3) 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.

Enter the 4) Obligated Directs, 5) Obligated F&A, 6) Anticipated Directs, and 7) Anticipated F&A to be distributed to the child award. At any given child award in the hierarchy, the obligated amount can't exceed the anticipated amount. Click Add.

Repeat this step if the Continuation is to be processed among more than one child.

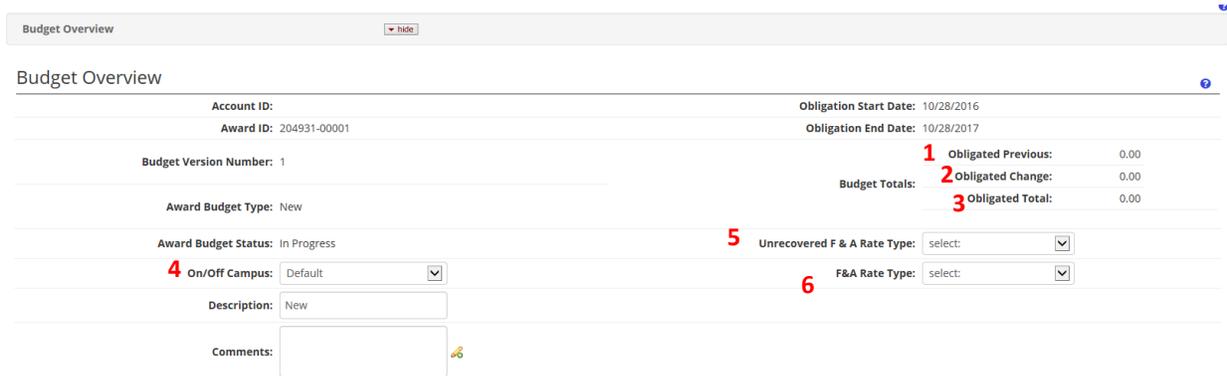
Scroll down to the bottom of the screen and click the Submit button.

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 New. Please note that Budget Versions are now associated with the 3) Award 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 Previous | This field is automatically populated from the Time and Money Document, and displays the previous cumulative amount of funds that have been obligated to this account to date. On new awards amount is zero. | Yes |
| 2) Obligated Change | 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 |
| 3) 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 |
| 4) On/Off Campus | Field is used to indicate whether the on- or off-campus rate should be used in the calculation of F&A costs | Yes |
| 5) Unrecovered F&A 6) F&A Rate Type | These two fields are used to set the type of base on which the F&A is calculated. The two fields should match. These two fields are used to set the type of base on which the F&A is calculated. The two fields should match. | Yes |

Make sure to select the appropriate 4) On/Off Campus indicator and the appropriate 5&6) 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.

| Equipment (1 line item) hide | | | | | | |
|---|--|----------------------|----------------------|---------------|------------------|---------------------------------------|
| Equipment e | | | | | | |
| | * Object Code Name | Description | Quantity | Change Amount | Obligated Amount | Action |
| Add: | <input type="text" value="select"/> | <input type="text"/> | <input type="text"/> | 1 0.00 | | <input type="button" value="add"/> |
| 1 | Capital and Fabricated Equipment <small>15</small> | <input type="text"/> | 1 | 100.00 | 0.00 | <input type="button" value="delete"/> |
| Total Amount for Capital and Fabricated Equipment: | | | | | 100.00 | |
| <input type="button" value="show"/> Line Item Details | | | | | | |

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.

- K. Save budget version for child award(s) for the newly obligated funds. Budget version remains in "In Progress" status until QA.

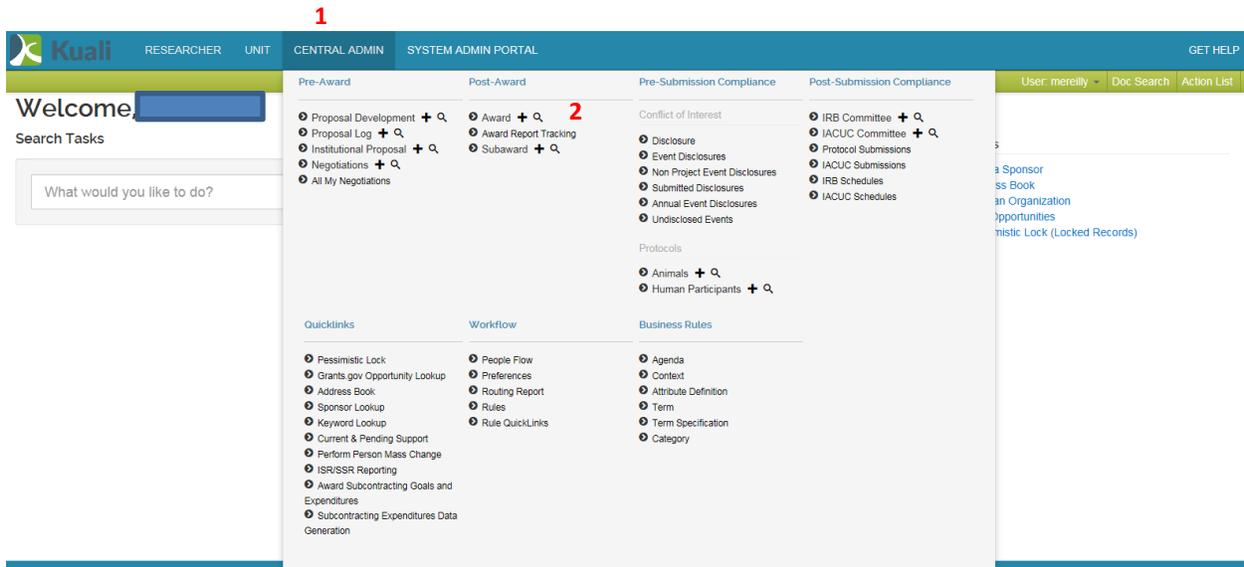
Repeat Step L and L for all child awards with newly obligated funds.

Supplement

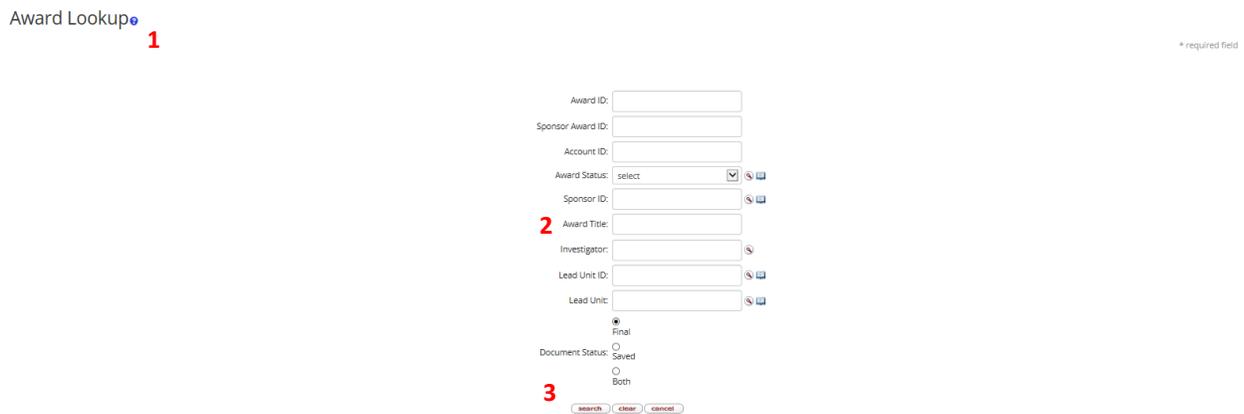
A supplement is an increase to an existing award made in response to the submission of supplementary proposal material. A supplement can represent an obligation of new funds alone or the obligation of funds plus any extension of the obligation period.

- 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.

19475 items found. Please refine your search criteria to narrow down your search.
200 items retrieved, displaying 1 to 100 [First/Prev] 1, 2 [Next/Last]

| Actions | Award ID | Sponsor Award ID | Lead Unit ID | Lead Unit | Account ID | Award Status | Award Title | Sponsor ID | Sponsor Name | Investigator | Project Start Date | Project End Date | Document Status |
|---|--------------|------------------|--------------|------------------------------------|------------|--------------------|--|------------|---|------------------|--------------------|------------------|-----------------|
| open copy 2 medusa View Invoices | 100004-00003 | 00000154 | 2442470000 | SPH ENVIRONMENTAL HEALTH | 950024018 | Approved Award | The Boston Collaborative Oral Cancer Study | 300374 | Brown University | MICHAEL MCCLEAN | 09/15/2007 | 03/31/2012 | Final |
| open copy medusa View Invoices | 100007-00003 | 0000018407 | 1331200000 | SED LITERACY & LANG.,COUNS & DEVEL | 9500223852 | PAFO/OSP (Closing) | LEARNING CENTER IN VISUAL LANGUAGE AND VISUAL LEARNING (VL2) | 300896 | Gallaudet University | MARLON H KUNTZE | 09/15/2009 | 09/14/2010 | Final |
| open copy medusa View Invoices | 100008-00002 | 0000019768 | 1331200000 | SED LITERACY & LANG.,COUNS & DEVEL | 9500233602 | PAFO/OSP (Closing) | LEARNING CENTER IN VISUAL LANGUAGE AND VISUAL LEARNING (VL2) | 300896 | Gallaudet University | MARLON H KUNTZE | 09/15/2010 | 09/14/2011 | Final |
| open copy medusa View Invoices | 100008-00003 | 0000019768 | 1331200000 | SED LITERACY & LANG.,COUNS & DEVEL | 9500233603 | PAFO/OSP (Closing) | LEARNING CENTER IN VISUAL LANGUAGE AND VISUAL LEARNING (VL2) | 300896 | Gallaudet University | MARLON H KUNTZE | 09/15/2010 | 09/14/2011 | Final |
| open copy medusa View Invoices | 100009-00002 | 00000370 | 1203430000 | CAS LEARNING RESOURCE NETWORK | 9500236671 | Approved Award | EASER, THE ARTEMIS PROJECT: EVALUATION AND EXPANSION | 300374 | Brown University | ROBERT L DEVANEY | 10/01/2010 | 09/30/2011 | Final |
| open copy medusa View Invoices | 100019-00001 | 0006100233 | 2570730000 | INST MID--AHEC PROGRAM | | Closed | Model State-Supported AHEC Program | 302323 | University of Massachusetts Memorial Medical Center | PETER F SHAW | 09/01/2007 | 08/31/2010 | Final |
| open copy medusa View Invoices | 100019-00002 | 0006100233 | 2570730000 | INST MID--AHEC PROGRAM | 9500228193 | Closed | Model State-Supported AHEC Program | 302323 | University of Massachusetts Memorial Medical Center | PETER F SHAW | 09/01/2007 | 08/31/2010 | Final |

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.

Award | Contacts | Commitments | Budget Versions | Payment, Reports & Terms | Special Review | Custom Data | Comments, Notes & Attachments | Award Actions | History | Medusa

Sponsor

Sponsor ID: 301034 NIH/National Institutes of Health Prime Sponsor:

Sponsor Award ID: Prime Sponsor Award ID:

Modification ID: CFDA Number:

FAIN ID: 1234567899978 NSF Science Code:

Federal Award Year:

Project

Major Project: No ARRA Code: No

Conference Grant: No

Time & Money

Project Start Date: 10/27/2016 Obligation Start Date: 10/27/2016

Project End Date: 10/27/2019 Obligation End Date: 10/25/2017

Federal Award Date:

Execution Date: Modification Date:

Anticipated Direct: \$300,000.00 Obligated Direct: \$100,000.00

Anticipated F&A: \$108,000.00 Obligated F&A: \$36,000.00

Anticipated Total: \$408,000.00 Obligated Total: \$136,000.00

Subawards

Sponsor Template

Keywords

1 **edit**

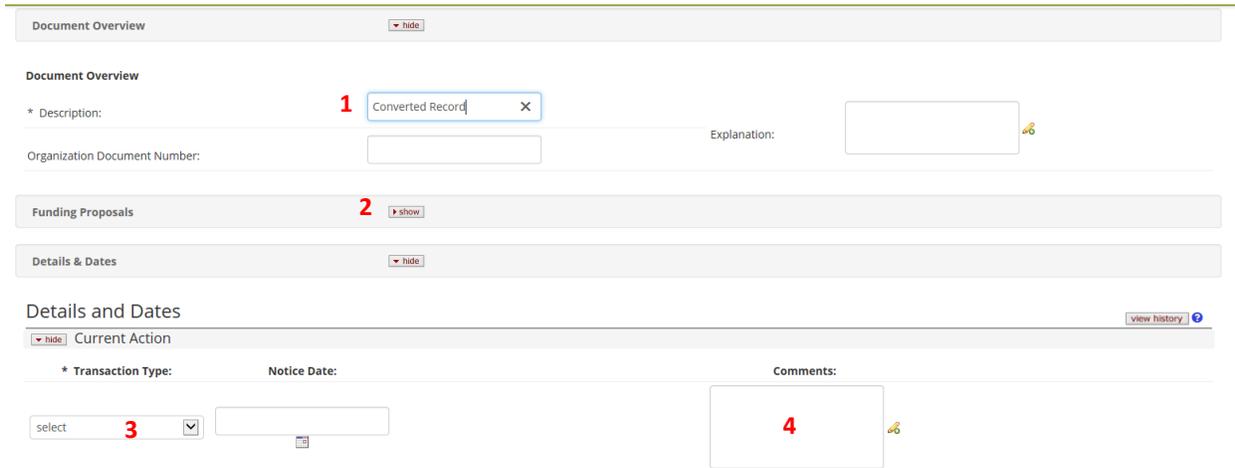
B. Edit the Parent Award – Award Tab.

The Parent Award opens up in an editable state.



An “Award is locked for editing” error appears if someone else is currently working on or worked on a certain document, such as a Parent Award in this case, within 24 hours of you opening the document. It is not a hard lock. You may proceed with your modification. If, however, you edit the document and you get a message that reads “A pending version currently exists. Would you like to edit the pending

version,” click **“NO”** and contact the person who has the document open to determine an appropriate time for you to open and edit the document.



The screenshot shows a web interface for award modifications. It features several sections:

- Document Overview:** A subpanel with a 'hide' button. It contains a 'Description' field with the text 'Converted Record' (marked with a red '1'), an 'Explanation' field, and an 'Organization Document Number' field.
- Funding Proposals:** A subpanel with a 'show' button (marked with a red '2').
- Details & Dates:** A subpanel with a 'hide' button. It contains a 'Current Action' section with a 'hide' button and a 'view history' link. Below this are fields for '* Transaction Type:' (a dropdown menu with 'select' and a red '3'), 'Notice Date:' (a date input field), and 'Comments:' (a text area with a red '4').



The **1)** document description should be the first portion of the award title.

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 **2)** 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 **3)** Transaction Type and enter any **4)** 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.

▼ hide Sponsor

| | | | |
|-----------------------------------|---------------|-------------------------|--------|
| * Sponsor ID: | 301034 | Prime Sponsor: | |
| NIH/National Institutes of Health | | | |
| Sponsor Award ID: | 1 | Prime Sponsor Award ID: | |
| Modification ID: | 2 | CFDA Number: | |
| FAIN ID: | 1234567889978 | NSF Science Code: | select |
| Federal Award Year: | | | |

C. Complete Comments, Notes and Attachments

[Award](#)
[Contacts](#)
[Commitments](#)
[Budget Versions](#)
[Payment, Reports & Terms](#)
[Special Review](#)
[Custom Data](#)
[Comments, Notes & Attachments](#)
[Award Actions](#)
[History](#)
[Medusa](#)

Enter any comments (viewable by PI/DA) as applicable. Your comments from the previous version will appear in the Comments Panel. Add current transaction comments and modify/delete prior comments according to standard procedure. Permanent comments that span the life of an award should not be deleted.



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 Choose File pop-up window and click 4) Add to upload the document onto the record.

Attachments (1) ▼ hide

Add Attachment

| Last Update: | Update By: | * Attachment Type: | Description: | File Name: | Actions | |
|--------------|---------------------|--------------------|-----------------|-------------|----------------------|-------------|
| Add: | 1 | select | 2 | Browse... 3 | 4 add | |
| 1 | 11/03/2016 01:12 PM | REILLY, MEGHAN E | Notice of Award | Year 1 | Draft Agreement.docx | view delete |

save reload close

| 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: Date Uploaded: Transaction Type_Dollar Amount (if applicable)_End Date of Budget Period | Yes |

D. Finalize the version of the Parent Award



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.



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. Modify data on existing child awards

If Sponsor Award ID or Prime Sponsor Award ID has been updated on the notice of award for the

Supplement, the Sponsor Award ID fields need to be updated on all child awards with changes to dates and dollars with the due to the supplement. Edit and finalize applicable child awards by completing steps A, B, and D above. The Transaction Type for the new version of the child record(s) should also be set to Supplement.

If the status of a particular child changes due to the transaction, the field also needs to be updated on the child records.



Depending on the award status value selected at the child, the account in SAP will be set to open or closed. Function of award status at the child are:

| KCRM Child Status | SAP Sponsored Program |
|------------------------|---|
| Pre-Award not Billable | Open, plus a flag at the grant level indicating that manual intervention is required. |
| 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 |
| Compliance Hold | Open; all expense sponsored classes turned off. |
| Closed | Closed – both exp & rev |
| Cancelled | Closed – both exp & rev |



It is only necessary to edit child awards if the above listed fields need updating. The Transaction Type does not need to be updated on all child records, only on the records that need updates to the above listed fields.

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.



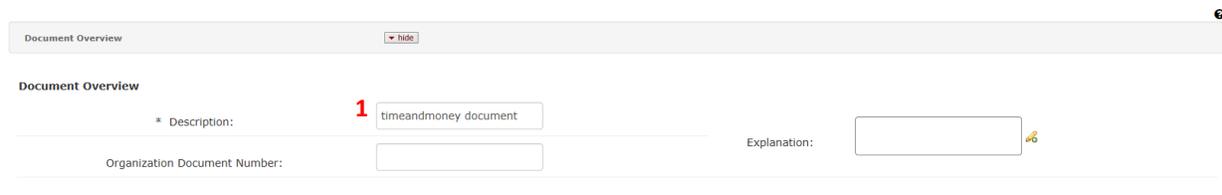
The Time and Money document will open in a read-only state. Scroll to the bottom and click on the Edit button.

On the Time and Money document, replace the “timeandmoney document” **1)** Description in the Document Overview panel with our recommended description: the first 30 characters of award 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 |
|--------------------------|--|----------|
| 6) Obligation Start Date | Edited as needed to reflect the effective date of the current budget period as defined by the sponsor. | Yes |
| 6) Obligation End Date | Edited as needed to reflect the end 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).



Award Hierarchy hide

Award Hierarchy ?

Transaction Type Code: select **2** | Notice Date: **3** | Comments: **4**

Go To: 204927-00001 current pending Totals

2 Nodes: Collapse All Expand All

| | Oblig. Start | Oblig. End | Project End | Oblig. Direct | Oblig. F&A | Oblig. Total | Ant. Direct | Ant. F&A | Ant. Total |
|--|--------------|------------|-------------|---------------|------------|--------------|-------------|------------|------------|
| 204927-00001 : JENNIFER L KING : IS&T PROJECT MANAGEMENT | 10/27/2011 | 10/25/2011 | 10/27/2011 | 100,000.00 | 36,000.00 | 136,000.00 | 300,000.00 | 108,000.00 | 408,000.00 |
| 204927-00002 : JENNIFER L KING : IS&T PROJECT MANAGEMENT | 10/27/2011 | 10/25/2011 | 10/27/2011 | 100,000.00 | 36,000.00 | 136,000.00 | 300,000.00 | 108,000.00 | 408,000.00 |

Transactions (204927-00001) show

Direct/F&A Funds Distribution (204927-00001) show

Summary (204927-00001) show

Ad Hoc Recipients show

Route Log show

submit save reload blanket approve close cancel



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. Use the dropdown menu to select the appropriate Award ID (i.e. 100587-00002) and click GO.

7

Time And Money

Action Summary and History

Award Hierarchy hide

Award Hierarchy i

Transaction Type Code: Notice Date: Comments:

Go To: **9** current pending Totals

| 2 Nodes: <input type="checkbox"/> Collapse All <input type="checkbox"/> Expand All | Oblig. Start | Oblig. End | Project End | Oblig. Direct | Oblig. F&A | Oblig. Total | Ant. Direct | Ant. F&A | Ant. Total |
|--|--|--|--|---------------|------------|--------------|-------------|------------|------------|
| 204927-00001 : : JENNIFER L KING : IS&T PROJECT MANAGEMENT | <input type="text" value="10/27/201"/> | <input type="text" value="10/25/201"/> | <input type="text" value="10/27/201"/> | 100,000.00 | 36,000.00 | 136,000.00 | 300,000.00 | 108,000.00 | 408,000.00 |
| 204927-00002 : : JENNIFER L KING : IS&T PROJECT MANAGEMENT | <input type="text" value="10/27/201"/> | <input type="text" value="10/25/201"/> | <input type="text" value="10/27/201"/> | 100,000.00 | 36,000.00 | 136,000.00 | 300,000.00 | 108,000.00 | 408,000.00 |

Transactions (204927-00001) show

Direct/F&A Funds Distribution (204927-00001) show

Summary (204927-00001) **8** show

Ad Hoc Recipients show

Route Log show

H. Update Direct and F&A Distribution Panel (if applicable)

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., then **3)** recalculate.

Direct/F&A Funds Distribution (204931-00001) hide

Direct/F&A Funds Distribution

Project Start Date: 10/28/2016 * Project End Date: 10/28/2019

Obligated Total: \$136,000.00 Anticipated Total: \$408,000.00

| | * Start Date | * End Date | * Direct Cost | * F&A Cost | Actions |
|----------------------------------|---|---|---|--|--|
| Add: | <input type="text"/> | <input type="text"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="button" value="add"/> |
| 1 | <input type="text" value="10/28/2016"/> | <input type="text" value="10/27/2017"/> | <input type="text" value="100,000.00"/> | <input type="text" value="36,000.00"/> | <input type="button" value="delete"/> |
| 2 | <input type="text" value="10/28/2017"/> | <input type="text" value="10/27/2018"/> | <input type="text" value="100,000.00"/> | <input type="text" value="36,000.00"/> | <input type="button" value="delete"/> |
| 3 | <input type="text" value="10/28/2018"/> | <input type="text" value="10/27/2019"/> | <input type="text" value="100,000.00"/> | <input type="text" value="36,000.00"/> | <input type="button" value="delete"/> |
| 4 | <input type="text" value="10/28/2019"/> | <input type="text" value="10/28/2019"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="button" value="delete"/> |
| Total: | | | \$300,000.00 | \$108,000.00 | |
| Total Anticipated(Direct + F&A): | | | | \$408,000.00 | <input type="button" value="recalculate"/> |



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.

I. Create a transaction(s) for the Supplement

Click on the Show/Hide button to open the Transaction Panel. Select the appropriate 1) budget period to which funds are being obligated. Select the 2) Source Award.

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.

Transactions (204927-00001) hide

Pending Transactions

| Transaction | * Period | Comments | * Source Award | * Destination Award | Obligated Direct Change | Obligated F&A Change | Anticipated Direct Change | Anticipated F&A Change | Actions |
|-------------|--------------------------------|----------------------|--------------------------------|--------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|------------------------------------|
| Add: | <input type="text" value="1"/> | <input type="text"/> | <input type="text" value="2"/> | <input type="text" value="3"/> | <input type="text" value="4"/> 0.00 | <input type="text" value="5"/> 0.00 | <input type="text" value="6"/> 0.00 | <input type="text" value="7"/> 0.00 | <input type="button" value="add"/> |

Enter the 4) Obligated Directs, 5) Obligated F&A, 6) Anticipated Directs, and 7) Anticipated F&A to be distributed to the child award. At any given child award in the hierarchy, the obligated amount can't exceed the anticipated amount. Click Add.

J. Repeat this step if the Supplement is disbursed among more than one child. Then finalize T&M document.

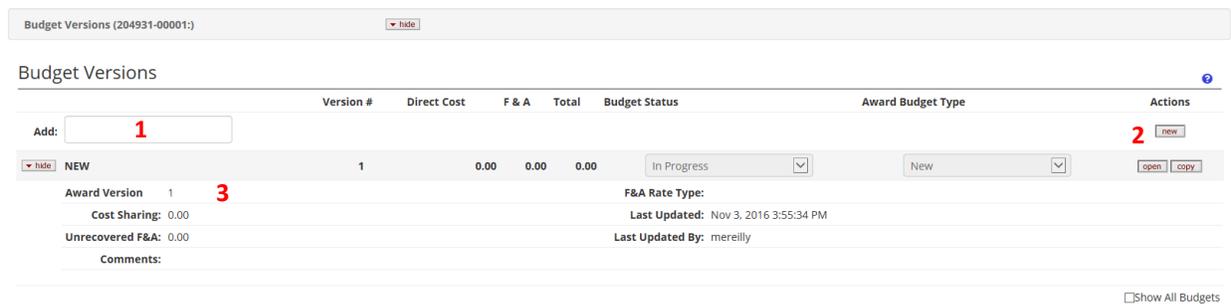
Scroll down to the bottom of the screen and click the Submit button.

K. 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.

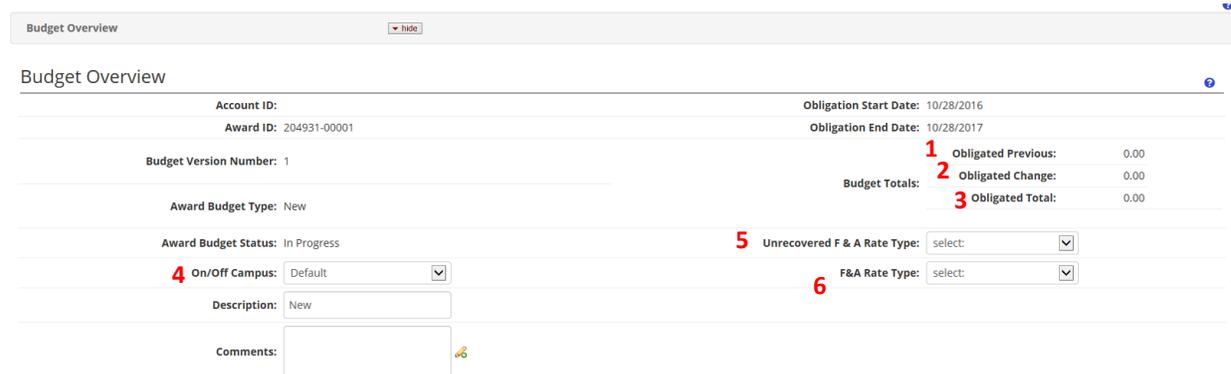


On the Budget Versions panel, enter a 1) Name for the version of the budget and 2) click New. Please note that Budget Versions are now associated with the 3) Award Version.



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 Previous | This field is automatically populated from the Time and Money Document, and displays the previous cumulative amount of funds that have been obligated to this account to date. On new awards amount is zero. | Yes |
| 2) Obligated Change | 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 |
| 3) 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 |
| 4) On/Off Campus | Field is used to indicate whether the on- or off-campus rate should be used in the calculation of F&A costs | Yes |
| 5) Unrecovered F&A 6) F&A Rate Type | These two fields are used to set the type of base on which the F&A is calculated. The two fields should match. These two fields are used to set the type of base on which the F&A is calculated. The two fields should match. | Yes |

Make sure to select the appropriate 4) On/Off Campus indicator and the appropriate 5&6) 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.

Equipment (1 line item) hide

Equipment @

| | * Object Code Name | Description | Quantity | Change Amount | Obligated Amount | Action |
|---|--|----------------------|----------------------|---------------|------------------|--------|
| Add: | <input type="text" value="select"/> | <input type="text"/> | <input type="text"/> | 1 | 0.00 | add |
| 1 | Capital and Fabricated Equipment <small>16</small> | <input type="text"/> | 1 | 100.00 | 0.00 | delete |
| Total Amount for Capital and Fabricated Equipment: | | | | | 100.00 | |

show Line Item Details

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.

- L. Save budget version for child award(s) for the newly obligated funds. Budget version remains in "In Progress" status until QA.

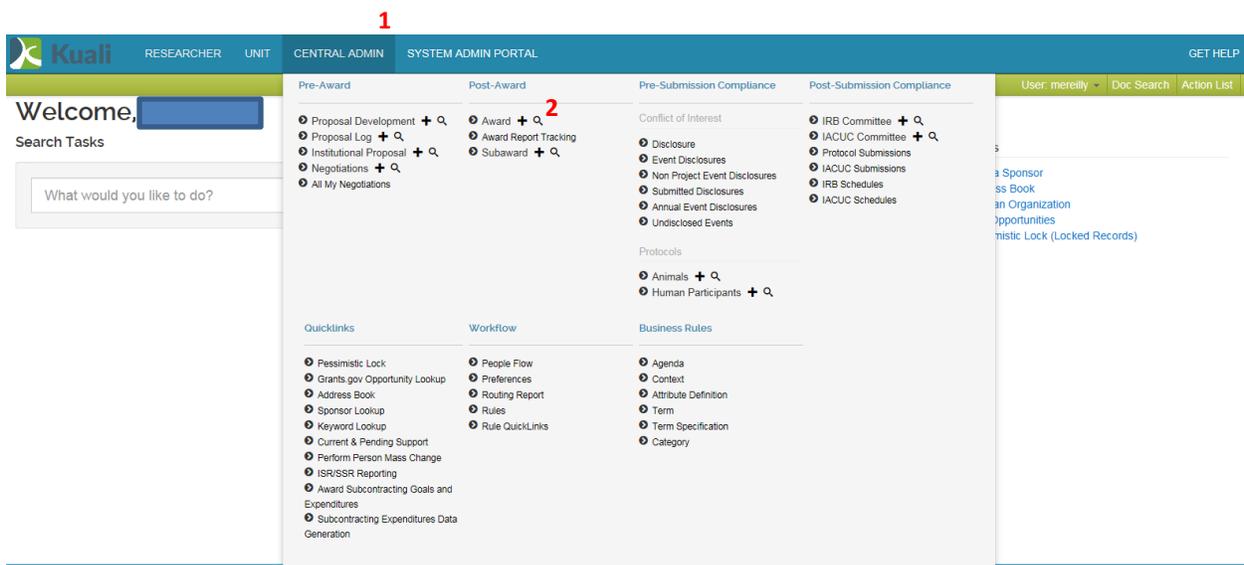
Repeat Step K and L for all child awards with newly obligated funds.

No Cost Extension

A no cost extension represents an extension of the project period of an existing award without additional funding. 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.

Award Lookup **1**

* required field

Award ID:

Sponsor Award ID:

Account ID:

Award Status:

2 Sponsor ID:

Award Title:

Investigator:

Lead Unit ID:

Lead Unit:

Document Status:
 Final
 Saved
 Both

3

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.

19475 items found. Please refine your search criteria to narrow down your search.
 200 items retrieved, displaying 1 to 100 (First/Prev] 1, 2 (Next/Last)

| Actions | Award ID | Sponsor Award ID | Lead Unit ID | Lead Unit | Account ID | Award Status | Award Title | Sponsor ID | Sponsor Name | Investigator | Project Start Date | Project End Date | Document Status |
|--|--------------|------------------|--------------|------------------------------------|------------|--------------------|--|------------|---|------------------|--------------------|------------------|-----------------|
| open copy medusa View Invoices | 100004-00003 | 00000154 | 2442470000 | SPH ENVIRONMENTAL HEALTH | 9500240185 | Approved Award | The Boston Collaborative Oral Cancer Study | 300374 | Brown University | MICHAEL MCCLEAN | 09/15/2007 | 03/31/2012 | Final |
| open copy medusa View Invoices | 100007-00003 | 0000018407 | 1331200000 | SED LITERACY & LANG. COUNS & DEVEL | 9500223852 | PAFO/OSP (Closing) | LEARNING CENTER IN VISUAL LANGUAGE AND VISUAL LEARNING (VL2) | 300896 | Gallaudet University | MARLON H KUNTZE | 09/15/2009 | 09/14/2010 | Final |
| open copy medusa View Invoices | 100008-00002 | 0000019768 | 1331200000 | SED LITERACY & LANG. COUNS & DEVEL | 9500233602 | PAFO/OSP (Closing) | LEARNING CENTER IN VISUAL LANGUAGE AND VISUAL LEARNING (VL2) | 300896 | Gallaudet University | MARLON H KUNTZE | 09/15/2010 | 09/14/2011 | Final |
| open copy medusa View Invoices | 100008-00003 | 0000019768 | 1331200000 | SED LITERACY & LANG. COUNS & DEVEL | 9500233609 | PAFO/OSP (Closing) | LEARNING CENTER IN VISUAL LANGUAGE AND VISUAL LEARNING (VL2) | 300896 | Gallaudet University | MARLON H KUNTZE | 09/15/2010 | 09/14/2011 | Final |
| open copy medusa View Invoices | 100009-00002 | 00000370 | 1203490000 | CAS LEARNING RESOURCE NETWORK | 9500236671 | Approved Award | EAGER: THE ARTEMIS PROJECT: EVALUATION AND EXPANSION | 300374 | Brown University | ROBERT L DEVANEY | 10/01/2010 | 09/30/2011 | Final |
| open copy medusa View Invoices | 100019-00001 | 0006100233 | 2570730000 | INST MD—AHEC PROGRAM | 9500228193 | Closed | Model State-Supported AHEC Program | 302323 | University of Massachusetts Memorial Medical Center | PETER F SHAW | 09/01/2007 | 08/31/2010 | Final |
| open copy medusa View Invoices | 100019-00002 | 0006100233 | 2570730000 | INST MD—AHEC PROGRAM | 9500228193 | Closed | Model State-Supported AHEC Program | 302323 | University of Massachusetts Memorial Medical Center | PETER F SHAW | 09/01/2007 | 08/31/2010 | Final |

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.

- Award
- Contacts
- Commitments
- Budget Versions
- Payment, Reports & Terms
- Special Review
- Custom Data
- Comments, Notes & Attachments
- Award Actions
- History
- Medusa

| | |
|---------------------------------------|-----------------------------------|
| Sponsor | |
| Sponsor ID: 301034 | Prime Sponsor: |
| NIH/National Institutes of Health | |
| Sponsor Award ID: | Prime Sponsor Award ID: |
| Modification ID: | CFDA Number: |
| FAIN ID: 123456789978 | NSF Science Code: |
| Federal Award Year: | |
| Project | |
| Major Project: No | ARRA Code: No |
| Conference Grant: No | |
| Time & Money | |
| Project Start Date: 10/27/2016 | Obligation Start Date: 10/27/2016 |
| Project End Date: 10/27/2019 | Obligation End Date: 10/25/2017 |
| Federal Award Date: | Modification Date: |
| Execution Date: | Obligated Direct: \$100,000.00 |
| Anticipated Direct: \$300,000.00 | Obligated F&A: \$36,000.00 |
| Anticipated F&A: \$108,000.00 | Obligated Total: \$136,000.00 |
| Anticipated Total: \$408,000.00 | |
| Subawards show | |
| Sponsor Template show | |
| Keywords show | |

1 [edit](#) [close](#)

B. Edit the Parent Award – Award Tab.

The Parent Award opens up in an editable state.



An “Award is locked for editing” error appears if someone else is currently working on or worked on a certain document, such as a Parent Award in this case, within 24 hours of you opening the document. It is not a hard lock. You may proceed with your modification. If, however, you edit the document and you get a message that reads “A pending version currently exists. Would you like to edit the pending version,” click “NO” and contact the person who has the document open to determine an appropriate time for you to open and edit the document.

| | |
|---|---|
| Document Overview hide | |
| Document Overview | |
| * Description: 1 <input type="text" value="Converted Record"/> | Explanation: <input type="text"/> |
| Organization Document Number: <input type="text"/> | |
| Funding Proposals show | |
| Details & Dates hide | |
| Details and Dates view history | |
| Current Action hide | |
| * Transaction Type: 2 <input type="text" value="select"/> | Comments: 3 <input type="text"/> |
| Notice Date: <input type="text"/> | |



The **1)** document description should be the first portion of the award title.

On Current Action’s subpanel under Date and Details, select No Cost Extension as your **2)** Transaction Type and enter any **3)** 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.

| | | |
|---|--|--|
| <input type="text" value="301034"/>   <small>NIH/National Institutes of Health</small> | | <input type="text"/>   |
| * Sponsor ID: | Prime Sponsor: | |
| Sponsor Award ID: 1 | Prime Sponsor Award ID: | |
| Modification ID: 2 | CFDA Number: | |
| FAIN ID: 1234567889978 | NSF Science Code: select  | |
| Federal Award Year: | | |

C. Complete Comments, Notes and Attachments

| | | | | | | | | | | |
|-------|----------|-------------|-----------------|--------------------------|----------------|-------------|-------------------------------|---------------|---------|--------|
| Award | Contacts | Commitments | Budget Versions | Payment, Reports & Terms | Special Review | Custom Data | Comments, Notes & Attachments | Award Actions | History | Medusa |
|-------|----------|-------------|-----------------|--------------------------|----------------|-------------|-------------------------------|---------------|---------|--------|

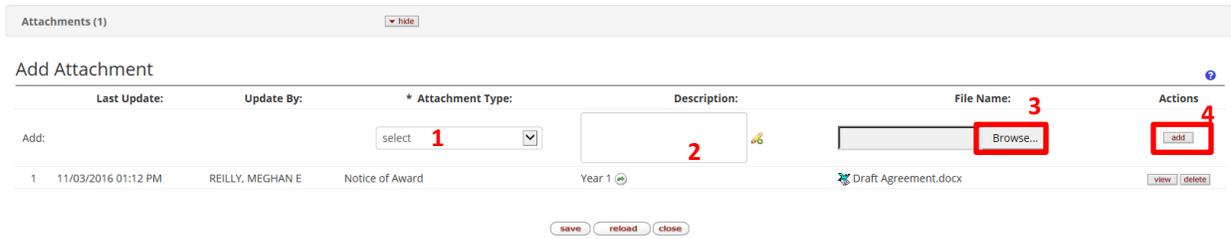
Enter any comments (viewable by PI/DA) as applicable. Your comments from the previous version will appear in the Comments Panel. Add current transaction comments and modify/delete prior comments according to standard procedure. Permanent comments that span the life of an award should not be deleted.



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 Choose File pop-up window and click 4) Add to upload the document onto the record.



| 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: Date Uploaded: Transaction Type_Dollar Amount (if applicable)_End Date of Budget Period" | Yes |

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



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.



The screenshot shows a vertical list of actions on the left side of a form, each with a 'show' button: Data Validation, Hierarchy Actions, Award Hierarchy Sync, Print, Ad Hoc Recipients, Route Log, Super User Action, and Transmit to SAP. Below this list is a row of buttons: 'send notification', 'submit', 'save', 'reload', 'blanket approve', 'close', and 'cancel'. The 'submit' button is highlighted with a red box and the number '1' is placed above it.

E. Modify data on existing child awards

If Sponsor Award ID or Prime Sponsor Award ID has been updated on the notice of award for the no cost extension, the Sponsor Award ID fields need to be updated on all child awards with changes to dates with the due to the NCE. Edit and finalize applicable child awards by completing steps A, B, and D above. The Transaction Type for the new version of the child record(s) should also be set to No Cost Extension.

If the status of a particular of a child changes due the transaction, the field also needs to be updated on the child records.



Depending on the award status value selected at the child, the account in SAP will be set to open or closed. Function of award status at the child are:

| KCRM Child Status | SAP Sponsored Program |
|------------------------|---|
| Pre-Award not Billable | Open, plus a flag at the grant level indicating that manual intervention is required. |
| 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 |
| Compliance Hold | Open; all expense sponsored classes turned off. |

| | |
|-----------|-------------------------|
| Closed | Closed – both exp & rev |
| Cancelled | Closed – both exp & rev |



It is only necessary to edit child awards if the above listed fields need updating. The Transaction Type does not need to be updated on all child records, only on the records that need updates to the above listed fields.

F. 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.



The Time and Money document will open in a read-only state. Scroll to the bottom and click on the Edit button.

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 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 to reflect the end date of the current budget period as defined by the sponsor. | Yes |

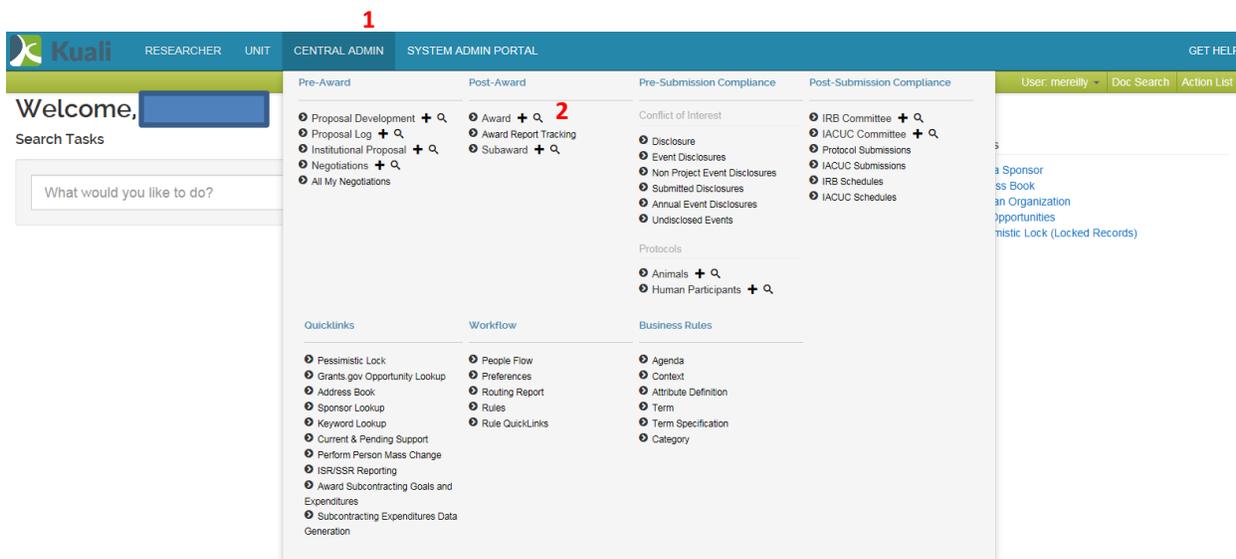
Scroll down to the bottom of the screen and click the Submit button. The obligation end date has been changed to the parent and appropriate child award documents in the hierarchy.

De-obligation

A de-obligation is a reduction of funds available from an account as requested/required by 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.

Award Lookup

1

* required field

Award ID:

Sponsor Award ID:

Account ID:

Award Status:

2 Sponsor ID:

Award Title:

Investigator:

Lead Unit ID:

Lead Unit:

Document Status:
 Final
 Saved
 Both

3

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.

19475 items found. Please refine your search criteria to narrow down your search.
 200 items retrieved, displaying 1 to 100 (First/Prev) 1, 2 (Next/Last)

| Actions | Award ID | Sponsor Award ID | Lead Unit ID | Lead Unit | Account ID | Award Status | Award Title | Sponsor ID | Sponsor Name | Investigator | Project Start Date | Project End Date | Document Status |
|--------------------------------|--------------|------------------|--------------|------------------------------------|------------|--------------------|--|------------|---|------------------|--------------------|------------------|-----------------|
| open copy medusa View Invoices | 100004-00003 | 000001154 | 2442470000 | SPH ENVIRONMENTAL HEALTH | 9500240185 | Approved Award | The Boston Collaborative Oral Cancer Study | 300374 | Brown University | MICHAEL MCCLEAN | 09/15/2007 | 03/31/2012 | Final |
| open copy medusa View Invoices | 100007-00003 | 0000018407 | 1331200000 | SED LITERACY & LANG. COUNS & DEVEL | 9500223852 | PAFO/OSP (Closing) | LEARNING CENTER IN VISUAL LANGUAGE AND VISUAL LEARNING (VL2) | 300896 | Gallaudet University | MARLON H KUNTZE | 09/15/2009 | 09/14/2010 | Final |
| open copy medusa View Invoices | 100008-00002 | 0000019768 | 1331200000 | SED LITERACY & LANG. COUNS & DEVEL | 9500233602 | PAFO/OSP (Closing) | LEARNING CENTER IN VISUAL LANGUAGE AND VISUAL LEARNING (VL2) | 300896 | Gallaudet University | MARLON H KUNTZE | 09/15/2010 | 09/14/2011 | Final |
| open copy medusa View Invoices | 100008-00003 | 0000019768 | 1331200000 | SED LITERACY & LANG. COUNS & DEVEL | 9500233609 | PAFO/OSP (Closing) | LEARNING CENTER IN VISUAL LANGUAGE AND VISUAL LEARNING (VL2) | 300896 | Gallaudet University | MARLON H KUNTZE | 09/15/2010 | 09/14/2011 | Final |
| open copy medusa View Invoices | 100009-00002 | 000003070 | 1203490000 | CAS LEARNING RESOURCE NETWORK | 9500236671 | Approved Award | EAGER: THE ARTEMIS PROJECT: EVALUATION AND EXPANSION | 300374 | Brown University | ROBERT L DEVANEY | 10/01/2010 | 09/30/2011 | Final |
| open copy medusa View Invoices | 100019-00001 | 0006100233 | 2570730000 | INST MD—AHEC PROGRAM | | Closed | Model State-Supported AHEC Program | 302323 | University of Massachusetts Memorial Medical Center | PETER F SHAW | 09/01/2007 | 08/31/2010 | Final |
| open copy medusa View Invoices | 100019-00002 | 0006100233 | 2570730000 | INST MD—AHEC PROGRAM | 9500228193 | Closed | Model State-Supported AHEC Program | 302323 | University of Massachusetts Memorial Medical Center | PETER F SHAW | 09/01/2007 | 08/31/2010 | Final |

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.

Sponsor

Sponsor ID: 301034
 NIH/National Institutes of Health

Sponsor Award ID:
 Modification ID:
 FAIN ID: 123456789978
 Federal Award Year:

Prime Sponsor:
 Prime Sponsor Award ID:
 CFDA Number:
 NSF Science Code:

Project

Major Project: No
 Conference Grant: No

ARRA Code: No

Time & Money

| | |
|----------------------------------|-----------------------------------|
| Project Start Date: 10/27/2016 | Obligation Start Date: 10/27/2016 |
| Project End Date: 10/27/2019 | Obligation End Date: 10/25/2017 |
| Federal Award Date: | Modification Date: |
| Execution Date: | Obligated Direct: \$100,000.00 |
| Anticipated Direct: \$300,000.00 | Obligated F&A: \$36,000.00 |
| Anticipated F&A: \$108,000.00 | Obligated Total: \$136,000.00 |
| Anticipated Total: \$408,000.00 | |

Subawards [show](#)

Sponsor Template [show](#)

Keywords [show](#)

1 [edit](#) [close](#)

B. Edit the Parent Award – Award Tab.

The Parent Award opens up in an editable state.



An “Award is locked for editing” error appears if someone else is currently working on or worked on a certain document, such as a Parent Award in this case, within 24 hours of you opening the document. It is not a hard lock. You may proceed with your modification. If, however, you edit the document and you get a message that reads “A pending version currently exists. Would you like to edit the pending version,” click “NO” and contact the person who has the document open to determine an appropriate time for you to open and edit the document.

Document Overview [hide](#)

Document Overview

* Description: **1** [x](#) Explanation:

Organization Document Number:

Funding Proposals [show](#)

Details & Dates [hide](#)

Details and Dates [view history](#)

[hide](#) Current Action [view history](#)

* Transaction Type: **2** Notice Date: Comments: **3**



The **1)** document description should be the first portion of the award title.

On Current Action’s subpanel under Date and Details, select De-Obligation as your **2)** Transaction Type and enter any **3)** 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.

| | | |
|---|-------------------------------|--|
| <input type="text" value="301034"/>   <small>NIH/National Institutes of Health</small> | | <input type="text"/>   |
| * Sponsor ID: | Prime Sponsor: | |
| <input type="text"/> 1 | <input type="text"/> | Prime Sponsor Award ID: |
| Sponsor Award ID: | <input type="text"/> 2 | <input type="text"/> |
| <input type="text"/> | Modification ID: | CFDA Number: |
| <input type="text" value="1234567889978"/> | <input type="text"/> | <input type="text"/> |
| FAIN ID: | NSF Science Code: | select  |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Federal Award Year: | | |

C. Complete Comments, Notes and Attachments

| | | | | | | | | | | |
|-----------------------|--------------------------|-----------------------------|---------------------------------|--|--------------------------------|-----------------------------|---|-------------------------------|-------------------------|------------------------|
| Award | Contacts | Commitments | Budget Versions | Payment, Reports & Terms | Special Review | Custom Data | Comments, Notes & Attachments | Award Actions | History | Medusa |
|-----------------------|--------------------------|-----------------------------|---------------------------------|--|--------------------------------|-----------------------------|---|-------------------------------|-------------------------|------------------------|

Enter any comments (viewable by PI/DA) as applicable. Your comments from the previous version will appear in the Comments Panel. Add current transaction comments and modify/delete prior comments according to standard procedure. Permanent comments that span the life of an award should not be deleted.



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 Choose File pop-up window and click 4) Add to upload the document onto the record.

| 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: Date Uploaded: Transaction Type_Dollar Amount (if applicable)_End Date of Budget Period | Yes |

D. Finalize the version of the Parent Award

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.



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.



The Time and Money document will open in a read-only state. Scroll to the bottom and click on the Edit button.

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 award 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 |
|--------------|----------------------|----------|
|--------------|----------------------|----------|

| | | |
|-------------------------|--|-----|
| 6)Obligation Start Date | Edited as needed to reflect the effective date of the current budget period as defined by the sponsor. | Yes |
| 6)Obligation End Date | Edited as needed to reflect the end date of the current budget period as defined by the sponsor. | Yes |

Review the 7) 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).

Document Overview hide

Document Overview

* Description: 1 timeandmoney document

Organization Document Number:

Explanation:

Award Hierarchy hide

Award Hierarchy

Transaction Type Code: 2

Notice Date: 3

Comments: 4

Go To: 9

current pending Totals

| | Oblg. Start | Oblg. End | Project End | Oblg. Direct | Oblg. F&A | Oblg. Total | Ant. Direct | Ant. F&A | Ant. Total |
|--|-------------|------------|-------------|--------------|-----------|-------------|-------------|------------|------------|
| 5 204927-00001 : JENNIFER L KING : IS&T PROJECT MANAGEMENT | 10/27/2011 | 10/25/2011 | 10/27/2011 | 100,000.00 | 36,000.00 | 136,000.00 | 300,000.00 | 108,000.00 | 408,000.00 |
| 204927-00002 : JENNIFER L KING : IS&T PROJECT MANAGEMENT | 10/27/2011 | 10/25/2011 | 10/27/2011 | 100,000.00 | 36,000.00 | 136,000.00 | 300,000.00 | 108,000.00 | 408,000.00 |

Transactions (204927-00001) show

Direct/F&A Funds Distribution (204927-00001) show

Summary (204927-00001) show

Ad Hoc Recipients show

Route Log show



Another review step that may assist in adequately de-obligating funds is to review the 8) Action Summary and History tab of the nodes in the hierarchy. When a Time and Money document is originally opened, all of the Panels represent information for the Parent. To view these panel for another node in the hierarchy, use the 9) Use the dropdown menu to select the appropriate Award ID (i.e. 100587-00002) and click GO.



F. 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 a notice of award, you will need to update the anticipated direct and F&A costs for Years 3, 4, etc., then 3) recalculate.

| Direct/F&A Funds Distribution (204931-00001) ▼ hide | | | | | |
|--|----------------------|----------------------|-----------------------------------|-----------------------------------|--|
| Direct/F&A Funds Distribution | | | | | |
| Project Start Date: | | 10/28/2016 | * Project End Date: | | 10/28/2019 |
| Obligated Total: | | \$136,000.00 | Anticipated Total: | | \$408,000.00 |
| | * Start Date | * End Date | * Direct Cost | * F&A Cost | Actions |
| Add: | <input type="text"/> | <input type="text"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="button" value="add"/> |
| 1 | 10/28/2016 | 10/27/2017 | 100,000.00 | 36,000.00 | <input type="button" value="delete"/> |
| 2 | 10/28/2017 | 10/27/2018 | 100,000.00 | 36,000.00 | <input type="button" value="delete"/> |
| 3 | 10/28/2018 | 10/27/2019 | 100,000.00 | 36,000.00 | <input type="button" value="delete"/> |
| 4 | 10/28/2019 | 10/28/2019 | 0.00 | 0.00 | <input type="button" value="delete"/> |
| Total: | | | \$300,000.00 | \$108,000.00 | <input type="button" value="recalculate"/> |
| Total Anticipated(Direct + F&A): | | | | \$408,000.00 | |



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.

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

Complete all the required information **1)** on the Transactions Panel (budget period, nodes, obligated and anticipated amounts) and click Add. When funds are being de-obligated and “returned” to sponsor, the **2)** Source Award should be set to the appropriate child award where funds are to be subtracted and the **3)** Destination Award node should be set to External. The amounts should not be represented as negative numbers. They are positive dollar values being removed from the award hierarchy.



Enter the **4)** Obligated Directs, **5)** Obligated F&A, **6)** Anticipated Directs, and **7)** Anticipated F&A to be returned to the sponsor. At any given child award in the hierarchy, the obligated amount can’t exceed the anticipated amount. Click Add.

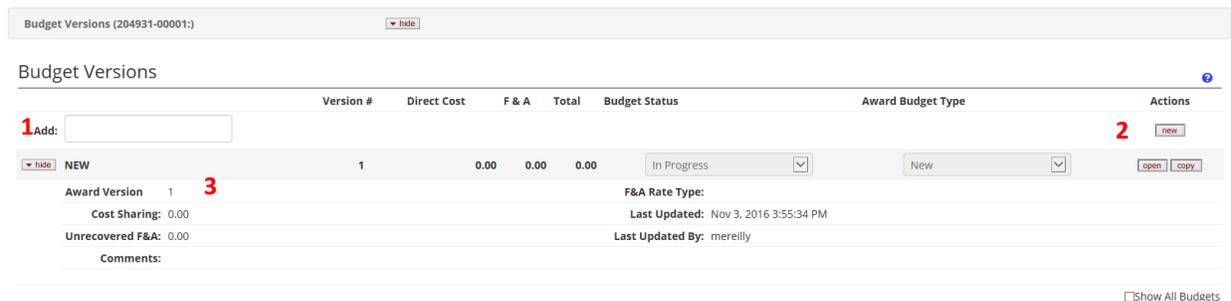
Scroll down to the bottom of the screen and click the Submit button.

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 New. Please note that Budget Versions are now associated with the **3)** Award Version.



| Version # | Direct Cost | F & A | Total | Budget Status | Award Budget Type | Actions |
|-----------|-------------|-------|-------|---------------|-------------------|-----------|
| 1 | 0.00 | 0.00 | 0.00 | In Progress | New | open copy |

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.

Budget Overview
▼ hide

Budget Overview

| | | | | | | | |
|---|---|------------------------------|--------------------|-------------------|--------------------|------------------|---------------|
| Account ID: 204931-00001 | Obligation Start Date: 10/28/2016 | | | | | | |
| Award ID: 204931-00001 | Obligation End Date: 10/28/2017 | | | | | | |
| Budget Version Number: 1 | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Obligated Previous:</td> <td style="text-align: right;">1 0.00</td> </tr> <tr> <td>Obligated Change:</td> <td style="text-align: right;">2 0.00</td> </tr> <tr> <td>Obligated Total:</td> <td style="text-align: right;">3 0.00</td> </tr> </table> | Obligated Previous: | 1 0.00 | Obligated Change: | 2 0.00 | Obligated Total: | 3 0.00 |
| Obligated Previous: | 1 0.00 | | | | | | |
| Obligated Change: | 2 0.00 | | | | | | |
| Obligated Total: | 3 0.00 | | | | | | |
| Award Budget Type: New | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Budget Totals:</td> <td style="text-align: right;">1 0.00</td> </tr> <tr> <td>Obligated Change:</td> <td style="text-align: right;">2 0.00</td> </tr> <tr> <td>Obligated Total:</td> <td style="text-align: right;">3 0.00</td> </tr> </table> | Budget Totals: | 1 0.00 | Obligated Change: | 2 0.00 | Obligated Total: | 3 0.00 |
| Budget Totals: | 1 0.00 | | | | | | |
| Obligated Change: | 2 0.00 | | | | | | |
| Obligated Total: | 3 0.00 | | | | | | |
| Award Budget Status: In Progress | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Unrecovered F & A Rate Type:</td> <td style="text-align: right;">5 select: ▼</td> </tr> <tr> <td>F&A Rate Type:</td> <td style="text-align: right;">6 select: ▼</td> </tr> </table> | Unrecovered F & A Rate Type: | 5 select: ▼ | F&A Rate Type: | 6 select: ▼ | | |
| Unrecovered F & A Rate Type: | 5 select: ▼ | | | | | | |
| F&A Rate Type: | 6 select: ▼ | | | | | | |
| On/Off Campus: Default 4 ▼ | | | | | | | |
| Description: New | | | | | | | |
| Comments: <input style="width: 100%;" type="text"/> | | | | | | | |

| Data Quality | SOP Definition / Use | Required |
|--|---|----------|
| 1) Obligated Previous | This field is automatically populated from the Time and Money Document, and displays the previous cumulative amount of funds that have been obligated to this account to date. On new awards amount is zero. | Yes |
| 2) Obligated Change | 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 |
| 3) 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 |
| 4) On/Off Campus | Field is used to indicate whether the on- or off-campus rate should be used in the calculation of F&A costs | Yes |
| 5) Unrecovered F&A 6) F&A Rate Type | These two fields are used to set the type of base on which the F&A is calculated. The two fields should match. These two fields are used to set the type of base on which the F&A is calculated. The two fields should match. | Yes |

Make sure to select the appropriate 4) On/Off Campus indicator and the appropriate 5&6) 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).

| Equipment (1 line item) hide | | | | | | |
|---|-------------------------------------|----------------------|--------------------------------|-------------------------------------|-----------------------------------|---------------------------------------|
| Equipment e | | | | | | |
| | * Object Code Name | Description | Quantity | Change Amount | Obligated Amount | Action |
| Add: | <input type="text" value="select"/> | <input type="text"/> | <input type="text"/> | <input type="text" value="1"/> 0.00 | | <input type="button" value="add"/> |
| 1 | Capital and Fabricated Equipment | <input type="text"/> | <input type="text" value="1"/> | <input type="text" value="100.00"/> | <input type="text" value="0.00"/> | <input type="button" value="delete"/> |
| Total Amount for Capital and Fabricated Equipment: | | | | | 100.00 | |
| <input type="button" value="show"/> Line Item Details | | | | | | |

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.

- I. Save budget version for child award(s) for the newly obligated funds. Budget version remains in "In Progress" status until QA.

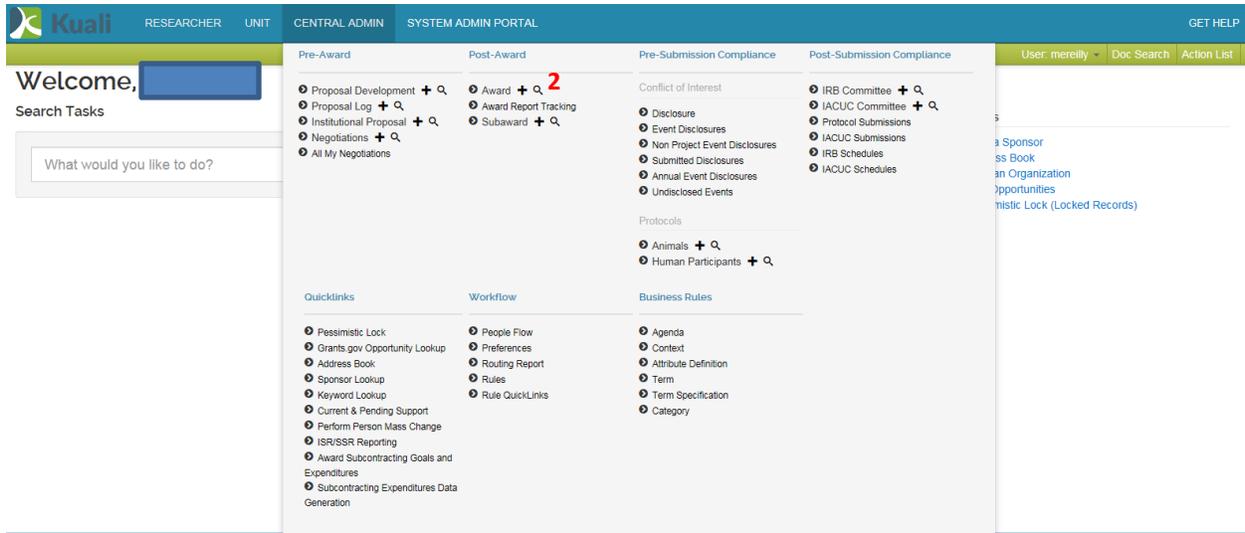
Repeat Step I and J for all child awards with newly obligated funds.

Rebudgeting funds between child nodes

- 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.

1



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

Award Lookup ¹

* required field

Award ID:

Sponsor Award ID:

Account ID:

Award Status:

2 Sponsor ID:

Award Title:

Investigator:

Lead Unit ID:

Lead Unit:

Document Status: Final
 Saved
 Both

3

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.

19475 items found. Please refine your search criteria to narrow down your search.
200 items retrieved, displaying 1 to 100 [First/Prev] 1, 2 [Next/Last]

| Actions | Award ID | Sponsor Award ID | Lead Unit ID | Lead Unit | Account ID | Award Status | Award Title | Sponsor ID | Sponsor Name | Investigator | Project Start Date | Project End Date | Document Status |
|--|--------------|------------------|--------------|------------------------------------|------------|--------------------|--|------------|---|------------------|--------------------|------------------|-----------------|
| open copy medusa View Invoices | 100004-00003 | 000001154 | 2442470000 | SPH ENVIRONMENTAL HEALTH | 950024018 | Approved Award | The Boston Collaborative Oral Cancer Study | 300374 | Brown University | MICHAEL MCCLEAN | 09/15/2007 | 03/31/2012 | Final |
| open copy medusa View Invoices | 100007-00003 | 0000018407 | 1331200000 | SED LITERACY & LANG.,COUNS & DEVEL | 9500223852 | PAFO/OSP (Closing) | LEARNING CENTER IN VISUAL LANGUAGE AND VISUAL LEARNING (VL2) | 300896 | Gallaudet University | MARLON H KUNTZE | 09/15/2009 | 09/14/2010 | Final |
| open copy medusa View Invoices | 100008-00002 | 0000019768 | 1331200000 | SED LITERACY & LANG.,COUNS & DEVEL | 9500233602 | PAFO/OSP (Closing) | LEARNING CENTER IN VISUAL LANGUAGE AND VISUAL LEARNING (VL2) | 300896 | Gallaudet University | MARLON H KUNTZE | 09/15/2010 | 09/14/2011 | Final |
| open copy medusa View Invoices | 100008-00003 | 0000019768 | 1331200000 | SED LITERACY & LANG.,COUNS & DEVEL | 9500233603 | PAFO/OSP (Closing) | LEARNING CENTER IN VISUAL LANGUAGE AND VISUAL LEARNING (VL2) | 300896 | Gallaudet University | MARLON H KUNTZE | 09/15/2010 | 09/14/2011 | Final |
| open copy medusa View Invoices | 100009-00002 | 00000370 | 1203490000 | CAS LEARNING RESOURCE NETWORK | 9500236671 | Approved Award | EASER, THE ARTEMIS PROJECT: EVALUATION AND EXPANSION | 300374 | Brown University | ROBERT L DEVANEY | 10/01/2010 | 09/30/2011 | Final |
| open copy medusa View Invoices | 100019-00001 | 0006100233 | 2570730000 | INST MID--AHEC PROGRAM | | Closed | Model State-Supported AHEC Program | 302323 | University of Massachusetts Memorial Medical Center | PETER F SHAW | 09/01/2007 | 08/31/2010 | Final |
| open copy medusa View Invoices | 100019-00002 | 0006100233 | 2570730000 | INST MID--AHEC PROGRAM | 9500228193 | Closed | Model State-Supported AHEC Program | 302323 | University of Massachusetts Memorial Medical Center | PETER F SHAW | 09/01/2007 | 08/31/2010 | Final |

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.

- Award
- Contacts
- Commitments
- Budget Versions
- Payment, Reports & Terms
- Special Review
- Custom Data
- Comments, Notes & Attachments
- Award Actions
- History
- Medusa

Sponsor

Sponsor ID: 301034
NIH/National Institutes of Health

Prime Sponsor:

Sponsor Award ID:

Modification ID:

FAIN ID: 123456789978

Federal Award Year:

Prime Sponsor Award ID:

CFDA Number:

NSF Science Code:

Project

Major Project: No

ARRA Code: No

Conference Grant: No

Time & Money

Project Start Date: 10/27/2016

Project End Date: 10/27/2019

Federal Award Date:

Execution Date:

Anticipated Direct: \$300,000.00

Anticipated F&A: \$108,000.00

Anticipated Total: \$408,000.00

Obligation Start Date: 10/27/2016

Obligation End Date: 10/25/2017

Modification Date:

Obligated Direct: \$100,000.00

Obligated F&A: \$36,000.00

Obligated Total: \$136,000.00

Subawards [show](#)

Sponsor Template [show](#)

Keywords [show](#)

1 [edit](#) [close](#)

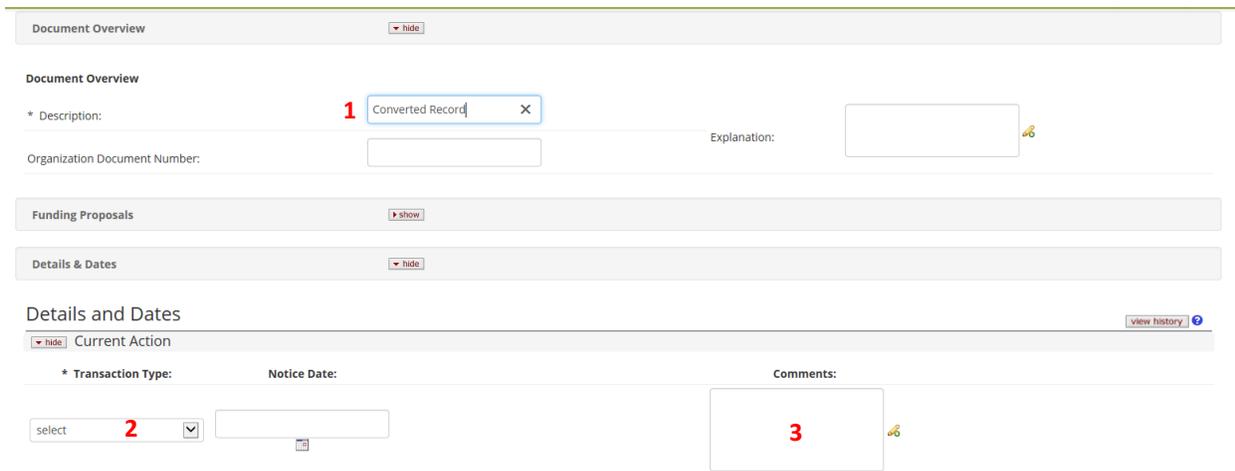
B. Edit the Parent Award – Award Tab.

The Parent Award opens up in an editable state.



An “Award is locked for editing” error appears if someone else is currently working on or worked on a certain document, such as a Parent Award in this case, within 24 hours of you opening the document. It is not a hard lock. You may proceed with your modification. If, however, you edit the document and

you get a message that reads “A pending version currently exists. Would you like to edit the pending version,” click “**NO**” and contact the person who has the document open to determine an appropriate time for you to open and edit the document.



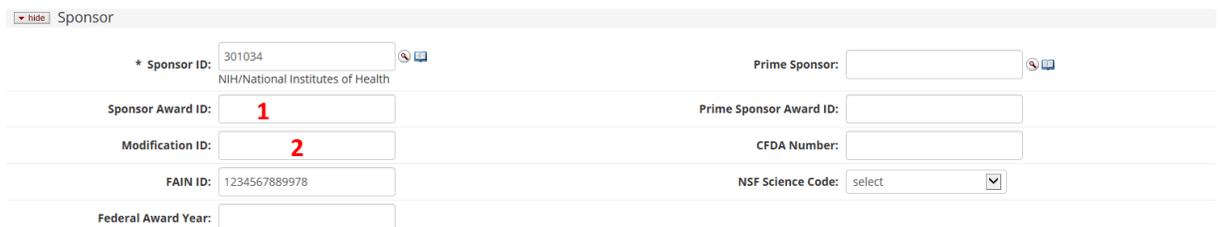
The screenshot shows the 'Document Overview' section with a 'Description' field containing 'Converted Record' (marked with a red '1'). Below it is the 'Details & Dates' section, specifically the 'Current Action' subpanel. It features a 'Transaction Type' dropdown menu (marked with a red '2') and a 'Comments' text area (marked with a red '3').



The **1)** document description should be the first portion of the award title.

On Current Action’s subpanel under Date and Details, select Rebudget as your **2)** Transaction Type and enter any **3)** Comments related to the transaction (i.e. Request to rebudget funds from Core A to Core B).

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.



The screenshot shows the 'Sponsor' subpanel with several input fields: 'Sponsor ID' (301034), 'Sponsor Award ID' (marked with a red '1'), 'Modification ID' (marked with a red '2'), 'FAIN ID' (1234567889978), 'Prime Sponsor', 'Prime Sponsor Award ID', 'CFDA Number', and 'NSF Science Code' (select dropdown).

C. Complete Comments, Notes and Attachments



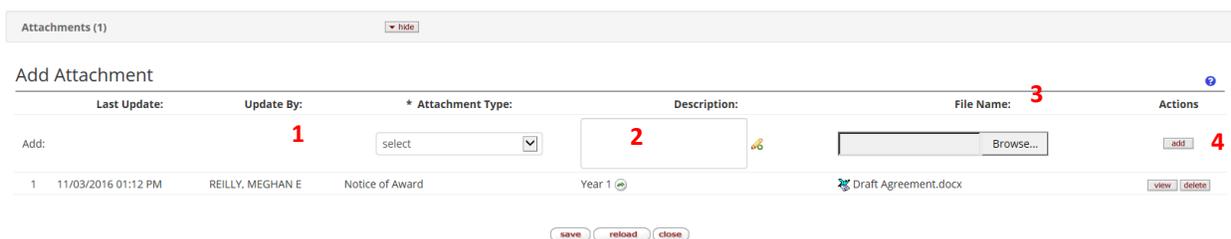
Enter any comments (viewable by PI/DA) as applicable. Your comments from the previous version will appear in the Comments Panel. Add current transaction comments and modify/delete prior comments according to standard procedure. Permanent comments that span the life of an award should not be deleted.



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 Choose File pop-up window and click **4)** Add to upload the document onto the record.



| 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: Date Uploaded: | Yes |

| | | |
|--|--|--|
| | Transaction Type_Dollar Amount (if applicable)_End Date of Budget Period” | |
|--|--|--|

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



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.



E. Modify data on existing child awards

If Sponsor Award ID or Prime Sponsor Award ID has been updated on the notice of award for the Rebudget, the Sponsor Award ID fields need to be updated on all child awards with changes to dates and dollars with the due to the Rebudget. Edit and finalize applicable child awards by completing steps A, B, and D above. The Transaction Type for the new version of the child record(s) should also be set to Rebudget.

If the status of a particular child changes due to the transaction, the field also needs to be updated on the child records.



Depending on the award status value selected at the child, the account in SAP will be set to open or closed. Function of award status at the child are:

| | |
|--------------------------|------------------------------|
| KCRM Child Status | SAP Sponsored Program |
|--------------------------|------------------------------|

| | |
|------------------------|---|
| Pre-Award not Billable | Open, plus a flag at the grant level indicating that manual intervention is required. |
| 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 |
| Compliance Hold | Open; all expense sponsored classes turned off. |
| Closed | Closed – both exp & rev |
| Cancelled | Closed – both exp & rev |

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.



The Time and Money document will open in a read-only state. Scroll to the bottom and click on the Edit button.

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 award 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:

Time And Money

8 Action Summary and History



Another review step that may assist in adequately obligating new funds is to review the 7) Action Summary and History Tabs 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) Use the dropdown menu to select the appropriate Award ID (i.e. 100587-00002) and click GO.

G. Update Direct and F&A Distribution Panel as needed

| Direct/F&A Funds Distribution (204931-00001) hide | | | | | |
|--|---|---|---|--|--|
| Direct/F&A Funds Distribution | | | | | |
| Project Start Date: | | 10/28/2016 | * Project End Date: | | 10/28/2019 |
| Obligated Total: | | \$136,000.00 | Anticipated Total: | | \$408,000.00 |
| | * Start Date | * End Date | * Direct Cost | * F&A Cost | Actions |
| Add: | <input type="text"/> | <input type="text"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="button" value="add"/> |
| 1 | <input type="text" value="10/28/2016"/> | <input type="text" value="10/27/2017"/> | <input type="text" value="100,000.00"/> | <input type="text" value="36,000.00"/> | <input type="button" value="delete"/> |
| 2 | <input type="text" value="10/28/2017"/> | <input type="text" value="10/27/2018"/> | <input type="text" value="100,000.00"/> | <input type="text" value="36,000.00"/> | <input type="button" value="delete"/> |
| 3 | <input type="text" value="10/28/2018"/> | <input type="text" value="10/27/2019"/> | <input type="text" value="100,000.00"/> | <input type="text" value="36,000.00"/> | <input type="button" value="delete"/> |
| 4 | <input type="text" value="10/28/2019"/> | <input type="text" value="10/28/2019"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="button" value="delete"/> |
| Total: | | | \$300,000.00 | \$108,000.00 | |
| Total Anticipated(Direct + F&A): | | | | \$408,000.00 | <input type="button" value="recalculate"/> |



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.

H.

I. Create a transaction(s) for the Rebudget and finalize the Time and Money document

Complete all the required information on the Transactions Panel (budget period, nodes, obligated and anticipated amounts) and click Add. The Source Award is the child node from which the funds are being removed. The Destination Award is the child node to which the funds are being added. Repeat this step if the Rebudget of funds needs to be processed for more than one child.

Transactions (204927-00001) hide

Pending Transactions 9

| Transaction | Period | Comments | Source Award | Destination Award | Obligated Direct Change | Obligated F&A Change | Anticipated Direct Change | Anticipated F&A Change | Actions |
|-------------|------------------|----------|------------------|-------------------|-------------------------|----------------------|---------------------------|------------------------|---------|
| Add: | select: 1 | | select: 2 | select: 3 | 4 0.00 | 5 0.00 | 6 0.00 | 7 0.00 | add |



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.

Scroll down to the bottom of the screen and click the Submit 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.

Award **Contacts** **Commitments** **Budget Versions** Payment, Reports & Terms Special Review Custom Data Comments, Notes & Attachments Award Actions History Medusa

On the Budget Versions panel, enter a **1**) Name for the version of the budget and **2**) click New. Please note that Budget Versions are now associated with the **3**) Award Version.

Budget Versions (204931-00001:) hide

Budget Versions 6

| Version # | Direct Cost | F & A | Total | Budget Status | Award Budget Type | Actions |
|------------------------|-------------|-------|-------|---------------|-------------------|------------------------|
| Add: 1 | | | | | | 2 new |
| hide NEW | 1 | 0.00 | 0.00 | 0.00 | In Progress | New open copy |
| 3 Award Version | 1 | | | | F&A Rate Type: | |
| Cost Sharing: | 0.00 | | | | Last Updated: | Nov 3, 2016 3:55:34 PM |
| Unrecovered F&A: | 0.00 | | | | Last Updated By: | merelly |
| Comments: | | | | | | |

Show All Budgets

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.

Budget Overview hide

Budget Overview info

| | |
|----------------------------------|--|
| Account ID: 204931-00001 | Obligation Start Date: 10/28/2016 |
| Budget Version Number: 1 | Obligation End Date: 10/28/2017 |
| Award Budget Type: New | 1 Obligated Previous: 0.00 2 Obligated Change: 0.00 3 Obligated Total: 0.00 |
| Award Budget Status: In Progress | 5 Unrecovered F & A Rate Type: <input type="text"/> |
| On/Off Campus: Default 4 | 6 F&A Rate Type: <input type="text"/> |
| Description: New | |
| Comments: <input type="text"/> | |

| Data Quality | SOP Definition / Use | Required |
|--|---|----------|
| 1) Obligated Previous | This field is automatically populated from the Time and Money Document, and displays the previous cumulative amount of funds that have been obligated to this account to date. On new awards amount is zero. | Yes |
| 2) Obligated Change | 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 |
| 3) 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 |
| 4) On/Off Campus | Field is used to indicate whether the on- or off-campus rate should be used in the calculation of F&A costs | Yes |
| 5) Unrecovered F&A 6) F&A Rate Type | These two fields are used to set the type of base on which the F&A is calculated. The two fields should match. These two fields are used to set the type of base on which the F&A is calculated. The two fields should match. | Yes |

Make sure to select the appropriate **4)** On/Off Campus indicator and the appropriate **5&6)** 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.

| Equipment (1 line item) hide | | | | | | |
|---|--|----------------------|----------------------|---------------|------------------|---------------------------------------|
| Equipment i | | | | | | |
| | * Object Code Name | Description | Quantity | Change Amount | Obligated Amount | Action |
| Add: | <input type="text" value="select"/> | <input type="text"/> | <input type="text"/> | 1 0.00 | | <input type="button" value="add"/> |
| 1 | Capital and Fabricated Equipment <small>16</small> | <input type="text"/> | 1 | 100.00 | 0.00 | <input type="button" value="delete"/> |
| Total Amount for Capital and Fabricated Equipment: | | | | | 100.00 | |
| <input type="button" value="show"/> Line Item Details | | | | | | |

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.

- K. Save budget version for child award(s) for the newly obligated funds. Budget version remains in "In Progress" status until QA.

Repeat Step J and K for all child awards with newly obligated funds.

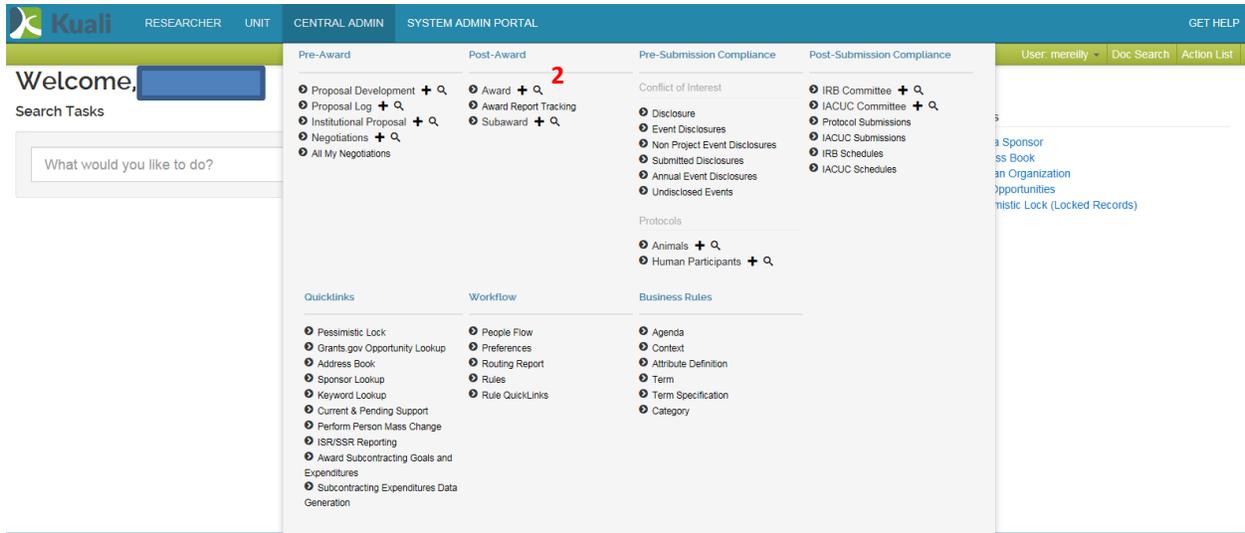
Follow the same steps outlined for the budget document in the De-obligation section of this document to complete the De-Obligation of the Rebudget.

Rebudgeting funds within a single child node

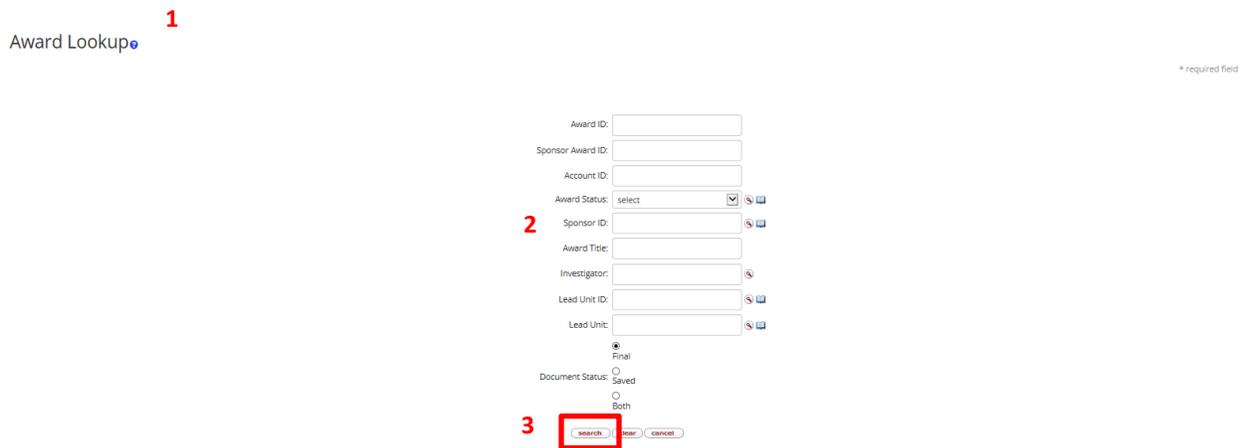
- A. Request to move funds from one budget line item to another within the same child award or from one child award to another. Search for and open Parent Award for which a Rebudget is to be processed.

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

1



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.

19475 items found. Please refine your search criteria to narrow down your search.
200 items retrieved, displaying 1 to 100 [First/Prev] 1, 2 [Next/Last]

| Actions | Award ID | Sponsor Award ID | Lead Unit ID | Lead Unit | Account ID | Award Status | Award Title | Sponsor ID | Sponsor Name | Investigator | Project Start Date | Project End Date | Document Status |
|--|--------------|------------------|--------------|------------------------------------|------------|--------------------|--|------------|---|------------------|--------------------|------------------|-----------------|
| open copy medusa View Invoices | 100004-00003 | 00000154 | 2442470000 | SPH ENVIRONMENTAL HEALTH | 950024018 | Approved Award | The Boston Collaborative Oral Cancer Study | 300374 | Brown University | MICHAEL MCCLEAN | 09/15/2007 | 03/31/2012 | Final |
| open copy medusa View Invoices | 100007-00003 | 0000018407 | 1331200000 | SED LITERACY & LANG.,COUNS & DEVEL | 9500223852 | PAFO/OSP (Closing) | LEARNING CENTER IN VISUAL LANGUAGE AND VISUAL LEARNING (VL2) | 300896 | Gallaudet University | MARLON H KUNTZE | 09/15/2009 | 09/14/2010 | Final |
| open copy medusa View Invoices | 100008-00002 | 0000019768 | 1331200000 | SED LITERACY & LANG.,COUNS & DEVEL | 9500233602 | PAFO/OSP (Closing) | LEARNING CENTER IN VISUAL LANGUAGE AND VISUAL LEARNING (VL2) | 300896 | Gallaudet University | MARLON H KUNTZE | 09/15/2010 | 09/14/2011 | Final |
| open copy medusa View Invoices | 100008-00003 | 0000019768 | 1331200000 | SED LITERACY & LANG.,COUNS & DEVEL | 9500233603 | PAFO/OSP (Closing) | LEARNING CENTER IN VISUAL LANGUAGE AND VISUAL LEARNING (VL2) | 300896 | Gallaudet University | MARLON H KUNTZE | 09/15/2010 | 09/14/2011 | Final |
| open copy medusa View Invoices | 100009-00002 | 00000370 | 1203490000 | CAS LEARNING RESOURCE NETWORK | 9500236671 | Approved Award | EASER, THE ARTEMIS PROJECT: EVALUATION AND EXPANSION | 300374 | Brown University | ROBERT L DEVANEY | 10/01/2010 | 09/30/2011 | Final |
| open copy medusa View Invoices | 100019-00001 | 0006100233 | 2570730000 | INST MID--AHEC PROGRAM | | Closed | Model State-Supported AHEC Program | 302323 | University of Massachusetts Memorial Medical Center | PETER F SHAW | 09/01/2007 | 08/31/2010 | Final |
| open copy medusa View Invoices | 100019-00002 | 0006100233 | 2570730000 | INST MID--AHEC PROGRAM | 9500228193 | Closed | Model State-Supported AHEC Program | 302323 | University of Massachusetts Memorial Medical Center | PETER F SHAW | 09/01/2007 | 08/31/2010 | Final |

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.

- Award
- Contacts
- Commitments
- Budget Versions
- Payment, Reports & Terms
- Special Review
- Custom Data
- Comments, Notes & Attachments
- Award Actions
- History
- Medusa

▾ Sponsor

Sponsor ID: 301034

NIH/National Institutes of Health

Prime Sponsor:

Sponsor Award ID:

Prime Sponsor Award ID:

Modification ID:

CFDA Number:

FAIN ID: 123456789978

NSF Science Code:

Federal Award Year:

▾ Project

Major Project: No

ARRA Code: No

Conference Grant: No

▾ Time & Money

Project Start Date: 10/27/2016

Obligation Start Date: 10/27/2016

Project End Date: 10/27/2019

Obligation End Date: 10/25/2017

Federal Award Date:

Execution Date:

Anticipated Direct: \$300,000.00

Obligated Direct: \$100,000.00

Anticipated F&A: \$108,000.00

Obligated F&A: \$36,000.00

Anticipated Total: \$408,000.00

Obligated Total: \$136,000.00

Subawards [show](#)

Sponsor Template [show](#)

Keywords [show](#)

1 [edit](#) [close](#)

B. Edit the Parent Award – Award Tab.

The Parent Award opens up in an editable state.



An “Award is locked for editing” error appears if someone else is currently working on or worked on a certain document, such as a Parent Award in this case, within 24 hours of you opening the document. It is not a hard lock. You may proceed with your modification. If, however, you edit the document and

you get a message that reads “A pending version currently exists. Would you like to edit the pending version,” click “**NO**” and contact the person who has the document open to determine an appropriate time for you to open and edit the document.

Document Overview hide

Document Overview

* Description: 1 x

Organization Document Number: Explanation:

Funding Proposals show

Details & Dates hide

Details and Dates view history

hide Current Action

| * Transaction Type: | Notice Date: | Comments: |
|---|----------------------|--|
| select 2 <input type="text"/> | <input type="text"/> | <input type="text" value=""/> 3 |



The **1)** document description should be the first portion of the award title.

On Current Action’s subpanel under Date and Details, select Rebudget as your **2)** Transaction Type and enter any **3)** 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.

hide Sponsor

| | |
|--|---|
| * Sponsor ID: <input type="text" value="301034"/> x <small>NIH/National Institutes of Health</small> | Prime Sponsor: <input type="text"/> |
| Sponsor Award ID: <input type="text" value=""/> 1 | Prime Sponsor Award ID: <input type="text"/> |
| Modification ID: <input type="text" value=""/> 2 | CFDA Number: <input type="text"/> |
| FAIN ID: <input type="text" value="1234567889978"/> | NSF Science Code: <input type="text" value="select"/> |
| Federal Award Year: <input type="text"/> | |

C. Complete Comments, Notes and Attachments



Enter any comments (viewable by PI/DA) as applicable. Your comments from the previous version will appear in the Comments Panel. Add current transaction comments and modify/delete prior comments according to standard procedure. Permanent comments that span the life of an award should not be deleted.



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 Choose File pop-up window and click **4)** Add to upload the document onto the record.

| 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: Date Uploaded: Transaction Type_Dollar Amount (if applicable)_End Date of Budget Period" | Yes |

D. Finalize version of the Parent Award



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.



E. Review Time and Money document, Hierarchy and obligated amounts. Note: A T&M action will only be needed if the rebudget results in a change of direct/indirect split.

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.



The Time and Money document will open in a read-only state. Scroll to the bottom and click on the Edit button.

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 award 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 |
|---------------------------------|--|----------|
| 7) Obligation Start Date | Edited as needed to reflect the effective date of the current budget period as defined by the sponsor. | Yes |
| 7) Obligation End Date | Edited as needed to reflect the end 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.

The screenshot displays two main panels: 'Document Overview' and 'Award Hierarchy'.

Document Overview:

- 1)** Description: timeandmoney document
- 2)** Transaction Type Code: select
- 3)** Notice Date: [input field]
- 4)** Comments: [input field]

Award Hierarchy:

Transaction Type Code: select **2)** Notice Date: **3)** Comments: **4)**

Go To: 204927-00001 [go] [radio buttons: current, pending] Totals [dropdown]

| Nodes | Oblig. Start | Oblig. End | Project End | Oblig. Direct | Oblig. F&A | Oblig. Total | Ant. Direct | Ant. F&A | Ant. Total |
|--|--------------|------------|-------------|---------------|------------|--------------|-------------|------------|------------|
| 5) 204927-00001 : JENNIFER L KING : IS&T PROJECT MANAGEMENT | 10/27/2011 | 10/25/2011 | 10/27/2011 | 100,000.00 | 36,000.00 | 136,000.00 | 300,000.00 | 108,000.00 | 408,000.00 |
| 204927-00002 : JENNIFER L KING : IS&T PROJECT MANAGEMENT | 10/27/2011 | 10/25/2011 | 10/27/2011 | 100,000.00 | 36,000.00 | 136,000.00 | 300,000.00 | 108,000.00 | 408,000.00 |

7) and **6)** are indicated by red numbers pointing to the obligation start and end dates in the table above.

| | |
|--|----------------------|
| Transactions (204927-00001) | show |
| Direct/F&A Funds Distribution (204927-00001) | show |
| Summary (204927-00001) | show |
| Ad Hoc Recipients | show |
| Route Log | show |



Another review step that may assist in adequately obligating new funds is to review the **8)** Action Summary and History Tabs. When a Time and Money document is originally opened, all of the Panels represent information for the Parent. To view these panel for another node in the hierarchy, use the dropdown menu to select the appropriate Award ID (i.e. 100587-00002) and click GO.



F. Update Direct and F&A Distribution Panel as needed

G. 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 New.

Budget Versions (204931-00001:)

Budget Versions

| Version # | Direct Cost | F & A | Total | Budget Status | Award Budget Type | Actions |
|-----------|-------------|-------|-------|---------------|-------------------|-----------------|
| 1 | 0.00 | 0.00 | 0.00 | In Progress | New | new, open, copy |

Add: **1** **2** new
 NEW **3** open copy

Award Version: 1 F&A Rate Type:
 Cost Sharing: 0.00 Last Updated: Nov 3, 2016 3:55:34 PM
 Unrecovered F&A: 0.00 Last Updated By: merelly
 Comments:

Show All Budgets

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 **3)** 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.

Budget Overview

Budget Overview

| | |
|----------------------------------|--|
| Account ID: | Obligation Start Date: 10/28/2016 |
| Award ID: 204931-00001 | Obligation End Date: 10/28/2017 |
| Budget Version Number: 1 | 1 Obligated Previous: 0.00 |
| Award Budget Type: New | 2 Obligated Change: 0.00 |
| Award Budget Status: In Progress | 3 Obligated Total: 0.00 |
| 4 On/Off Campus: Default | 5 Unrecovered F & A Rate Type: select |
| Description: New | 6 F&A Rate Type: select |
| Comments: | |

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

| | | |
|--|---|-----|
| | budget document. Note: For a Rebudget within a single child this value will always be 0.00. | |
| 3) 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 |
| 4) On/Off Campus | Field is used to indicate whether the on- or off-campus rate should be used in the calculation of F&A costs | Yes |
| 5) Unrecovered F&A 6) F&A Rate Type | These two fields are used to set the type of base on which the F&A is calculated. The two fields should match. These two fields are used to set the type of base on which the F&A is calculated. The two fields should match. | Yes |

Make sure to select the appropriate 4) On/Off Campus indicator and the appropriate 5&6) 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.

| Budget Overview (Period 1) hide | |
|--|-----------------------|
| Budget Overview (Period 1) | |
| Period 1 Start Date 10/28/2016 | Budget Amount 0.00 |
| Period 1 End Date 10/27/2017 | Obligated Amount 0.00 |
| Direct Cost 1,000.00 | |
| F&A Cost 645.00 | Unrecovered F&A 0.00 |
| Total Sponsor Cost 1,645.00 | Cost Sharing 0.00 |

Personnel (ONLY IF PERSONNEL TAB IS NOT USED) (1 line item) show

Personnel (ONLY IF PERSONNEL TAB IS NOT USED)

| * Object Code Name | Description | Quantity | Change Amount | Obligated Amount | Action |
|--|----------------------|----------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| Add: <input type="text" value="select"/> | <input type="text"/> | <input type="text"/> | <input type="text" value="0.00"/> | <input type="text"/> | <input type="button" value="add"/> |
| 1 Other Personnel - Non-PD | <input type="text"/> | <input type="text"/> | <input type="text" value="1,000.00"/> | <input type="text" value="0.00"/> | <input type="button" value="delete"/> |
| Total Amount for Other Personnel - Non-PD: | | | | <input type="text" value="1,000.00"/> | |

show Line Item Details

* Start Date: Unrecovered F&A:

* End Date: Cost Sharing:

Apply Inflation? Yes On/Off Campus: Yes

Budget Category: Submit Cost Sharing?

Budget Justification Notes:

show Rate Classes

Equipment show

Travel hide

Travel

| * Object Code Name | Description | Quantity | Change Amount | Obligated Amount | Action |
|--|----------------------|----------------------|-----------------------------------|----------------------|------------------------------------|
| Add: <input type="text" value="select"/> | <input type="text"/> | <input type="text"/> | <input type="text" value="0.00"/> | <input type="text"/> | <input type="button" value="add"/> |

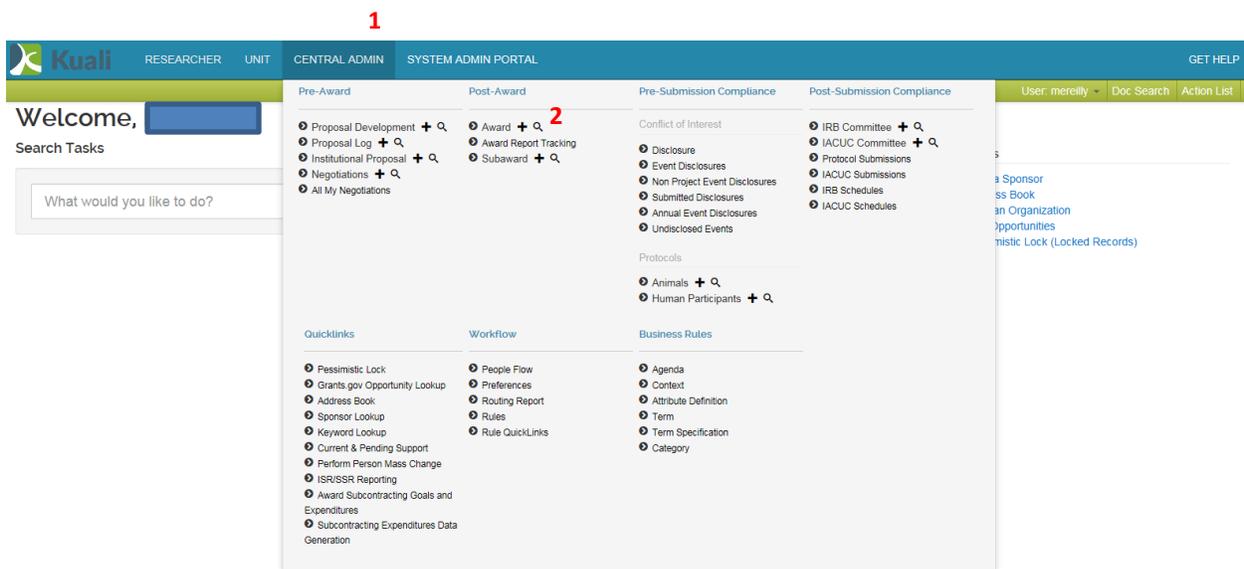
H. Save budget version for child award. Budget version remains in "In Progress" status until QA.

Administrative Change

An administrative change is a non-financial modification to an award that is initiated by the sponsor (i.e. Change in PI) or by internal BU processes (i.e. changing the status of a parent or child 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.

Award Lookup

1

* required field

Award ID:

Sponsor Award ID:

Account ID:

Award Status:

Sponsor ID:

Award Title:

Investigator:

Lead Unit ID:

Lead Unit:

Document Status:
 Final
 Saved
 Both

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.

19475 items found. Please refine your search criteria to narrow down your search. 200 items retrieved, displaying 1 to 100 (First/Prev) 1, 2 (Next/Last)

| Actions | Award ID | Sponsor Award ID | Lead Unit ID | Lead Unit | Account ID | Award Status | Award Title | Sponsor ID | Sponsor Name | Investigator | Project Start Date | Project End Date | Document Status |
|--------------------------------|--------------|------------------|--------------|------------------------------------|------------|--------------------|--|------------|---|------------------|--------------------|------------------|-----------------|
| open copy medusa View Invoices | 100004-00003 | 00000154 | 2442470000 | SPH ENVIRONMENTAL HEALTH | 9500240185 | Approved Award | The Boston Collaborative Oral Cancer Study | 300374 | Brown University | MICHAEL MCCLEAN | 09/15/2007 | 03/31/2012 | Final |
| open copy medusa View Invoices | 100007-00003 | 0000018407 | 1331200000 | SED LITERACY & LANG. COUNS & DEVEL | 9500223852 | PAFO/OSP (Closing) | LEARNING CENTER IN VISUAL LANGUAGE AND VISUAL LEARNING (VL2) | 300896 | Gallaudet University | MARLON H KUNTZE | 09/15/2009 | 09/14/2010 | Final |
| open copy medusa View Invoices | 100008-00002 | 0000019768 | 1331200000 | SED LITERACY & LANG. COUNS & DEVEL | 9500233602 | PAFO/OSP (Closing) | LEARNING CENTER IN VISUAL LANGUAGE AND VISUAL LEARNING (VL2) | 300896 | Gallaudet University | MARLON H KUNTZE | 09/15/2010 | 09/14/2011 | Final |
| open copy medusa View Invoices | 100008-00003 | 0000019768 | 1331200000 | SED LITERACY & LANG. COUNS & DEVEL | 9500233609 | PAFO/OSP (Closing) | LEARNING CENTER IN VISUAL LANGUAGE AND VISUAL LEARNING (VL2) | 300896 | Gallaudet University | MARLON H KUNTZE | 09/15/2010 | 09/14/2011 | Final |
| open copy medusa View Invoices | 100009-00002 | 00000370 | 1203490000 | CAS LEARNING RESOURCE NETWORK | 9500236671 | Approved Award | EAGER: THE ARTEMIS PROJECT: EVALUATION AND EXPANSION | 300374 | Brown University | ROBERT L DEVANEY | 10/01/2010 | 09/30/2011 | Final |
| open copy medusa View Invoices | 100019-00001 | 0006100233 | 2570730000 | INST MD—AHEC PROGRAM | 9500228193 | Closed | Model State-Supported AHEC Program | 302323 | University of Massachusetts Memorial Medical Center | PETER F SHAW | 09/01/2007 | 08/31/2010 | Final |
| open copy medusa View Invoices | 100019-00002 | 0006100233 | 2570730000 | INST MD—AHEC PROGRAM | 9500228193 | Closed | Model State-Supported AHEC Program | 302323 | University of Massachusetts Memorial Medical Center | PETER F SHAW | 09/01/2007 | 08/31/2010 | Final |

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.

Sponsor

Sponsor ID: 301034
 NIH/National Institutes of Health

Sponsor Award ID:
 Modification ID:
 FAIN ID: 123456789978
 Federal Award Year:

Prime Sponsor:
 Prime Sponsor Award ID:
 CFDA Number:
 NSF Science Code:

Project

Major Project: No
 Conference Grant: No

ARRA Code: No

Time & Money

| | |
|----------------------------------|-----------------------------------|
| Project Start Date: 10/27/2016 | Obligation Start Date: 10/27/2016 |
| Project End Date: 10/27/2019 | Obligation End Date: 10/25/2017 |
| Federal Award Date: | Modification Date: |
| Execution Date: | Obligated Direct: \$100,000.00 |
| Anticipated Direct: \$300,000.00 | Obligated F&A: \$36,000.00 |
| Anticipated F&A: \$108,000.00 | Obligated Total: \$136,000.00 |
| Anticipated Total: \$408,000.00 | |

Subawards [show](#)

Sponsor Template [show](#)

Keywords [show](#)

1 [edit](#) [close](#)

B. Edit the Parent Award – Award Tab.

The Parent Award opens up in an editable state.



An “Award is locked for editing” error appears if someone else is currently working on or worked on a certain document, such as a Parent Award in this case, within 24 hours of you opening the document. It is not a hard lock. You may proceed with your modification. If, however, you edit the document and you get a message that reads “A pending version currently exists. Would you like to edit the pending version,” click “NO” and contact the person who has the document open to determine an appropriate time for you to open and edit the document.

Document Overview [hide](#)

Document Overview

* Description: **1** [x](#) Explanation:

Organization Document Number:

Funding Proposals [show](#)

Details & Dates [hide](#)

Details and Dates [view history](#)

[hide](#) Current Action [view history](#)

* Transaction Type: **2** [v](#) Notice Date: [v](#) Comments: **3** [v](#)



The **1)** document description should be the first portion of the award title.

On Current Action’s subpanel under Date and Details, select Administrative Change as your **2)** Transaction Type and enter any **3)** 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.

| | |
|---|---|
| <input type="button" value="hide"/> Sponsor | |
| * Sponsor ID: <input type="text" value="301034"/> | Prime Sponsor: <input type="text"/> |
| <small>NIH/National Institutes of Health</small> | |
| Sponsor Award ID: <input type="text" value="1"/> | Prime Sponsor Award ID: <input type="text"/> |
| Modification ID: <input type="text" value="2"/> | CFDA Number: <input type="text"/> |
| FAIN ID: <input type="text" value="1234567889978"/> | NSF Science Code: <input type="text" value="select"/> |
| Federal Award Year: <input type="text"/> | |

C. Complete Comments, Notes and Attachments

| | | | | | | | | | | |
|-----------------------|--------------------------|-----------------------------|---------------------------------|--|--------------------------------|-----------------------------|---|-------------------------------|-------------------------|------------------------|
| Award | Contacts | Commitments | Budget Versions | Payment, Reports & Terms | Special Review | Custom Data | Comments, Notes & Attachments | Award Actions | History | Medusa |
|-----------------------|--------------------------|-----------------------------|---------------------------------|--|--------------------------------|-----------------------------|---|-------------------------------|-------------------------|------------------------|

Enter any comments (viewable by PI/DA) as applicable. Your comments from the previous version will appear in the Comments Panel. Add current transaction comments and modify/delete prior comments according to standard procedure. Permanent comments that span the life of an award should not be deleted.



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 Choose File pop-up window and click 4) Add to upload the document onto the record.



| 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: Date Uploaded: Transaction Type_Dollar Amount (if applicable)_End Date of Budget Period | Yes |

D. Finalize the version of the Parent Award



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.



The screenshot shows a vertical list of actions, each with a 'show' button. The actions are: Data Validation, Hierarchy Actions, Award Hierarchy Sync, Print, Ad Hoc Recipients, Route Log, Super User Action, and Transmit to SAP. Below the list is a row of buttons: 'send notification', 'submit', 'save', 'reload', 'blanket approve', 'close', and 'cancel'. The 'submit' button is highlighted with a red box and the number '1' is placed above it.

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. Modify data on existing child awards as applicable.



Other master data fields, such as general comments are liable to change during an Administrative Change that was initiated internally.



It is only necessary to edit child awards if master data fields need updating. The Transaction Type does not need to be updated on all child records, only on the records that need the above listed fields updated.

Administrative Changes is to be used for non-financial changes to an award. If dates or dollars of an award are affected, follow the appropriate instructions found on this document (i.e. Increment, De-Obligation, etc) and complete the Time and Money document and Budget Version document.

