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

Version 5.0: August 2014

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

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

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

User Group Roles: Awards

Menu Path: Central Admin > Post Award > Award

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

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

Process

There are four basic steps involved in modifying an award in KCRM. Only Step 1 is 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 OSP award administrator creates a new award budget version for any child award affected by the modification. It is important to note that each new version of an award budget captures only the 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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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.

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

B. Edit the Parent Award – Award Tab.

The Parent Award opens up in an editable state.

An 1) “Award is locked for editing” error appears if someone else is 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 2) document description should be the first portion of the award title. There is a 30 character limit on this field.

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

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

On Current Action’s subpanel under Date and Details, select Increment as your 4) Transaction Type and enter any 5) Comments related to 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.
C. Complete Comments, Notes and Attachments

Enter any comments (viewable by PI/DA) and notes (internal OSP, PAFO, ROSA only) if applicable. Your comments from the previous version will appear in the Comments Panel. You can choose to leave those comments in and add to those comments or delete those comments and new comments solely for this transaction. Award 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 Chose File pop-up window and click 4) Add to upload the document onto the record.

<table>
<thead>
<tr>
<th>Data Quality</th>
<th>SOP Definition / Use</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Attachment Type</td>
<td>Select appropriate attachment type.</td>
<td>Yes</td>
</tr>
</tbody>
</table>
## Data Quality

<table>
<thead>
<tr>
<th>Data Quality</th>
<th>SOP Definition / Use</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>2) Description</td>
<td>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”</td>
<td>Yes</td>
</tr>
</tbody>
</table>

### 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.


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 incremental to the appropriate child award(s).
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 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.

H. 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 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 Increment is disbursed among more than one child.

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

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

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

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

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

It is recommended entering the Transaction Type as the Name for the budget version.

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

<table>
<thead>
<tr>
<th>Data Quality</th>
<th>SOP Definition / Use</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Obligated Previous</td>
<td>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.</td>
<td>Yes</td>
</tr>
<tr>
<td>2) Obligated Change</td>
<td>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.</td>
<td>Yes</td>
</tr>
<tr>
<td>3) Obligated Total</td>
<td>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.</td>
<td>Yes</td>
</tr>
<tr>
<td>4) On/Off Campus</td>
<td>Field is used to indicate whether the on- or off-campus rate should be used in the calculation of F&amp;A costs</td>
<td>Yes</td>
</tr>
<tr>
<td>5) Unrecovered F&amp;A F&amp;A Rate Type</td>
<td>These two fields are used to set the type of base on which the F&amp;A is calculated. The two fields should match. These two fields are used to set the type of base on which the F&amp;A is calculated. The two fields should match.</td>
<td>Yes</td>
</tr>
</tbody>
</table>

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.

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. Submit budget version for child award(s) for the newly obligated funds.

Navigate to the Budget Actions tab and click the Submit button at the bottom of the page. If any validations do not pass, the system will prompt to you to fix the errors or warnings. Submitting the budget version will set this version to a “To Be Posted” status which is necessary for the change in budget to be transmitted to SAP when the KCRM-SAP Interface is initiated. Once the budget version has been transmitted to SAP, the budget version’s status will change to “Posted.”

Repeat Step R and S 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.
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.

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

B. Edit the Parent Award – Award Tab.

The Parent Award opens up in an editable state.

An 1) “Award is locked for editing” error appears if someone else is 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.
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.
Another field to keep in mind during a continuation is the AVC tolerance which is found in the Payment, Reports and Terms tab.

C. Complete Comments, Notes and Attachments

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

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<tr>
<td>1) Attachment Type</td>
<td>Select appropriate attachment type.</td>
<td>Yes</td>
</tr>
<tr>
<td>Data Quality</td>
<td>SOP Definition / Use</td>
<td>Required</td>
</tr>
<tr>
<td>--------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>2) Description</td>
<td>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”</td>
<td>Yes</td>
</tr>
</tbody>
</table>

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 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 with the 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 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:

<table>
<thead>
<tr>
<th>KCRM Child Status</th>
<th>SAP Sponsored Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Award not Billable</td>
<td>Open, plus a flag at the grant level indicating that manual intervention is required.</td>
</tr>
<tr>
<td>Pre-Award Billable</td>
<td>Open</td>
</tr>
<tr>
<td>Approved Award</td>
<td>Open</td>
</tr>
<tr>
<td>Pre-Close</td>
<td>Open (sent to BW for informational purposes only)</td>
</tr>
<tr>
<td>Department / OSP</td>
<td>Not valid status choices at the child level</td>
</tr>
<tr>
<td>PAFO / OSP</td>
<td>Not valid status choices at the child level</td>
</tr>
<tr>
<td>Compliance Hold</td>
<td>Open; all expense sponsored classes turned off.</td>
</tr>
<tr>
<td>Closed</td>
<td>Closed – both exp &amp; rev</td>
</tr>
<tr>
<td>Cancelled</td>
<td>Closed – both exp &amp; rev</td>
</tr>
<tr>
<td>Hold</td>
<td>Closed – both exp &amp; rev</td>
</tr>
</tbody>
</table>

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 to the above listed fields updated.


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 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.

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

Review the 6) obligated amounts at each child and the roll up amounts at the parent in order to adequately obligate the continuation funding to the appropriate child award(s).
Another review step that may assist in adequately obligating new funds is to review the 7) 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 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.

H. 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 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.

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

Update the 1) current budget period on the Direct and F&A Distribution to reflect the amount anticipated for the year for which the 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.

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

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

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

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

<table>
<thead>
<tr>
<th>Data Quality</th>
<th>SOP Definition / Use</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Obligated Previous</td>
<td>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.</td>
<td>Yes</td>
</tr>
<tr>
<td>2) Obligated Change</td>
<td>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.</td>
<td>Yes</td>
</tr>
<tr>
<td>3) Obligated Total</td>
<td>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.</td>
<td>Yes</td>
</tr>
<tr>
<td>4) On/Off Campus</td>
<td>Field is used to indicate whether the on- or off-campus rate should be used in the calculation of F&amp;A costs</td>
<td>Yes</td>
</tr>
<tr>
<td>5) Unrecovered F&amp;A</td>
<td>These two fields are used to set the type of base on which the F&amp;A is calculated. The two fields should match. These two fields are used to set the type of base on which the F&amp;A is calculated. The two fields should match.</td>
<td>Yes</td>
</tr>
<tr>
<td>6) F&amp;A Rate Type</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

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. Submit budget version for child award(s) for the newly obligated funds.

Navigate to the Budget Actions tab and click the Submit button at the bottom of the page. If any validations do not pass, the system will prompt you to fix the errors or warnings. Submitting the budget version will set this version to a “To Be Posted” status which is necessary for the change in budget to be transmitted to SAP when the KCRM-SAP Interface is initiated. Once the budget version has been transmitted to SAP, the budget version’s status will change to “Posted.”

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

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

A. Search for and open Parent Award

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

On the 1) Award Look up Screen, enter one or more 2) criteria for the award to narrow your search results. Click 3) Search.
Scroll down on the same page to view the results of your search. Review the returned awards and look for the appropriate award. Identify the 1) Parent Award (Award ID always contains a suffix of -00001) and click on 2) Open.

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

B. Edit the Parent Award – Award Tab.

The Parent Award opens up in an editable state.

An 1) “Award is locked for editing” error appears if someone else is 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 2) document description should be the first portion of the award title. There is a 30 character limit on this field.

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

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

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

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

Enter any comments (viewable by PI/DA) and notes (internal OSP, PAFO, ROSA only) if applicable. Your comments from the previous version will appear in the Comments Panel. You can choose to leave those comments in and add to those comments or delete those comments and new comments solely for this transaction. Award 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 Chose File pop-up window and click 4) Add to upload the document onto the record.

<table>
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<tr>
<th>Data Quality</th>
<th>SOP Definition / Use</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Attachment Type</td>
<td>Select appropriate attachment type.</td>
<td>Yes</td>
</tr>
</tbody>
</table>
### Data Quality

<table>
<thead>
<tr>
<th>SOP Definition / Use</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>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: <strong>Transaction Type_Dollar Amount (if applicable)_End Date of Budget Period</strong></td>
<td>Yes</td>
</tr>
</tbody>
</table>

### 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 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:

<table>
<thead>
<tr>
<th>KCRM Child Status</th>
<th>SAP Sponsored Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Award not Billable</td>
<td>Open, plus a flag at the grant level indicating that manual intervention is required.</td>
</tr>
<tr>
<td>Pre-Award Billable</td>
<td>Open</td>
</tr>
<tr>
<td>Approved Award</td>
<td>Open</td>
</tr>
<tr>
<td>Pre-Close</td>
<td>Open (sent to BW for informational purposes only)</td>
</tr>
<tr>
<td>Department / OSP</td>
<td>Not valid status choices at the child level</td>
</tr>
<tr>
<td>PAFO / OSP</td>
<td>Not valid status choices at the child level</td>
</tr>
<tr>
<td>Compliance Hold</td>
<td>Open; all expense sponsored classes turned off.</td>
</tr>
<tr>
<td>Closed</td>
<td>Closed – both exp &amp; rev</td>
</tr>
<tr>
<td>Cancelled</td>
<td>Closed – both exp &amp; rev</td>
</tr>
<tr>
<td>Hold</td>
<td>Closed – both exp &amp; rev</td>
</tr>
</tbody>
</table>

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 to the above listed fields updated.


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.

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

Review the 6) obligated amounts at each child and the roll up amounts at the parent in order to adequately obligate the supplemental funding to the appropriate child award(s).
Another review step that may assist in adequately obligating new funds is to review the 7) Summary and History Panels of the nodes in the hierarchy. When a Time and Money document is originally opened, all of the Panels represent 8) information for the Parent. To view these panel for another node in the hierarchy, use the 9) GO TO functionality. Use the dropdown menu to select the appropriate Award ID (i.e. 100587-00002) and click GO.

H. 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.
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.

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

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

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

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

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

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

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<tbody>
<tr>
<td>1) Obligated Previous</td>
<td>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.</td>
<td>Yes</td>
</tr>
<tr>
<td>2) Obligated Change</td>
<td>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.</td>
<td>Yes</td>
</tr>
<tr>
<td>3) Obligated Total</td>
<td>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.</td>
<td>Yes</td>
</tr>
<tr>
<td>4) On/Off Campus</td>
<td>Field is used to indicate whether the on- or off-campus rate should be used in the calculation of F&amp;A costs</td>
<td>Yes</td>
</tr>
</tbody>
</table>
### Data Quality

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<tr>
<th></th>
<th>SOP Definition / Use</th>
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</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Unrecovered F&amp;A</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>F&amp;A Rate Type</td>
<td></td>
</tr>
<tr>
<td></td>
<td>These two fields are used to set the type of base on which the F&amp;A is calculated.</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>The two fields should match. These two fields are used to set the type of base on</td>
<td></td>
</tr>
<tr>
<td></td>
<td>which the F&amp;A is calculated. The two fields should match.</td>
<td></td>
</tr>
</tbody>
</table>

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.

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.

### K. Submit budget version for child award(s) for the newly obligated funds.

Navigate to the Budget Actions tab and click the Submit button at the bottom of the page. If any validations do not pass, the system will prompt to you to fix the errors or warnings. Submitting the budget version will set this version to a “To Be Posted” status which is necessary for the change in budget to be transmitted to SAP when the KCRM-SAP Interface is initiated. Once the budget version has been transmitted to SAP, the budget version’s status will change to “Posted.”

Repeat Step E and F 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.
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.

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

B. Edit the Parent Award – Award Tab.

The Parent Award opens up in an editable state.

An 1) “Award is locked for editing“ error appears if someone else is 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 document description should be the first portion of the award title. There is a 30 character limit on this field.

On Current Action’s subpanel under Date and Details, select No Cost Extension as your Transaction Type and enter any 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 Sponsored Award ID and the Modification ID. NIH and other sponsor update the Sponsor Award ID when issuing a notice of award. Contracts from any sponsor usually carry a Modification ID when the original contract is modified. Make sure these two fields are updated at the Parent level, if applicable.

C. Complete Comments, Notes and Attachments
Enter any comments (viewable by PI/DA) and notes (internal OSP, PAFO, ROSA only) if applicable. Your comments from the previous version will appear in the Comments Panel. You can choose to leave those comments in and add to those comments or delete those comments and new comments solely for this transaction. Award 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 Chose File pop-up window and click 4) Add to upload the document onto the record.

<table>
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<th>Data Quality</th>
<th>SOP Definition / Use</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Attachment Type</td>
<td>Select appropriate attachment type.</td>
<td>Yes</td>
</tr>
<tr>
<td>2) Description</td>
<td>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: <strong>Transaction Type_Dollar Amount (if applicable)_End Date of Budget Period</strong></td>
<td>Yes</td>
</tr>
</tbody>
</table>

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 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:

<table>
<thead>
<tr>
<th>KCRM Child Status</th>
<th>SAP Sponsored Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Award not Billable</td>
<td>Open, plus a flag at the grant level indicating that manual intervention is required.</td>
</tr>
<tr>
<td>Pre-Award Billable</td>
<td>Open</td>
</tr>
<tr>
<td>Approved Award</td>
<td>Open</td>
</tr>
<tr>
<td>Pre-Close</td>
<td>Open (sent to BW for informational purposes only)</td>
</tr>
<tr>
<td>Department / OSP</td>
<td>Not valid status choices at the child level</td>
</tr>
<tr>
<td>PAFO / OSP</td>
<td>Not valid status choices at the child level</td>
</tr>
<tr>
<td>Compliance Hold</td>
<td>Open; all expense sponsored classes turned off.</td>
</tr>
<tr>
<td>Closed</td>
<td>Closed – both exp &amp; rev</td>
</tr>
<tr>
<td>Cancelled</td>
<td>Closed – both exp &amp; rev</td>
</tr>
<tr>
<td>Hold</td>
<td>Closed – both exp &amp; rev</td>
</tr>
</tbody>
</table>
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 to the above listed fields updated.

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 TitleOn the Award Hierarchy Panel, select Supplement as your 2) Transaction Type, enter the 3) Notice Date and provide any additional comments related to the transaction in the 4) Comments box.

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

<table>
<thead>
<tr>
<th>Data Quality</th>
<th>SOP Definition / Use</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>10) Obligation End Date</td>
<td>Edited as needed to reflect the end date of the current budget period as defined by the sponsor.</td>
<td>Yes</td>
</tr>
</tbody>
</table>

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.
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.

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

B. Edit the Parent Award – Award Tab.

The Parent Award opens up in an editable state.

An 1) “Award is locked for editing” error appears if someone else is 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 2) document description should be the first portion of the award title. There is a 30 character limit on this field.

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

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

C. Complete Comments, Notes and Attachments
Enter any comments (viewable by PI/DA) and notes (internal OSP, PAFO, ROSA only) if applicable. Your comments from the previous version will appear in the Comments Panel. You can choose to leave those comments in and add to those comments or delete those comments and new comments solely for this transaction. Award 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 Chose File pop-up window and click 4) Add to upload the document onto the record.

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<td>1) Attachment Type</td>
<td>Select appropriate attachment type.</td>
<td>Yes</td>
</tr>
<tr>
<td>2) Description</td>
<td>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&quot;</td>
<td>Yes</td>
</tr>
</tbody>
</table>

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.


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.

<table>
<thead>
<tr>
<th>Data Quality</th>
<th>SOP Definition / Use</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>10) Obligation Start Date</td>
<td>Edited as needed to reflect the effective date of the current budget period as defined by the sponsor.</td>
<td>Yes</td>
</tr>
<tr>
<td>10) Obligation End Date</td>
<td>Edited as needed to reflect the end start date of the current budget period as defined by the sponsor.</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Review the 6) obligated amounts at each child and the roll up amounts at the parent in order to adequately de-obligate funding from the appropriate child award(s).

Another review step that may assist in adequately de-obligating funds is to review the 7) Summary and History Panels of the nodes in the hierarchy. When a Time and Money document is originally opened, all of the Panels represent 8) information for the Parent. To view these panel for another node in the hierarchy, use the 9) Use the dropdown menu to select the appropriate Award ID (i.e. 100587-00002) and click GO.

F. 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.

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

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

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

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 associate with the 3) Award Version.

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

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

<table>
<thead>
<tr>
<th>Data Quality</th>
<th>SOP Definition / Use</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Obligated Previous</td>
<td>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.</td>
<td>Yes</td>
</tr>
<tr>
<td>2) Obligated Change</td>
<td>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.</td>
<td>Yes</td>
</tr>
<tr>
<td>3) Obligated Total</td>
<td>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.</td>
<td>Yes</td>
</tr>
<tr>
<td>4) On/Off Campus</td>
<td>Field is used to indicate whether the on- or off-campus rate should be used in the calculation of F&amp;A costs</td>
<td>Yes</td>
</tr>
<tr>
<td>5) Unrecovered F&amp;A</td>
<td>These two fields are used to set the type of base on which the F&amp;A is calculated. The two fields should match. These two fields are used to set the type of base on which the F&amp;A is calculated. The two fields should match.</td>
<td>Yes</td>
</tr>
</tbody>
</table>
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).

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. Submit budget version for child award(s) for the newly obligated funds.

Navigate to the Budget Actions tab and click the Submit button at the bottom of the page. If any validations do not pass, the system will prompt to you to fix the errors or warnings. Submitting the budget version will set this version to a “To Be Posted” status which is necessary for the change in budget to be transmitted to SAP when the KCRM-SAP Interface is initiated. Once the budget version has been transmitted to SAP, the budget version’s status will change to “Posted.”

Repeat Step H and I for all child awards with newly obligated funds.
Rebudgeting funds between child nodes - Carry forward

A. Carry forward is the approval of the use of unspent funds left over from one period in another (only processed when sponsor approval is required). Search for and open Parent Award.

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

On the 1) Award Look up Screen, enter one or more 2) criteria for the award to narrow your search results. Click 3) Search.
Scroll down on the same page to view the results of your search. Review the returned awards and look for the appropriate award. Identify the 1) Parent Award (Award ID always contains a suffix of -00001) and click on 2) Open.

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

B. Edit the Parent Award – Award Tab.

The Parent Award opens up in an editable state.

An 1) “Award is locked for editing” error appears if someone else is 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 2) document description should be the first portion of the award title. There is a 30 character limit on this field.

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

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

C. Complete Comments, Notes and Attachments
Enter any comments (viewable by PI/DA) and notes (internal OSP, PAFO, ROSA only) if applicable. Your comments from the previous version will appear in the Comments Panel. You can choose to leave those comments in and add to those comments or delete those comments and new comments solely for this transaction. Award 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 Chose File pop-up window and click 4) Add to upload the document onto the record.

<table>
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<tr>
<th>Data Quality</th>
<th>SOP Definition / Use</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Attachment Type</td>
<td>Select appropriate attachment type.</td>
<td>Yes</td>
</tr>
<tr>
<td>2) Description</td>
<td>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”</td>
<td>Yes</td>
</tr>
</tbody>
</table>

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. Edit the Award Hierarchy

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

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

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

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:

<table>
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<tr>
<th>Data Quality</th>
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<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>10) Obligation Start Date</td>
<td>Edited as needed to reflect the effective date of the current budget period as defined by the sponsor.</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Review the 6) obligated amounts at each child and the roll up amounts at the parent in order to adequately move funds from one child award to another during a Carry forward.

Another review step that may assist in adequately obligating new funds is to review the 7) Summary and History Panels of the nodes in the hierarchy. When a Time and Money document is originally opened, all of the Panels represent 8) information for the Parent. To view these panel for another node in the hierarchy, use the 9) Use the dropdown menu to select the appropriate Award ID (i.e. 100587-00002) and click GO.

G. Create a transaction(s) for the Rebudgeting 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. Even though funds are technically moving from one child to another, select the External as the Source as the Source Award. The Destination Award is the child node to which the funds are being added. Repeat this step if the Carry forward of funds needs to be processed for more than one child. PAFO will process the de-obligation to the child where funds are being reduced during closing of that sponsor program.

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

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

Update the 1) past budget period (Year funds were transferred from) and the 2) current budget period (Year funds were transferred to) on the Direct and F&A Distribution to reflect the amount anticipated for both due to the carry forward. In most cases, the total amount anticipated will equal the total amount obligated. Remember to click 3) Recalculate to update totals.

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

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

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

On the main portal, search for an open the child award which has new obligated funds. Click on the Budget Versions tab.
On the Budget Versions panel, enter a 1) Name for the version of the budget and 2) click New. Please note that Budget Versions are now associate with the 3) Award Version.

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

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

<table>
<thead>
<tr>
<th>Data Quality</th>
<th>SOP Definition / Use</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Obligated Previous</td>
<td>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.</td>
<td>Yes</td>
</tr>
<tr>
<td>2) Obligated Change</td>
<td>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.</td>
<td>Yes</td>
</tr>
<tr>
<td>3) Obligated Total</td>
<td>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.</td>
<td>Yes</td>
</tr>
<tr>
<td>4) On/Off Campus</td>
<td>Field is used to indicate whether the on- or off-campus rate should be used in the calculation of F&amp;A costs</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Data Quality | SOP Definition / Use | Required
--- | --- | ---
5) Unrecovered F&A | These two fields are used to set the type of base on which the F&A is calculated. The two fields should match. | Yes
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. | |

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.

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.

J. **Submit budget version for child award(s) for the newly obligated funds.**

Navigate to the Budget Actions tab and click the Submit button at the bottom of the page. If any validations do not pass, the system will prompt you to fix the errors or warnings. Submitting the budget version will set this version to a “To Be Posted” status which is necessary for the change in budget to be transmitted to SAP when the KCRM-SAP interface is initiated. Once the budget version has been transmitted to SAP, the budget version’s status will change to “Posted.”

Repeat Step I and J 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 carryforward.
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 Carry forward is to be processed.

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

On the 1) Award Look up Screen, enter one or more 2) criteria for the award to narrow your search results. Click 3) Search.
Scroll down on the same page to view the results of your search. Review the returned awards and look for the appropriate award. Identify the 1) Parent Award (Award ID always contains a suffix of -00001) and click on 2) Open.

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

B. Edit the Parent Award – Award Tab.

The Parent Award opens up in an editable state.

An 1) “Award is locked for editing“ error appears if someone else is 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 2) document description should be the first portion of the award title. There is a 30 character limit on this field.

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

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

C. Complete Comments, Notes and Attachments
Enter any comments (viewable by PI/DA) and notes (internal OSP, PAFO, ROSA only) if applicable. Your comments from the previous version will appear in the Comments Panel. You can choose to leave those comments in and add to those comments or delete those comments and new comments solely for this transaction. Award 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 Chose File pop-up window and click 4) Add to upload the document onto the record.

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<tbody>
<tr>
<td>1) Attachment Type</td>
<td>Select appropriate attachment type.</td>
<td>Yes</td>
</tr>
<tr>
<td>2) Description</td>
<td>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”</td>
<td>Yes</td>
</tr>
</tbody>
</table>

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

On the main portal, search for an open child award which requires rebudgeting of funds 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.

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

You'll notice that the version of the budget document will have a 1) Budget Award Type of “Rebudget.” The system knows this version is a rebudget since no funds were obligated (or de-obligated) to the child since the last version.
Click the 2) Open button on the newly created Budget Version. The Award Budget document will open and will display the Parameters tab. Review and complete the Budget Overview panel found on the Parameters tab.

<table>
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<tr>
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<tr>
<td>1) Obligated Previous</td>
<td>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.</td>
<td>Yes</td>
</tr>
<tr>
<td>2) Obligated Change</td>
<td>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. <strong>Note:</strong> For a Rebudget within a single child this value will always be 0.00.</td>
<td>Yes</td>
</tr>
<tr>
<td>3) Obligated Total</td>
<td>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.</td>
<td>Yes</td>
</tr>
<tr>
<td>4) On/Off Campus</td>
<td>Field is used to indicate whether the on- or off-campus rate should be used in the calculation of F&amp;A costs</td>
<td>Yes</td>
</tr>
<tr>
<td>5) Unrecovered F&amp;A F&amp;A Rate Type</td>
<td>These two fields are used to set the type of base on which the F&amp;A is calculated. The two fields should match. These two fields are used to set the type of base on which the F&amp;A is calculated. The two fields should match.</td>
<td>Yes</td>
</tr>
</tbody>
</table>

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.
F. Submit and Post budget version for child award.

Navigate to the Budget Actions tab and click the Submit button at the bottom of the page. If any validations do not pass, the system will prompt you to fix the errors or warnings. Submitting the budget version will set this version to a “To Be Posted” status. Since this change does not need to go to SAP, we also need to manually Post the version in KCRM so that the interface does not send budget data to the SAP.

Navigate to another tab on the budget document and then back to the Budget Actions tab. The page will refresh and a “Post” button will appear at the bottom of the page. Click on the Post button. This action will set the budget version to “Posted.”

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

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

B. Edit the Parent Award – Award Tab.

The Parent Award opens up in an editable state.

An 1) “Award is locked for editing“ error appears if someone else is 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 2) document description should be the first portion of the award title. There is a 30 character limit on this field.

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

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

C. Complete Comments, Notes and Attachments
Enter any comments (viewable by PI/DA) and notes (internal OSP, PAFO, ROSA only) if applicable. Your comments from the previous version will appear in the Comments Panel. You can choose to leave those comments in and add to those comments or delete those comments and new comments solely for this transaction. Award 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 Chose File pop-up window and click 4) Add to upload the document onto the record.

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<td>1) Attachment Type</td>
<td>Select appropriate attachment type.</td>
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</tr>
<tr>
<td>2) Description</td>
<td>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”</td>
<td>Yes</td>
</tr>
</tbody>
</table>

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 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 with the 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 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:

<table>
<thead>
<tr>
<th>KCRM Child Status</th>
<th>SAP Sponsored Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Award not Billable</td>
<td>Open, plus a flag at the grant level indicating that manual intervention is required.</td>
</tr>
<tr>
<td>Pre-Award Billable</td>
<td>Open</td>
</tr>
</tbody>
</table>
### KCRM Child Status vs SAP Sponsored Program

<table>
<thead>
<tr>
<th>KCRM Child Status</th>
<th>SAP Sponsored Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved Award</td>
<td>Open</td>
</tr>
<tr>
<td>Pre-Close</td>
<td>Open (sent to BW for informational purposes only)</td>
</tr>
<tr>
<td>Department / OSP</td>
<td>Not valid status choices at the child level</td>
</tr>
<tr>
<td>PAFO / OSP</td>
<td>Not valid status choices at the child level</td>
</tr>
<tr>
<td>Compliance Hold</td>
<td>Open; all expense sponsored classes turned off.</td>
</tr>
<tr>
<td>Closed</td>
<td>Closed – both exp &amp; rev</td>
</tr>
<tr>
<td>Cancelled</td>
<td>Closed – both exp &amp; rev</td>
</tr>
<tr>
<td>Hold</td>
<td>Closed – both exp &amp; rev</td>
</tr>
</tbody>
</table>

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.
Updating Linked Proposals on the Award

A. Edit a Parent Award.

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

B. Begin completing the Awards Tab

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

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

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

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

The 3) Proposal Merge type will present you with three options:

- **No change**: Existing award data remains unchanged, including F&A Rates and Special Review (default).
- **Merge**: KC combines Funding Proposal Key Personnel & Credit Split data with existing award data.
- **Replace**: KC overwrites (replaces) existing Award Key Personnel & Credit Split data with data from the Funding Proposal.

When you select the merge option, these are the resulting implications:

- **KEY PERSONNEL**
  - **Principal Investigator**— Merging an additional Funding Proposal does NOT change the existing Award PI. Additional PIs are added as Co-Is.
  - **Other Key Personnel**— Funding Proposal Co-Is and Key Persons are added without duplication to existing Award Key Personnel.

- **PERSON DETAILS**
  - **Faculty**— Adding a Funding Proposal does NOT change the existing state of the Faculty field for existing key personnel.
  - **Effort Fields (Total Effort, Academic Year Effort, Summer Effort, Calendar Year Effort)**— Merging a new Funding Proposal with an Award does NOT change the values in corresponding effort fields.

- **UNIT DETAILS**
  - **Lead Unit**— Merging an additional Funding Proposal does NOT change the existing Lead Unit. Additional Lead Units are added without duplication as non-lead units.
  - **Unit**— Funding Proposal Units are added without duplication to existing Units for an investigator.
  - **COMBINED CREDIT SPLIT**— Merging a new Funding Proposal with an Award adds the values in corresponding credit split fields together if a Unit is duplicated.

Click the 4) Add button to link the Institutional Proposal to the award.
Note: On the 1) Institutional Proposal Look up screen, enter 2) one or more criteria to narrow your search for the Institutional Proposal. 3) Asterisks can be used as wild cards when performing searches in KCRM look up screens.

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

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

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

A. Edit the Institutional Proposal Record.

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

When the search results are returned, select the 1) Open link next to the appropriate proposal.

The Institutional Proposal document will opened as a read-only document. Click the 1) Edit button in order to make changes.
After the editable version of the Institutional Proposal has opened, you will be able to make changes as required. Navigate to the 1) Institutional Proposal Actions tab. Click the 2) Show/Hide button on the Funded Awards Panel to view additional details. Click the 3) Actions Checkbox, then click on the 4) unlock selected button.

You will be asked if you are sure that you want to remove the proposal’s association with the selected award. Click the 1) Yes button.

You will be returned to the Institutional Proposal Actions Tab. Submit the document to finalize the change and the Institutional Proposal will no longer be linked with the Award document.