



Kuali Research User Guide: Transmit Award to SAP and send PI/DA Award Notification

Version 5.0: November 2016

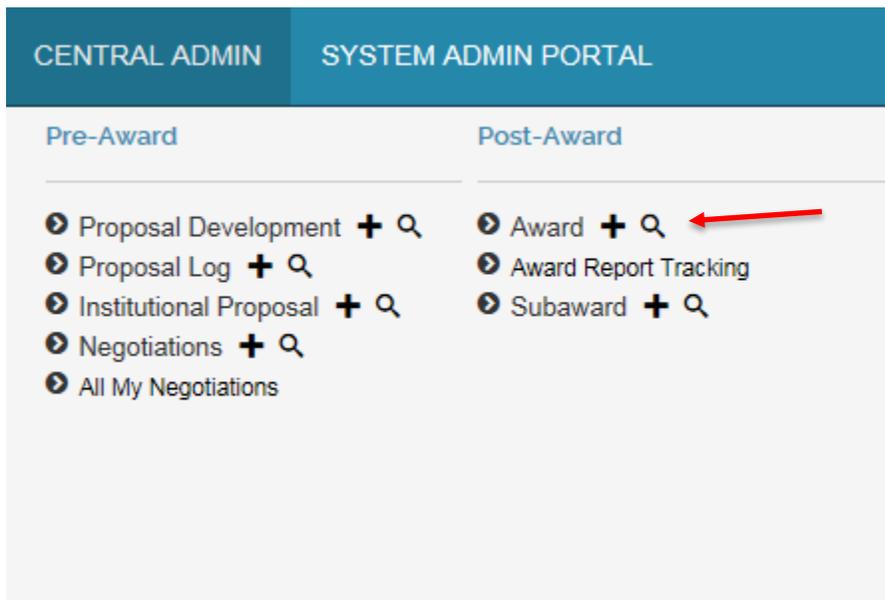
Purpose: To transmit a transaction to SAP and send PI/DA the Award Notification and supplemental documentation.

Trigger / Timing / Frequency: This is the last step of processing an award set up or modification.

Prerequisites: Each of the award documents in the hierarchy must be in their final state and any new budget versions must be completed, saved and in an "In Progress" status in Kuali Research. The Set-Up Team performs QA review prior to transmitting awards to SAP.

User Group Role: Awards

Menu Path: Central Admin > Post Award > Awards



Tips and Tricks: When processing a modification on a multi-child award, it will be very helpful to note which child awards were created or edited by the child award’s Award ID number.

Results and Next Steps: A new award or award modification has been processed in Kuali Research and the information has been sent to SAP and PI/DA.

Process:

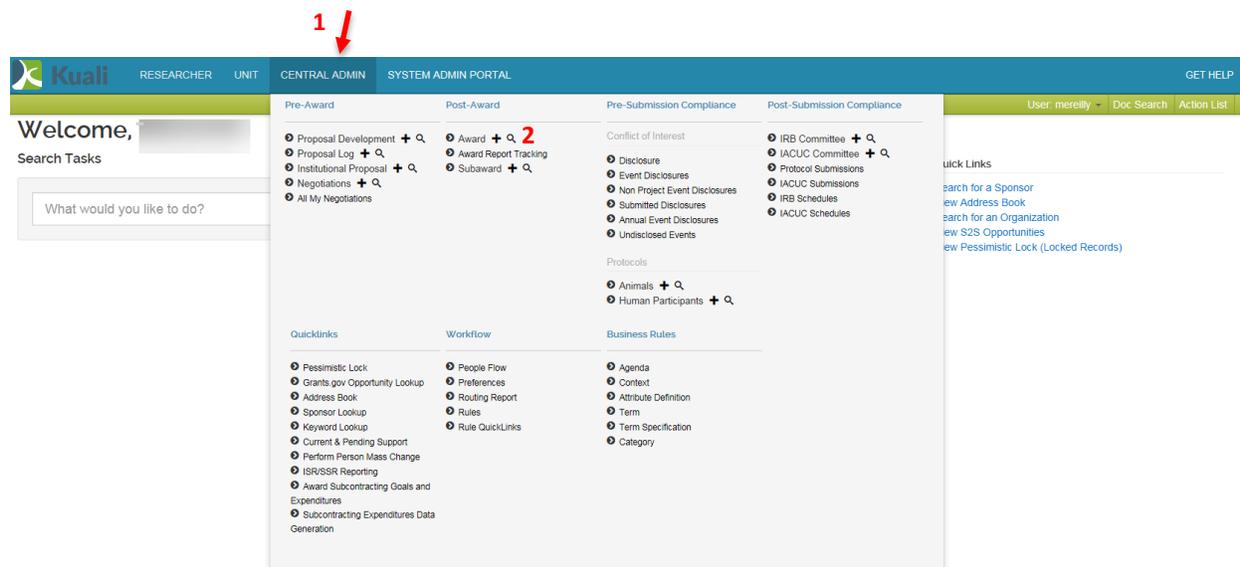
Once all of the award documents in the hierarchy are in their final state and all new budget versions are created and in "In Progress" status in KCRM for a particular award or modification, the award data will be reviewed for quality, the budget(s) will be submitted and in a "To Be Posted" status, the award will be transmitted to SAP, and the PI and DA will be notified.

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- A. QA is performed according to standard procedure and budget(s) are posted. Award (parent and child/ren) is then ready for transmission to SAP.
- B. Search for and open Parent Award

Search for and open Parent Award for which an award or modification has been 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.

Award Lookup ¹

* required field

Award ID:

Sponsor Award ID:

Account ID:

Award Status: select

Sponsor ID:

2 Award Title:

Investigator:

Lead Unit ID:

Lead Unit:

Final
 Saved
 Both

3

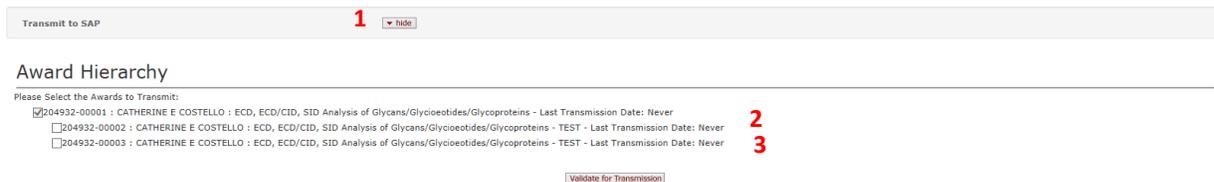
Scroll down on the same page to view the results of your search. Review the returned awards and look for the appropriate award. Identify the **1**) Parent Award (Award ID always contains a suffix of -00001) and click on **2**) Open.

C. Open Transmit to SAP panel

Click on the Award Actions tab and open **1**) Transmit to SAP Panel by clicking the Show/Hide button.



An Award Hierarchy subpanel is displayed. The information found for each node in this Hierarchy view is: the Award ID, PI Name, ad Project Title, and the Last Transmitted Date. The screenshot below represents a **2**) Parent Award with two **3**) Child Awards.



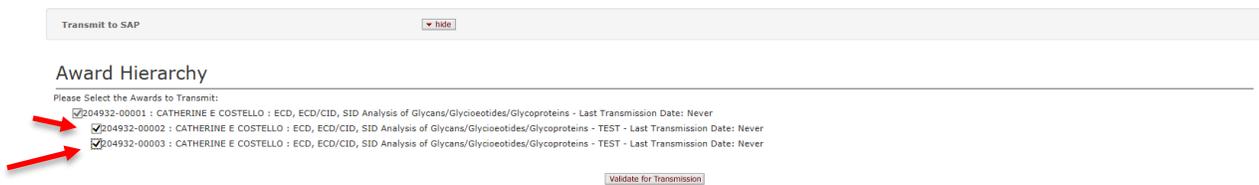
Select appropriate hierarchy nodes

Select appropriate hierarchy nodes for which information needs to be generated. A Parent Award is always selected (checkbox is grayed out) because the Parent contains master data. All modifications of an award require a change to master data, hence update information will need to be generated for the parent. A child node must be selected if data maintained in both Kuali Research and SAP is updated on the award document (for example, Award Status, Dates, Budget, Expenditure Restrictions, Sponsor Award Number, etc.). See Appendix I.

D. Examples of hierarchy node selections

The following are few scenarios and Transmit to SAP panel views to help you understand the selection of hierarchy nodes for different circumstances.

1. **New Award with two children in the hierarchy** – On new awards for which a new Parent was created, both children in the hierarchy are selected.



Transmit to SAP ▼ hide

Award Hierarchy

Please Select the Awards to Transmit:

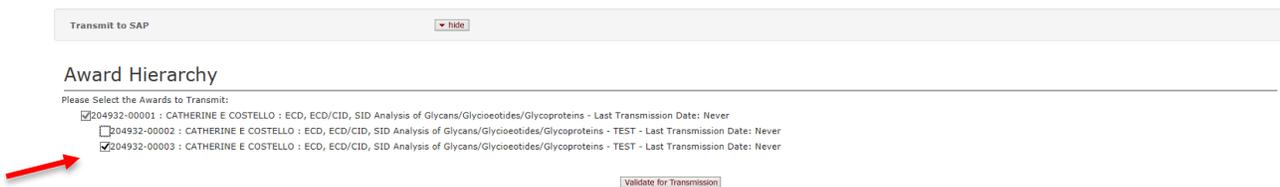
204932-00001 : CATHERINE E COSTELLO : ECD, ECD/CID, SID Analysis of Glycans/Glycoetides/Glycoproteins - Last Transmission Date: Never

204932-00002 : CATHERINE E COSTELLO : ECD, ECD/CID, SID Analysis of Glycans/Glycoetides/Glycoproteins - TEST - Last Transmission Date: Never

204932-00003 : CATHERINE E COSTELLO : ECD, ECD/CID, SID Analysis of Glycans/Glycoetides/Glycoproteins - TEST - Last Transmission Date: Never

[Validate for Transmission](#)

2. **Supplement Award with segregated funds** – On supplement awards which require a new child award to segregate funds, only the new child should be selected.



Transmit to SAP ▼ hide

Award Hierarchy

Please Select the Awards to Transmit:

204932-00001 : CATHERINE E COSTELLO : ECD, ECD/CID, SID Analysis of Glycans/Glycoetides/Glycoproteins - Last Transmission Date: Never

204932-00002 : CATHERINE E COSTELLO : ECD, ECD/CID, SID Analysis of Glycans/Glycoetides/Glycoproteins - TEST - Last Transmission Date: Never

204932-00003 : CATHERINE E COSTELLO : ECD, ECD/CID, SID Analysis of Glycans/Glycoetides/Glycoproteins - TEST - Last Transmission Date: Never

[Validate for Transmission](#)



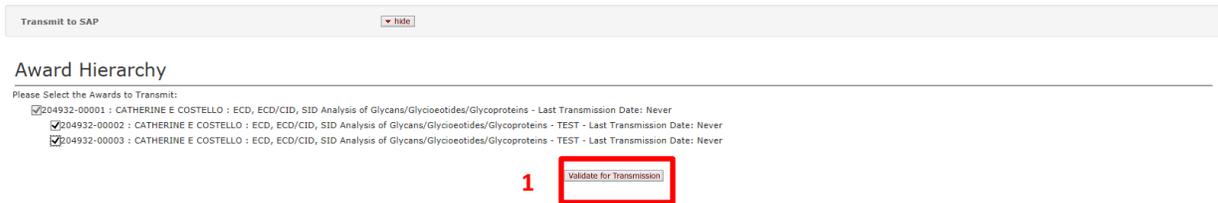
If nothing on an existing child is updated, that child does not need to be selected.



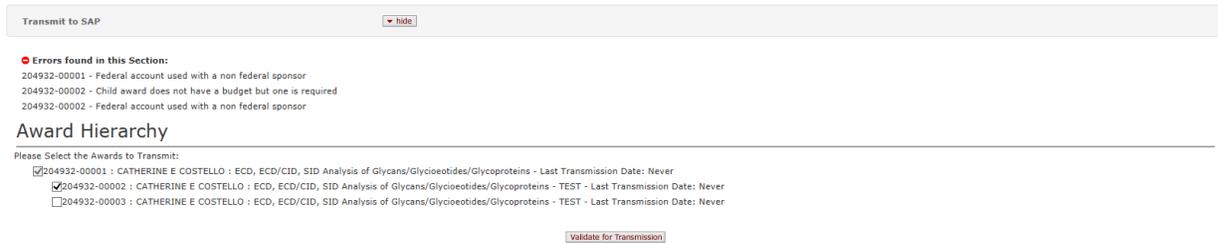
All Award Status changes on a parent or child award need to be sent to SAP.

E. Validate award for transmission

Once the appropriate nodes have been selected, click on **1) Validate for Transmission**.



Validations have been inserted in the system to make sure the information required send to SAP has been completed appropriately in KCRM. In the example below, a federal account was being used with a non federal sponsor. If more than one validation error exists, the system will list all the errors at once.

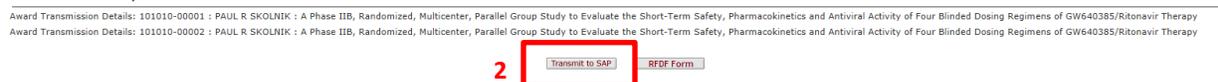


Correct validation errors.

You will need to open the award document for editing and select a non federal account type. Make sure to enter “Correction” as the Transaction type and to finalize the award document when complete. Return to this panel and attempt to validate again. If all validations passed, the system will list all the **1) Award Ready for Transmission** and provide a **2) Transmit to SAP** button.



1) Awards ready for transmission:

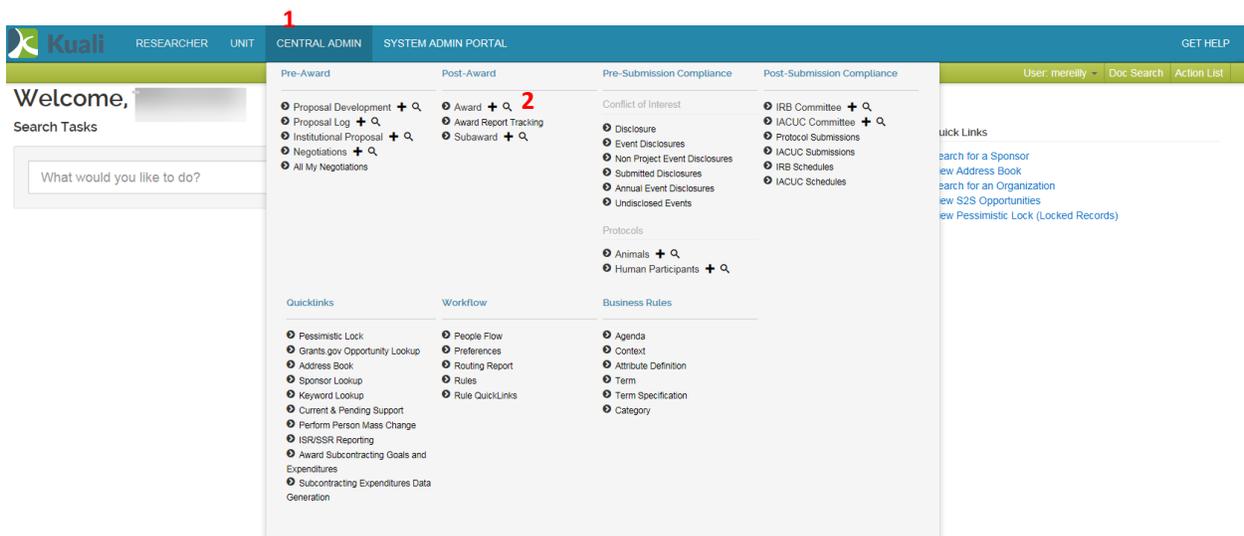


Once validation errors have been passed, click on **2) Transmit to SAP**.

In addition, if Cost Sharing has been entered in the Commitments Tab of the Parent Award, a Sponsored Program will be created in SAP.

F. Print Award Notification Sheet

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.

Award Lookup ¹

* required field

Award ID:

Sponsor Award ID:

Account ID:

Award Status: select

Sponsor ID:

2 Award Title:

Investigator:

Lead Unit ID:

Lead Unit:

Document Status:
 Final
 Saved
 Both

3

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

7 items retrieved, displaying all items.

Actions	Award ID	Sponsor Award ID	Lead Unit ID	Lead Unit	Account ID	Award Status	Award Title
open copy medusa View Invoices	200418-00001	1R01GM123456-01	1511960000	IS&T KUALI COEUS		Cancelled	Test Record
open copy medusa View Invoices	200420-00001	1R01GM123456-01	1511960000	IS&T KUALI COEUS		Cancelled	Test Record
open copy medusa View Invoices	200420-00002	1R01GM123456-01	1511960000	IS&T KUALI COEUS		Cancelled	Test Record
open copy medusa View Invoices	200421-00001	1R01GM123456-01	1511960000	IS&T KUALI COEUS		Pre-Close	Test Record
open copy medusa View Invoices	200421-00004	1R01GM123456-01	1511960000	IS&T KUALI COEUS	9500302573	Approved Award	Test Record
2 open copy medusa View Invoices	204927-00001 1		1510620000	IS&T PROJECT MANAGEMENT		Approved Award	MR TEST PROPOSAL 10/25/2016

Click on the Award Actions tab and open **1**) the Print Panel by clicking the Show/Hide button.

Print 1

Print

	<input type="checkbox"/>	Time & Money Doc #	Transaction Type	Date	Comments
Award Notice	<input type="checkbox"/>	458353	New	2016-10-27 17:02:59.0	timeandmoney document
	<input type="checkbox"/>	458354	New	2016-10-27 17:12:14.0	timeandmoney document
	<input type="checkbox"/>	458422	New	2016-10-28 11:36:22.0	timeandmoney document

3

The five most recent Time & Money document numbers display in the Print panel. Next to each Time & Money Document number is a checkbox. You may select all 2) checkboxes to reflect all time and money transactions that have been applied to the award, or you can select a specific Time and Money Document before clicking the 3) Print Button to print the Award Notification Sheet. On the File Download pop-up box, click Open to view the Award Notification Sheet PDF document.

Sponsored Programs Award Notification

Date: 11/01/2016	Transaction Type: New	SAP Grant Number:
Funds Center: 1510620000-IS&T PROJECT MANAGEMENT	Investigator(s): JENNIFER L KING (Principal Investigator)	
Title: MR TEST PROPOSAL 10/25/2016		
Sponsor: NIH/National Institutes of Health	Prime Sponsor:	Sponsor Award ID:
Dept. Admin:	OSP Admin: DOLORES M MARKEY 617-353-4378 DMARKEY@BU.EDU	PAFO Admin: MICHAEL H TRIEU 617-358-5255 MHTRIEU@BU.EDU

This Action: 1

Internal Order #	Description	Legacy Source Number	PI(s)	F&A Rate	Change to Obligated Dir.	Change to Obligated F&A	Total Change
Total Obligated Change Amount:					0.00	0.00	0.00

Cumulative Obligated Amount for Grant as of this action: 2

Obligation Start/End:	Obligated Direct	Obligated F&A	Obligated Total
10/27/2016-10/25/2017	100,000.00	36,000.00	136,000.00

Anticipated Amount for Grant as of this action: 3

Project Start/End:	Anticipated Direct	Anticipated F&A	Anticipated Total
10/27/2016-10/27/2019	300,000.00	108,000.00	408,000.00

Information in the 1) This Action section, as well as the 2) Cumulative Obligated Amount and the 3) Anticipated Amount for the grant will be updated based on the Time & Money documents that we selected earlier using the checkboxes.

Perform a review of the Award Notification sheet and save to a specified folder to the BUSP share drive. Refer to [Appendix II](#) for an example notification sheet.

- G. Send distribution email to PI, DA, OSP RA, PAFO RA and other parties according to standard process and attach Award Notification Sheet, Notice of Award, Budget, and any other pertinent documentation.

H. Appendix

I. Data sent to SAP

The following data is sent to SAP at the Parent Level, and will become the Grant Master Data:

SAP GRANT Data Element	Corresponding Value in Kuali Research Parent Award (Tab>Panel>Subpanel>Field)
Grant/Award Number	Created by the Interface – SAP Grant Number
CFDA Number	Award > Details and Dates > Sponsor>CFDA Number
Title	Award > Details and Dates >Institution>Title
Principal Investigator	Contacts>Key Personnel & Credit Split > Key Personnel > PI(s)
Grant Type	Award > Details and Dates >Institution>Account Type
Sponsor	Award > Details and Dates > Sponsor>Sponsor ID
Authorization Group	Award > Details and Dates >Institution>Lead Unit
Grant Value	Award > Details and Dates >Time and Money>Obligated Amount
Valid from date	Award > Details and Dates >Time and Money>Obligation Start Date
Valid to date	Award > Details and Dates >Time and Money>Obligation End Date
Billing Rule	Payment, Reports & Terms>Payment & Invoices>Payment Basis
Letter of Credit	Payment, Reports & Terms>Payment & Invoices>Payment Method
Advance Payment	Payment, Reports & Terms>Payment & Invoices>Payment Type
Invoice Frequency	Payment, Reports & Terms>Payment & Invoices>Frequency
Invoice Form	Payment, Reports & Terms>Payment & Invoices> Payment Type
Responsible Fund Center	Award > Details and Dates >Institution>Lead Unit (plus any other units listed)
Percentage	Contacts>Key Personnel & Credit Split >Combined Credit Split>F&A Recovery Affiliation
Interest Earned Account Number	Payment, Reports & Terms>Payment & Invoices>Additional Financial Information> Interest Earned Account Number
Interest Earned	Payment, Reports & Terms>Payment & Invoices>Additional Financial Information> Interest Earned
Major Project	Award > Details and Dates > Project>Major Project
AVC Tolerance	Payment, Reports & Terms>Payment & Invoices>Additional Financial Information> AVC Tolerance
NSF Code	Award > Details and Dates > Sponsor>NSF Code
A133 Cluster	Payment, Reports & Terms>Payment & Invoices>Additional Financial Information> A133 Cluster
Property Owner Title	Payment, Reports & Terms>Property Terms
Project Begin Date	Award > Details and Dates >Time and Money>Project Start Date
Project End Date	Award > Details and Dates >Time and Money>Project End Date
Prime Sponsor	Award > Details and Dates > Sponsor>Prime Sponsor ID
Grant Status	Award > Details and Dates >Institution>Award Status
Billing Partner	Contacts>Sponsor Contacts
Person Id – Role	Contacts>Unit Contacts; Central Admin Contacts

The following data is sent to SAP at the Child Level and will become the Sponsored Program data:

SPONSORED PROGRAM	Corresponding Value in Kuali Research Child Award (Tab>Panel>Subpanel>Field)
Sponsored Program Number	Created by the Interface and written back to: Award > Details and Dates >Institution>Account Number
Valid From Date	Award > Details and Dates >Time and Money>Obligation Start Date
Valid To Date	Award > Details and Dates >Time and Money>Obligation End Date
Company Code	TRBU (default value)
Business Area	Award > Details and Dates >Institution>Lead Unit
Functional Area	Award > Details and Dates >Institution>Activity Type
Fund Center	Award > Details and Dates >Institution>Lead Unit
Child Type	Award > Details and Dates >Institution>Child Type
Reference Number	Award > Details and Dates >Institution>KCRM Award ID
Sponsor Award Number	Award > Details and Dates > Sponsor>Sponsor Award ID
Document Number	Payment, Reports & Terms>Payment & Invoices>Document Funding ID
Off Campus	Award Budget >Parameters>On/Off Campus
Overhead Key	Award Budget>Rate>Applied Rate
SAP Base	Award Budget >Parameters>F&A Rate Type
Budget TDC	Award Budget> Parameters>Total Direct Costs
Budget F&A	Award Budget> Parameters>Total F&A Costs
Fringe Code	Payment, Reports & Terms>Payment & Invoices>Additional Financial Information> Fringe Not Allowed
Child Description	Award > Details and Dates >Institution>Child Description
KCRM Status Code	Award > Details and Dates >Institution>Award Status
Sponsor Code	Award > Details and Dates > Sponsor>Sponsor ID
Prime Sponsor Code	Award > Details and Dates > Sponsor>Prime Sponsor ID
Person Id – Role	Contacts> Key Personnel & Credit Split > Key Personnel > Co-PIs/Co-Is(s);Unit Contacts; Central Admin Contacts
Terms	Payment, Reports & Terms>Terms

II. Example of Award Notification Sheet



Sponsored Programs Award Notification

Date: 08/01/2014	Transaction Type: Administrative Change	SAP Grant Number: 50201462
Funds Center: 1462410000-AIC PROGRAM IN BIOINFORMATICS	Investigator(s): IOANNIS PASCHALIDIS (Co-Investigator) DANIEL SEGRE (Principal Investigator)	
Title: Associating Growth Conditions with Cellular Composition in Gram-Negative Bacteria		
Sponsor: University of Texas at Austin	Prime Sponsor: Department of Defense/Army/RDECOM Acquisition Center/ARO	Sponsor Award ID: UTA12-001015
Dept. Admin: CAROLINE CLYMAN 617-359-2036 CLYMAN@BU.EDU COURN LYMAN	OSP Admin: DAVID BOWEN 617-353-4059 DBOWEN@BU.EDU	PAFO Admin: PATRICIA GODIO 617-353-2087 PGODIO@BU.EDU

This Action:

Internal Order #	Description	Legacy Source Number	PI(s)	F&A Rate	Change to Obligated Dir.	Change to Obligated F&A	Total Change
9500302009	Primary Account	001400124425	DANIEL SEGRE	63.70	210,295.00	133,957.00	344,252.00
Total Obligated Change Amount:					210,295.00	133,957.00	344,252.00

Cumulative Obligated Amount for Grant 50201462 as of this action:

Obligation Start/End:	Obligated Direct	Obligated F&A	Obligated Total
08/16/2012-11/30/2013	210,295.00	133,957.00	344,252.00

Anticipated Amount for Grant 50201462 as of this action:

Project Start/End:	Anticipated Direct	Anticipated F&A	Anticipated Total
08/16/2012-08/15/2015	403,443.00	256,994.00	660,437.00

For more detailed information about your award, including a line-item budget for each Sponsored Program/Internal Order, please visit the Business Warehouse (<https://ppo.bu.wu.edu/>).

Comments:

This action 3/8/2013: Amendment No. 1 adds \$233,128 and extends the period of performance through 8/14/2013. The total funding level is now \$344,252. **** All other terms and conditions remain unchanged.

Please see sponsor documentation for any applicable terms and conditions.

Reporting Requirements:

Report Class	Type of Report	Frequency
Technical/Management	Final Report	As required
Financial	Final Report	60 days after expiration
Technical/Management	Progress Report (PI)	Annual
Payment/Invoice	Standard BU Invoice	Monthly

Please note: If you plan to engage a consultant on this project, please consult the BU Sourcing & Procurement guidance on engaging Service Providers and Consultants (http://www.bu.edu/sourcing/shoppers_guide/service-providers-2/) to begin the Research Related Consulting Agreement (RRCA) process.

Research law and policy dictate that no activities considered "human subjects research" can be conducted until full IRB approval is obtained.

Activities that are considered part of "human subjects research," and are thus prohibited until IRB approval is obtained, include any recruitment activities, study interventions including data collection, data analysis, and any collection or analysis of biological specimens. Prohibited recruitment activities include publishing recruitment materials, reviewing medical records to find potentially suitable subjects, contacting potential subjects, and any other activities that are part of the screening or enrollment process.