Creating Proposals and Managing Grants

Table of Contents

Lesson 1 Overview

Objective

By the end of the lesson, participants will be able to:
- Describe the business process for Creating and Updating a proposal
- Explain the difference between Pre-Award and Post Award

Overview

PeopleSoft consists of multiple modules that enable the campus to track each phase of the grant lifecycle. The system is designed to improve efficiency at each step of the grant management process.
- Maintain Profiles
- Create Proposal
- Create Award
- Budget and Track Grant Spending
- Integrate Payable, Journals and Purchasing
- Apply F&A
- Recognize Revenue
- Generate Bills
- Generate Invoices
- Maintain Receivables

Two different phases of grants administration:
- Pre-Award
- Post-Award

Grants Overview

- Project/Grant becomes a Project at the pre-award stage. The Project Value represents the chartfield value used to manage proposals budget information. The Proposal value represents the collection of projects (fiscal information) and technical portion of the submission.
- Project/Grant becomes Project, Award, and Contract at the post award stage. Project becomes the chartfield value used to manage expenditures and the Award and Contract becomes the administrative portion of the agency award that manages the reporting, billing, technical and closeout procedures.

Pre-Award

The pre-award consists of the following:
- Create/Update Profiles
- Create Proposal
- Enter Projects
- Enter Budget Information
- Print Routing Form
- Submit Proposal

Post-Award   The pre-award consists of the following:
- Copy Proposal to Final Proposal
- Negotiation with Agency to achieve final funding
- Update Final Proposal and generate award
- Activate Project Budget, Contract, Billing Plan and Revenue Recognition Plan
- Close Grant

Proposal Creation
- Proposal (called "V101") is created with the following data:
    - Institutional and personnel data
    - One or more project descriptions
    - Preliminary budget data
    - Compliance information
- Standard information about the campus, the sponsor, and departments and personnel involved in the proposal is captured from templates, called "profiles," maintained by the central grants office on each campus
- Each project within the proposal may have its own budget, with multiple budget periods
- Additional information can be tracked for the submission, such as sub recipients, federal flow through, conflicts of interest, intellectual property and previous awards
- Proposal is assigned a Proposal ID by the system

Proposal Projects
- Each proposal is required to have at least one project.
- The project is used to track the fiscal part of the proposal and/or award.
- The project can be used to differentiate scope of work and/or budgets among multiple projects contained in a single proposal.
- Each project can have only one Department and one F&A base and rate.
- F&A distribution may be defined for the V101 proposal, but must be defined before the FINAL proposal award is generated. If applicable, decentralized offices will input this data. This information must be completed for each project on the proposal

Research Funding Services

Research funding services (RFS) functions to serve faculty and department administrators in primarily pre-award and some post-award activities by serving as an information resource on all aspects of research administration, providing assistance in locating sources of funding, reviewing and signing proposals, negotiating grants and contracts, and development and dissemination of institutional policies related to research administration

Research funding services (RFS) maintains information on federal and private funding sources including standard guidelines and application materials. Information on the NIH, NSF and other sponsors are available in the office and here on our website under Funding Opportunities.

RFS must receive the complete electronic grant application package at least 2 working days prior to the deadline if RFS is the final submitter. All Grants.gov applications require RFS to be the official submitter so the final .xfd file must be emailed to either Patricia McNulty or Bethanne Giehl for submission

The required elements and 5 working days for review and approval of administrative components have not changed for electronic submission.

Indirect Rate Agreement   The approved <u>Facilities and Administrative Costs</u> rates grants, contracts and other agreements for the Federal Government.

Internal Budget Worksheet   <u>Internal Budget Worksheets</u> are required for ALL grants and contracts except NIH modular grants without F&A exclusions.

Lesson 2 Create a Proposal

Objective

By the end of the lesson, participants will be able to:
- Enter demographic information
- Create a Proposal Budget

Overview

A proposal is created with the following data:
- Intuitional and personnel data
- One or more project descriptions
- Preliminary budget data
- Compliance information

Each project within the proposal may have its own budget with multiple budget periods.
The proposal is assigned a Proposal ID number by PeopleSoft.

A proposal in the Grants module consists of required demographic information and the proposal budget. Grant administrators will use the Proposal tab and associated tabs to capture this basic information. You do not have to complete the tabs in a required order but we will review the recommended workflow for completing the required information
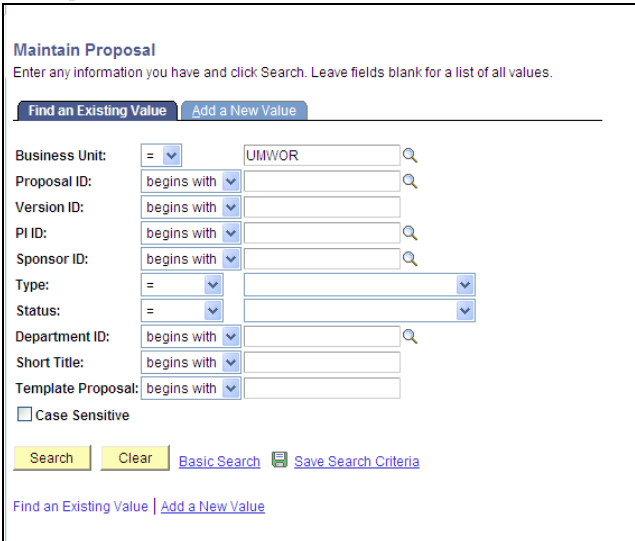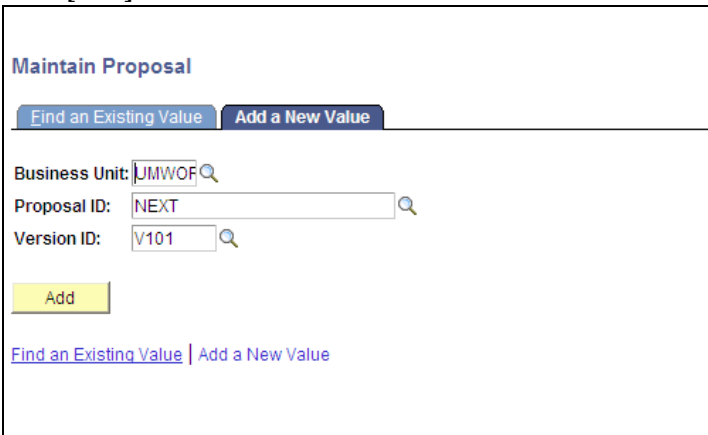
Logging in

Follow the steps below to login to PeopleSoft

Step	Action
1	Navigate to the PeopleSoft login page – • Production • Training
2	Enter your PeopleSoft **User ID**
3	Enter your **Password** then press **[Sign on].**
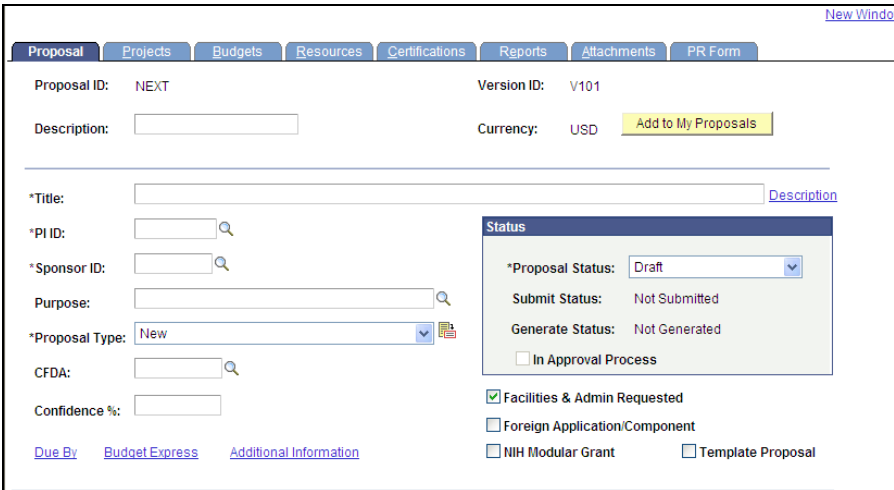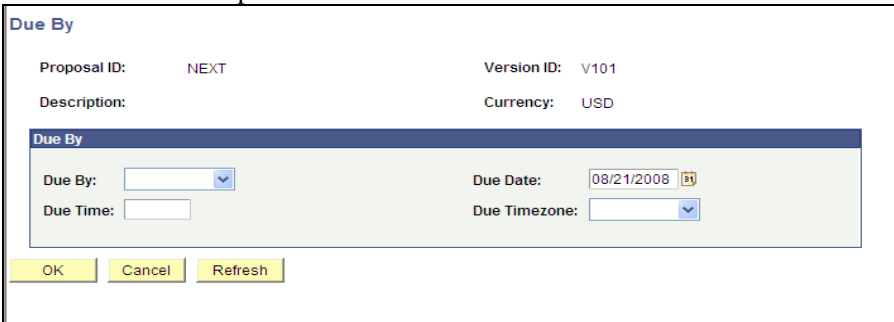
Add New Value   Following the steps below to access the Proposal tab.:
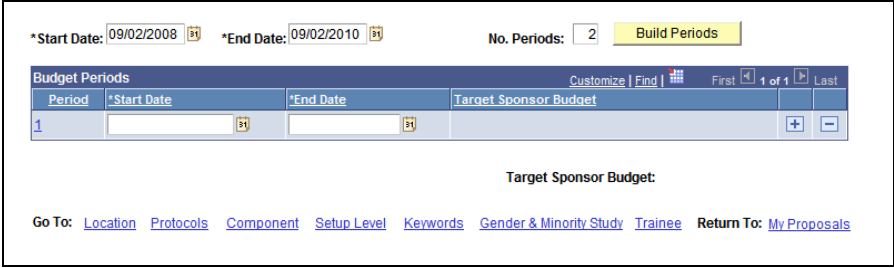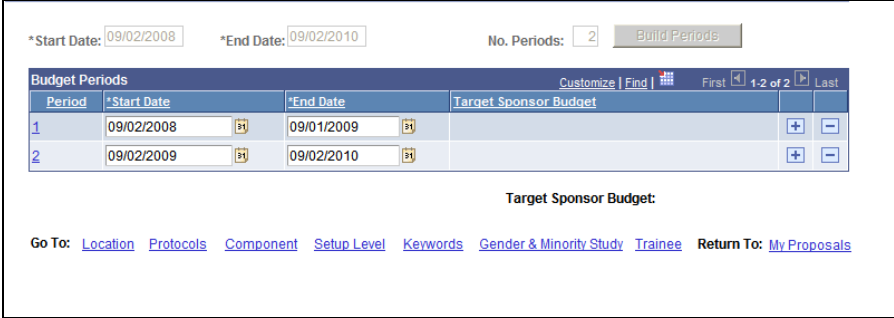
Step	Action
1	Navigate to the following path **Grants>Proposals>Maintain Proposal**. **Menu** ▷ Report Center ▷ Customers ▷ Customer Contracts ▷ Services Procurement ▽ Grants ▽ Proposals – Maintain Proposal – Enter Budget Detail – Submit Proposal
2	Click [**Add a New Value**] tab. **Maintain Proposal** Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Add a New Value Business Unit: = ▼ UMWOR Proposal ID: begins with ▼ Version ID: begins with ▼ PI ID: begins with ▼ Sponsor ID: begins with ▼ Type: = ▼ Status: = ▼ Department ID: begins with ▼ Short Title: begins with ▼ Template Proposal: begins with ▼ ☐ Case Sensitive Search Clear Basic Search Save Search Criteria Find an Existing Value | Add a New Value *Result*: The *Main Proposal* screen displays. *Note*: Business Unit, Proposal ID and Version ID are pre-filled. **Do not change any information in these fields.**
3	Click [**Add**]. **Maintain Proposal** Find an Existing Value **Add a New Value** Business Unit: UMWOR Proposal ID: NEXT Version ID: V101 Add Find an Existing Value | Add a New Value *Result*: The *Proposal* page displays.

Proposal Tab

Following the steps below to enter the demographic information into PeopleSoft:
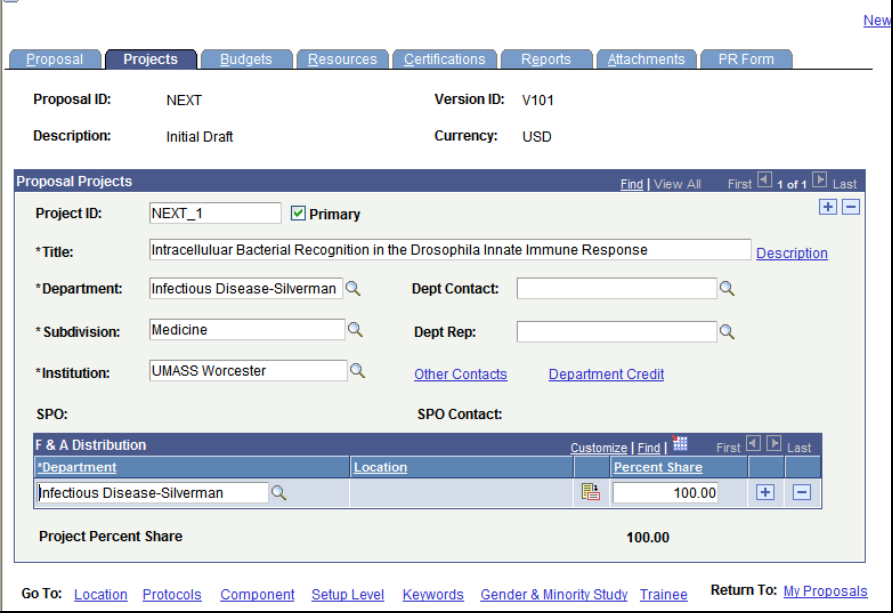
Step	Action
1	Complete the following fields on the Proposal tab:

Field	Description
Description	PI's description of the grant. If this field is left blank, it will default to the first 20 characters from the title.
Title	Actual title for the proposal. 81 spaces are provided to be consistent with the Federal requirements. Click the **Description** link if you need more space.
PI ID	Click the search icon to select the appropriate PI. This is the PI's Emply ID.
Purpose	Enter the purpose of the research.
Sponsor	Click the search icon to select the appropriate sponsor. If the sponsor is not available choose the temporary sponsor 10000000001.
Proposal Type	Select **New** at the initial entry of the proposal.

New Windo

Proposal | Projects | Budgets | Resources | Certifications | Reports | Attachments | PR Form

Proposal ID: NEXT   Version ID: V101

Description: [ ]   Currency: USD   [Add to My Proposals]

*Title: [ ]   Description

*PI ID: [ ] 🔍

*Sponsor ID: [ ] 🔍

Purpose: [ ] 🔍

*Proposal Type: [New] ▾

CFDA: [ ] 🔍

Confidence %: [ ]

Due By   Budget Express   Additional Information

Status
*Proposal Status: [Draft] ▾
Submit Status: Not Submitted
Generate Status: Not Generated
☐ In Approval Process

☑ Facilities & Admin Requested
☐ Foreign Application/Component
☐ NIH Modular Grant   ☐ Template Proposal

Note: The version of this proposal is V101. Once the proposal has been submitted the version changes to FINAL.

| 2 | Click **Due By** and enter the following information:
• **Postmark**- The due date the proposal must be sent.
• **Receipt** – For all FRA/PFA where the due date in the announcement is the date the sponsor must have it. |

Due By

Proposal ID: NEXT   Version ID: V101

Description: Currency: USD

Due By
Due By: [ ] ▾   Due Date: 08/21/2008 📅
Due Time: [ ]   Due Timezone: [ ] ▾

[OK] [Cancel] [Refresh]

Note: If you are submitting your proposal electronically select Receipt. If you are mailing select Postmark also include the Date and time the proposal has to be postmarked.

| 3 | Click **[OK].**
Result: The *Proposal* screen displays. |

Proposal tab
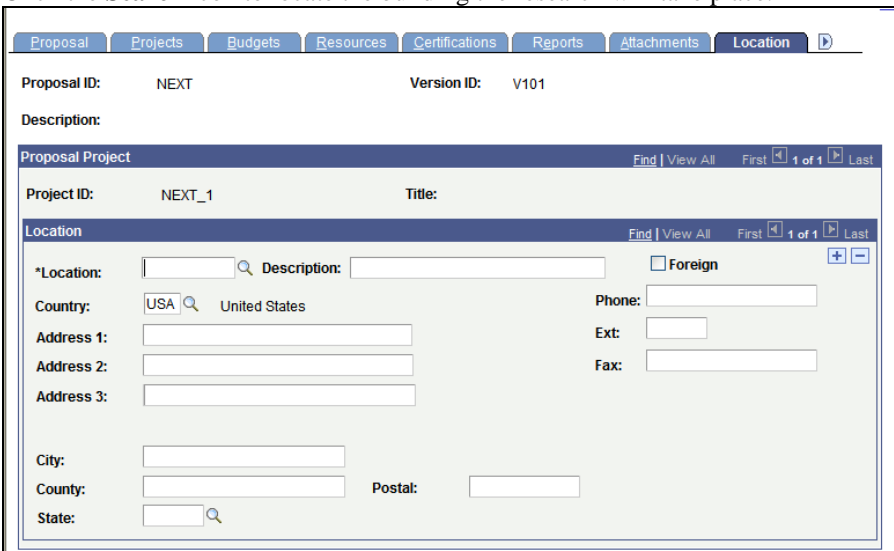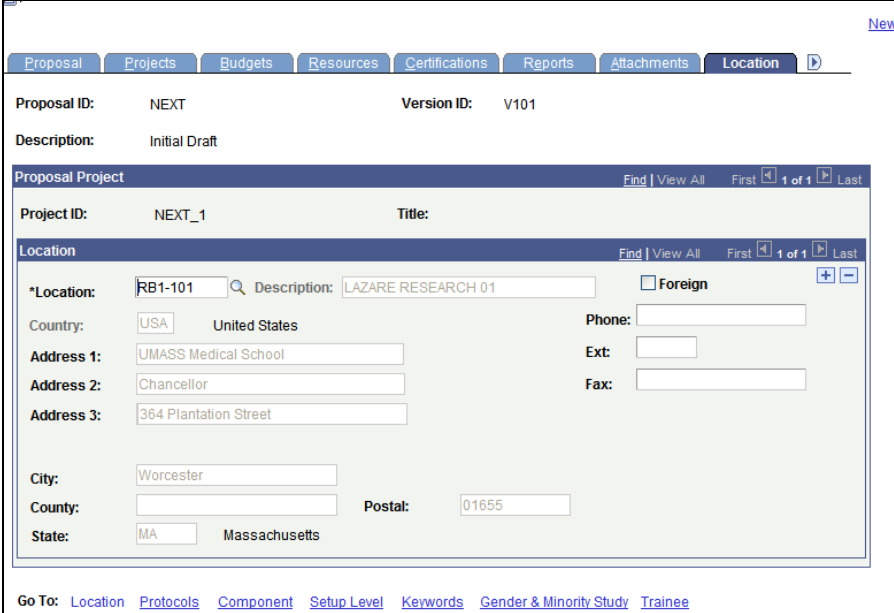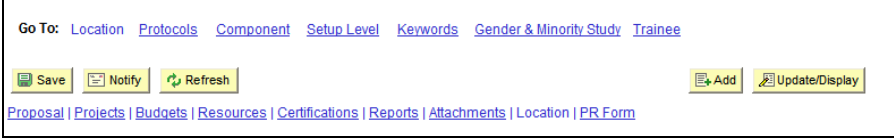
Step	Action
4	Enter the **Start Date**, **End Date** and **No. Periods** of the project.
5	Click [**Build Periods**].
	Result: Additional **Period rows** are added based on the number periods you entered.
	Note:
	• Defaults to a 12 Month intervals depending on the defined start and end dates.
	• Periods may not overlap and there can be no break in the service between periods.
6	Click the *Projects* tab.
	Result: The *Project* tab displays

Projects Tab Each Proposal is required to have at least one Project. The project is used to track the fiscal part of the proposal and/or award. The project can be sued to differentiate scope of work and/or budgets among multiple projects contained in a single proposal. Each project can have only one Department and one F&A base and rate.

Step	Action
1	Complete the following fields on the Project tab:

Field	Description
Title	Prefills from the Proposal tab.
Department	Select the appropriate department. Click **OK** to the message *Would you also like to update the Institution and Subdivision?*
Subdivision	Pre-fills based on Department Selection.
Institution	Pre-fills based on Department Selection.
F&A Distribution Department	Enter the Department.
Percent Share	Enter 100%

Step	Action
2	Click the **_Locations_** link at the bottom of the screen. **_Result_**: A new *Location* tab displays at the top of the screen.

Location tab

Step	Action
1	Click the **Search** icon to locate the building the research will take place.
2	Select the appropriate location from the list. *Note*: All of the location information prefills based on the Location field.
3	Click **[Save].** *Result*: The Proposal Header now displays the Proposal ID and Project ID.

Location tab

Step	Action
3	Write the Proposal Number here _____.
4	Click the *Budgets* tab. ***Result***: The *Budget* tab displays.

Budget tab   Follow the steps below to enter Budget detail information in the Budget tab:
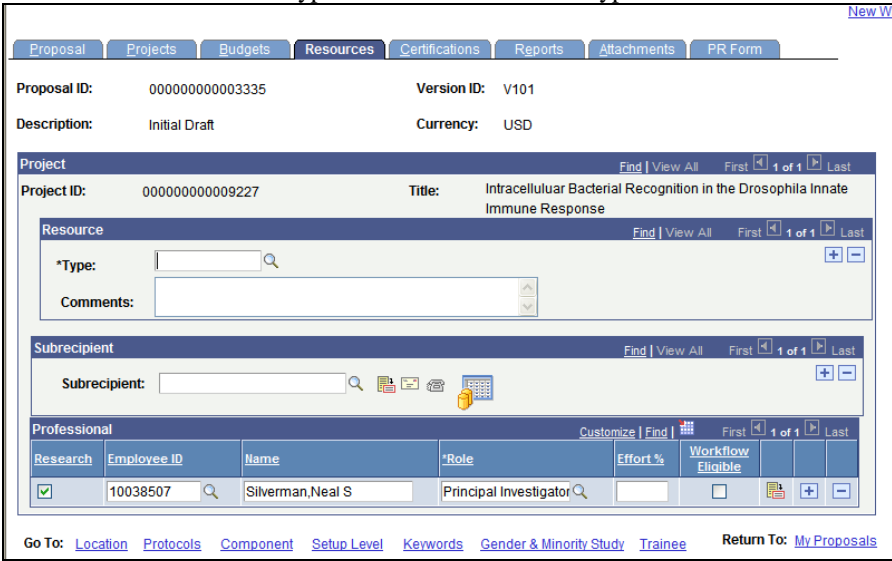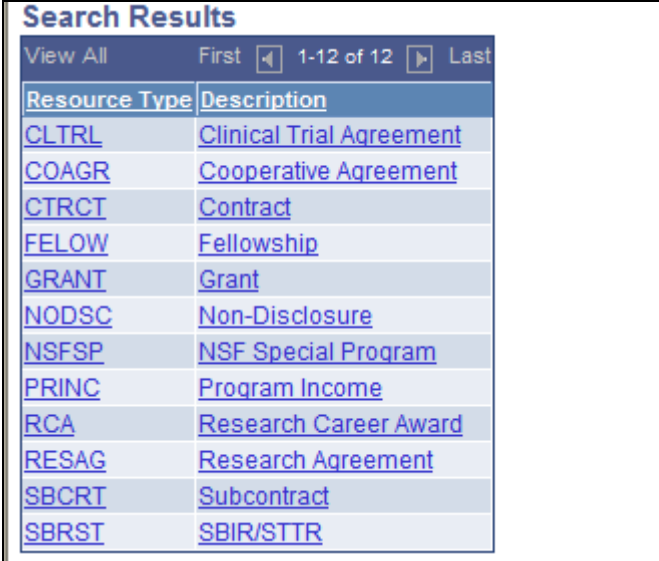
Step	Action
1	Click the **1** Period. ![Budgets screen showing Proposal ID 000000000003335, Version ID V101, Description Initial Draft, Currency USD. Budget Header with Budget ID UM01, Start Date 08/25/2008, End Date 08/25/2010, Include in Proposal checked. Budget Period table with Period 1 (08/25/2008 - 08/24/2009) and Period 2 (08/25/2009 - 08/25/2010).] *Result*: The *Enter Budget Detail* screen displays.
2	Select the **Search** icon next to **Budget Item**. ![Enter Budget Detail screen showing Proposal 000000000003335, Version V101, Title Intracellular Bacterial Recognition in the Drosophila Innate Immune Response, Currency USD, Start Date 08/25/2008, End Date 08/25/2010, Project ID 000000000009227, Budget ID UM01, Budget Period 1. Details, CostShare, Justification table with Line 10.]
3	Select **2DIRECT**. ![Search Results showing Budget Item list: 2DIRECT - Level 2 Direct Expenses - DIR; 2FACADM - Level 2 F&A Costs - F&A; 3FACADM - Level 3 F&A Costs - F&A; 3FRINGE - Level 3 Fringe - PRSL. 1-56 of 56.] *Result*: The **Budget Item** and **Description** now display the Direct Cost information.
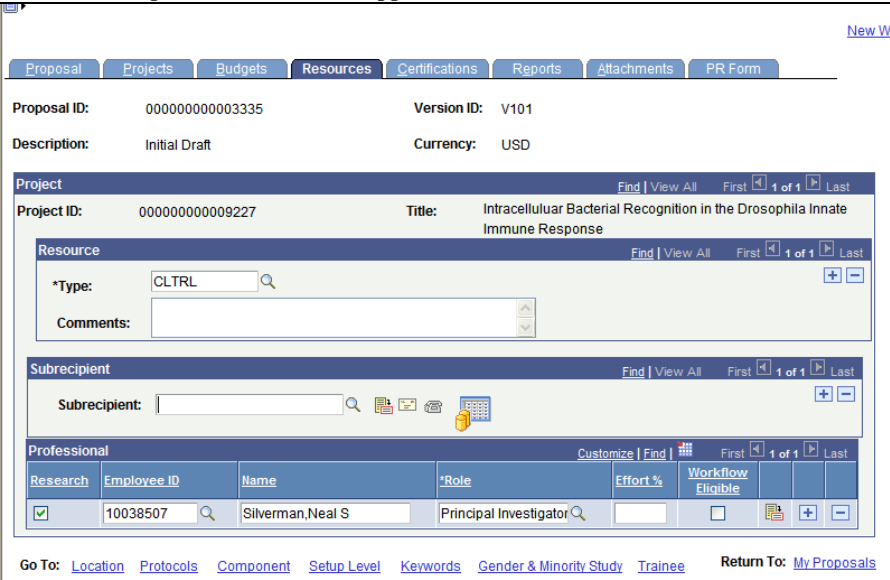
Step	Action
4	Enter the **Total Direct** cost.
5	Click the + to add a new row to enter the F&A Costs. *Result*: A new row has been added to add the F&A (Finance and Administrative Costs). *Note*: The F&A Percentage for FY2009 is 63.50%.
6	Enter the **Budget Item** for F&A. *Note*: You can type the code of use the Search icon.
7	Enter the **Total Direct** costs for F&A.
8	Click [**Save**]. *Note*: If you do not click **Save**, your budget information will be lost.
8	Click **Return to Maintain Proposal** link. *Result*: The Budget tab displays the remaining Budget periods to complete.
9	Complete additional Budget Periods as necessary entering the Direct and Indirect costs for additional periods.
10	Click [**Save**].
11	Click the *Resources* tab. *Result*: The *Resources* tab displays.

Resources tab   The Resources tab is used to enter additional information about the proposal project. For example, if the proposal is a Clinical Trial, Fellowship or a Non Disclosure is necessary. Also include any subrecipients'and personnel effort participating in the submission.
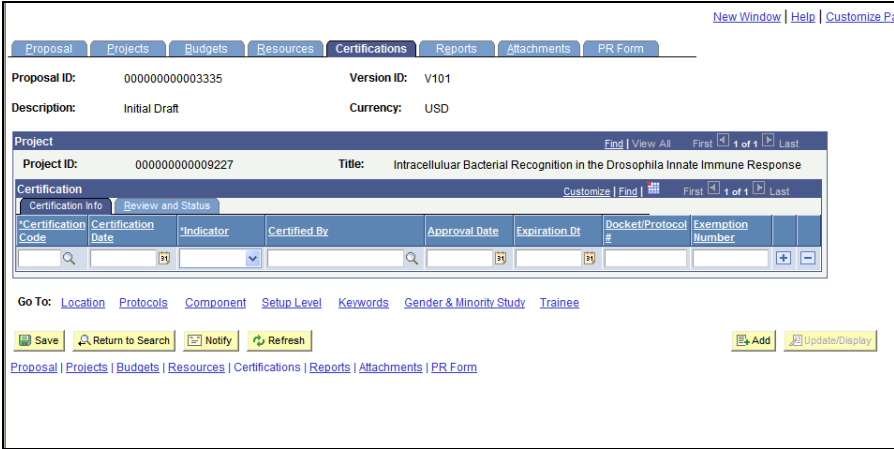
Step	Action
1	Click the **Search** icon for Type to select the Resource Type.
2	Select the appropriate choice *Result*: The **Resource Type** displays on the screen.

Resources tab

Step	Action
3	Enter Sub recipient information if applicable. *Note*: If this proposal includes sub recipients who will perform portions of the scope, this is where you can add Sub recipient agreements and budget details.
3	Enter the amount of **Effort** the PI will spend on the grant.
4	Click **[Save].**
5	Click the *Certification* Tab. *Result*: The *Certification* screen displays.
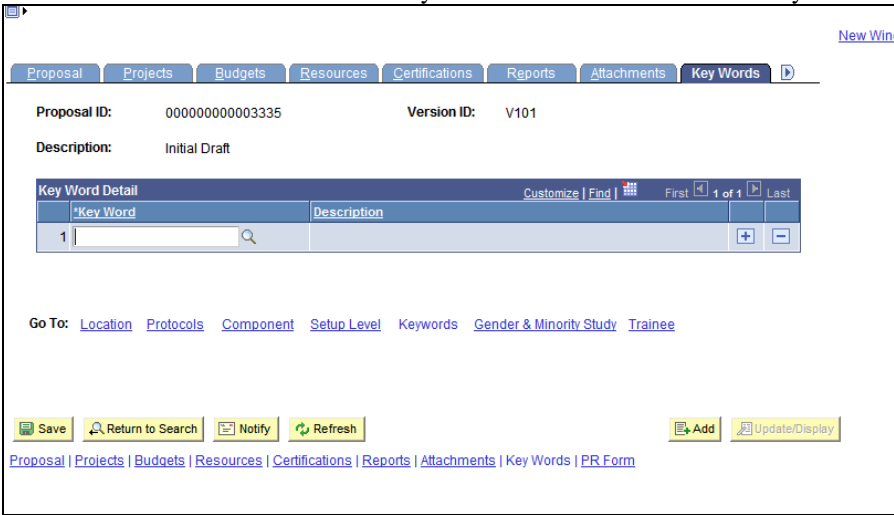
Certifications tab

The Certification tab is used to list certification and to help track them from submissions through approval. Certifications can be tracked by Project ID if there are multiple projects associated with one award. UMASS will use this page to track protocol information associated with each project. A Certification Job Aid (link to job aid) is available with the most common Certification codes.

Step	Action
1	Complete the following fields on the Certification tab:

Field	Description
Certification Code	Chose from a list by using the Search icon.
Indicator	Select **Yes** or **Pending** if the Protocols are pending.
Approval Date	Enter the date the Certification was approved.
Expiration Date	Enter the date the Certification expires
Protocol/Docket Number	Enter the Protocol or Docket # for the certification

Proposal | Projects | Budgets | Resources | **Certifications** | Reports | Attachments | PR Form

Proposal ID: 000000000003335   Version ID: V101

Description: Initial Draft   Currency: USD

Project   Find | View All   First ◄ 1 of 1 ► Last

Project ID: 000000000009227   Title: Intracelluluar Bacterial Recognition in the Drosophila Innate Immune Response

Certification   Customize | Find | 🔢   First ◄ 1 of 1 ► Last

Certification Info | Review and Status

*Certification Code	Certification Date	*Indicator	Certified By	Approval Date	Expiration Dt	Docket/Protocol #	Exemption Number	
🔍	📅	▼	🔍	📅	📅			➕ ➖

Go To: Location   Protocols   Component   Setup Level   Keywords   Gender & Minority Study   Trainee

💾 Save   🔍 Return to Search   ✉ Notify   🔄 Refresh   ➕ Add   📄 Update/Display

Proposal | Projects | Budgets | Resources | Certifications | Reports | Attachments | PR Form

| 3 | Click **[Save].** |
| 4 | Click the **Keywords** link. |

Keywords tab   Keywords are broad identifiers of the project. Use the Keywords tab to capture the type of research being done at the University. Please refer to the Keywords Job Aid when entering Keyword information.

Step	Action
1	Click the **Search** icon to review the Keywords to select from the list of keywords.
	Note: You can use these entries to track proposals by subject category (such as cell biology, electrical engineering, and cancer) and to link multiple science codes to a project.
2	Click **[Save].**
3	Click **PR Form** tab. *Result*: The *PR Form* screen displays.

PR Form

The Proposal Routing Form captures proposal information and is used to collect required signatures before the submission of the proposal.

Step	Action
1	Complete the information on the PR Form tab.

Field	Description
Does Proposal Involve Cost Sharing	Select Yes if proposal involves cost sharing. Requires to University to commit funds to the project.
Sponsor Requires Cost Sharing	Select Yes if Sponsor requires cost sharing.
Sponsor Limits Indirect Costs	Select Yes if the sponsor does not allow us the full F&A
Indirect Cost Waiver Requested	Sponsor does not charge the full F&A rate
Indirect Voluntary Costs Included	Giving effort in kind/voluntarily.
Requested Return Date	Enter the Date you expect the Grant returned to you
Transmission Code	Select how you plan to submit the proposal
Alt. Name for Pickup	Enter the name of designate alternate pickup
Alt Email	Enter the name of the designated alternate email
Is Adequate Space Available	Defaults to Yes.

Note: The screen you see in Training will differ from production. The Training Database has not been refreshed with the new PR Form screen.

Step	Action
2	Click **[Save]**. *Note*: You have now entered all required information for the proposal and are now ready to print and submit it.

**Print a PR
Routing Form**

The Proposal Routing Form captures proposal information and is used to obtain approval signatures required by each campus. The review and approval process is a required business process to ensure proposal compliance with the institution and campus policies, the sponsor guidelines and policies, and federal, state and other applicable law.

Once a proposal has been awarded, the Copy Proposal function may be used to create a new version of the existing proposal. This feature may be helpful when a revision/submission is required to lessen the amount of data entry requirements on a new but similar proposal. A new Proposal ID is created.

Step	Action
1	Click **[Print Routing Form].**
2	Click **Process Monitor** link. *Result*: The *Process List* displays.
3	Click **[Refresh]** until the **Report Run Status** is **Success** and the **Distribution Status** is **Posted**.

Print a PR Routing Form

Step	Action
4	Click **Details** link. **Process Detail** **Process** Instance: 2148379 Type: SQR Report Name: UMGM7002 Description: UMGM7002 Run Status: Success Distribution Status: Posted **Run** **Update Process** Run Control ID: PRINT_ROUTING_FORM ○ Hold Request Location: Server ○ Queue Request Server: PSUNX ○ Cancel Request Recurrence: ◉ Delete Request ○ Restart Request **Date/Time** **Actions** Request Created On: 09/15/2008 9:22:54AM EDT Parameters Transfer Run Anytime After: 09/15/2008 9:22:54AM EDT Message Log Began Process At: 09/15/2008 9:23:14AM EDT Batch Timings Ended Process At: 09/15/2008 9:23:28AM EDT View Log/Trace *Result*: The *Process Detail* page displays.
5	Click **View Trace Log** link. **View Log/Trace** **Report** Report ID: 664561 Process Instance: 2148379 Message Log Name: UMGM7002 Process Type: SQR Report Run Status: Success UMGM7002 **Distribution Details** Distribution Node: RPTDIST Expiration Date: 09/30/2008 **File List** 	Name	File Size (bytes)	Datetime Created	 	Message Log	2,116	09/15/2008 9:23:28.000000AM EDT	 	umgm7002_2148379.PDF	5,749	09/15/2008 9:23:28.000000AM EDT	 	Trace File	788	09/15/2008 9:23:28.000000AM EDT	 **Distribute To** 	Distribution ID Type	*Distribution ID	 	User	TRN_WOR_GRANTS_04	 *Result*: The *View Trace Log* page opens.
6	Click the PDF file in the **File List**. *Result*: The *Proposal Routing Form* pdf opens in a new window.
7	Click the **Printer** icon to print the Proposal Routing Form.

Lesson 3 Submit a Proposal

Objective

By the end of the lesson, participants will be able to:
- View a proposal
- Submit the proposal
- Print the Proposal Routing Form
- Copy the proposal

Overview

Once the central office has completed the required information on the Maintain Proposal pages, the proposal is ready to submit to the sponsoring agency. The submission process is used to track proposals that have been submitted to a sponsor as well as those that have been submitted to a sponsor as well as those that have been returned and approved. A proposal is submitted to a sponsor with a submit status of "Submitted".

Once a notification is received that a proposal has been awarded to the sponsor, the Office of Research copies the original proposal and changes it to the FINAL proposal. Once the proposal is final, it is locked down. If any changes need to be made, the central office must contact the Office of Research to unlock it for editing.

Form to Process to RFS
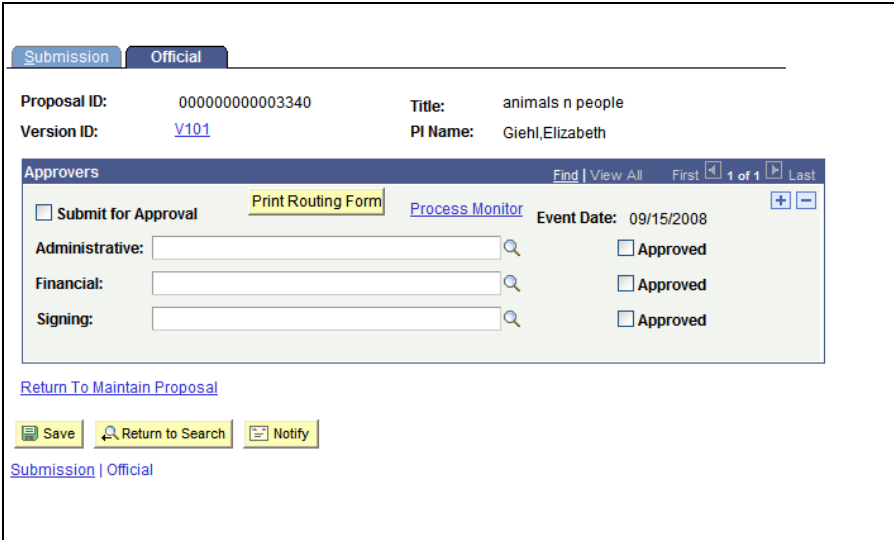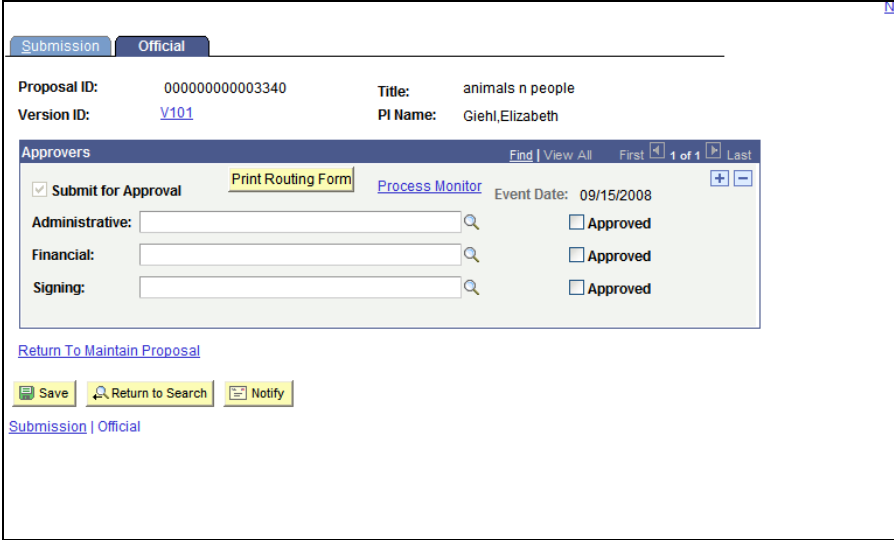
The following forms should also be sent with the application:
- Disclose Summary (Research Funding Website)
- Internal Budget (Research Funding Website)
- Routing Form (PeopleSoft)
- Create Cayuse (for NIH Grants)
- Annual Progress Report Routing Form (Research Funding Website)
- Letter of Intent (only if UMASS is a sub recipient)

View a Proposal

Step	Action
1	Navigate to **Grants**>**Proposals**>**Maintain Proposals**.
2	Enter the **Proposal ID** to locate your proposal. *Note*: You can use the search options within the drop-down if you do not want to type the entire Proposal ID.
3	Click **[Search].** *Result*: The *Search Results* screen displays.
4	Verify the Version and Status of the proposal you wish to view.
5	Select the appropriate proposal from the Search result list. R*esult*: The *Proposal* page displays with the requested proposal information.

Submit a Proposal

Step	Action
1	Click the **Official** tab. *Note*: The screenshot displays two tabs but the only tab you will see with your login is the Official Tab. The Submission tab is used by the Decentral office.
3	Click **Submit for Approval** checkbox. *Result*: The checkbox immediately changes the status of the proposal to submit and the proposal is now locked down. Once the proposal is in the Submitted status, any changes must be processed through the Office of Research.
4	Click **[Save].** *Note***:** - If an award is made, the Copy proposal functionality is used to generate **FINAL** proposal. - Submit status of FINAL is changed to **Submitted.** - Proposal status is updated to **Awarded** with the Generate process - Award will be generated from FINAL version - If Proposal is not funded the status is changed to **Not Funded**.

Copy a Proposal	Once a proposal has been awarded, the Copy Proposal function may be used to create a new version of the existing proposal. This feature may be helpful when a revision/submission is required to lessen the amount of data entry requirements on a new but similar proposal. A new Proposal ID is created.

Step	Action
1	Navigate to **Grants>Proposal>Copy Proposal**. **Result**: The *Copy Proposal* screen displays.
2	Enter the search criteria.
3	Click **[Search]**. **Result**: The *Copy Proposal* page displays. **Note:** If you do not type the entire Proposal ID and use the search options, the Search Results screen displays with the search results.
4	Click **[Copy]**. **Result**: A new proposal has been created and is now available to edit.

Copy a Proposal

Step	Action
5	Copy the new **Proposal ID** in the **To Proposal** field. **Copy Proposal** From Proposal: 000000000000035 To Proposal: 000000000003336 From Version ID: V101 To Version: V101 From Start Date: 07/01/2007 To Start Date: 07/01/2007 From End Date: 06/30/2008 To End Date: 06/30/2008 **Budget Period** Customize | Find | First ◄ 1 of 1 ► Last <table><tr><td>Budget Period</td><td>From Start Date</td><td>From End Date</td><td>To Start Date</td><td>To End Date</td></tr><tr><td>1</td><td>07/01/2007</td><td>06/30/2008</td><td>07/01/2007</td><td>06/30/2008</td></tr></table>**Project** Find | View All First ◄ 1 of 1 ► Last ☑ From Project ID: 000000000004673 Highly Sensitive C-Reactive Protein and Overnight Shiftwork: Implications for Ca To Project ID: 000000000009228 ☑ Primary Project **Budget** Customize | Find | First ◄ 1 of 1 ► Last <table><tr><td></td><td>From Budget ID</td><td>To Budget ID</td></tr><tr><td>☑</td><td>UM01</td><td>UM01</td></tr></table> [Copy] Return to Proposals
6	Navigate to **Grants>Proposal>Maintain Proposals.**
7	Paste the **Proposal ID** then click **[Search].** **Maintain Proposal** Enter any information you have and click Search. Leave fields blank for a list of all values. [Find an Existing Value] [Add a New Value] Business Unit: = ▼ UMWOR Proposal ID: contains ▼ 3339 Version ID: begins with ▼ PI ID: begins with ▼ Sponsor ID: begins with ▼ Type: = ▼ Status: = ▼ Department ID: begins with ▼ Short Title: begins with ▼ Template Proposal: begins with ▼ ☐ Case Sensitive [Search] [Clear] Basic Search 💾 Save Search Criteria Find an Existing Value | Add a New Value ***Result***: The *Search Results* screen displays with the search results.
8	Locate the proposal you wish to edit and click one of the hyperlinks to open it. **Search Results** View All First ◄ 1 of 1 ► Last <table><tr><td>Business Unit</td><td>Proposal ID</td><td>Version ID</td><td>PI ID</td><td>Sponsor ID</td><td>Type</td><td>Status</td><td>Department ID</td><td>Short Title</td><td>Template Proposal</td></tr><tr><td>UMWOR</td><td>000000000003339</td><td>V101</td><td>10035150</td><td>0000003169</td><td>New</td><td>Draft</td><td>W710060000</td><td>animals n people</td><td>N</td></tr></table>

Lesson 4 Inquiry on Awards

Objective   By the end of the lesson, participants will be able to:
- View an Award Profile
- View the Project Demographics
- View and Award Inquiry

Overview   Once the Office of Research Funding Services (RFS) receives a notice of award (NOA) from a sponsoring agency, a final version of the proposal is created in PeopleSoft. The final version incorporates any changes made by the sponsor to the original proposal. RFS forwards the award documents to Grant accounting, who is responsible for assigning a chartstring & speedtype and generating the award in PeopleSoft.

The Award is generated from Final Proposal and the detailed budget information is entered into PeopleSoft. The F & A and Cost Share are calculated. The Award ID and Contract ID will be the same as the Proposal ID, linking the records in the system.

Once an award is generated, the budget must be set up for each associated project in the Budget Detail page before billing and spending can begin. F&A and Cost Share are calculated. Data entered in the proposal project budget is carried over to the award, but may need to be updated.

Grant Accounting sends a Project Identification Report (PIN) report to the department that details all the demographic & financial information relating to the Award and all associated projects.

Award ID and Contract ID will be the same as the Proposal ID, linking the records in the system. Reference Award Number and CFDA Number are entered.

View Award Profile

Once the Grant has been awarded changes cannot be made by the Decentral staff.

Step	Action
1	Navigate to **Grants>Awards>Award Profile**.
2	Enter the appropriate search criteria then click **[Search].**
3	Select the appropriate item from the *Search Results*.
4	Review the Award information on the page.
	Note: Information populated in the proposal carries into the award screens. The Award ID is generated and can be viewed on this screen.

Step	Action
5	Click the **View Proposal** link to review the proposal information.

New Wi

| Proposal | Projects | Budgets | Resources | Certifications | Reports | Attachments | PR Form |

Proposal ID: 000000000000357 Version ID: FINAL

Description: CID instrument Currency: USD [Add to My Proposals]

*Title: Symptom Instrument for Chemotherapy-Induced Diarrhea Description

*PI ID: 10012063 Boucher,Jean E

*Sponsor ID: 0000000501 NIH-NATIONAL INSTITUTE OF NURSING RES

Purpose: OTHR

*Proposal Type: Resubmission

CFDA: 93.361

Confidence %:

Status

*Proposal Status: Awarded

Submit Status: Submitted

Generate Status: Contract Generated

☐ In Approval Process

☑ Facilities & Admin Requested
☐ Foreign Application/Component
☑ NIH Modular Grant

Due By | Budget Express | Additional Information

| 6 | Scroll down to the bottom of the page and click **Return to Award Profile** link. |

*Start Date: 09/10/2007 *End Date: 08/31/2009 No. Periods: [Build Periods]

Budget Periods Customize | Find | First 1-2 of 2 Last

Period	*Start Date	*End Date	Target Sponsor Budget		
1	09/10/2007	08/31/2008	121,186.00	+	−
2	09/01/2008	08/31/2009	121,501.00	+	−

Target Sponsor Budget: 242,687.00

Go To: Location Protocols Component Setup Level Keywords Gender & Minority Study Trainee Return To: My Proposals

Return to Award Profile

[Save] [Return to Search] [Notify] [Refresh]

Proposal | Projects | Budgets | Resources | Certifications | Reports | Attachments | PR Form

| 7 | Click the **Funding** tab and review the information on the page. |

Ne

| Award | Funding | Resources | Certifications | Terms | Milestones | Key Words |

Award ID: 000000000000357

Reference Award Number: NIH 1 R15NR009501-01A1 Currency: USD

Award PI: Boucher,Jean E Primary Project PI: Boucher,Jean E

Total Award Amount: 121,186.00

Funding Info Find | View All First 1 of 1 Last

Project: S61110000005024 Project PI: Boucher,Jean E

Detail Customize | Find | First 1-2 of 2 Last

Period	*Start Date	*End Date	Funded Amount	To Project ID		
1	09/10/2007	08/31/2008	121,186.00	S61110000005024	+	−
2	09/01/2008	08/31/2009		S61110000005024	+	−

Go To: Sponsor Protocols Attributes Department Credit Notepad Award Modifications

[Save] [Return to Search] [Notify] [Refresh]

Award | Funding | Resources | Certifications | Terms | Milestones | Key Words

Note: The *Funding* page displays the budget amount for the year. Click **View All** to display all projects associated with the award.
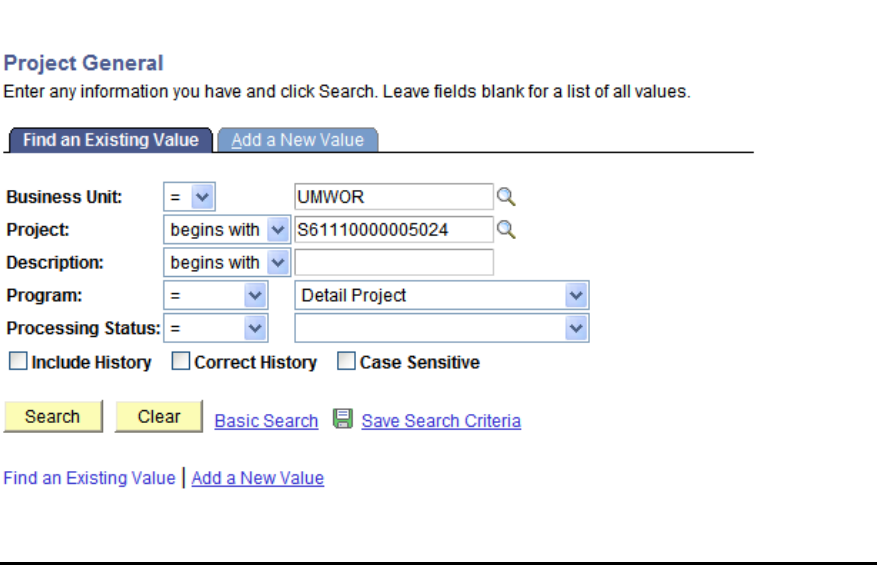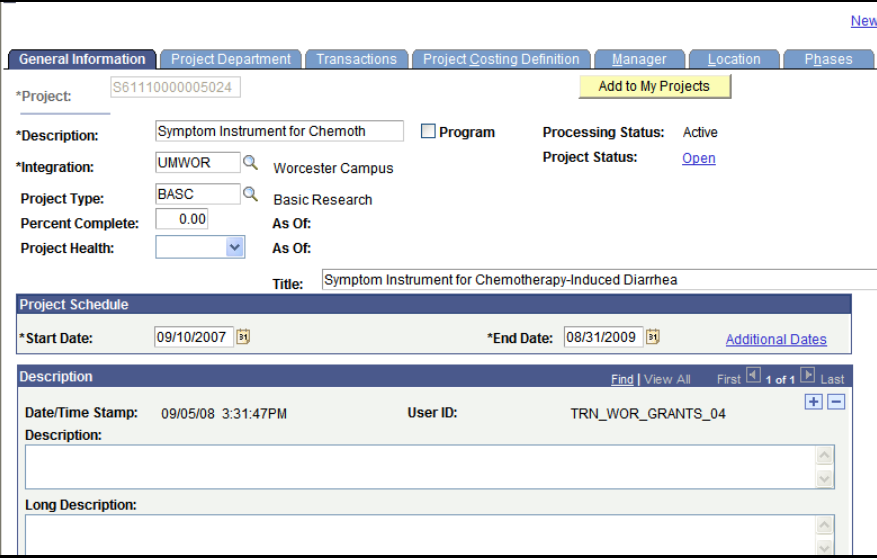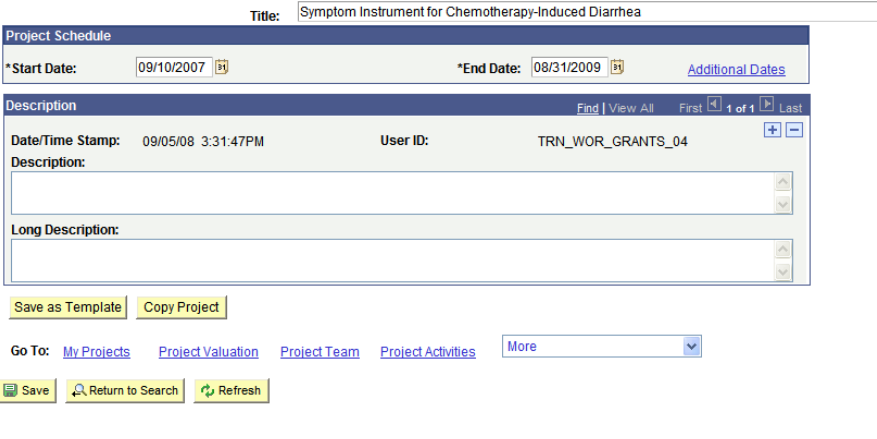
View Award Profile

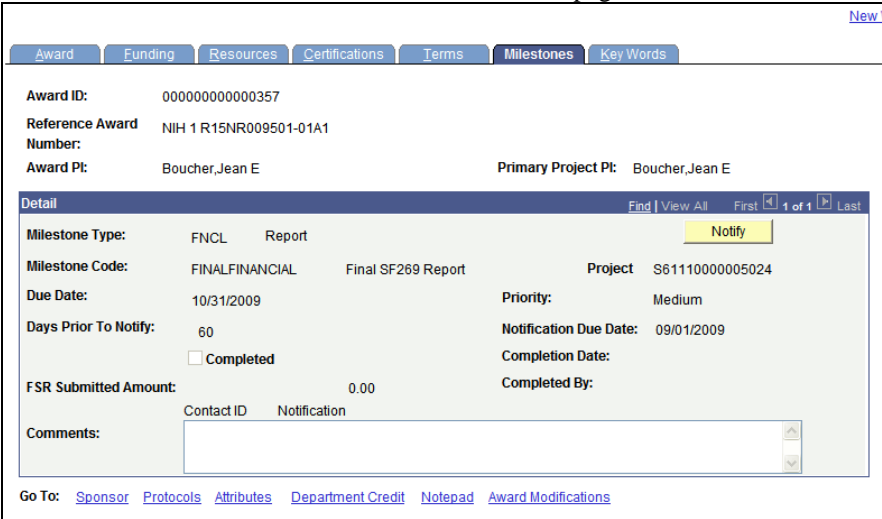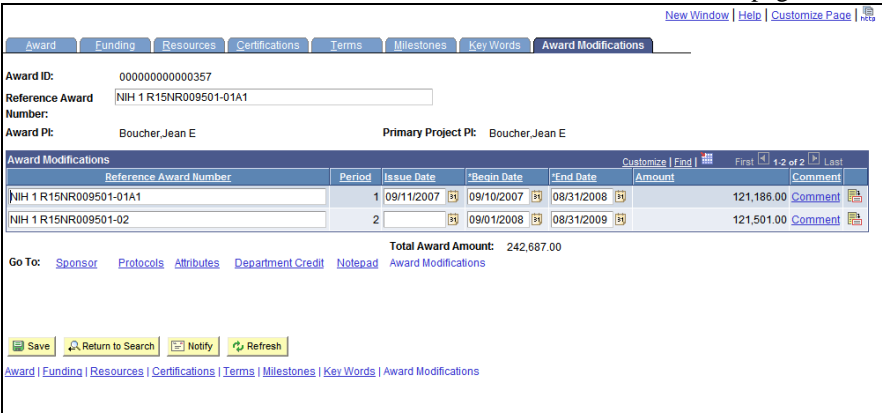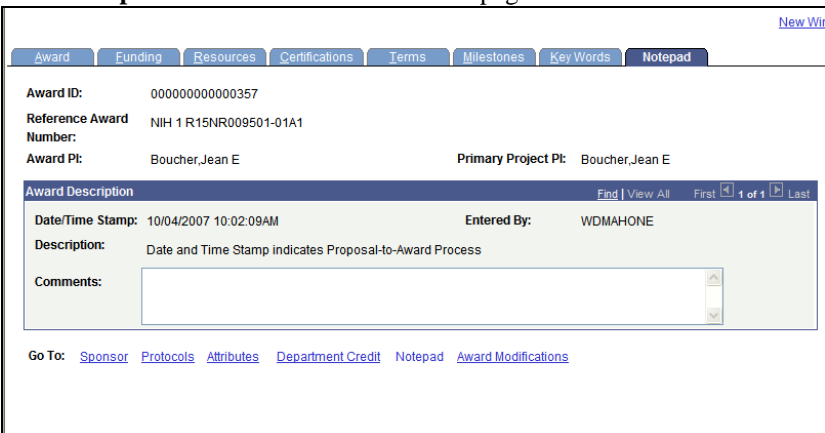| Step	Action
8	Click **Milestone** tab to review the information on the page. *Award* *Funding* *Resources* *Certifications* *Terms* **Milestones** *Key Words* Award ID: 000000000000357 Reference Award Number: NIH 1 R15NR009501-01A1 Award PI: Boucher,Jean E Primary Project PI: Boucher,Jean E Detail Find	View All First ◄ 1 of 1 ► Last Milestone Type: FNCL Report Notify Milestone Code: FINALFINANCIAL Final SF269 Report Project S61110000005024 Due Date: 10/31/2009 Priority: Medium Days Prior To Notify: 60 Notification Due Date: 09/01/2009 ☐ Completed Completion Date: FSR Submitted Amount: 0.00 Completed By: Contact ID Notification Comments: Go To: Sponsor Protocols Attributes Department Credit Notepad Award Modifications *Note*: Shows reporting requirements, due dates, quarterly cash reporting, and annual financial status reports.
9	Click the **Award Modification** tab and review the information on the page. New Window	Help	Customize Page *Award* *Funding* *Resources* *Certifications* *Terms* *Milestones* *Key Words* **Award Modifications** Award ID: 000000000000357 Reference Award Number: NIH 1 R15NR009501-01A1 Award PI: Boucher,Jean E Primary Project PI: Boucher,Jean E Award Modifications Customize	Find First ◄ 1-2 of 2 ► Last 	Reference Award Number	Period	Issue Date	*Begin Date	*End Date	Amount	Comment
---	---	---	---	---	---	---
NIH 1 R15NR009501-01A1	1	09/11/2007	09/10/2007	08/31/2008	121,186.00	Comment
NIH 1 R15NR009501-02	2		09/01/2008	08/31/2009	121,501.00	Comment | Total Award Amount: 242,687.00 Go To: Sponsor Protocols Attributes Department Credit Notepad Award Modifications Save Return to Search Notify Refresh Award	Funding	Resources	Certifications	Terms	Milestones	Key Words	Award Modifications *Note*: Issue Date is the date the grant was issued by the sponsor. This is only filled out for the years actually funded by the sponsor. This field is left blank for future years.
10	Click **Notepad** to review information on the page. New Wir *Award* *Funding* *Resources* *Certifications* *Terms* *Milestones* *Key Words* **Notepad** Award ID: 000000000000357 Reference Award Number: NIH 1 R15NR009501-01A1 Award PI: Boucher,Jean E Primary Project PI: Boucher,Jean E Award Description Find	View All First ◄ 1 of 1 ► Last Date/Time Stamp: 10/04/2007 10:02:09AM Entered By: WDMAHONE Description: Date and Time Stamp indicates Proposal-to-Award Process Comments: Go To: Sponsor Protocols Attributes Department Credit Notepad Award Modifications *Note*: This displays the date when Office of Research sent the award to Grant Accounting.
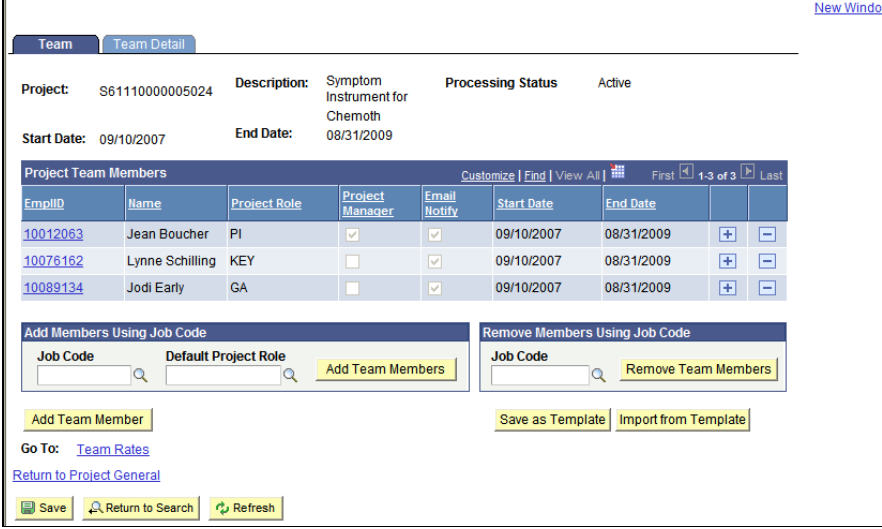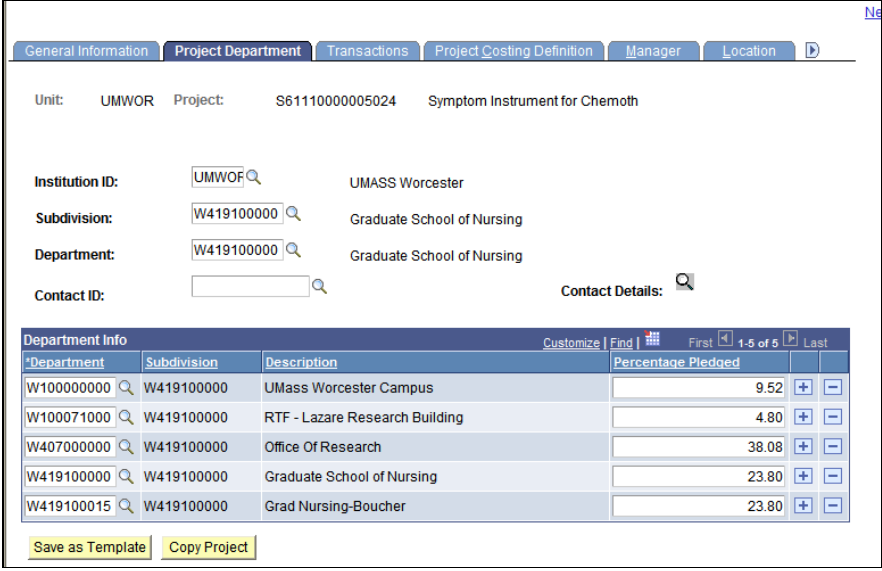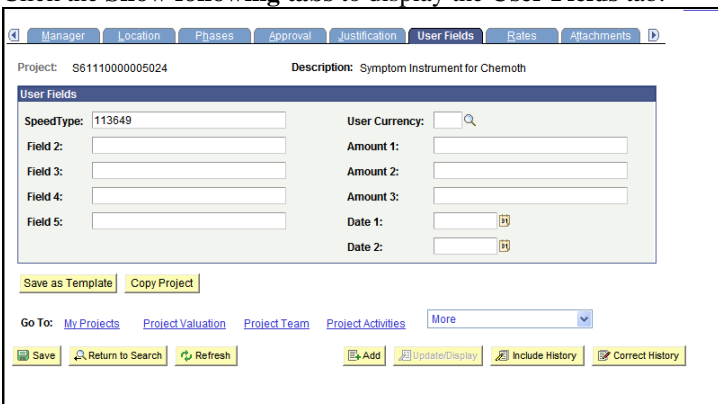
	Step	Action
Viewing Award Inquiry	1	Navigate to **Grants>>Award>Award Inquiry**.
	2	Enter the **Business Unit**.
	3	Enter the **Award PI** Employee ID then click **[Search]**.
	4	Click **[Select]** to review the award.
	5	Review the award information

	Step	Action
Viewing Project Demographics	1	Navigate to **Grants>Awards>Project**.
	2	Enter the appropriate search criteria then click **[Search].** **Project General** Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Add a New Value Business Unit: = UMWOR Project: begins with S61110000005024 Description: begins with Program: = Detail Project Processing Status: = ☐ Include History ☐ Correct History ☐ Case Sensitive Search Clear	Basic Search 💾 Save Search Criteria Find an Existing Value	Add a New Value
	3	Review the **General Information** tab. New General Information Project Department Transactions Project Costing Definition Manager Location Phases *Project: S61110000005024 Add to My Projects *Description: Symptom Instrument for Chemoth ☐ Program Processing Status: Active Project Status: Open *Integration: UMWOR Worcester Campus Project Type: BASC Basic Research Percent Complete: 0.00 As Of: Project Health: As Of: Title: Symptom Instrument for Chemotherapy-Induced Diarrhea **Project Schedule** *Start Date: 09/10/2007 *End Date: 08/31/2009 Additional Dates **Description** Find	View All First 1 of 1 Last Date/Time Stamp: 09/05/08 3:31:47PM User ID: TRN_WOR_GRANTS_04 Description: Long Description:
	4	Scroll the bottom of the page and click **Project Team**. Title: Symptom Instrument for Chemotherapy-Induced Diarrhea **Project Schedule** *Start Date: 09/10/2007 *End Date: 08/31/2009 Additional Dates **Description** Find	View All First 1 of 1 Last Date/Time Stamp: 09/05/08 3:31:47PM User ID: TRN_WOR_GRANTS_04 Description: Long Description: Save as Template Copy Project Go To: My Projects Project Valuation Project Team Project Activities More 💾 Save 🔍 Return to Search 🔄 Refresh

Viewing Project Demographics	Step	Action
	5	Click **Project Department**. *Note*: The *Team* screen displays the PI and Grant Account.
	6	Click **Return to Project General.** *Note*: The *Project Department* shows the F&A distribution between Central and Decentral Departments.
	7	Click the **Show following tabs** to display the **User Fields** tab.

Viewing Project Demographics

Step	Action
8	Review the **Speedtype** for the project. **Project Costing Definition** — **Manager** — **Location** — **Phases** — **Approval** — **Justification** — **User Fields** Project: S61110000005024 Description: Symptom Instrument for Chemoth **User Fields** SpeedType: 113649 User Currency: [ ] Field 2: [ ] Amount 1: [ ] Field 3: [ ] Amount 2: [ ] Field 4: [ ] Amount 3: [ ] Field 5: [ ] Date 1: [ ] Date 2: [ ] Save as Template Copy Project Go To: My Projects Project Valuation Project Team Project Activities More Save Return to Search Refresh Add Update/Display Include History Correct History *Note*: Amount is used for non-grant projects and is manually entered.

Viewing Award Inquiry	**Step**	**Action**
	1	Navigate to **Grants>Proposals>Award>Award Inquiry**.
	2	Enter the Business Unit.
	3	Enter the Award PI employee ID then click **[Search].**
	4	Select the appropriate award from the list.
	5	Review the award information

Lesson 5 Inquiry on Budgets

Objective

By the end of the lesson, participants will be able to:
- View Project Budget Inquiries to see the detail budget line item amounts set up
- View the project budget overview to find budget, expense and balance information

Overview

The final step in completing the setup of an award is finalizing the project budget. When is completed, spending can begin on the project/grant.

	Step	Action
View Project Budget Inquiry	1	Navigate to **Grants>Awards>Project Budget Inquiry**.
	2	Enter the appropriate search criteria then click **[Search].** **Project Budget Inquiry** Enter any information you have and click Search. Leave fields blank for a list of all values. **Find an Existing Value** Business Unit: `=` `UMWOR` Project: `begins with` `S61110000005024` Budget Plan ID: `=` Budget Type: `=` Description: `begins with` ☐ Case Sensitive [Search] [Clear] Basic Search	Save Search Criteria
	3	Select the appropriate item from the **Search Results** list. *Result*: The Budget Inquiry screen displays.
	4	Review the project budget summary information on this page.

University of Massachusetts
PRACTICE

Budget Inquiry

Business Unit: UMWOR Project: S61110000005024 Description: Symptom Instrument for Chemoth

Budget Period   Find | View All   First ◄ 1 of 2 ► Last

Budget Period: 1   Currency:

Details   Customize | Find | 🔢   First ◄ 1-11 of 11 ► Last

Budget Lines	GL Info	Posted, FA, C/S Info			
Budget Item	**Activity**	**An Type**	**Transaction ID**	**BU Amount**
6REGSALARY	UM01	BUD	12629820	$44,916.00
6FRINGE	UM01	BUD	12629821	$14,909.00
6CONSULTANT	UM01	BUD	12629822	$7,500.00
6EQUIPMENT	UM01	BUD	12629823	$1,700.00
6SUPPLIES	UM01	BUD	12629824	$2,500.00
6TRAVELNAT	UM01	BUD	12629825	$3,055.00
6OTHEXPENSE	UM01	BUD	12629826	$650.00
6FACADM	UM01	BUD	12629827	$45,956.00
6OPERATIONAL	UM01	BUD	12631268	
6EQUIPLEASE	UM01	BUD	12631269	
6OTHERNONPER	UM01	BUD	12631270	

Sponsor Direct: 121,186.000   Sponsor FA: 0.000   Total Sponsor Budget: 121,186.000

Institution C/S: 0.000

View Project Budget Inquiry

Step	Action
5	Click **GL Info** tab.

Budget Inquiry

Business Unit: UMWOR Project: S61110000005024 Description: Symptom Instrument for Chemoth

Budget Period   Find | Vie

Budget Period: 1   Currency:

Details   Customize | Find | ⊞   First ◄
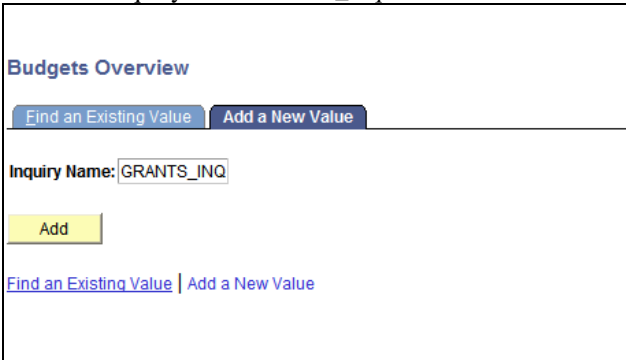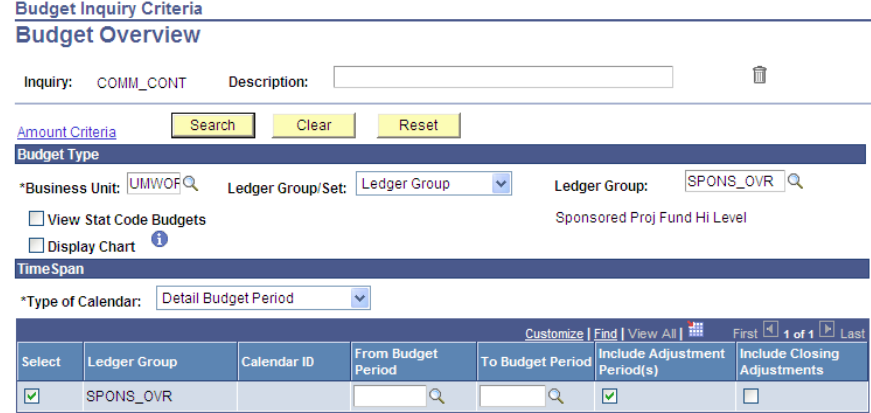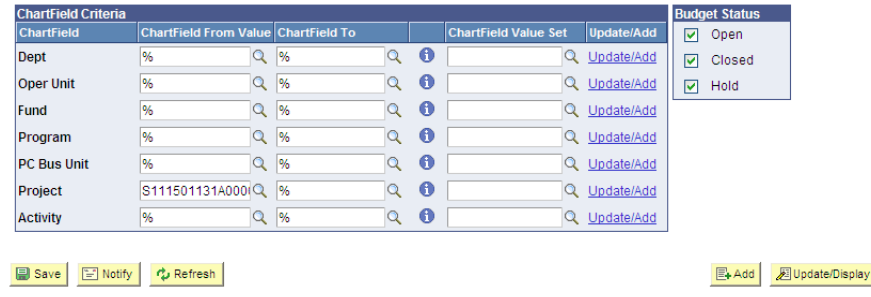
Budget Lines	GL Info	Posted, FA, C/S Info						

Budget Item	Journal ID	Journal Date	UnPost Sequence	GL Journal Line Number	Budget Header Status	Ledger	Ledger Group
6REGSALARY	0012631361				Posted	SPONCATBUD	SPONS_CAT
6FRINGE	0012631369				Posted	SPONCATBUD	SPONS_CAT
6CONSULTANT	0012631363				Posted	SPONCATBUD	SPONS_CAT
6EQUIPMENT	0012631360				Posted	SPONCATBUD	SPONS_CAT
6SUPPLIES	0012631370				Posted	SPONCATBUD	SPONS_CAT
6TRAVELNAT	0012631362				Posted	SPONCATBUD	SPONS_CAT
6OTHEXPENSE	0012631366				Posted	SPONCATBUD	SPONS_CAT
6FACADM	0012631368				Posted	SPONCATBUD	SPONS_CAT
6OPERATIONAL	0012631364				Posted	SPONCATBUD	SPONS_CAT
6EQUIPLEASE	0012631365				Posted	SPONCATBUD	SPONS_CAT
6OTHERNONPER	0012631367				Posted	SPONCATBUD	SPONS_CAT

Result: The *Budget Inquiry* – GL page opens

View Budgets Overview

Step	Action
1	Navigate to **Commitment Control>Review Budget Actives>Budgets Overview.** *Note***:** The Training region does not have the Budget Over link. You will need to use Production to view this information. *Result***: Project Budget Inquiry Find an Existing Value** screen displays.
2	Enter the Inquiry Name *Grants_Inq* then click **Add a New Value** **Budgets Overview** Find an Existing Value | Add a New Value Inquiry Name: GRANTS_INQ Add Find an Existing Value | Add a New Value *Result*: The *Budget Overview* screen displays
3	Enter the SPONS_OVR in the Ledger Group. Ne Budget Inquiry Criteria **Budget Overview** Inquiry: COMM_CONT Description: Amount Criteria [Search] [Clear] [Reset] **Budget Type** *Business Unit: UMWOR Ledger Group/Set: Ledger Group Ledger Group: SPONS_OVR View Stat Code Budgets Sponsored Proj Fund Hi Level Display Chart **TimeSpan** *Type of Calendar: Detail Budget Period Customize | Find | View All First 1 of 1 Last 	Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments	 	---	---	---	---	---	---	---	 	☑	SPONS_OVR				☑	☐	
4	Enter your criteria in the Chartfield Controls then click [Search]. **ChartField Criteria** **Budget Status** 	ChartField	ChartField From Value	ChartField To	ChartField Value Set	Update/Add		 |---|---|---|---|---|---| 	Dept	%	%		Update/Add	☑ Open	 	Oper Unit	%	%		Update/Add	☑ Closed	 	Fund	%	%		Update/Add	☑ Hold	 	Program	%	%		Update/Add		 	PC Bus Unit	%	%		Update/Add		 	Project	S111501131A000	%		Update/Add		 	Activity	%	%		Update/Add		 Save Notify Refresh Add Update/Display *Note*: The Search button is located at the top of the screen.

View Budget Overview	Step	Action
	5	Review the Budget information on the page.

Inquiry Results

Budget Overview

Business Unit:	UMWOR
Ledger Group:	SPONS_OVR Sponsored projects overall bud
Type of Calendar:	Detail Budget Period
Amounts in Base Currency:	USD
Revenue Associated	☐

Return to Criteria   Max Rows: 100   Display Options   Search

Ledger Totals (1 Rows)

		Net Transfers:	0.00
Budget:	441,352.00		
Expense:	439,442.18		
Encumbrance:	0.00		
Pre-Encumbrance:	0.00		
Budget Balance:	1,909.82		
Associate Revenue:	0.00		
Available Budget:	1,909.82		

Budget Overview Results

Customize | Find | View All | First ◄ 1 of 1 ► Last

			Ledger Group	Fund	Dept	Program	PC Bus Unit	Project	Activity	Oper Unit	Budget	Expense	Encumbrance	Pre-Encumbrance
1			SPONS_OVR	53106	W710070020	B03	UMWOR	S111501131A0000	UM01		441,352.00	439,442.18	0.00	0.00

Return to Criteria   *Notes

Save   Notify   Refresh