UNIVERSITY OF MONTANA
OFFICE OF Research & Creative Scholarship

Grants Management System Standard Operating Procedures (SOPs)

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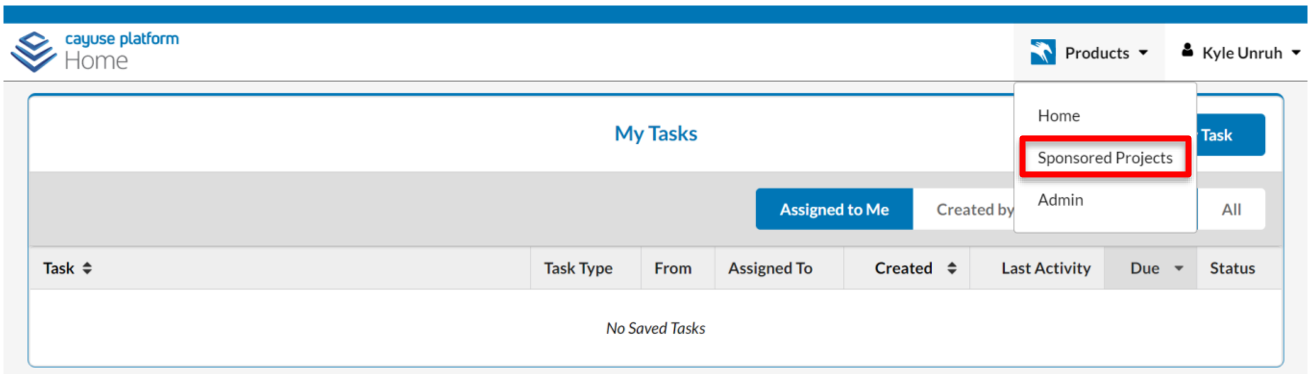
UNIVERSITY OF MONTANA
OFFICE OF Research&Creative Scholarship

Standard Operating Procedures

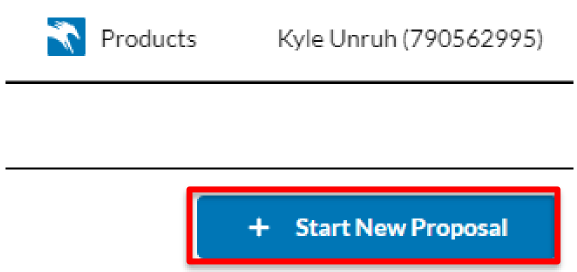
The procedures in this document are used for Proposal and Award creation and maintenance.

Creating Proposals

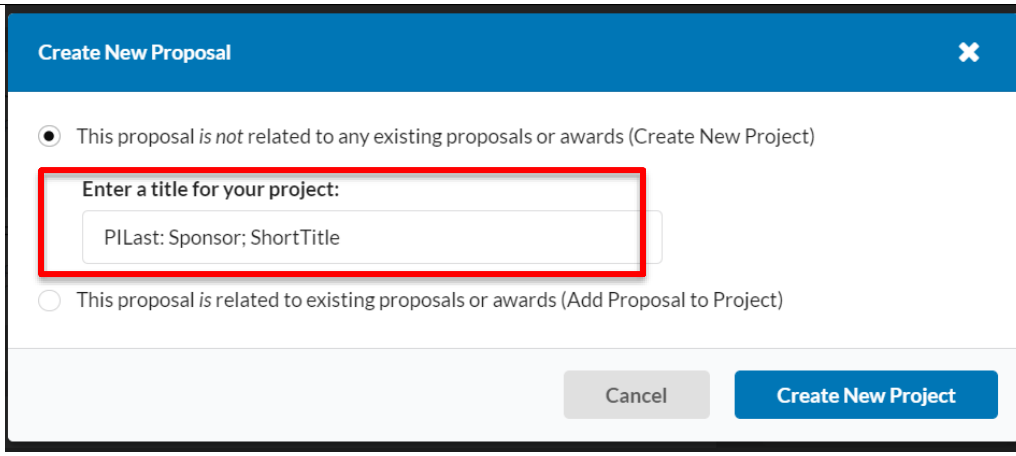
Both Proposal and Award creation are initiated from the Sponsored Projects page. Click the "Sponsored Projects" link:



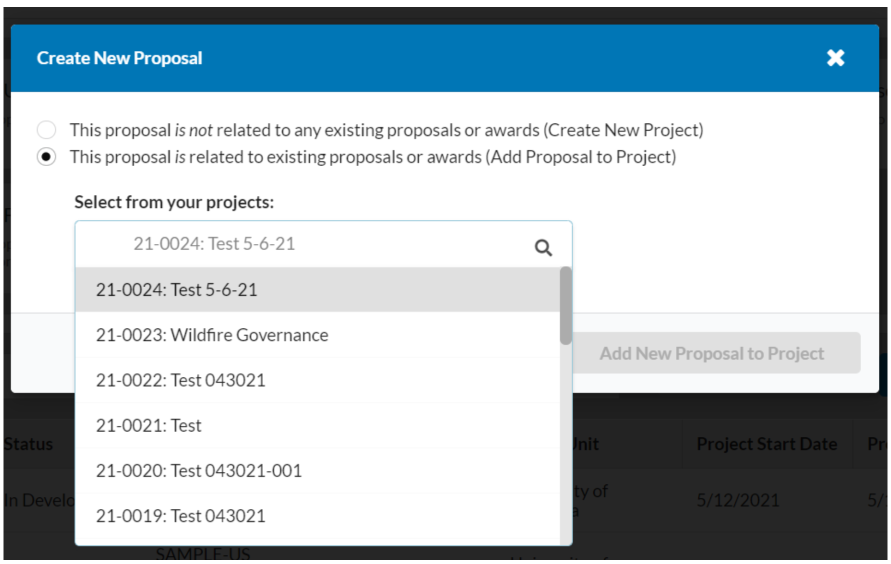
Click on the "Start New Proposal" link:



New proposals can be either related or not related to an existing project. If the proposal is not related to an existing project (e.g. new or RASP proposal type), please provide a project title in this format: PILast: Sponsor Acronym; ShortTitle. The Short Title should be descriptive, but no more than 35 characters.



If the proposal is related to an existing project (e.g. continuation, revision, supplement), please select the appropriate project from the list.



Complete the Proposal Sections

All required fields in each proposal section must be complete before the record may be routed by the OSP pre-award specialist for approvals. The PI/DRA should create a draft proposal record and then assign a Cayuse Task to their OSP pre-award specialist to review and complete. As sections are completed, a green check will appear. Field data will be stored once entered—there is no need to click to save.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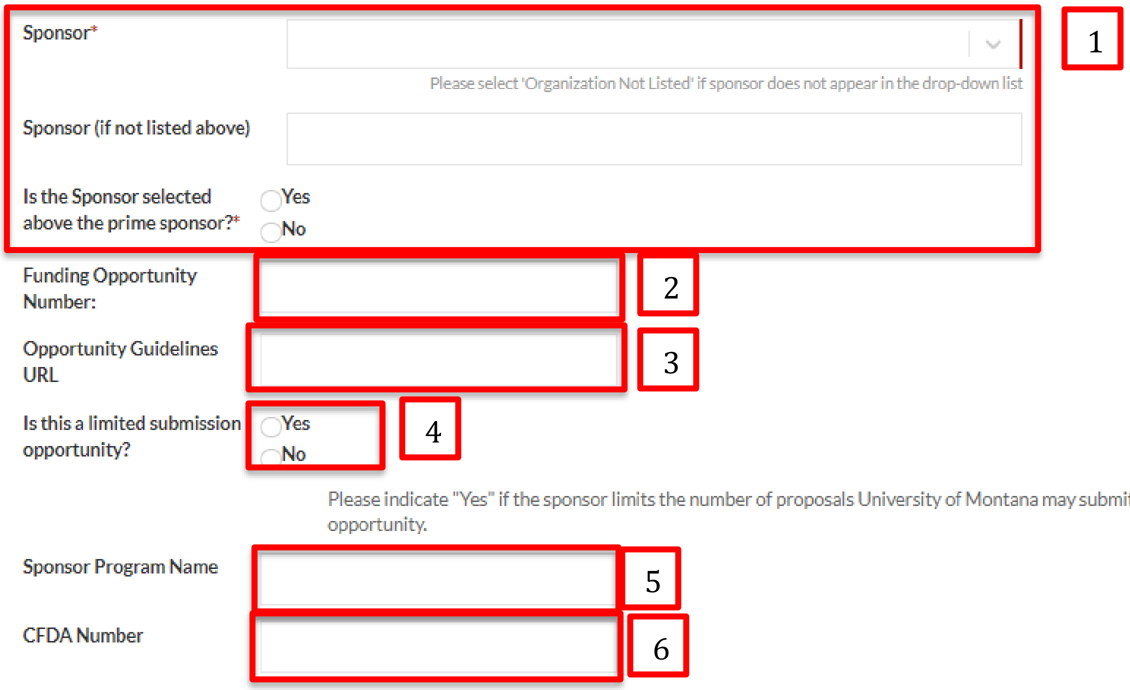
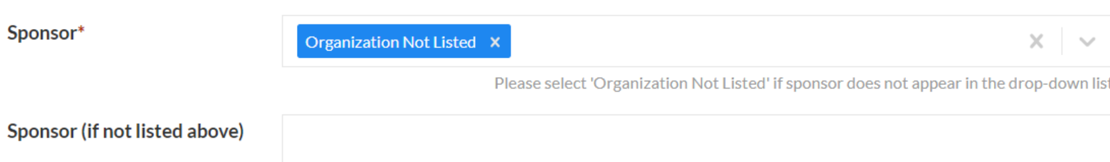
General Information

Sponsor Information



Item 1: Sponsor

The organization/agency/institute from which funding will come directly to UM must be selected from the org finder field by searching on acronym or keyword. If the desired sponsor does not result, please select 'Organization Not Listed' and enter the new organization in the text field directly below.



*Note: the OSP pre-award specialist will notify the OSP cayuse administrator each time a new sponsor is entered in this field. The administrator will verify the organization is new and, if so, add it through the Admin module.

If funding does not come directly from this sponsor (i.e. this sponsor is not the prime), please search for and select the sponsor from which funding originates (i.e. the prime sponsor).

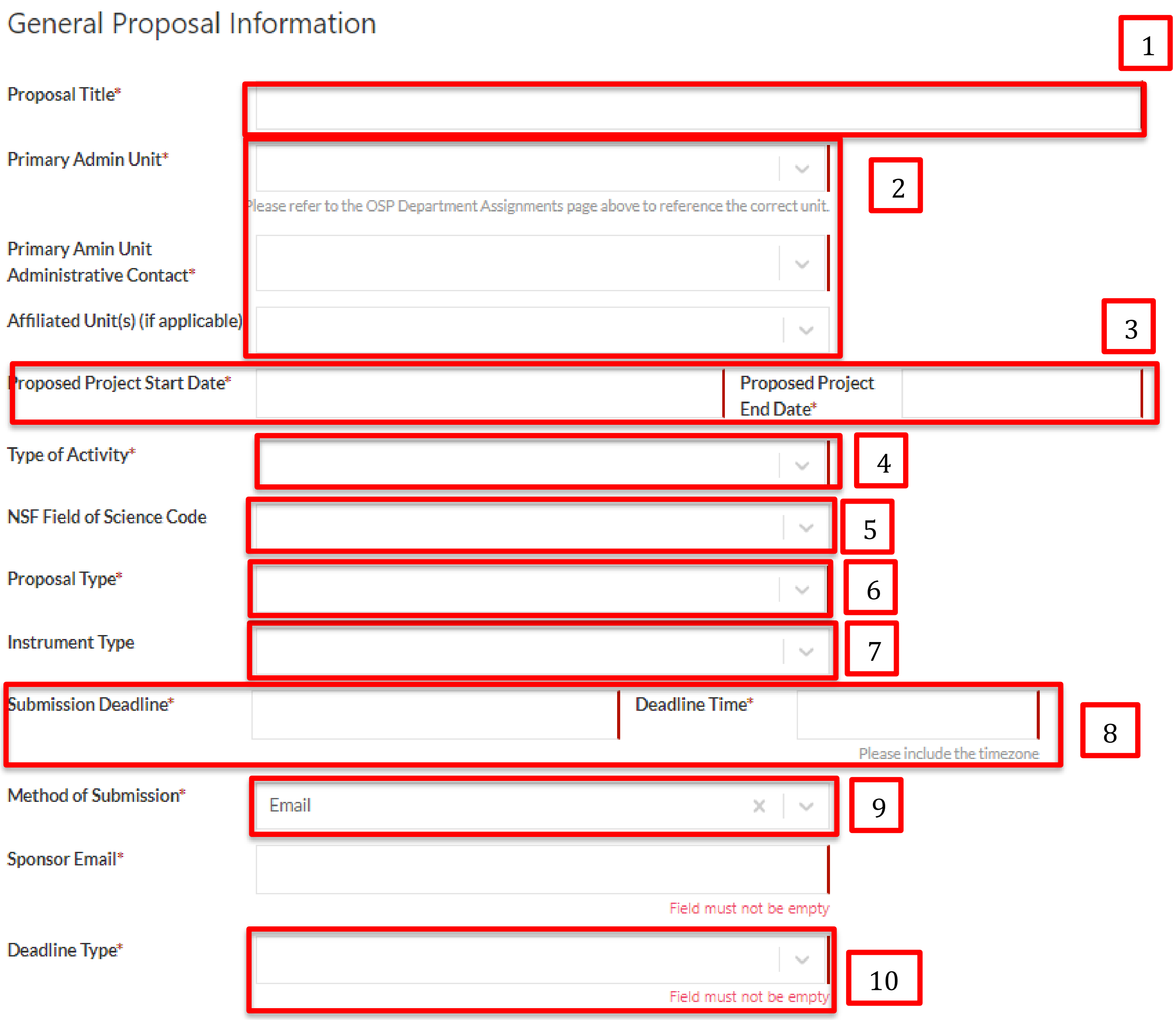
Items 2-3: Funding Opportunity Number, Opportunity Guidelines URL
These should be provided if known at proposal stage.

> *Note: Any fields whose inputs are known but not completed by the researcher or department research administrator, they must be provided by the OSP pre-award specialist.

Item 4: Limited Submission
Please select "Yes" when the opportunity limits the number of submissions from a single organization. If "Yes", a notification will be sent to the limited submission coordinator when the proposal record completed and routed for approvals.

Items 5-6: Sponsor Program Name
This should be provided if known at proposal stage.

Item 6: CFDA Number
Enter the Catalog of Federal Domestic Assistance (CFDA) number from the RFP, if known. If the funding program does not have a CFDA or the sponsor is not a federal sponsor, leave blank



Item 1: Proposal Title
The complete proposal title should be listed here. This should match the title provided on the proposal budget, budget justification, scope of work, and any other proposal documents.

Item 2: Administrative Units and Contacts
The Primary Admin Unit will handle administration of a consequent award. The Primary Administrative Contact will be the department administrator primarily responsible for development of the proposal and/or administration of a consequent award. Affiliated units are typically those of the Co-PI, or units sharing personnel or resources on the project.

Item 3: Proposed Project Start and End dates

Each proposal should list a proposed start and end date for project activity. These dates should correspond to associated entries in the budget, budget justification, and any other proposal materials.

Item 4: Type of Activity

- **Research-Basic (OR02)**—Experimental or theoretical work undertaken primarily to acquire new knowledge of the underlying foundations of phenomena and observable facts, without any particular application or use in view.
- **Research-Applied (OR02)**—Original investigation undertaken in order to acquire new knowledge. It is, however, directed primarily towards a specific, practical aim or objective.
- **Research-Development (OR02)**—Systematic work, drawing on knowledge gained from research and practical experience and producing additional knowledge, which is directed to producing new products or processes or to improving existing products or processes.
- **Instruction (IN01)**—Sponsored teaching or training work, or departmental research (e.g. curriculum development or evaluation) where participants are at least in part UM students or employees.
- **Training-Instruction (IN01)**—Sponsored teaching or training work where participants are not UM students or employees.
- **Other Sponsored Activity (OS03)**—Projects other than organized research or instruction such as health service projects, travel grants, conference travel support, or community service programs.
- **Construction (OS03)**—Where external funding is provided primarily for constructing a new facility or other.
- **Equipment (OS03)**—Where external funding is provided primarily for purchasing equipment.
- **Fellowship (OR02)**—Where the funding opportunity is a graduate fellowship where funding will primarily support the activity of a graduate student.

Item 5: NSF Field of Science Code

The closest related field of science should be selected if possible. If not selected by the researcher or department administrator, the OSP pre-award specialist must verify and select.

Item 6: Proposal Type

- **New**—New proposals are initial proposals not previously submitted to the sponsor. They have a new title, and the proposed research plan substantially differs from previous proposals. Also use this type if a preproposal advances to full proposal.
- **Continuation**—A continuation is a proposal for which the project end date was extended with **no gap in funding** from the previous project period. Noncompeting continuations (such as the third year of a five year NIH award) are not entered as a new proposal in Cayuse. Continuations that include funding not in the original proposal are created in SP as a proposal record related to the original, parent project. Proposals that fit this definition will be set up under the parent project, regardless of whether the sponsor issues a new award number or uses the same one for the continuation.
- **Supplement**—A supplement is similar to a continuation and renewal in that additional funding is requested for an existing project; however, the funding is for **additional work or unexpected expense within the same project period** as the parent award. Supplements are created in SP as a proposal related to the parent project.
- **Renewal**—A renewal is similar to a continuation except there **may be a gap in funding and a new award number**. For non-competitive renewals, the IDC rate from the original award should be used; for competitive renewals, use the current rate. Renewals are set up in SP as associated with the parent project.

- **Resubmission**—A resubmission is a proposal that does not substantially differ from previous proposals submitted to a funding agency. These generally have the same or similar titles, project objectives, research questions, etc., as a previous submission. Resubmissions are considered unrelated to the initial proposal and, therefore, are created as new Proposal records, with no relation to an existing project.
- **Revision**—A revision is an updated proposal record which has undergone substantial changes since completing review and approvals, and has not yet been awarded. Revisions should be related to the parent project (likely the original proposal), and routed for approvals when complete.
- **Pre-proposal**—Enter a proposal as a pre-proposal if this is a preliminary proposal (also called white paper, concept paper, preproposal) before submission of a full proposal, and if OSP involvement for submission and a budget is required. If the pre-proposal advances to a full-proposal, a new record should be created and related to the parent project (i.e. the pre-proposal).
- **RASP**—Routing as Proposal; used on any record created for a new proposal retroactively, after the subject proposal was already submitted to the sponsor (i.e. a retroactive proposal).

Item 7: Instrument Type

The instrument type should be designated at proposal based on UM's expectation. If the instrument type changes between proposal and award, the OSP post-award specialist will update the award record as appropriate.

- **Grant**—A financial assistance agreement to carry out a public purpose. Generally no acquisition of property or services by the sponsor, and no substantial involvement of sponsor during performance of activity.
- **Cooperative Agreement**—Funding to carry out a public purpose with substantial involvement of sponsor during performance of activity. A cooperative agreement is a type of Grant. If the proposal is a cooperative agreement, the PI/DRA will need to indicate whether the proposal is part of the Cooperative Ecosystem Studies Units master agreement.
- **Contract—cost reimbursable**—A contract for which the sponsor pays for the allowable and allocable costs incurred in the conduct of the work up to an agreed-upon amount. Contracts are a mechanism for procurement of a product or service with specific obligations for both the sponsor and recipient.
- **Contract—fixed price**—A contract for which one party pays the other party a predetermined price, regardless of actual costs, for services rendered, and which becomes due in full when deliverables are accepted. Contracts are a mechanism for procurement of a product or service with specific obligations for both the sponsor and recipient.
- **Fellowship**—The funding opportunity is a graduate fellowship where funding will primarily support the activity of a graduate student.

Item 8: Submission Deadline

Each proposal should designate an anticipated deadline for submission. Please elect a date, time (24hr format), and time zone.

Item 9: Method of Submission

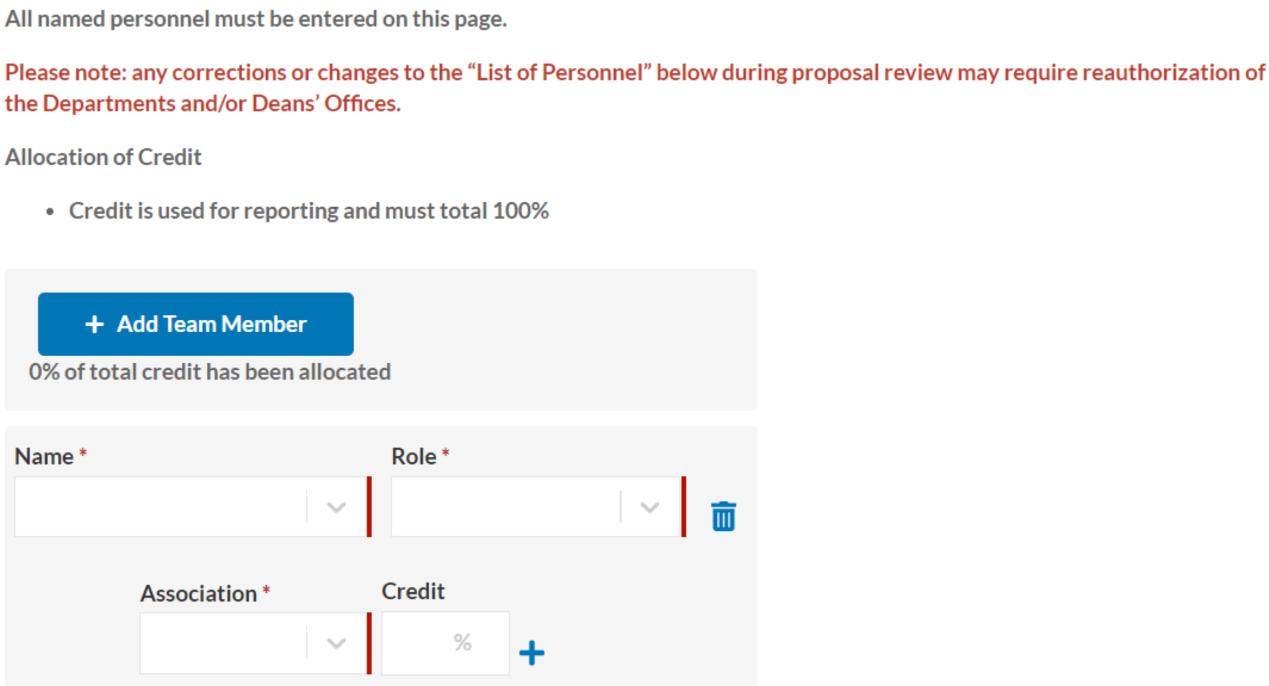
- **Electronic—ASSIST**—Select for NIH proposals to be submitted through ASSIST.
- **Electronic—Research.gov**—Select for NSF or other proposals submitted through research.gov.
- **Electronic—Grants.gov**—Select for all federal proposals to be submitted through Grants.gov.
- **Electronic—NASA NSPIRES**—Select for all NASA proposals to be submitted through NSPIRES.
- **Electronic—Other**—Select for any proposal submission on a sponsor platform not listed here.

- **Email**—Use this method of submission for any proposals submitted by email to the sponsor. Indicate in the subsequent "Sponsor Email" field the desired email address.
- **Mail Hardcopy—**Use this method of submission for any proposal submitted via paper copy in the mail to the sponsor. Indicate the sponsor's address in the "submission notes" section.

Item 10: Deadline Type

- **Hard Deadline**—Use this deadline type for any proposal where submitting after the deadline will nullify the proposal.
- **Desired**—Use this deadline type for any hard deadline that does not fall in one of the other categories. This deadline type might be used for umbrella proposals where the prime sponsor's deadline is different from UM's to the prime recipient. Indicate in the Submission Notes the sponsor's deadline, if applicable, and submission method.
- **ASAP**—As soon as possible may be used if there is no hard deadline as well as for RASPs. This deadline type should be used sparingly.

Investigators

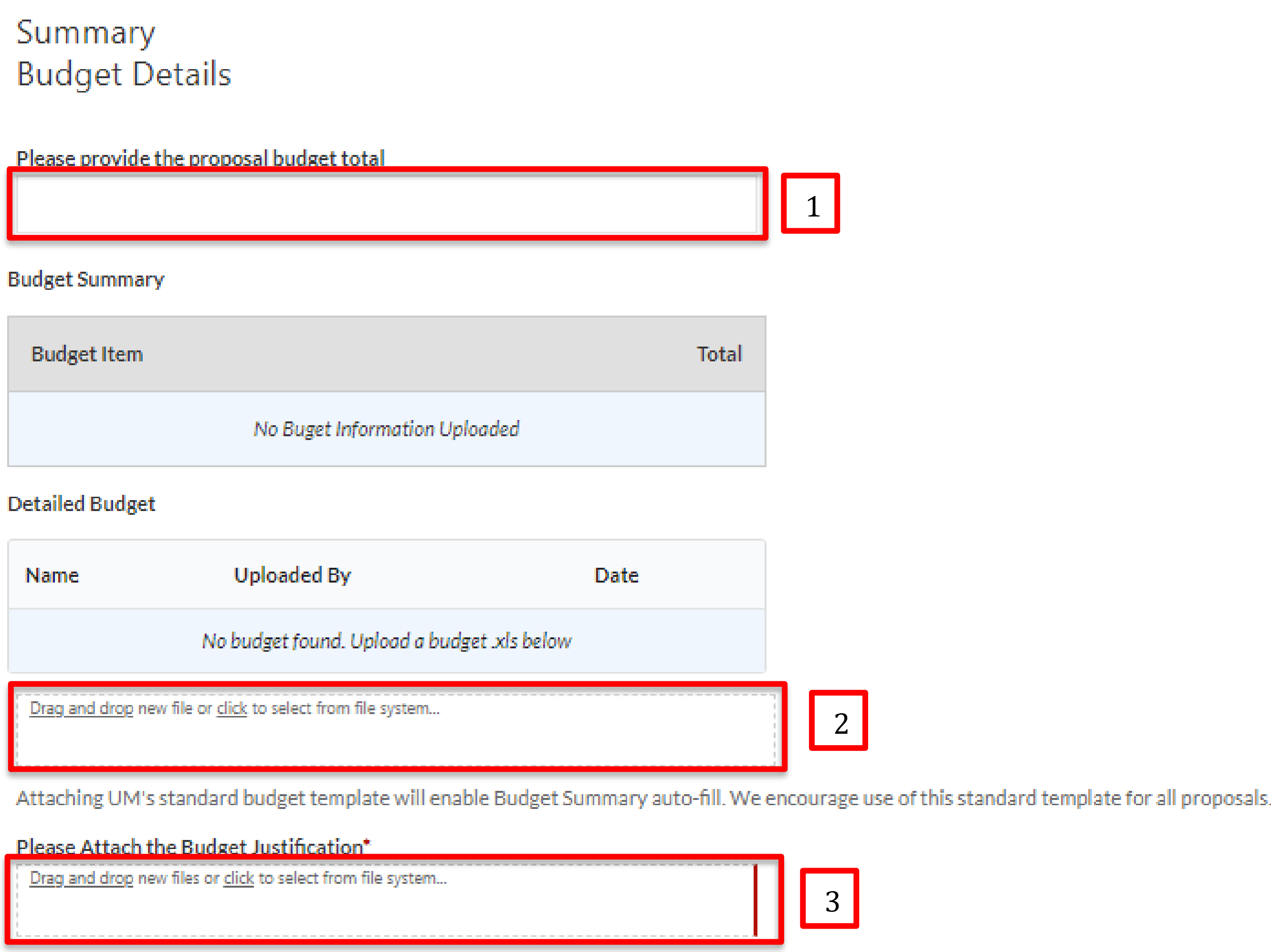


All UM personnel named in the budget, budget justification, or scope of work should be entered. TBD personnel who are not named should not be entered. Please select the appropriate role per person and their unit association(s) for the proposal/project.

Credit allocation: credit will be evenly split among PIs and Co-PIs, regardless of their effort on the project (i.e. if there are two PIs/Co-PIs, each receives 50%; if there are four, each receives 25%). A single person may have multiple unit associations, in which case an allocation will be made between units for that person. This allocation may be standard for the researcher across all projects, or may be project-specific. All credit allocations across all PIs and Co-PIs must add to 100%.

1. The association for the PI drives the routing of the proposal to the chair designated for that department. Make sure that the PI has the appropriate internal association for this proposal. It must match one of the departmental org numbers from our departmental listing page: https://www.umt.edu/research/ORSP/propdev/departassign.php. If the number isn't listed on our page, then reach out to the DRA/PI to determine the correct org number. The Pre Award Services Manager can edit the internal associations in Cayuse if the PI is improperly assigned. For example, a PI is listed with an association to DBS, but they would like to go through CBSD. We can edit Cayuse to add that association.
2. Cayuse pulls all of the departmental units across campus as well as payroll codes. It is Pre Awards responsibility to ensure that the correct number is selected. The PI may be associated with more than one number. Do not assume they selected the correct number!!!
3. Review the "Routing" tab to make sure the PI is listed as the certifier and the correct Chair/Director is listed as the approver. If the Chair/Director is blank, reach out to the Pre Award Services Manager to troubleshoot.
4. The "General" tab will have an administrative unit listed. That should match the PIs association in the "Investigators" tab. This is important for the Post Award Team as they set up this record in Banner to be associated with the unit listed.

Summary Budget Details and Attachments



Summary
Budget Details

Please provide the proposal budget total

1

Budget Summary

Budget Item	Total
No Buget Information Uploaded	

Detailed Budget

Name	Uploaded By	Date
No budget found. Upload a budget .xls below		

Drag and drop new file or click to select from file system...

2

Attaching UM's standard budget template will enable Budget Summary auto-fill. We encourage use of this standard template for all proposals.

Please Attach the Budget Justification*

Drag and drop new files or click to select from file system...

3

Item 1: Proposal Budget Total
Please enter the total estimated project cost, inclusive of any cost share.

Item 2: Budget Summary/Upload
The proposal budget should be uploaded here in excel format using UM's standard budget template. Budget summary and Detailed Budget information will auto-populate when the standard budget template is used.

Item 3: Budget Justification Upload
The proposal budget justification be uploaded here in an editable format.

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Cost Sharing

Does this proposal include cost share (either voluntary or mandatory) or additional committed resources?*

- (●) Yes
- ( ) No

1

If the proposal includes cost share or additional resources, please completed the Cost Share/Additional Resources Request section.

Item 1: Cost Share Validation
Indicate "Yes" if any form of cost share is identified in the proposal. Cost share may be identified either in the budget or any section of the budget justification or proposal narrative. If "Yes", please complete the Cost Share/Additional Resources Request Section.

Course Buy-Out

Is a course buy-out being requested in connection with this proposal?

- (●) Yes
- ( ) No

1

Couse Buy-Out College/School*

The dean of the selected college/school will be notified a course buy-out is associated with this proposal.

Item 1: Course Buy-Out Validation
If a researcher on the proposal is requesting a course buy-out contingent on proposal funding, please select "Yes".

Item 2: Course Buy-Out College/School
Please select the college or school in which the course buy-out will be requested. A notification will be sent to the respective dean or designee once the proposal record is routed by OSP for review.

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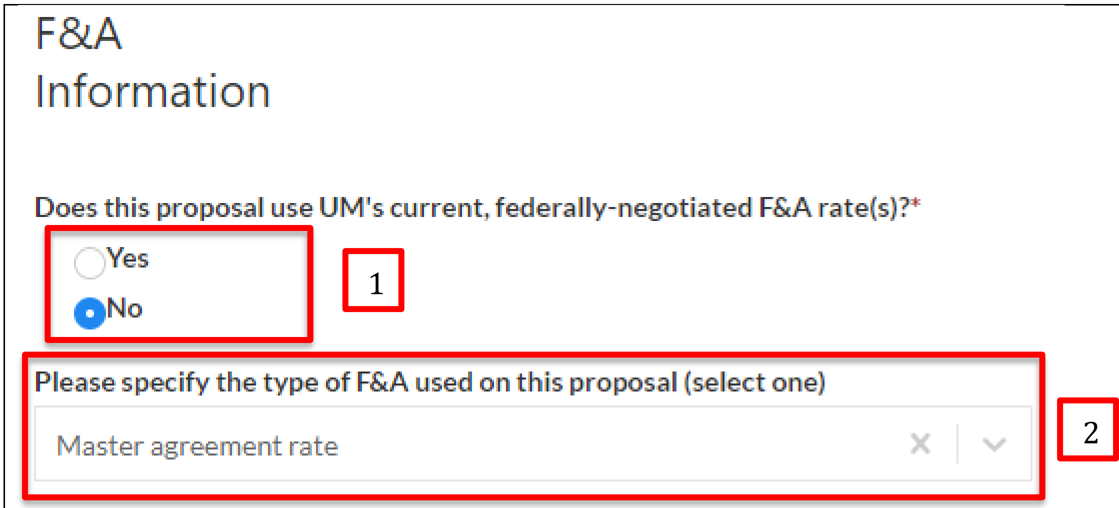
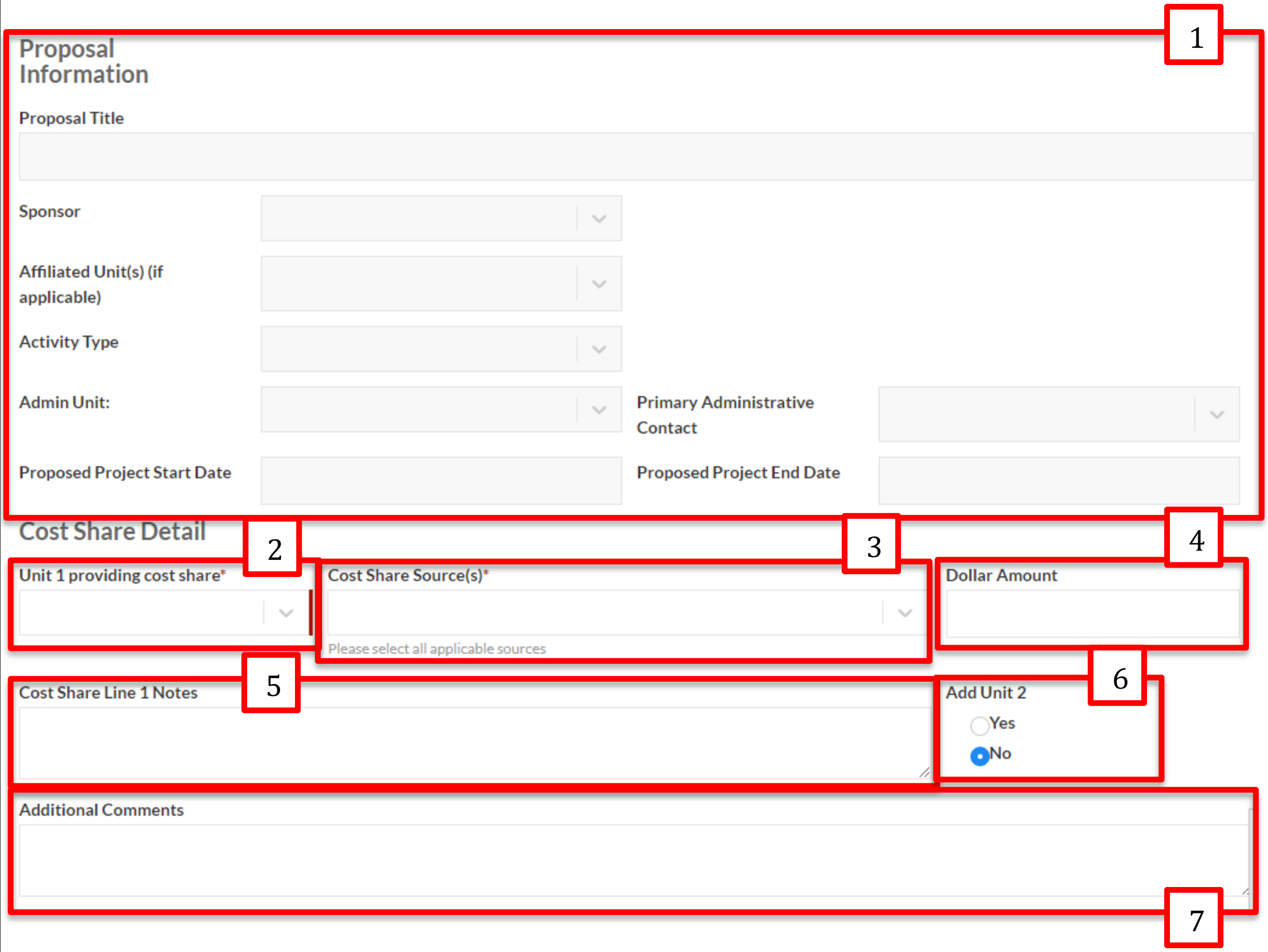


Item 1: NICRA Rates Validation
Both MUS Board of Regents and Uniform Guidance require UM to apply its federally negotiated indirect costs on all proposals for federal dollars unless otherwise provided in the funding opportunity announcement. If federally negotiated rates are utilized, please select "Yes"; if they are not utilized on the proposal, please select "No".

Item 2: F&A Rate Type
- **Master Agreement Rate**—Where the proposal is under an existing master agreement which specifies its own F&A rate.
- **Training Grant Rate**—Where the Type of Activity is "Training-Other Sponsored Activity". Please consult the OSP pre-award specialist to ensure the rate is correct.
- **Montana State Agency Rate**—UM will ordinarily apply a separate, negotiated rate with MT state agencies. Please consult the OSP pre-award specialist to ensure the rate is correct.
- **Documented Sponsor Policy**—In cases the sponsor requires a reduced F&A rate, and has applied this across all of their programs, or for all applicants on a specific program, the specified, reduced rate may be applied.
- **Other (F&A Waiver Request)**—If none of the above categories describe the rate being applied, please complete the F&A Waiver Request section.

Cost Share/Additional Resources Request



Item 1: Proposal Information
These fields will auto-populate from earlier sections of the proposal.

Item 2: Unit Providing Cost Share
Select the department/center/unit providing the quantified cost share. If the unit is not listed, please select "Unit Not Listed" and enter the Unit name in Item 5.

Item 3: Cost Share Source
Select all applicable sources as defined here.

- **Salary**—Compensation at the budgeted rate which will be reimbursed for effort on the project.
- **Benefits**—18% of salary, or the standard benefits rate associated with salary.
- **Contracted Services**—A service is provided outside award funding.
- **Supplies**—Supplies are purchased or provided without use of award funds.
- **Communication**—When communications resources are purchased or provided without use of award funds.

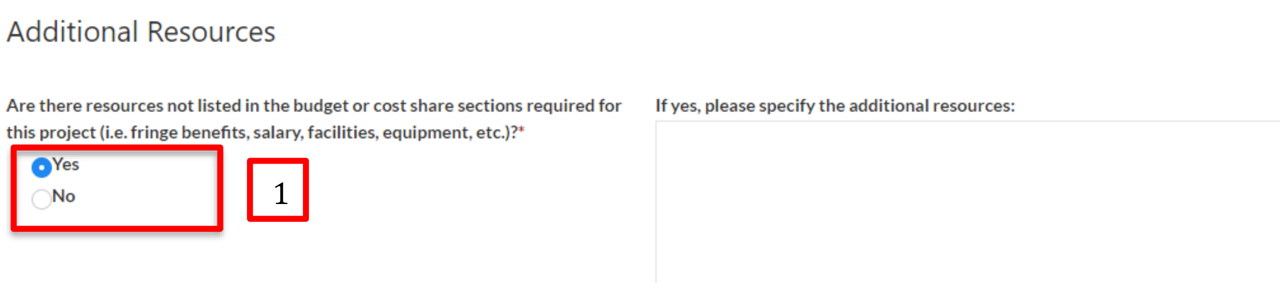
- **Travel**—Funding for travel is provided without use of award funds.
- **Tuition**—Tuition expense is provided without the use of award funds.
- **Other**—Any expense not otherwise listed which is provided without the use of award funds.
- **Equipment**—Provided either in kind or through cash funding outside of award funds.
- **Match F&A**—IDC recovery on other cost share categories which are in-turn matched.
- **Waived F&A**—The portion of IDC recovery which is waived to meet a cost share requirement.
- **VPR Cost Match**—Funding directly from the VPR in support of the project.
- **Program Income**—When income will be utilized to support project costs.
- **Third Party**—Cost share being contributed by an entity outside UM. Letters of commitment should be included in attachments when this is present.

Item 4: Dollar Amount
Please enter the total quantified cost share amount the specified unit is committing.

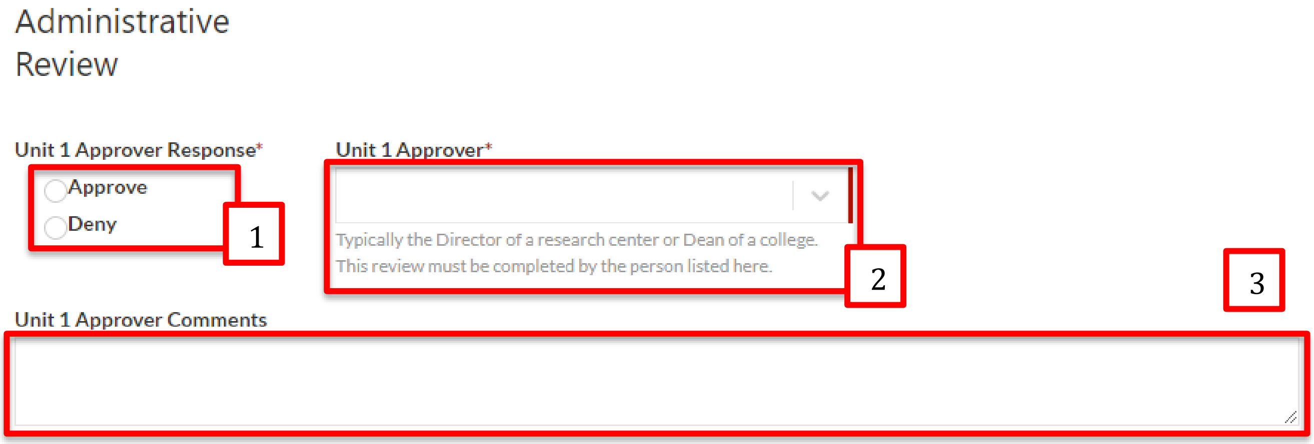
Item 5: Cost Share Notes
Please enter at minimum: the account(s) or specific sources within the unit providing the cost share. If multiple accounts are provided, please specify the amount per account. If “Unit Not Listed” is designated in Item 2, please enter the Unit name here.

Item 6: Add unit
If all units providing cost share have not yet been provided, please select yes and repeat items 1-5 for the additional unit. The form will accommodate up to five different units. If 6+ units are contributing cost share, this can be noted in Item 7.

Item 7: Additional comments
Please provide any necessary, clarifying information related to cost share on the project as a whole. If more than five units are providing cost share, units 6+ and their commitments can be listed here.



Item 1: Additional Resources Needed
Additional resources will on occasion be either specified in the proposal, but not quantified (e.g. particular equipment or facilities), or will be necessary to the project, but not covered by the sponsor (e.g. fringe benefits). When such resources which are necessary for the project are not specified in the budget, or quantified in the narrative, and therefore are not included under cost share, they must be listed here. In these cases, please select “Yes” and specify in the text field.



Item 1: Unit Approver Response
The designated unit approver, themselves, must select approve or deny to indicate whether the proposed cost share will be provided by their unit as described in the request above. A response must be provided by each unit approver in order for the proposal record to be complete and the proposal submitted to the sponsor.

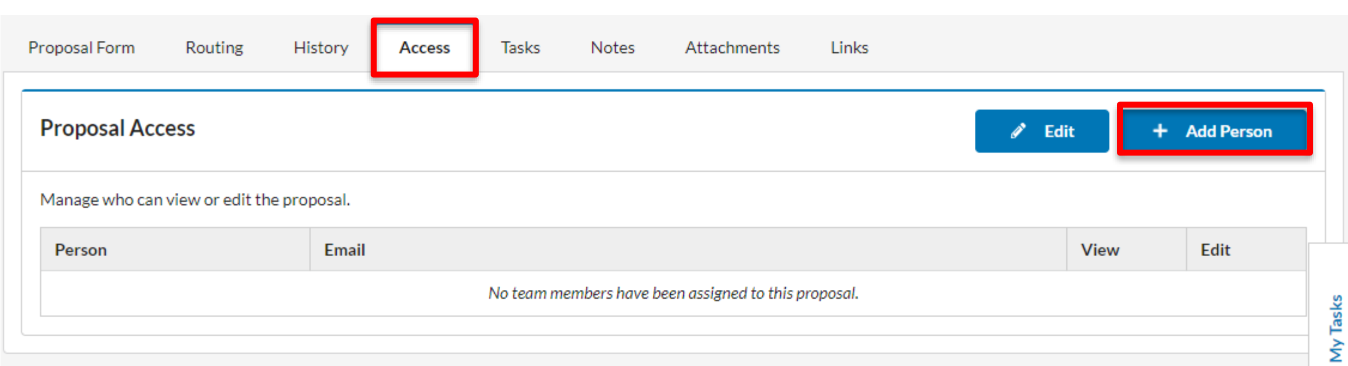
Item 2: Designated Approver
The designated unit approver will most frequently be the director of a research center or dean of a college. In rare cases the director or dean are not able to review, it may be necessary to solicit approval from their designee. Search for the appropriate person in the box and select.

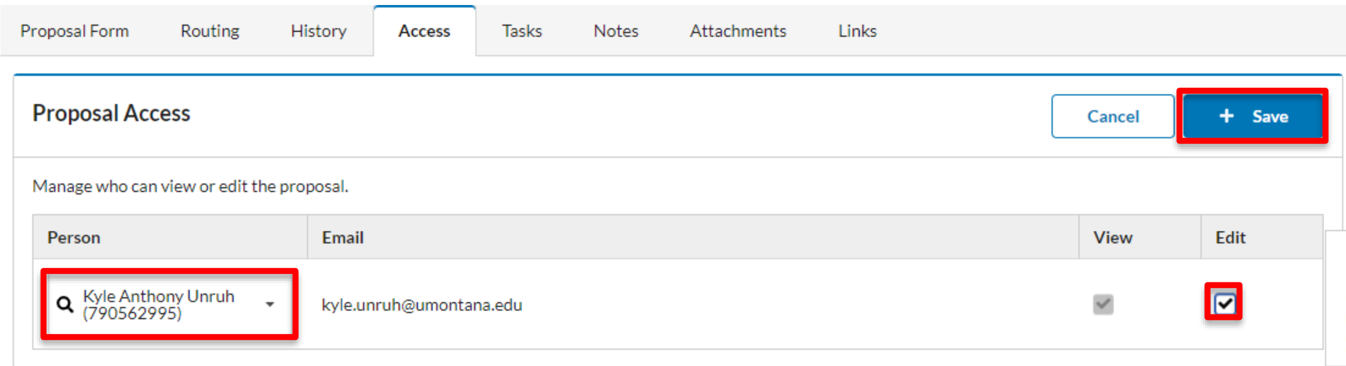
Item 3: Approver Comments
The designated unit approver, themselves, may provide an explanation alongside their decision I this field.

*Note: As soon as possible once complete, the initiator of the proposal form (ordinarily the PI or DRA), should follow the Recommended Routing Procedure directly below.

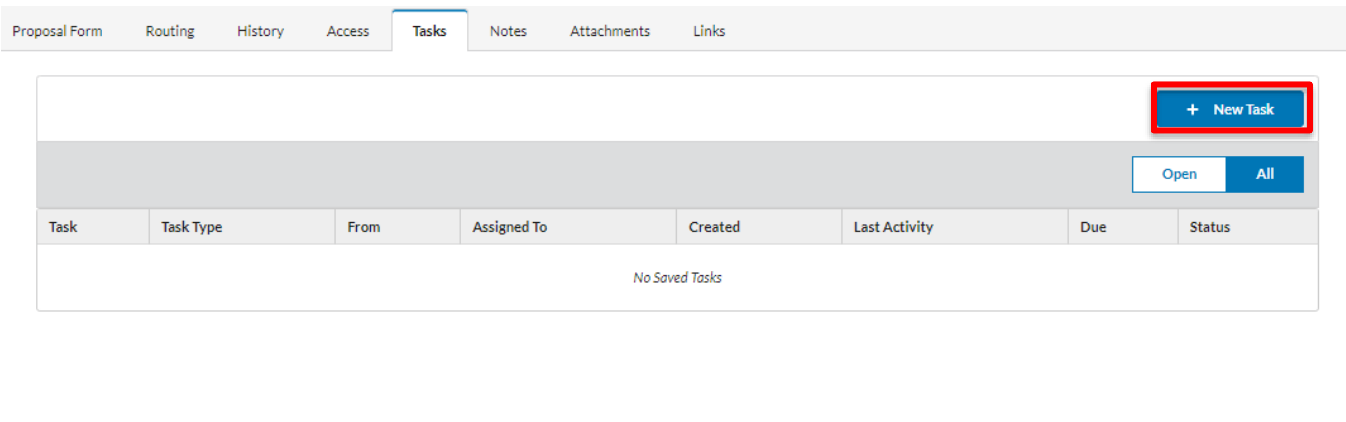
Recommended Routing Procedure:
A task notification will be generated by the researcher or research administrator to indicate to the approver(s) there is a Cost Share/Additional Resources Request which requires review.

Step 1: Add approver to the Access Tab; Enter the person, select “Edit” access, and select Save.

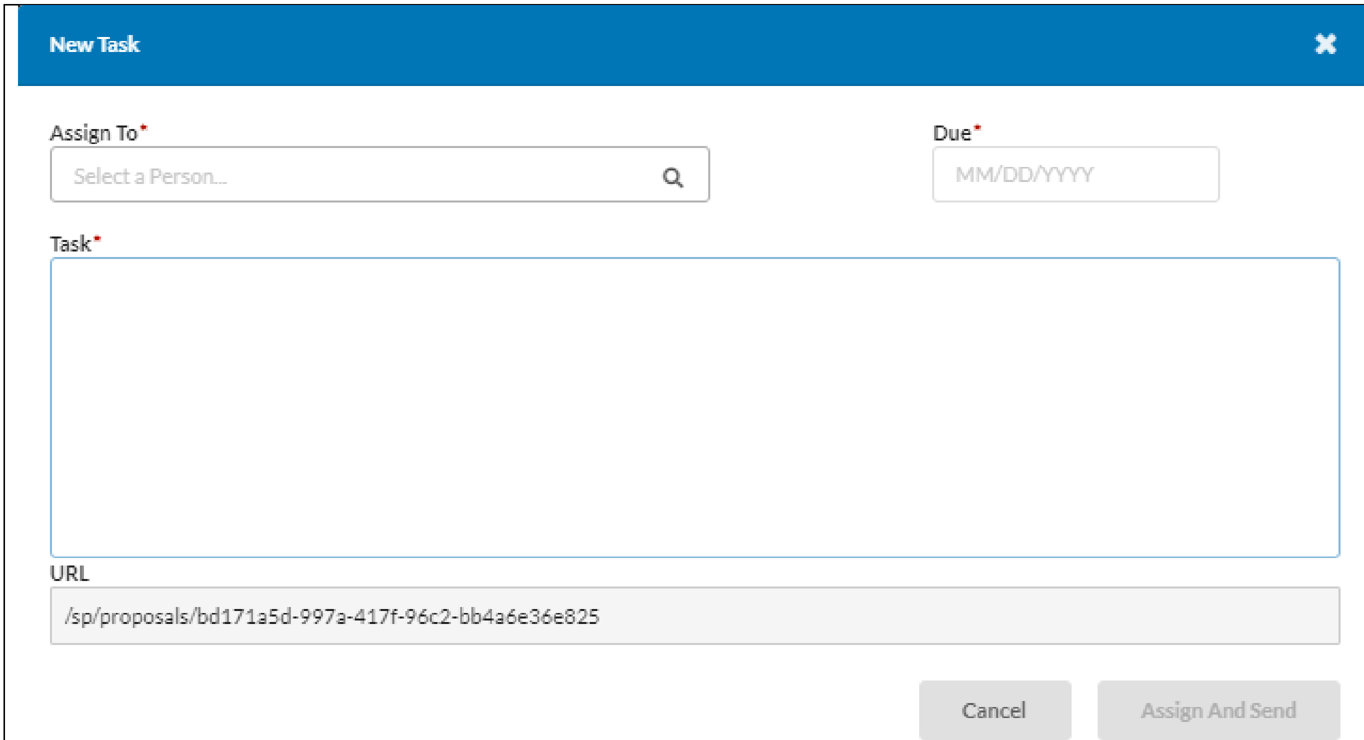




Step 2: Generate a new task in the Task Tab in the record.

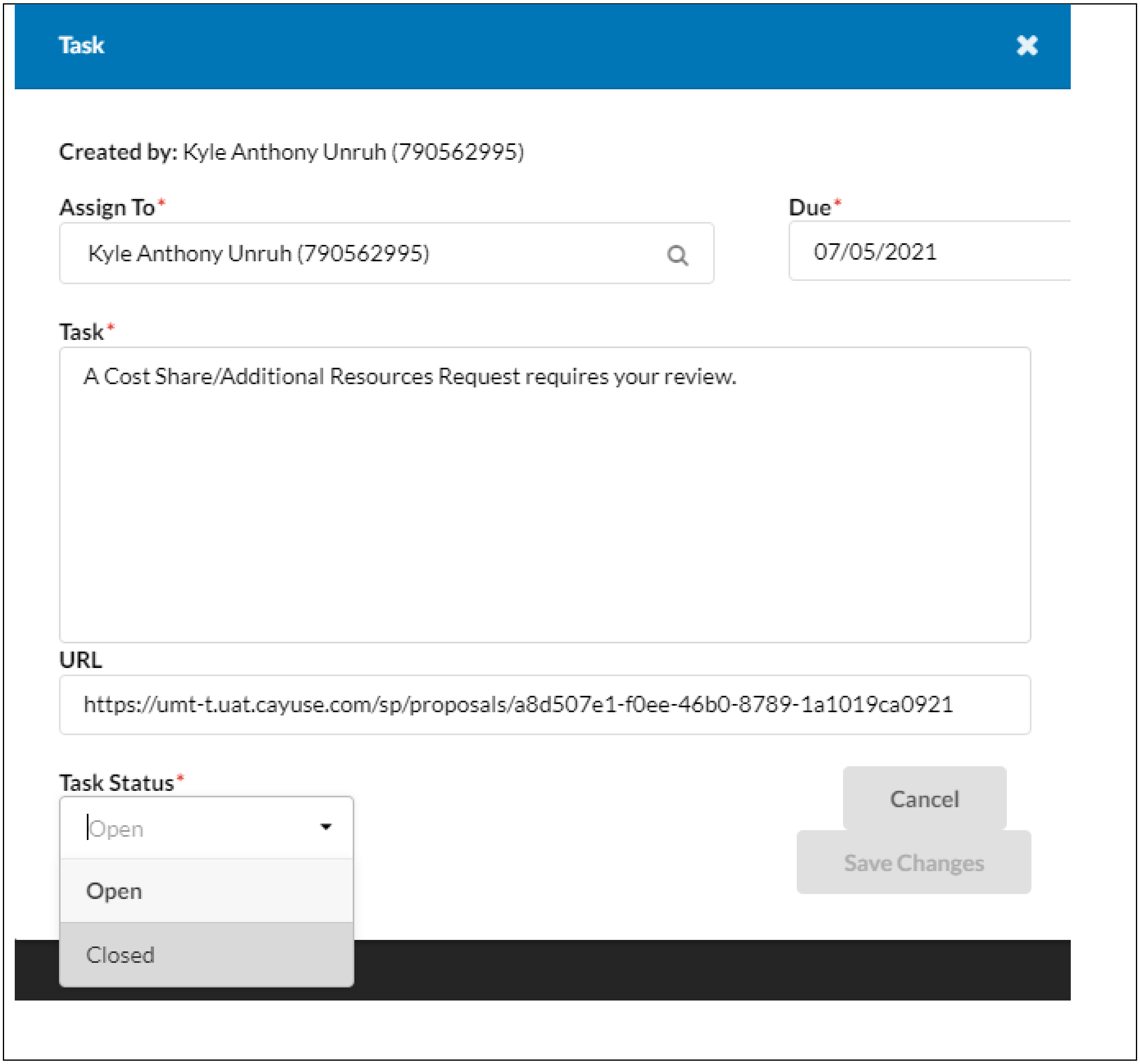


Step 3: Enter the approver's name (or employee id), due date of next business day unless another date is desired, "Cost Share/Additional Resources review." under Task. Once complete, select "Assign and Send".



Step 4: If multiple unit approvers are present, repeat steps 1 and 2 until a task notification has been sent to all approvers.

Step 5: Monitor progress on each task on your home page. Once an approver completes their review, the approver should close the task, which will remove the listing from the creator's queue. The creator may also update the status to closed if the review has been completed.


Task
Created by: Kyle Anthony Unruh (790562995)
Assign To*
Kyle Anthony Unruh (790562995)
Due*
07/05/2021
Task*
A Cost Share/Additional Resources Request requires your review.
URL
https://umt-t.uat.cayuse.com/sp/proposals/a8d507e1-f0ee-46b0-8789-1a1019ca0921
Task Status*
Open
Open
Closed
Cancel
Save Changes

F&A Waiver Request

F&A Waiver Request

Completion of this form is not necessary if sponsor limits F&A recovery in a documented policy applied to all applicants. Please attach sponsor policy with other proposal documents in the attachments tab, not in this form.

This request must be completed **at least five business days** in advance of the sponsor's deadline. This proposal record may not be submitted for review until the F&A Waiver approval(s) are complete.

NOTE: Waivers are seldom approved if:

1) the sponsor or prime sponsor are federal

2) the sponsor is a for-profit enterprise

3) the sponsor is a U.S.-based non-profit foundation that does not explicitly limit F&A costs as a matter of foundation policy; or,

4) the sponsor is an office or agency of a foreign government, including organizations funded by that government.

Proposal Information

Proposal Title

Sponsor

Submission Deadline

Admin Unit

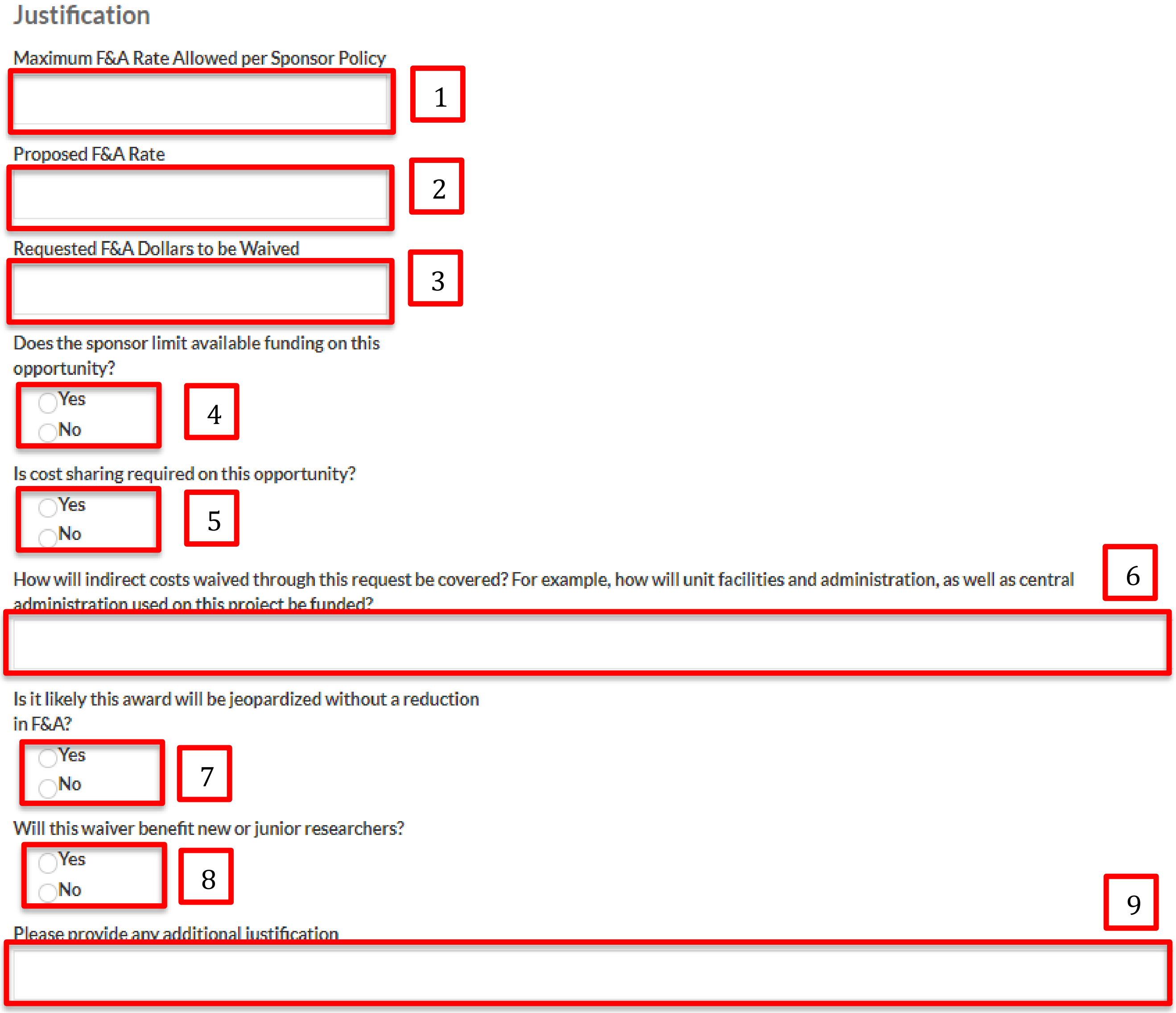
Affiliated Unit(s) (if applicable)

Activity Type

Proposed Project Start Date **Proposed Project End Date**

F&A Waiver Proposal Information

All items listed will pre-populate directly from items entered in previous sections



Justification

Maximum F&A Rate Allowed per Sponsor Policy

1

Proposed F&A Rate

2

Requested F&A Dollars to be Waived

3

Does the sponsor limit available funding on this opportunity?

Yes

No

4

Is cost sharing required on this opportunity?

Yes

No

5

How will indirect costs waived through this request be covered? For example, how will unit facilities and administration, as well as central administration used on this project be funded?

6

Is it likely this award will be jeopardized without a reduction in F&A?

Yes

No

7

Will this waiver benefit new or junior researchers?

Yes

No

8

9

Please provide any additional justification

Item 1: Maximum F&A Allowed per Sponsor Policy

The maximum F&A rate the sponsor would allow without disqualifying the proposal should be listed. In most cases, this will by UM's federally negotiated rates. For private sponsors, there may be no limit, in which case the maximum practicable rate should be entered (not necessarily UM's federally negotiated rates). Please consult the OSP pre-award specialist if any clarity is required.

Item 2: Proposed F&A Rate

The F&A rate provided on the proposal budget should be listed. In most cases this rate will be reduced below either what the sponsor allows or UM's federally negotiated rates. If this is not the case, the F&A Waiver may not be necessary. Please consult the OSP pre-award specialist.

Item 3: Requested F&A Dollars to be Waived

The waived dollars listed should equal the difference between the maximum rate allowed by the sponsor and the proposed F&A rate.

Item 4: Opportunity Funding Cap
If the sponsor limits the dollar amount of the proposal request, either by year or on the proposal total, please select “Yes”. If not, select “No”.

If “Yes” is selected, the cap amount must be provided. This should be the cap on the proposal total (i.e. if cap is $10k/year on a three year proposal, the cap listed should be $30K).

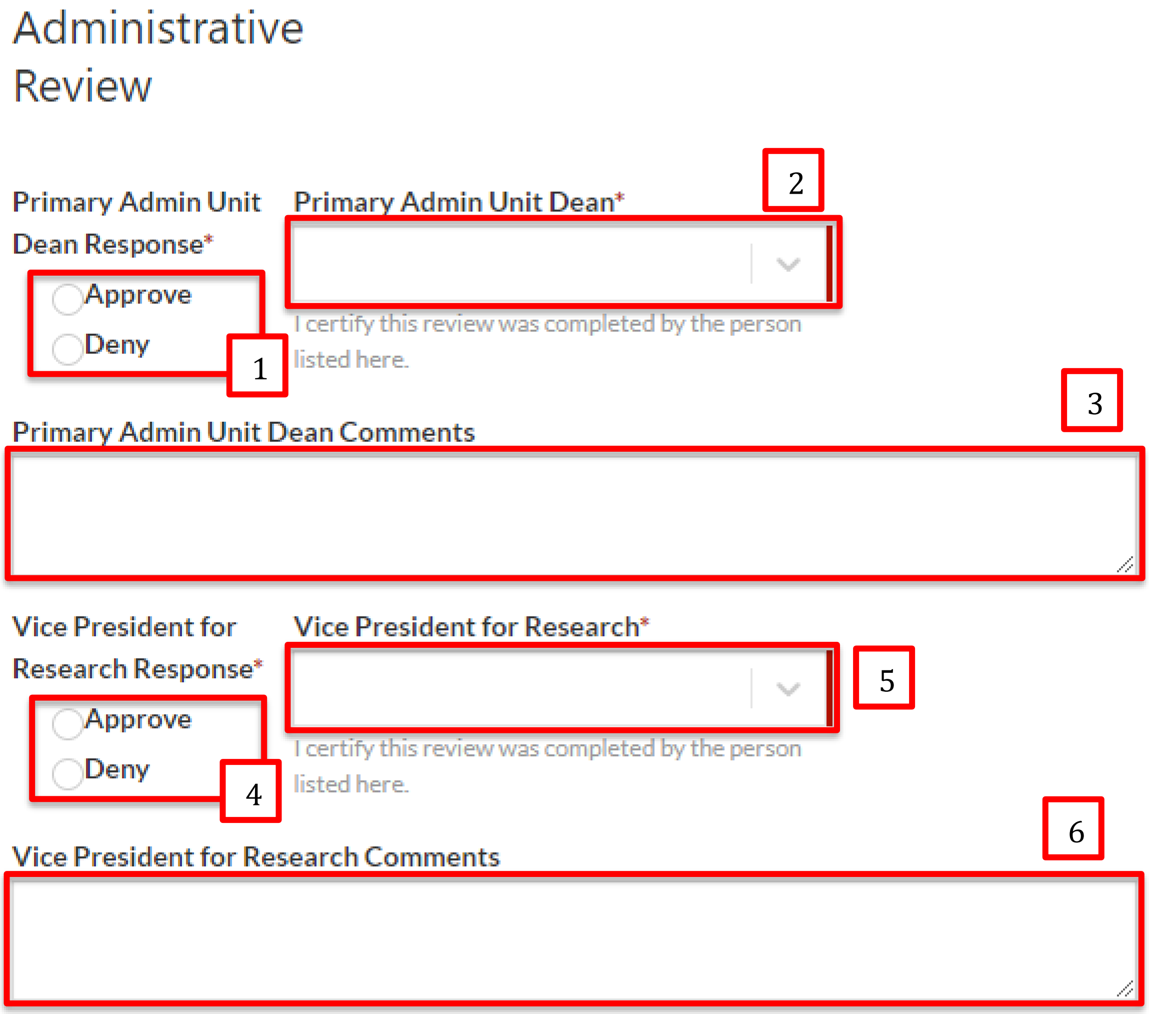
Item 5: Cost Share Requirement
“Yes” should be selected if cost share is required on the opportunity. If “Yes” is selected, whether the waived F&A can count toward mandatory committed cost share must be indicated “Yes” or “No”.

Item 6: Funding Waived F&A Recovery
When F&A recovery is waived, there are costs incurred by UM either centrally or within the units which would have been funded by F&A recovery, but which must now be funded by some other means. A detailed description of the alternative funding method should be provided.

Item 7: Likelihood of Jeopardized Funding
“Yes” should be selected when a failure to reduce the F&A rate would likely result in the proposal not being awarded. If “Yes” is selected, the following questions should be answered in detail regarding the effect on the researcher him/herself and what follow-on opportunities would be missed.

Item 8: Benefit to New or Junior Researchers
“Yes” should be selected when the proposed project is expected to benefit new or junior researchers. If “Yes” is selected, a description of the benefit should be provided.

Item 9: Additional Justification
Any justification material to the waiver which was not provided in earlier items should be provided here.



Items 1 and 4: Approver Response
The Dean and VPR, respectively, must select approve or deny to indicate whether the proposed F&A reduction will be allowed. A response must be provided by each in order for the proposal record to be complete and the proposal submitted to the sponsor.

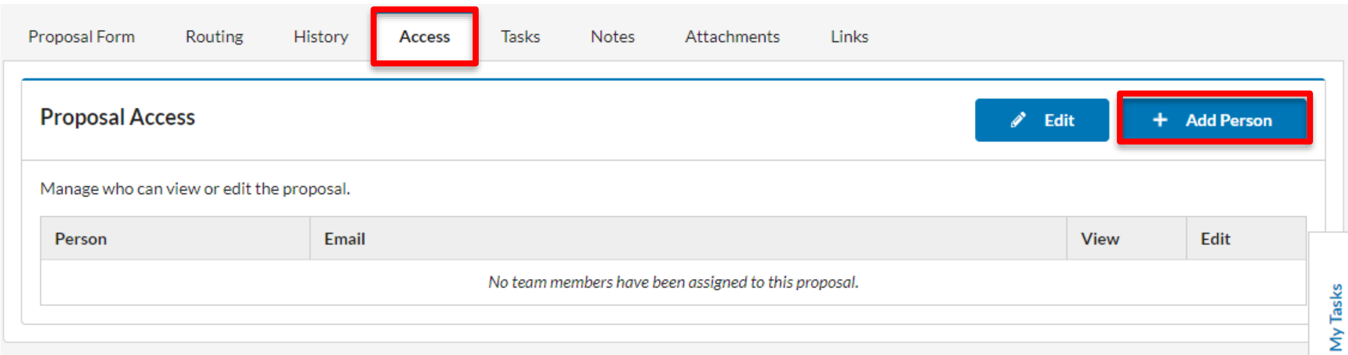
Items 2 and 5: Approver Input
Both the primary administrative unit's Dean (for academic college) or Director (for research center) and the Vice President for Research must be provided here.

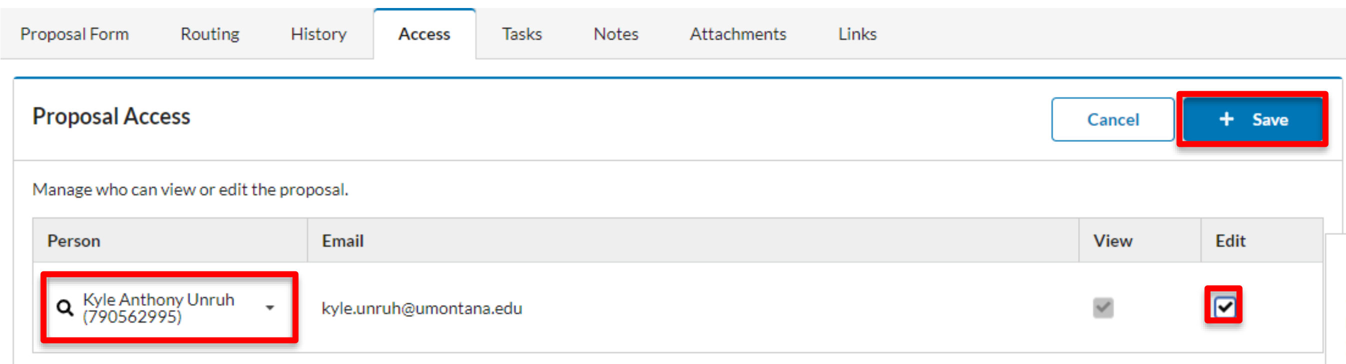
Items 3 and 6: Approver Comments
Approvers may provide comments regarding their review.

*Note: As soon as possible once complete, the initiator of the proposal form (ordinarily the PI or DRA), should follow the Recommended Routing Procedure directly below.

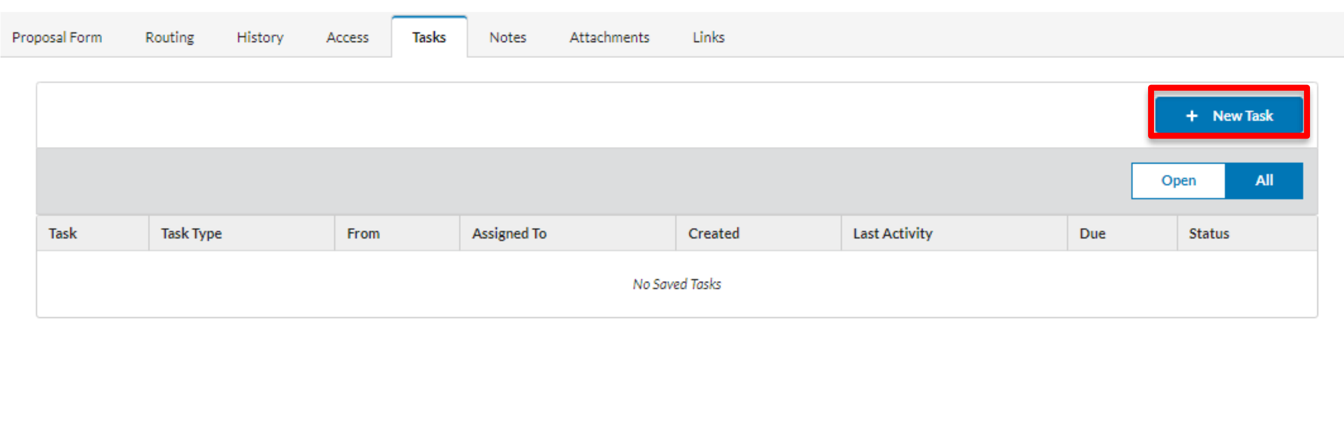
Recommended Routing Procedure:

Step 1: Add approver to the Access Tab; Enter the person, select “Edit” access, and select Save.

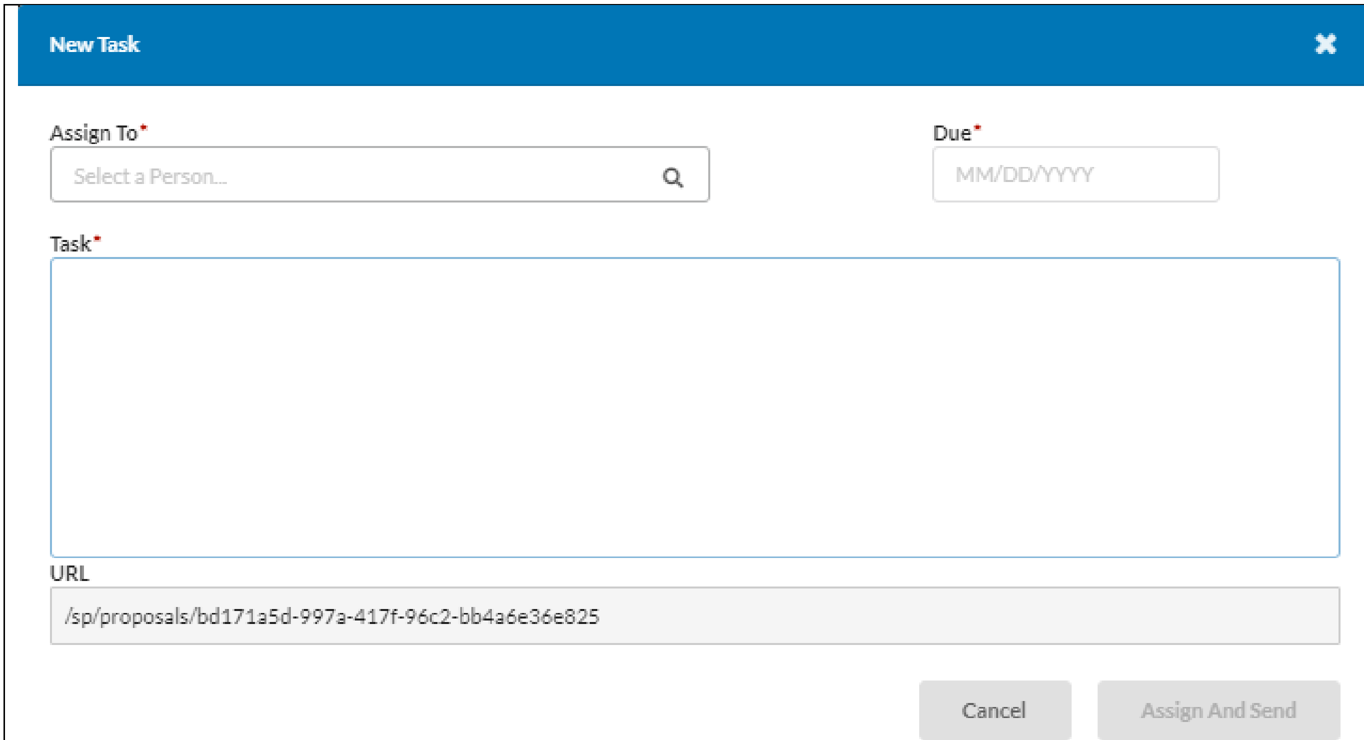




Step 2: Generate a new task in the Task Tab in the record.

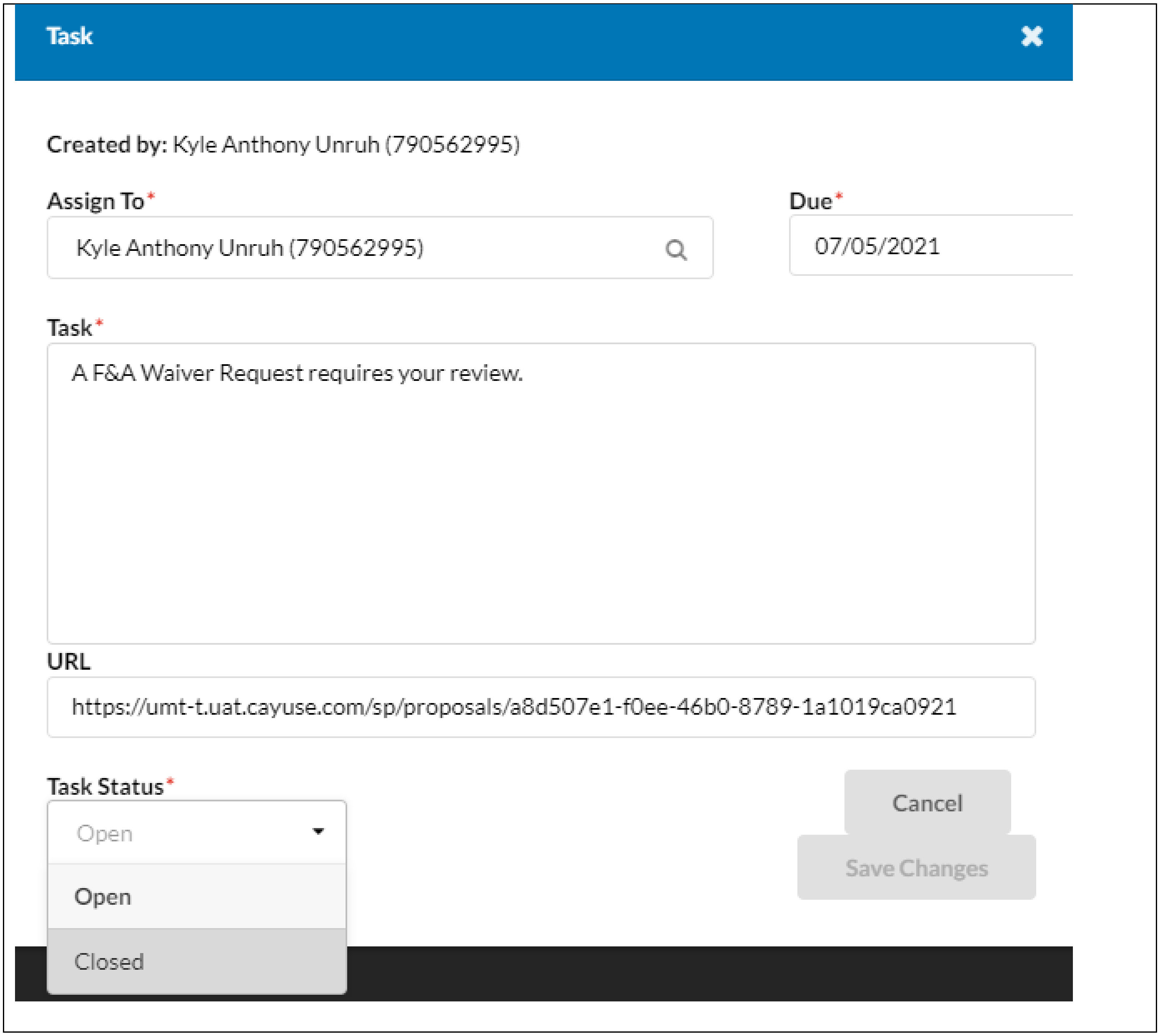


Step 3: Enter the approver’s name (or employee id), due date of next business day unless another date is desired, “F&A Waiver review.” under Task. Once complete, select “Assign and Send”.



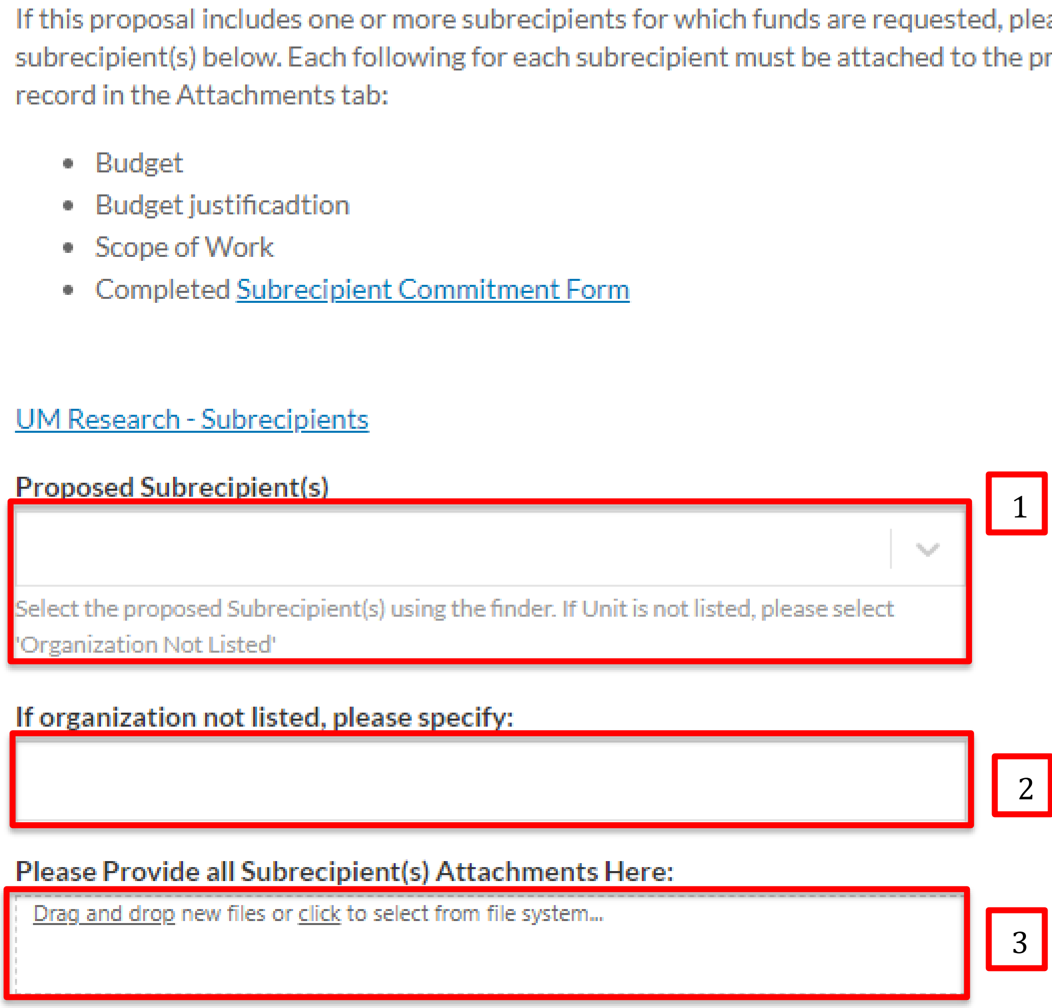
Step 4: If multiple unit approvers are present, repeat steps 3 and 4 until a task notification has been sent to all approvers.

Step 5: Monitor progress on each task on your home page. Once an approver completes their review, the approver should close the task, which will remove the listing from the creator's queue. The creator may also update the status to closed if the review was completed.


Task
Created by: Kyle Anthony Unruh (790562995)
Assign To*
Kyle Anthony Unruh (790562995)
Due*
07/05/2021
Task*
A F&A Waiver Request requires your review.
URL
https://umt-t.uat.cayuse.com/sp/proposals/a8d507e1-f0ee-46b0-8789-1a1019ca0921
Task Status*
Open
Open
Closed
Cancel
Save Changes

UNIVERSITY OF MONTANA
OFFICE OF Research & Creative Scholarship

Subrecipients



If this proposal includes one or more subrecipients for which funds are requested, please add the subrecipient(s) below. Each following for each subrecipient must be attached to the proposal record in the Attachments tab:

- Budget
- Budget justificadtion
- Scope of Work
- Completed Subrecipient Commitment Form

UM Research - Subrecipients

Proposed Subrecipient(s)

Select the proposed Subrecipient(s) using the finder. If Unit is not listed, please select 'Organization Not Listed'

1

If organization not listed, please specify:

2

Please Provide all Subrecipient(s) Attachments Here:

Drag and drop new files or click to select from file system...

3

Item 1: Subrecipient Organization(s)
Any organizations receiving flow-through funding from UM should be selected here. If any organization(s) are not listed, please select "Organization Not Listed" and enter in Item 2.

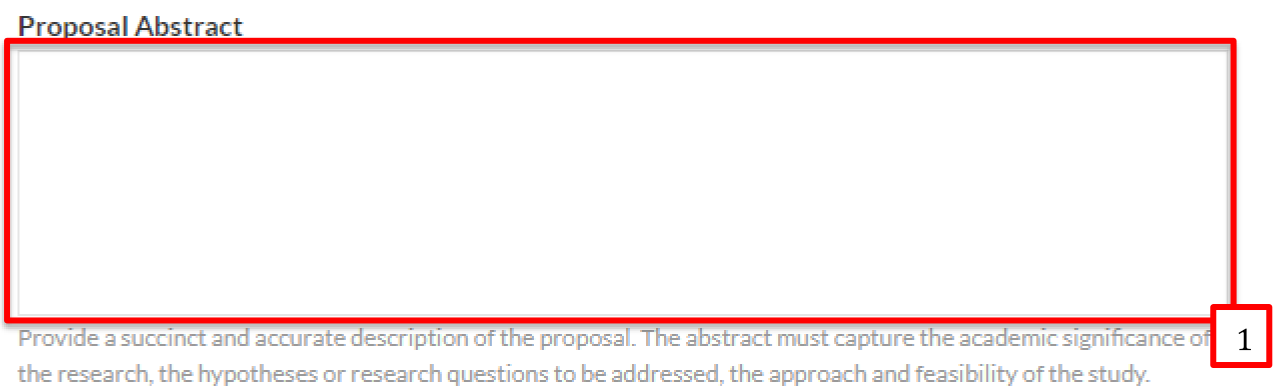
Item 2: Organization Not Listed
Any organizations not listed in Item 1 should be entered here.

Item 3: Subrecipient Attachments
Please upload all subrecipient attachments here. At minimum, these will include: budget, budget justification, scope of work, and subrecipient commitment form.

FCOI, Regulatory Compliance, IP, Export Control Certifications

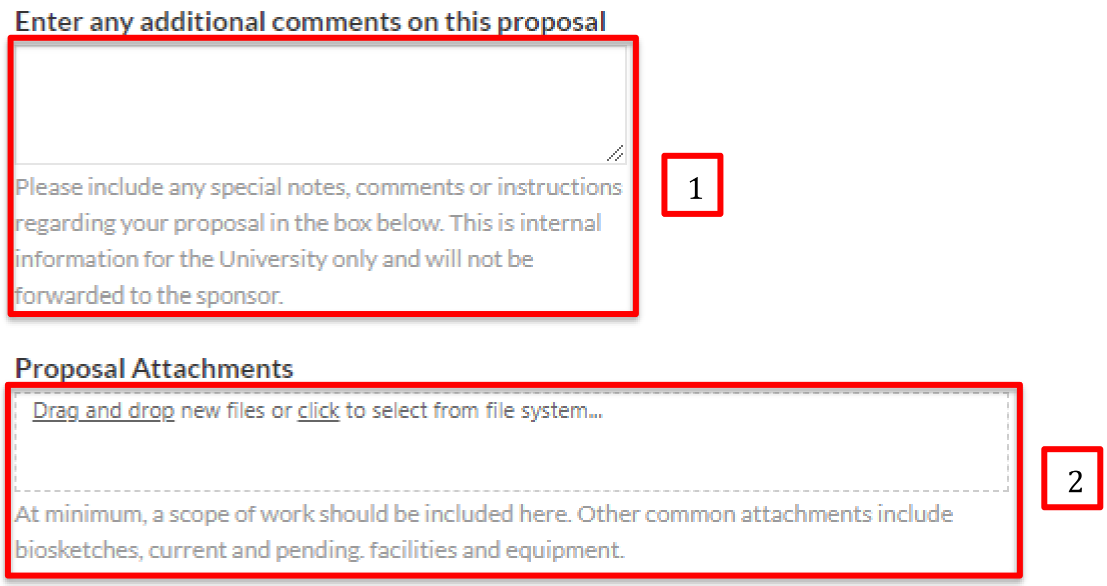
For each of these sections, the researcher should certify to each item. Based on responses, members of UM's research compliance teams may be notified. Each item must be completed before the proposal is routed for review and approvals.

Proposal Abstract



Item 1: Proposal Abstract Narrative
The proposal abstract text should be copied here.

Submission Notes and Additional Attachments

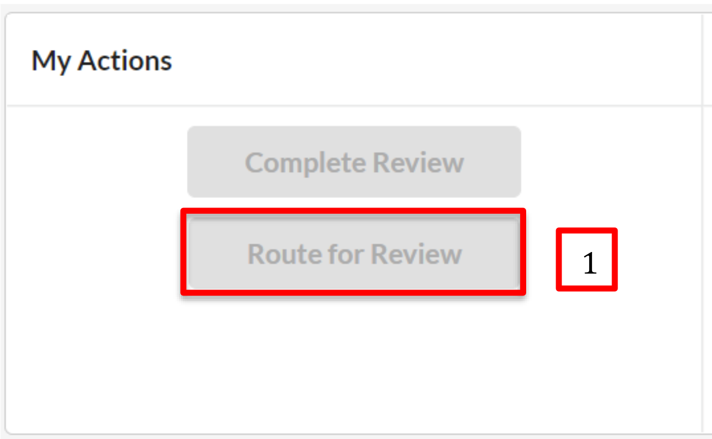


Item 1: Submission Notes
Please enter any proposal specific information critical to the opportunity or submission here. Common entries include instructions around submission platform or deadline (as provided in Deadline Type).

Item 2: Proposal Attachments
Please upload all draft proposal documentation not already provided in earlier sections. At minimum, this would ordinarily include a scope of work and may include other documents such as biosketches, current and pending, facilities and equipment, letters of support, etc. All attachments in the record will flow to the attachments tab where they may be viewed in aggregate.

> *Note: The OSP pre-award specialist will remove any draft attachments from the record and upload all final proposal documentation once available to the attachments tab. All final attachments must conform to OSP's file naming conventions:
> - **Proposal Document**—Any documentation which is included in UM's proposal to the sponsor.
> - **Award Document**—Any documentation relating to an award made by the sponsor.
> - **Subaward Document**—Any documentation relating to a proposal or an award made by UM to a subrecipient.
> - **Budget**—Any budget documentation through the lifecycle of the award.
> - **Supporting Documentation**—Any documents which do not clearly fall in another attachment type.

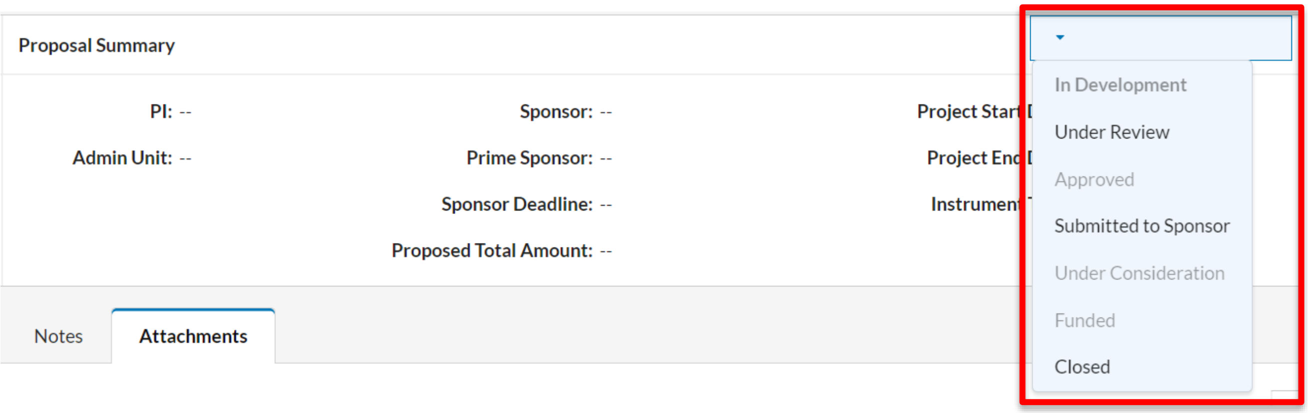
Route for Review



Item 1: Route for Review
Once the OSP pre-award specialist has ensured all proposal components are complete and accurate, including attachments with OSP's Naming Conventions, they will click the "Route for Review" button. This will trigger the formal review process in which the primary unit chair/director will review to approve/deny the record.

1. The association for the PI drives the routing of the proposal to the chair designated for that department. Make sure that the PI has the appropriate internal association for this proposal. It must match one of the departmental org numbers from our departmental listing page: https://www.umt.edu/research/ORSP/propdev/departassign.php. If the number isn't listed on our page, then reach out to the DRA/PI to determine the correct org number. The Pre Award Services Manager can edit the internal associations in Cayuse if the PI is improperly assigned. For example, a PI is listed with an association to DBS, but they would like to go through CBSD. We can edit Cayuse to add that association.
2. Cayuse pulls all of the departmental units across campus as well as payroll codes. It is Pre Awards responsibility to ensure that the correct number is selected. The PI may be associated with more than one number. Do not assume they selected the correct number!!!
3. Review the "Routing" tab to make sure the PI is listed as the certifier and the correct Chair/Director is listed as the approver. If the Chair/Director is blank, reach out to the Pre Award Services Manager to troubleshoot.
4. The "General" tab will have an administrative unit listed. That should match the PIs association in the "Investigators" tab. This is important for the Post Award Team as they set up this record in Banner to be associated with the unit listed.

Proposal Status Management



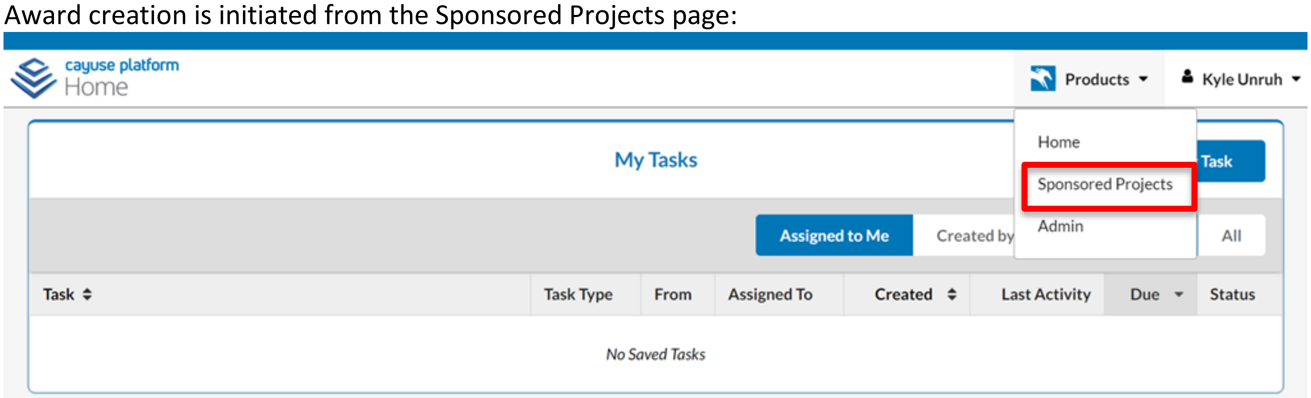
The OSP pre-award and award specialists are responsible for managing status on proposal records. The appropriate status will update automatically except in the following circumstances:

- **Under Review→In Development:** When a record is routed for review and the OSP pre-award specialist finds one or more elements require correction, the status must be changed manually from Under Review to In Development
- **Approved→Submitted to Sponsor:** The OSP pre-award specialist must update this status once the proposal has been approved and submitted to the sponsor.
- **Funded:** OSP must select this status once UM receives a NOA from the sponsor
- **Closed:** The OSP must select this status if UM receives notice the award will not be funded.

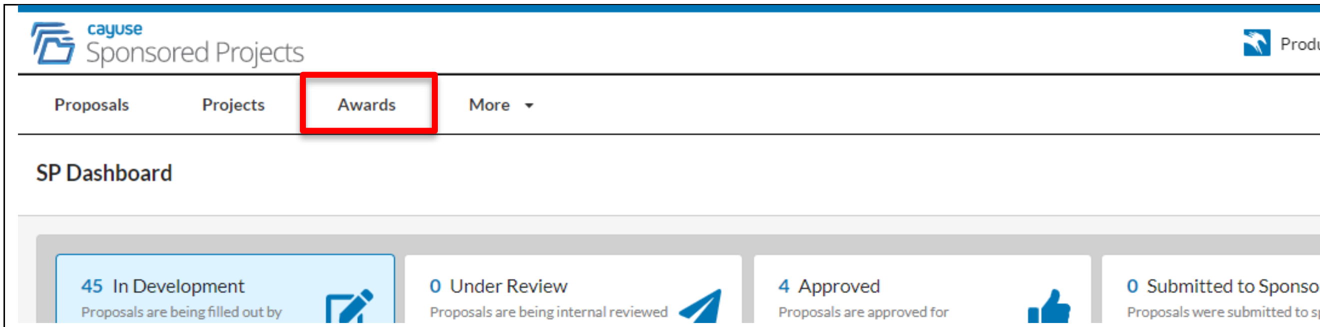
Creating Awards

An award should be created in Cayuse SP by OSP once OSP receives a partially-executed award. Only OSP should generate new award records. A member of the OSP post-award team must also create new award records for incremental funding which requires separate billing or has a substantially new award number. Please refer to OSP's "SP Record Determination" guide for detail on when award records should be created.

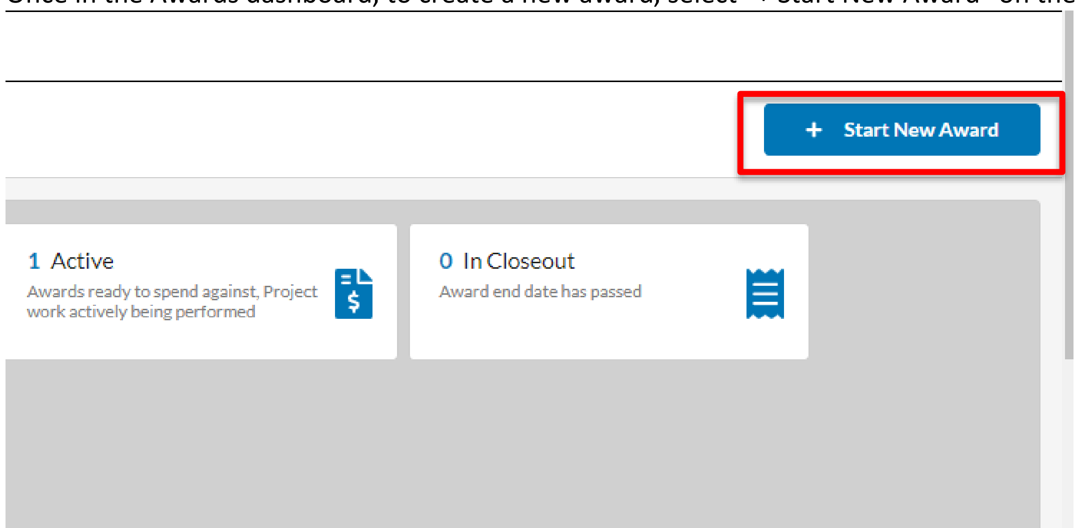
Award creation is initiated from the Sponsored Projects page:



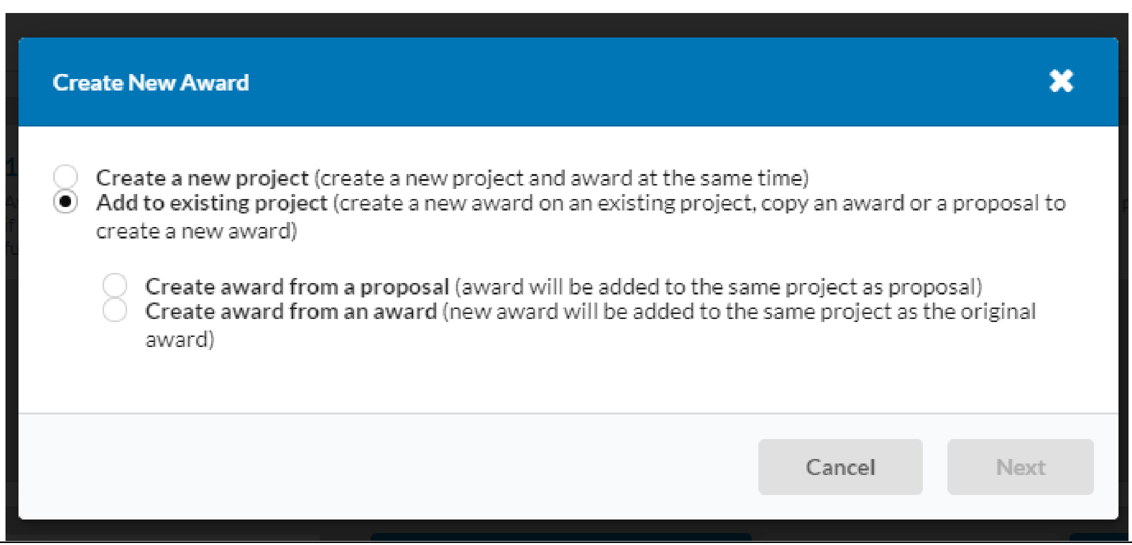
The default dashboard is the Proposals dashboard, and it must be changed to the Awards dashboard—This can be done by clicking on "Awards":



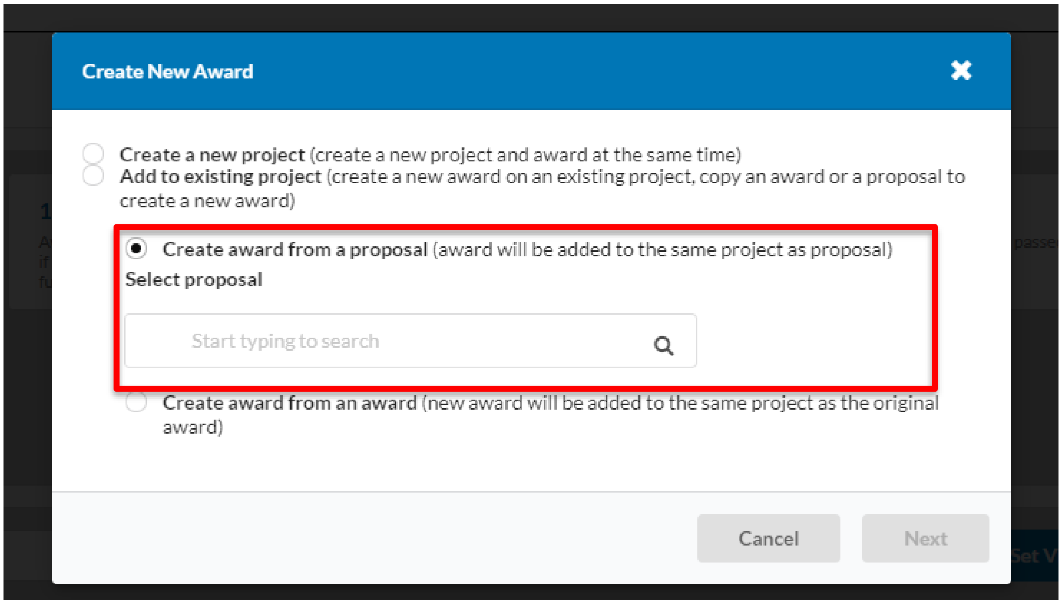
Once in the Awards dashboard, to create a new award, select "+ Start New Award" on the top right:



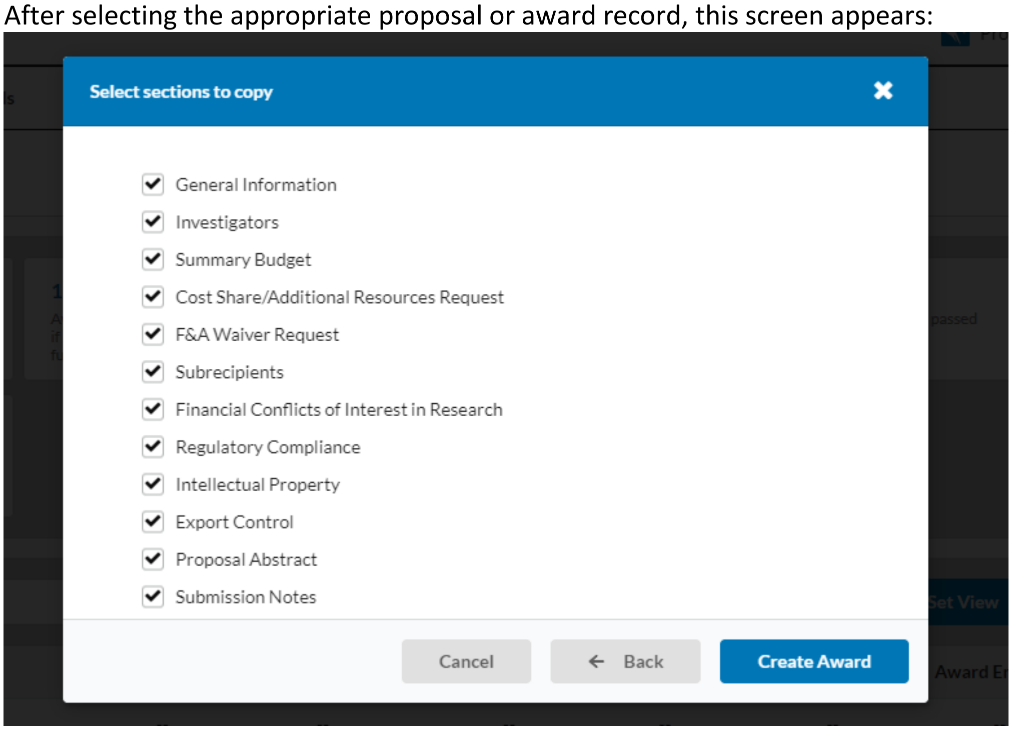
A prompt will come up asking if you would like to "Create a new project" or "Add to an existing project". If a Cayuse proposal record for this award exists, select "Add to an existing project". If no Cayuse proposal record is in place, and instead the proposal is in eProp, select "Create a New Project", and name the new project consistent with the naming convention: PILast: Sponsor; ShortTitle. The Short Title should be descriptive, but no more than 35 characters.



When adding to an existing project, select either “Create award from a proposal” (this will tie the award to the proposal that was created) or “Create award from an award” (this will associate the new award record with an existing record”). You may search for the associated record by proposal number, project title, or PI:

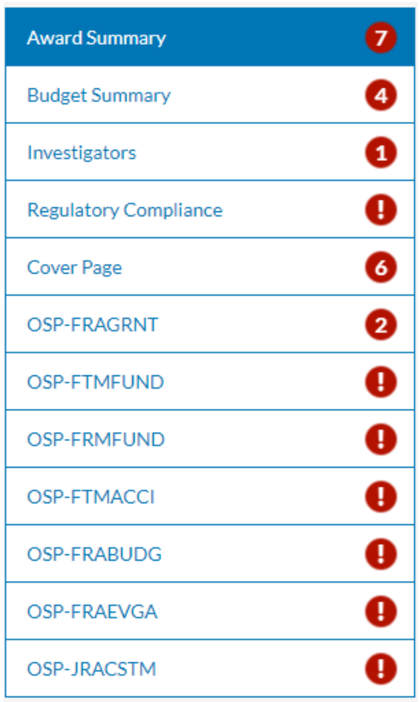


After selecting the appropriate proposal or award record, this screen appears:

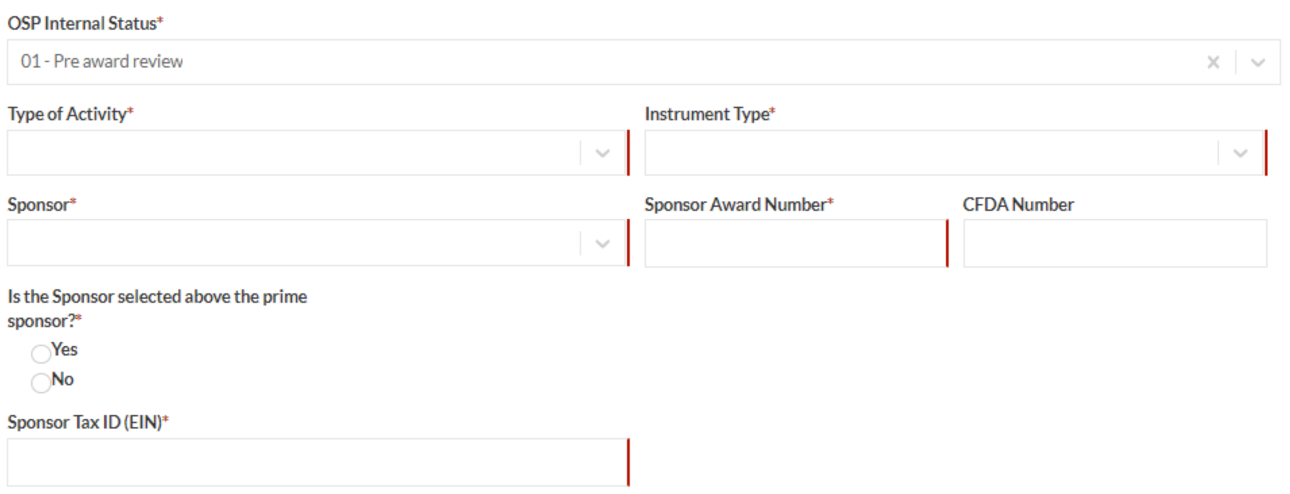


Please leave all values selected, and click “Create Award”.

The first thing to be aware of on your new award form is the 'Table of Contents'. All required fields in each award section listed here must be complete before the record is routed for review. As sections are completed, a green check will appear.



Award Summary



Item 1: OSP Internal Status
This status indicates OSP's progress in award review and setup:
1. Initial Award Review- OSP received and is currently reviewing the Award Document.
2a. Grant Award Ready for Signature- OSP completed review and any revisions. This status indicates the Award Document (Grant/Cooperative Agreement) is ready for OSP Director signature.
2b. Contract Ready for Review and Signature- OSP completed review and any revisions. This status indicates the contract is ready for OSP Director signature.
3. Award Partially Executed- OSP Director signed the Award and the document was returned to sponsor for full execution.
4. Fully Executed Award Received - OSP received the fully executed award document and will verify all the information from the proposal has auto-populated into the Award Summary, Budget Summary, Investigators, and Regulatory Compliance section of the Award Form.
5. Ready for Post-Award Setup- OSP completed the Award Summary, Budget Summary, Investigators, and Regulatory Compliance sections. The Award form is ready for the Post-Award setup.
6. Ready for Banner Setup- This form will be routed to the OSP Assistant Director and is ready to be set up in Banner after receiving approval.
7. Setup Complete- The award form is filled out and the information has been checked for accuracy (if it auto-populates). It is routed to the OSP Assistant Directo for approval and entered into Banner. Award setup in Cayuse and Banner is complete.

Item 2: Type of Activity
Research-Basic (OR02)—Experimental or theoretical work undertaken primarily to acquire new knowledge of the underlying foundations of phenomena and observable facts, without any particular application or use in view.
Research-Applied (OR02)—Original investigation undertaken in order to acquire new knowledge. It is, however, directly primarily towards a specific, practical aim or objective.
Research-Development (OR02)—Systematic work, drawing on knowledge gained from research and practical experience and producing additional knowledge, which is directed to producing new products or processes or to improving existing products or processes.

Instruction (IN01)—Sponsored teaching or training work, or departmental research (e.g. curriculum development or evaluation) where participants are at least in part UM students or employees.
Training-Instruction (IN01)—Sponsored teaching or training work where participants are not UM students or employees.
Other Sponsored Activity (OS03)—Projects other than organized research or instruction such as health service projects, travel grants, conference travel support, or community service programs.
Construction (OS03)—Where external funding is provided primarily for constructing a new facility or other.
Equipment (OS03)—Where external funding is provided primarily for purchasing equipment.
Fellowship (OR02)—Where the funding opportunity is a graduate fellowship where funding will primarily support the activity of a graduate student.

Item 3: Instrument Type
Grant—A financial assistance agreement to carry out a public purpose. Generally no acquisition of property or services by the sponsor, and no substantial involvement of sponsor during performance of activity.
Cooperative Agreement—Funding to carry out a public purpose with substantial involvement of sponsor during performance of activity. A cooperative agreement is a type of Grant. If the proposal is a cooperative agreement, the PI/DRA will need to indicate whether the proposal is part of the Cooperative Ecosystem Studies Units master agreement.
Contract—cost reimbursable—A contract for which the sponsor pays for the allowable and allocable costs incurred in the conduct of the work up to an agreed-upon amount. Contracts are a mechanism for procurement of a product or service with specific obligations for both the sponsor and recipient.
Contract—fixed price—A contract for which one party pays the other party a predetermined price, regardless of actual costs, for services rendered, and which becomes due in full when deliverables are accepted. Contracts are a mechanism for procurement of a product or service with specific obligations for both the sponsor and recipient.
Fellowship—The funding opportunity is a graduate fellowship where funding will primarily support the activity of a graduate student.

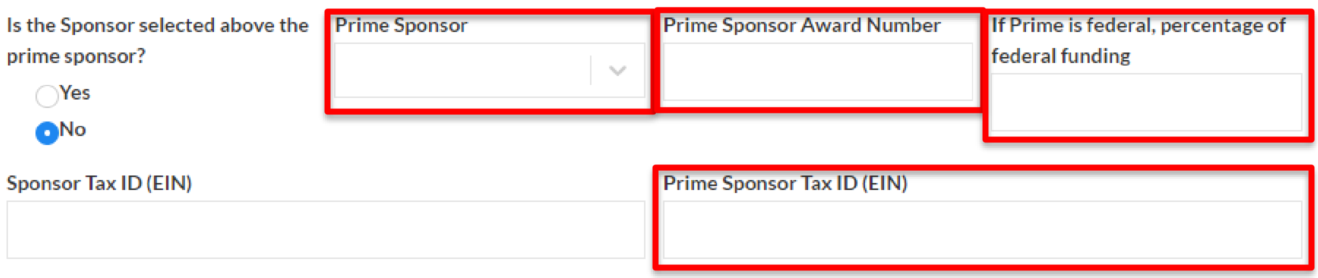
Item 4: Sponsor
The organization/agency/institute from which funding will come directly to UM must be selected from the org finder field by searching on acronym, keyword, or EIN.
*Note: the OSP specialist will notify the OSP Cayuse administrator each time a new sponsor is entered in this field. The administrator will verify the organization is new and, if so, add it through the Admin module.

Item 5: Sponsor Award Number
OSP Awards Specialist will fill this in as part of their setup, but if they did not, this number can be found on the Award Document.

Item 6: CFDA Number
The CFDA (Catalog of Federal Domestic Assistance) number is assigned by the government. Look for the CFDA number on the Internal Transmittal form or the award document. If a CFDA number is not provided for grants or cooperative agreements, contact the funding agency for the CFDA number (check in with Pre-Award first). Some agencies do not assign a number (and contracts do not have CFDA numbers), so in those cases a number is assigned by the Financial Manager.

Item 7: Is the Sponsor selected above the Prime Sponsor?
A direct sponsor is the one giving the funds directly to the University.
A prime sponsor, or prime funding source, is the originating source of funds.

If ‘No’ is selected, additional items will appear:



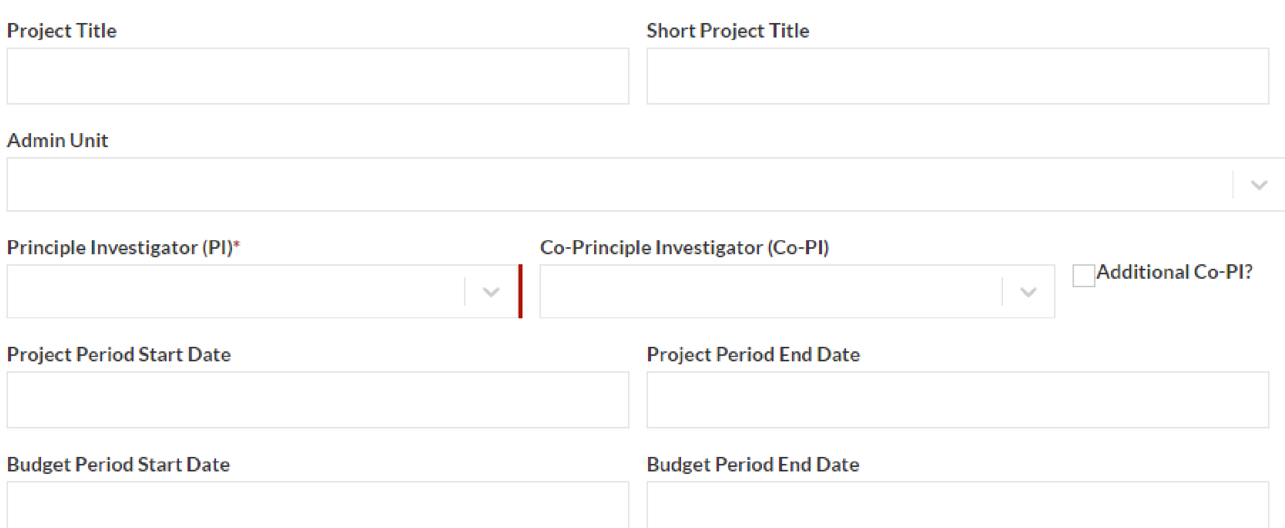
Item 7a: Prime Sponsor: The Prime Award (if applicable) should be attached to the Award Form and will include information on the Prime Sponsor (if it isn’t you will need to inquire from the sponsor to get a copy). The organization/agency/institute must be selected from the org finder field by searching on acronym, keyword, or EIN.
*Note: the OSP specialist will notify the OSP Cayuse administrator each time a new sponsor is entered in this field. The administrator will verify the organization is new and, if so, add it through the Admin module.

Item 7b: Prime Sponsor Award Number: The Prime Award (if applicable) should be attached to the Award Form and will include information on the Prime Sponsor (if it isn’t, reach out to the Sponsor). The Award Number can be found on the Prime Award document.

Item 7c: If Prime Award is Federal, what percentage of award is federal funding? This information can be found on the Award Document (if it is not on the Award Document, OSP may need to inquire with Sponsor).

Item 7d: Prime Sponsor Tax ID (EIN): The Prime Award (if applicable) should be attached to the Award Form and will include information on the Prime Sponsor (OSP may need to inquire with Sponsor). This identifier can be found on the Prime Award Document.

Item 8: Sponsor Tax ID (EIN): This identifier can be found on the Award Document.



Item 9: Project Title
The project title will be on the Proposal, Award Document, Budget, Budget Narrative, etc.

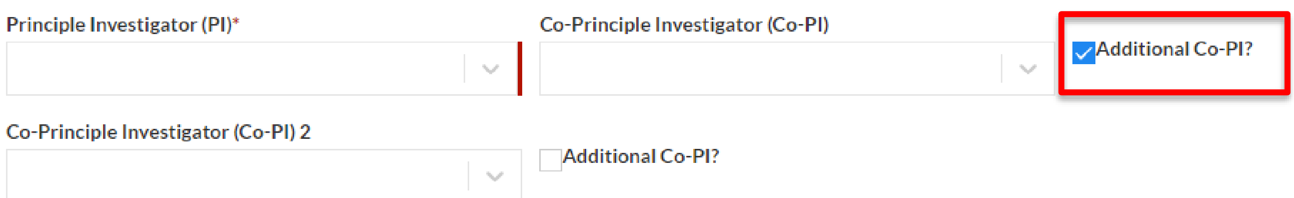
Item 10: Short Title
This must be filled in by OSP Award Specialist. By default, this should be a component of the Cayuse project title. If not, shorten the sroject title to something more succinct. Keep in mind that this will be used to identify the fund in Banner.

Item 11: Admin Unit
Any UM departments that will recover F&A from or require access to this Award Form should be listed.

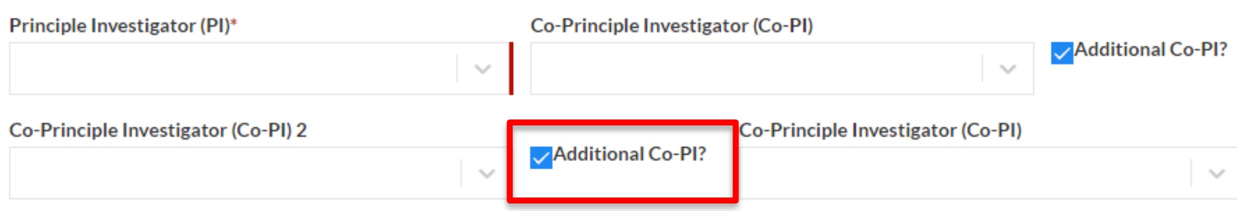
Item 12: Principle Investigator (PI)
Enter the PI's information—You can search for them by name or employee ID number (790 #).

Item 13: Co-Principle Investigator (Co-PI)
Enter the Co-PI's information (if applicable)—You can search for them by name or employee ID number (790 #).

If you need an additional line for another Co-Principle Investigator (Co-PI), check the box labeled 'Additional Co-PI?' and another line will appear:



And again for another line (if needed):



Item 14: Project Period Start Date
The start date of the period of performance on the Award Document.

Item 15: Project Period End Date
The end date of the period of performance on the Award Document.

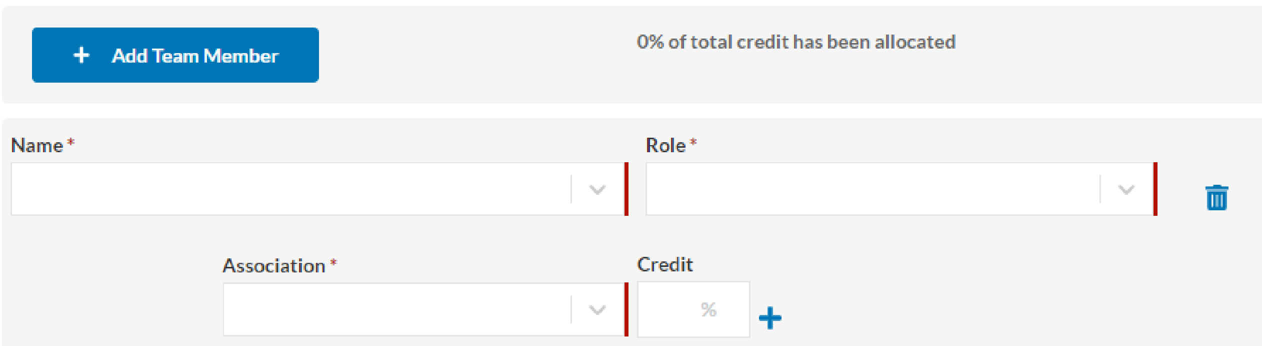
Item 16: Budget Period Start Date
The start date of the budget period may be found on the Award Document. This information will most likely be the same as Item 15.

Item 17: Budget Period End Date

The end date of the budget period may be found on the Award Document. This information may be the same as Item 16.

Investigators

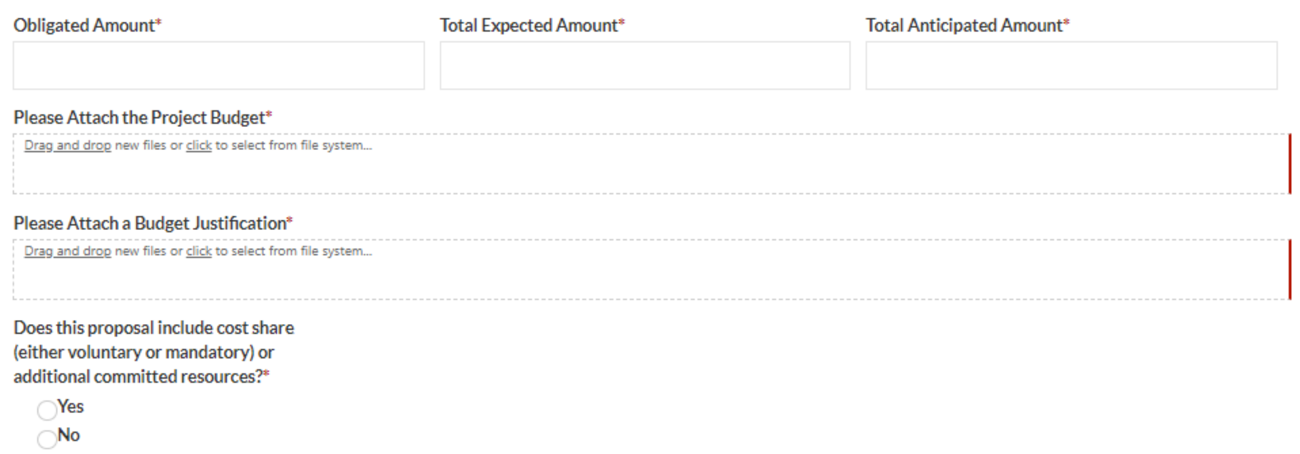
This is intended to copy from the proposal record. OSP may have to manually replicate. Verify on the personnel are appropriate as of award.



All UM personnel named in the budget, budget justification, or scope of work should be entered. Please select the appropriate role per person and their relevant unit association(s) for the proposal/project.

Credit allocation: credit will be evenly split among PIs and Co-PIs, regardless of their effort on the project (i.e. if there are two PIs/Co-PIs, each receives 50%; if there are four, each receives 25%). A single person may have multiple unit associations, in which case an allocation will be made between units for that person. The allocation between a person’s own associations may be standard across all projects, or may be project-specific. All credit allocations across all PIs and Co-PIs must add to 100%.

Budget Summary



Item 1: Obligated Amount
The total amount obligated by this award increment, and any previous increments.

Item 2: Total Expected Amount
Enter the amount that we expect to receive for the life of the project.

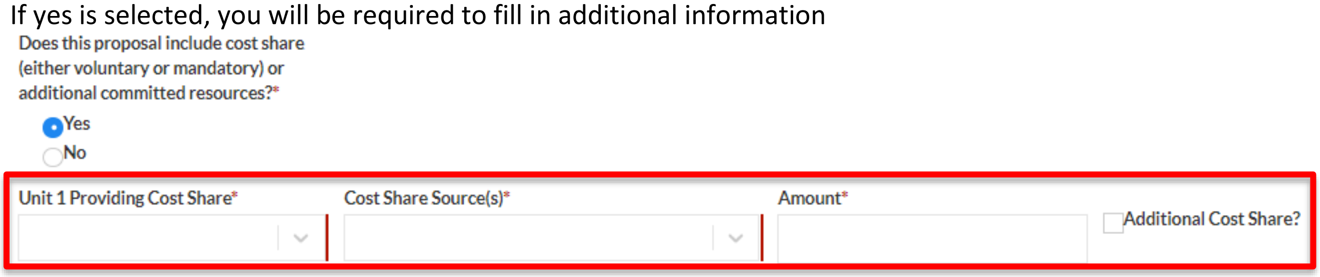
Item 3: Total Anticipated Amount
This is the Expected Amount (Item 2) minus the Obligated Amount (Item 1) .

Item 4: Attach the Project Budget
This was completed on the proposal side by the PI and OSP Pre-Award. Download and upload it again here. If the Award budget doesn't match what was submitted to the sponsor, then a new budget is required to match the award documents. Once the correct budget matches the award document, upload it here.

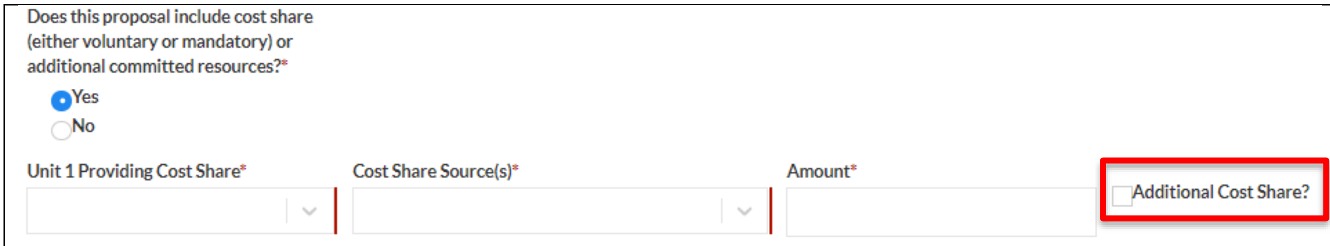
Item 5: Please attach a Budget Justification
Budget justification can be found attached to the proposal on the 'Attachments' tab.

Item 6: Does this proposal include Cost Share
Please select 'Yes' if cost share is indicated in the award document.

If yes is selected, you will be required to fill in additional information



If you check the box that asks if there is additional cost share:


Does this proposal include cost share (either voluntary or mandatory) or additional committed resources?*

- Yes
- No

Unit 1 Providing Cost Share* | Cost Share Source(s)* | Amount* | Additional Cost Share?

More lines will appear to add additional cost share:


Does this proposal include cost share (either voluntary or mandatory) or additional committed resources?*

- Yes
- No

Unit 1 Providing Cost Share* | Cost Share Source(s)* | Amount* | Additional Cost Share?

Unit 2 Providing Cost Share* | Cost Share Source(s)* | Amount* | Additional Cost Share?

Item 6a. Unit Providing Cost share
Provide the department that will be providing the cost share.

Item 6b. Cost Share Source
Select all applicable sources as defined here.

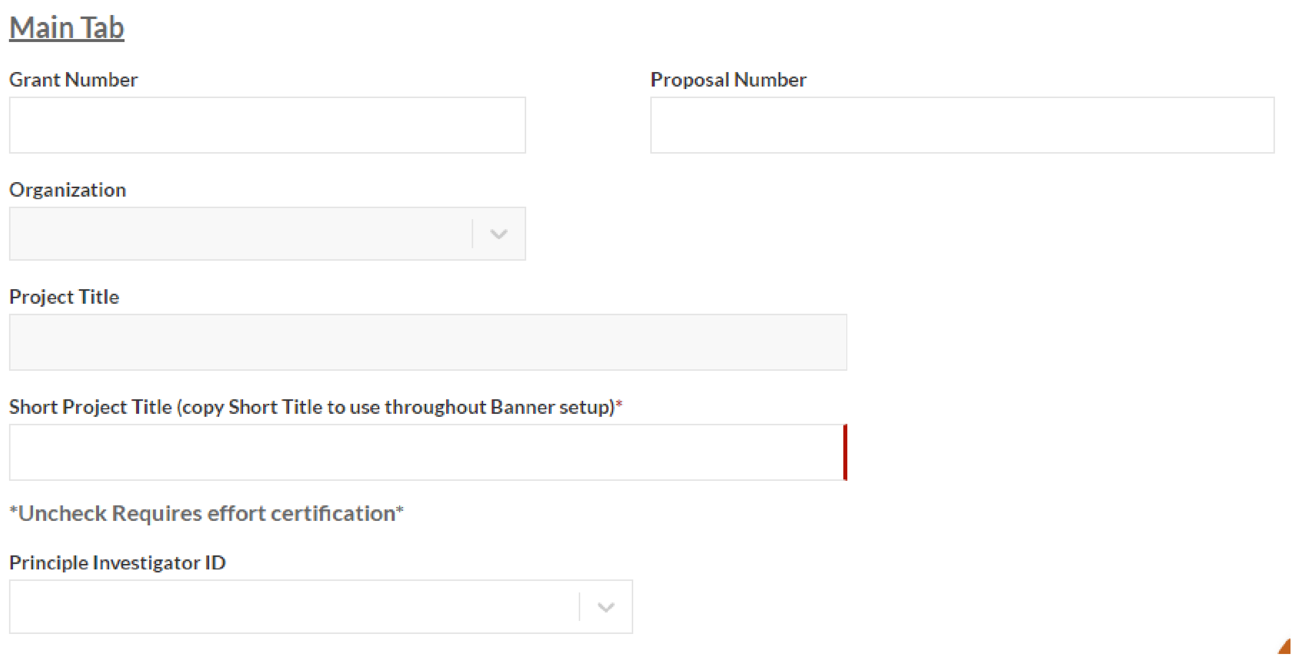
- **Salary**—Compensation at the budgeted rate which will be reimbursed for effort on the project.
- **Benefits**—18% of salary, or the standard benefits rate associated with salary.
- **Contracted Services**—A service is provided outside award funding.
- **Supplies**—Supplies are purchased or provided without use of award funds.
- **Communication**—When communications resources are purchased or provided without use of award funds.
- **Travel**—Funding for travel is provided without use of award funds.
- **Tuition**—Tuition expense is provided without the use of award funds.
- **Other**—Any expense not otherwise listed which is provided without the use of award funds.
- **Equipment**—Provided either in kind or through cash funding outside of award funds.
- **Match F&A**—IDC recovery on other cost share categories which are in-turn matched.
- **Waived F&A**—The portion of IDC recovery which is waived to meet a cost share requirement.
- **VPR Cost Match**—Funding directly from the VPR in support of the project.
- **Program Income**—When income will be utilized to support project costs.
- **Third Party**—Cost share being contributed by an entity outside UM. Letters of commitment should be included in attachments when this is present.

Item 6c. Amount
Provide the dollar amount for this cost share source.

Regulatory Compliance

This section will auto-populate from the proposal form. It is important to confirm that the information that has auto-populated from the proposal form matches what was is in the proposal form because this will be routed for the necessary approvals and information.

OSP – FRAGRNT



Item 1: Grant Number: Assign a grant number using the 'Grant Number Log' from the G drive (G:\PostAward\Grant Number Log) and enter it here.

Item 2: Proposal Number: Enter the proposal number tied to this award.

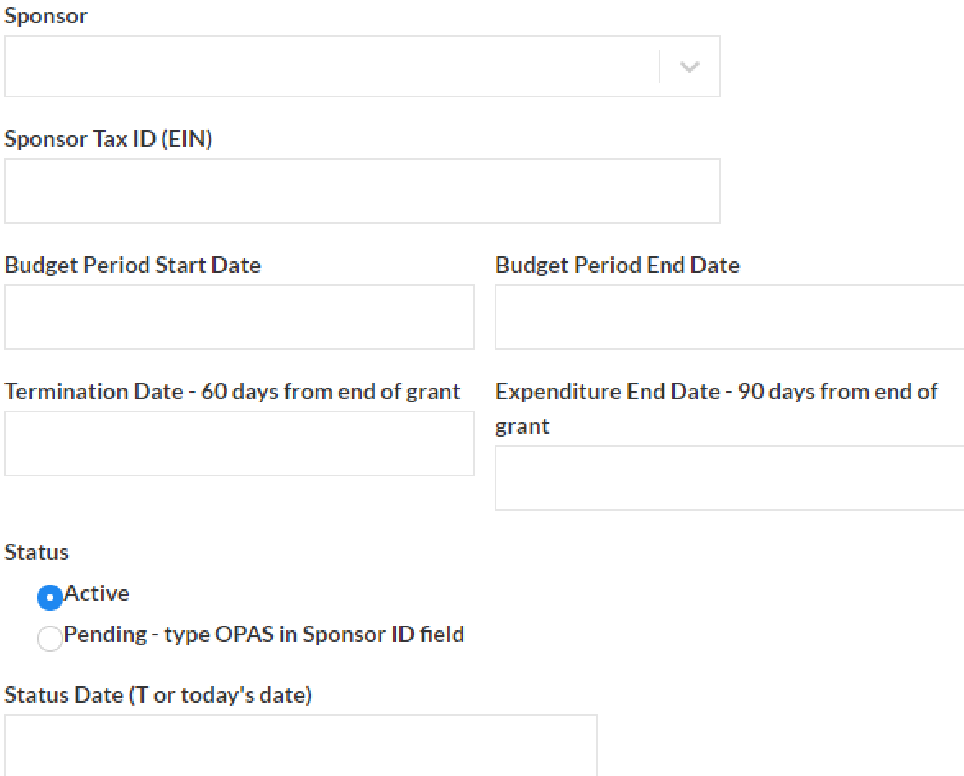
Item 3: Organization
Any UM departments that will recover F&A from or require access to this Award Form should be listed.

Item 4: Project Title
The project title will be on the Proposal, Award Document, Budget, Budget Narrative, etc.

Item 5: Short Project Title
A more succinct version of the project title used to identify the fund in Banner.

REMEMBER TO UNCHECK REQUIRES EFFORT CERTIFICAITON IN BANNER

Item 6: Principle Investigator
Enter the PI's information—You can search for them by name or employee ID number (790 #).



Item 7: Sponsor
The organization/agency/institute from which funding will come directly to UM must be selected from the org finder field by searching on acronym, keyword, or EIN.

Item 8: Sponsor Tax ID (EIN)
This identifier can be found on the Award Document.

Item 9: Budget Period Start Date
The start date of the budget period may be found on the Award Document.

Item 10: Budget Period End Date
The end date of the budget period may be found on the Award Document.

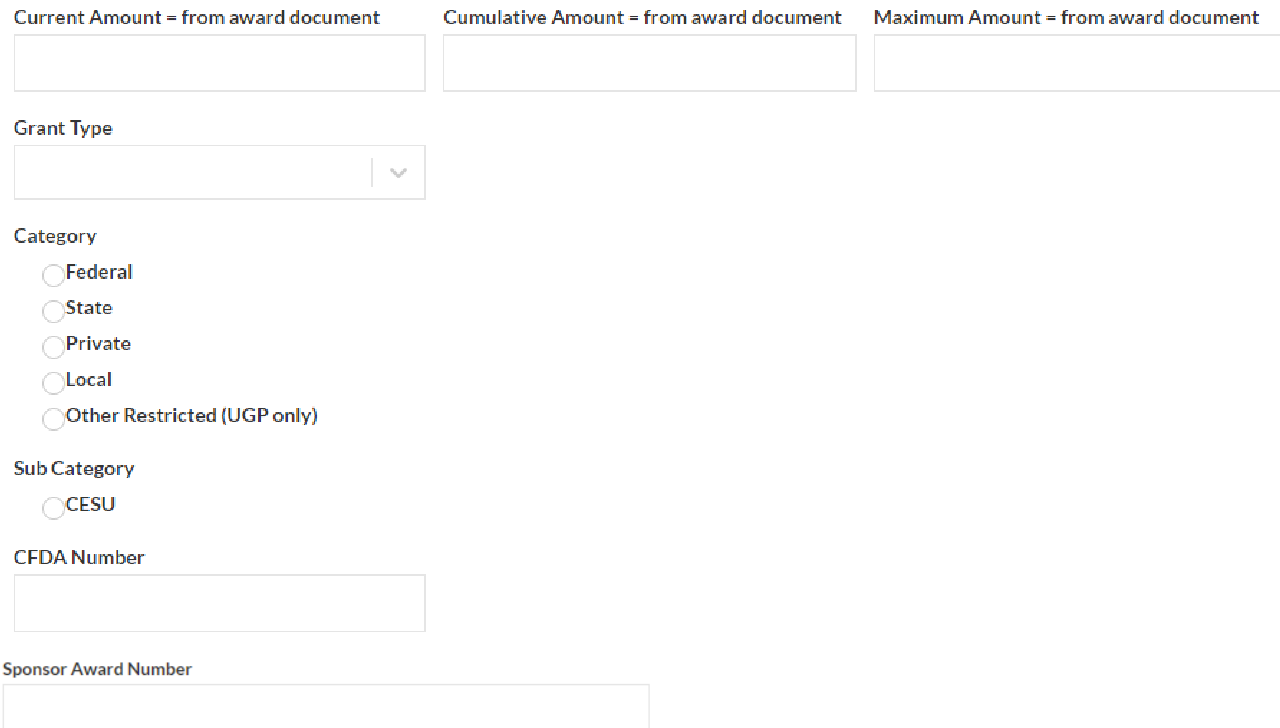
Item 11: Termination Date
Enter the date that is 60 days from the Budget Period End Date (Item 10).

Item 12: Expenditure End Date
Enter the date that is 90 days from the Budget Period End Date (Item 10).

Item 13: Status
Select active for a setup that has a fully executed agreement. Select pending for a setup that does not have a fully executed agreement, but is being setup on OPAS. If you select pending, make sure to verify that the OPAS has

been completed in UApprove and that you have a copy of it in the file. Active will be selected as the default but can be changed.

Item 14: Status Date
Enter today's date (in Banner you can enter T instead).



Current Amount = from award document
Cumulative Amount = from award document
Maximum Amount = from award document

Grant Type

Category
- Federal
- State
- Private
- Local
- Other Restricted (UGP only)

Sub Category
- CESU

CFDA Number

Sponsor Award Number

Item 15: Current Amount
Enter the amount currently being awarded from the Award Document.

Item 16: Cumulative Amount
Enter the amount currently being awarded from the Award Document.

Item 17: Maximum Amount
Enter the amount currently being awarded from the Award Document.

Item 18: Grant Type
Grant—A financial assistance agreement to carry out a public purpose. Generally no acquisition of property or services by the sponsor, and no substantial involvement of sponsor during performance of activity.
Cooperative Agreement—Funding to carry out a public purpose with substantial involvement of sponsor during performance of activity. A cooperative agreement is a type of Grant. If the proposal is a cooperative agreement, the PI/DRA will need to indicate whether the proposal is part of the Cooperative Ecosystem Studies Units master agreement.
Contract—cost reimbursable—A contract for which the sponsor pays for the allowable and allocable costs incurred in the conduct of the work up to an agreed-upon amount. Contracts are a mechanism for procurement of a product or service with specific obligations for both the sponsor and recipient.

Contract—fixed price—A contract for which one party pays the other party a predetermined price, regardless of actual costs, for services rendered, and which becomes due in full when deliverables are accepted. Contracts are a mechanism for procurement of a product or service with specific obligations for both the sponsor and recipient.
Fellowship—The funding opportunity is a graduate fellowship where funding will primarily support the activity of a graduate student.

Item 19: Category
Federal – The award has a Federal sponsor (or prime) and the funding provided is partially or entirely Federal dollars. This category includes subgrants that include Federal funding regardless of who the sponsor is.
State – This award has a State sponsor and the funding provided is entirely state dollars.
Private – This award has a private entity as a sponsor and they are providing all funding for the award.
Local – This category is for local (City, County, University) funding without passthrough.
Other Restricted – This category is for University of Montana provided UGP (University Grant Program) funds only.

Item 20: CESU
If this award identifies as CESU (Cooperative Ecosystem Studies Unit) write 'CESU' in this box, otherwise, leave it blank.

Item 21: CFDA
The CFDA (Catalog of Federal Domestic Assistance) number is assigned by the government. Look for the CFDA number on the Internal Transmittal form or the award document. If a CFDA number is not provided for grants or cooperative agreements, the funding agency must be contacted for the CFDA number (check in with Pre-Award first). Some agencies do not assign a number (and contracts do not have CFDA numbers), so in those cases a number is assigned by the Financial Manager.

Item 22: Sponsor Award Number
This number can be found on the Award Document.

Grant Agency Tab

Billing Address Type	Sequence Number
GR	

This information comes from Banner—Confirm that the billing address type that is selected is 'GR' or grant and write in the sequence number for that address.

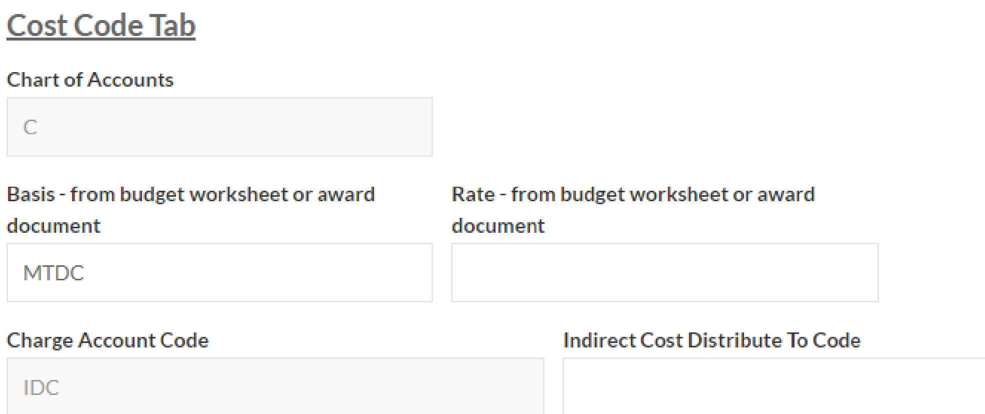
Location Tab

Select the award performance location

- (•) On-Campus
- ( ) Off-Campus

select Off-Campus if appropriate

Select On-Campus for work that will be performed at UM or a UM owned facility (like the Flathead Biostation). Select Off-Campus for work that is performed at a location that UM does not own. On-Campus will be selected as the default but can be changed.



Item 23: Chart of Accounts
This item will auto-populate and be disabled (cannot be changed).

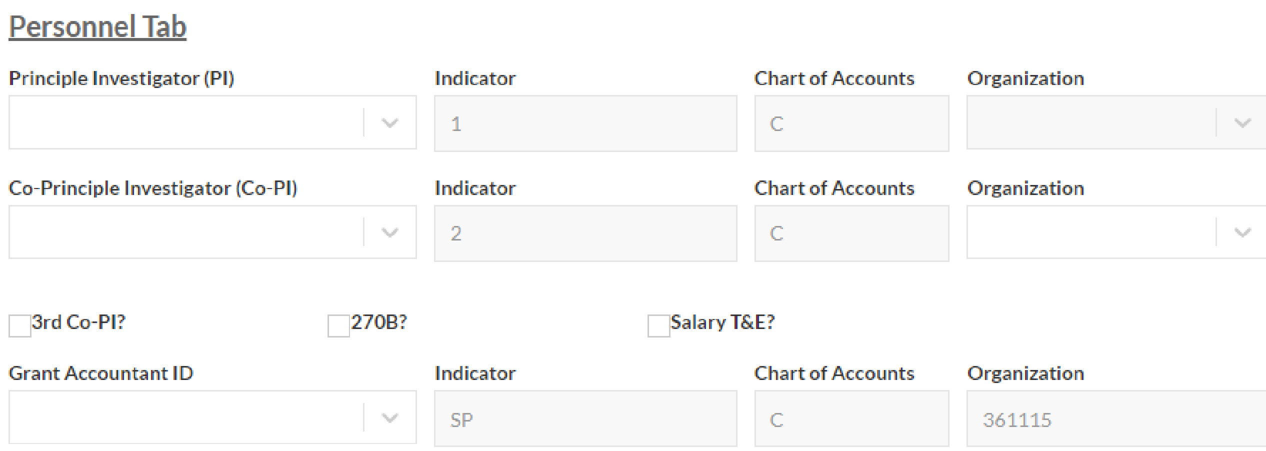
Item 24: IDC Basis
This selection will determine what cost categories will be assessed IDC. This should be identified in the Award Document, Budget, or by Pre-Award.
MTDC – Modified Total Direct Costs
MTDCR – MTDC less rent
TDC – Total Direct Costs
TDC1 – TDC less equipment and stipends
TDC2 – TDC less contracted services and subawards
TDC-CS – TDC less contracted services
SW – Salary/Wages
SWF – Salary/Wages/Fringe
SWF1 – SWF less graduate student salary
SWF2 – SWF less graduate student salary and student wages
STIPND – Allowances, scholarships, and participant support costs
MTDC will be selected as the default, but this can be changed.

Item 25: IDC Rate
The percentage of IDC assessed on this award. This should be identified on the Award Document, or Budget.

Item 26: Charge Account Code
This item will auto-populate and be disabled (cannot be changed).

Item 27: Indirect Cost Distribute To Code
Search the Banner form FTMINDD for this code –
Go into FTMINDD form
Click on the ellipsis (…) to the right of the 'Indirect Cost Distribution' text box
Click filter on the top righthand corner
In the 'Indirect Cost Distribution Description' text box enter %*PI's last name*% and go

The code that you select will depend on the type of funding
Select Fed code for federal funding
Select Non-Fed code for non-federal funding
If a code does not exist for the type of funding that you need, email Nicole to set one up


Personnel Tab

Principle Investigator (PI)	Indicator	Chart of Accounts	Organization
	1	C	

Co-Principle Investigator (Co-PI)	Indicator	Chart of Accounts	Organization
	2	C	

3rd Co-PI? 270B? Salary T&E?

Grant Accountant ID	Indicator	Chart of Accounts	Organization
	SP	C	361115

Item 28: Principle Investigator (PI)
Enter the PI's information—You can search for them by name or employee ID number (790 #).

Item 28a: Indicator
This item will auto-populate and be disabled (cannot be changed).

Item 28b: Chart of Accounts
This item will auto-populate and be disabled (cannot be changed).

Item 28c: Organization
This item will auto-populate and be disabled (cannot be changed).

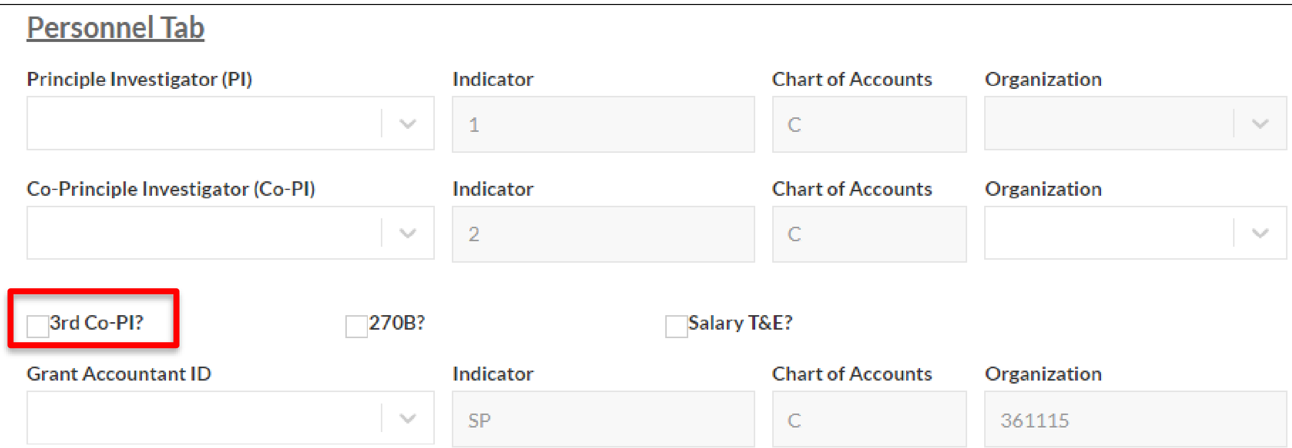
Item 29: Co-Principle Investigator (Co-PI)
Enter the Co-PI's information (if applicable)—You can search for them by name or employee ID number (790 #).

Item 29a: Indicator
This item will auto-populate and be disabled (cannot be changed).

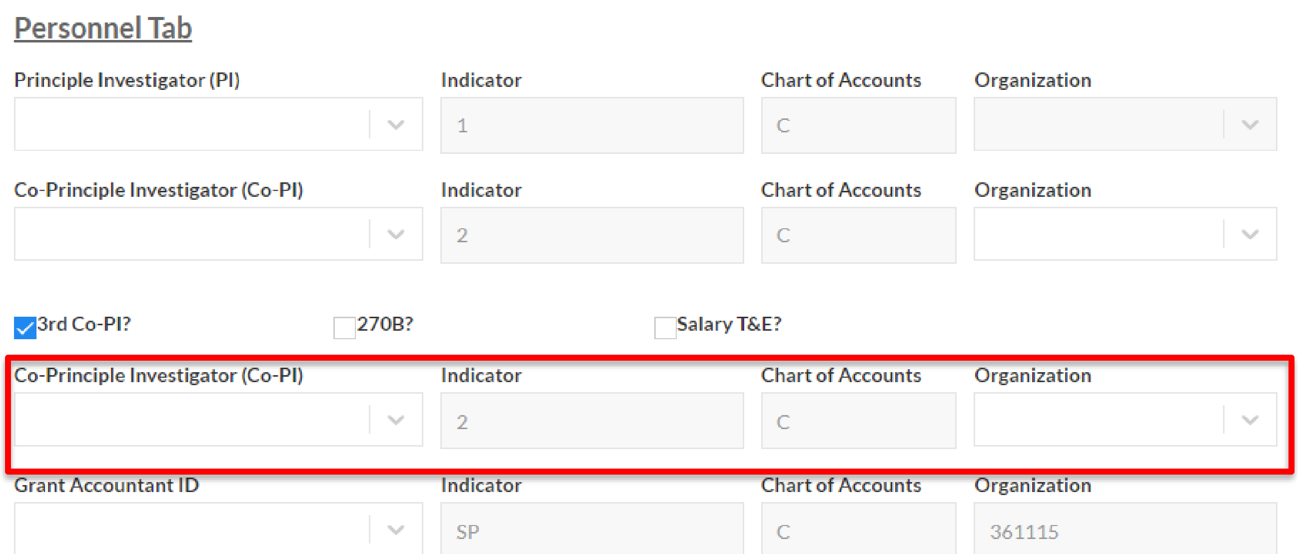
Item 29b: Chart of Accounts
This item will auto-populate and be disabled (cannot be changed).

Item 29c: Organization
Please select the Department/Organization that this PI reports to (this may be the same Organization as the PI).

Adding additional Co-PIs:



You may need to add a 3rd Co-PI to this list and you can do that by checking the box labeled '3rd Co-PI'.



A new set of items will appear and can be filled in using instructions for Co-PI (see above).

Item 30: Grant Accountant ID

Here you will enter your identifying information—You can search through the available options by your first name, last name, or 790 #.

Item 30a: Indicator

This item will auto-populate and be disabled (cannot be changed).

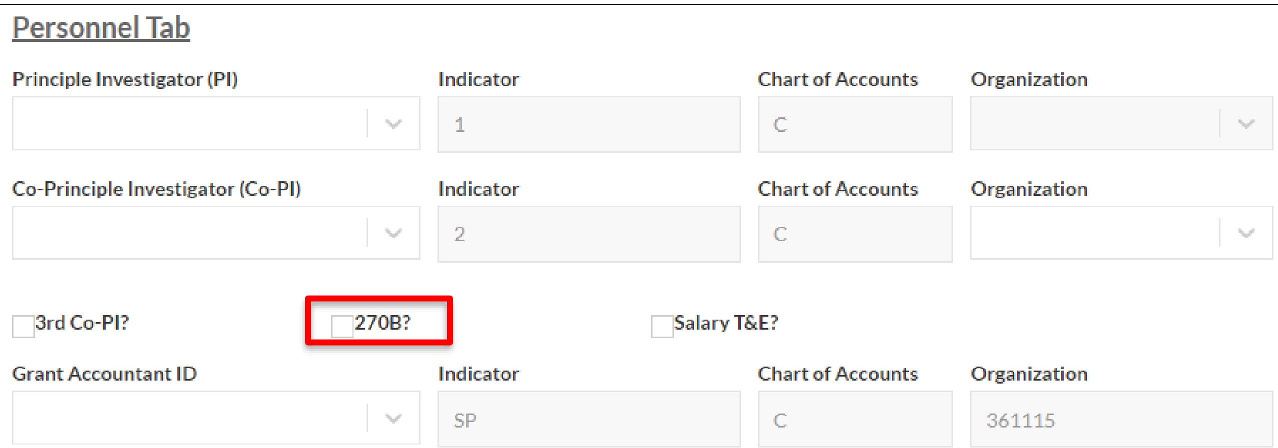
Item 30b: Chart of Accounts

This item will auto-populate and be disabled (cannot be changed).

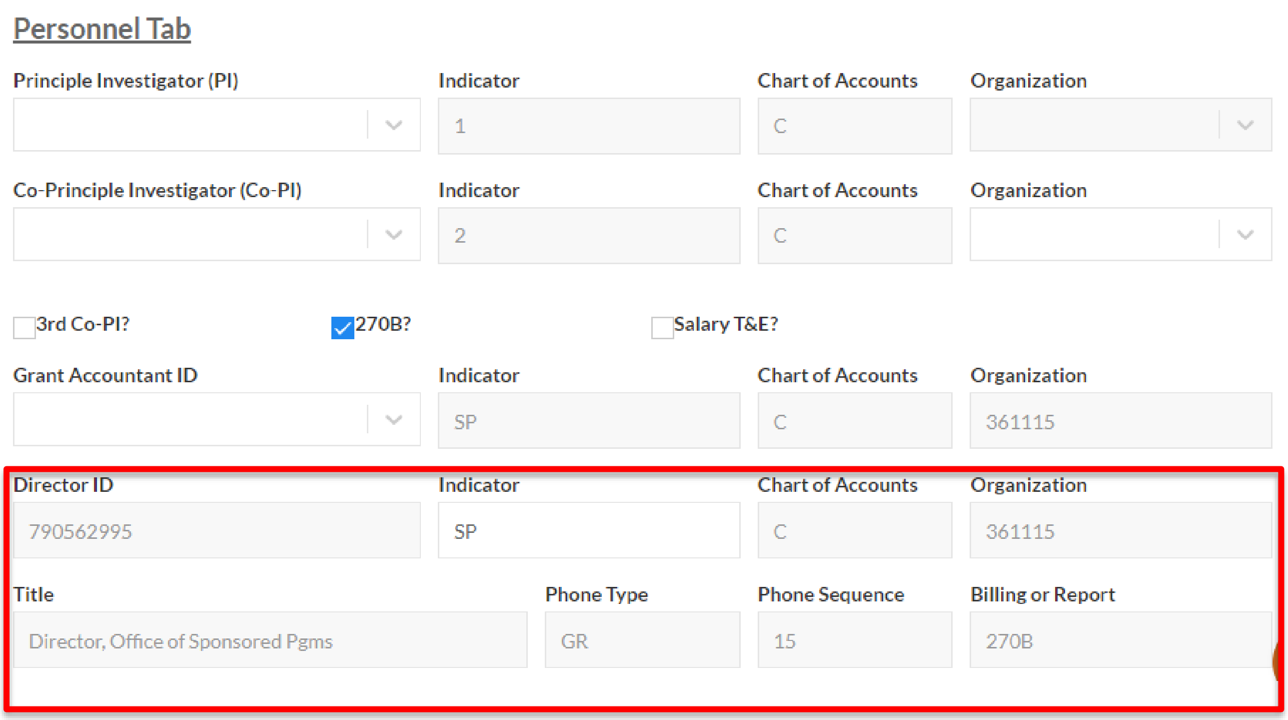
Item 30c: Organization

This item will auto-populate and be disabled (cannot be changed).

270 Billing:

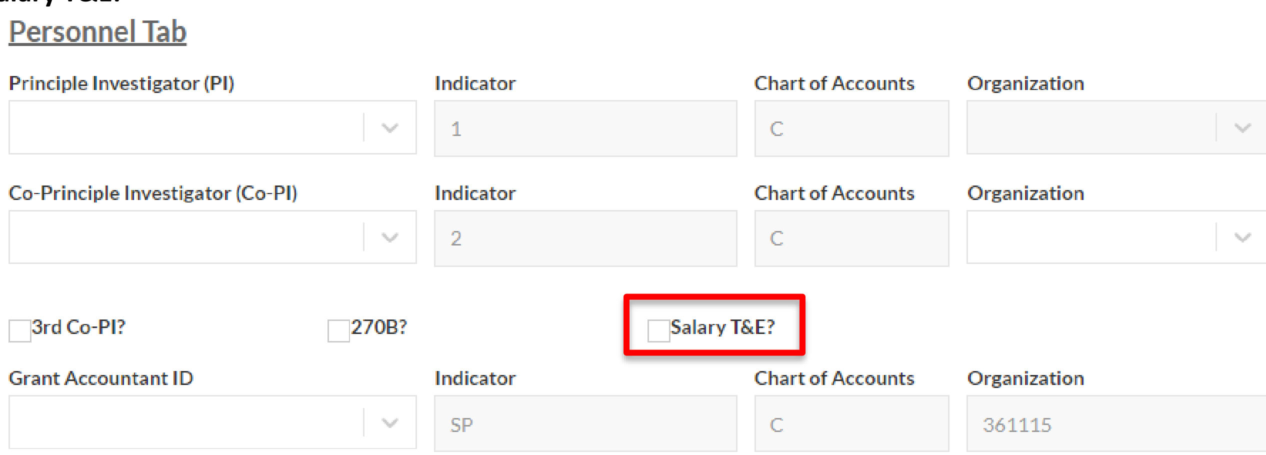


You may need to add a section for 270 billing information and you can do that by checking the box labeled '270B?'.

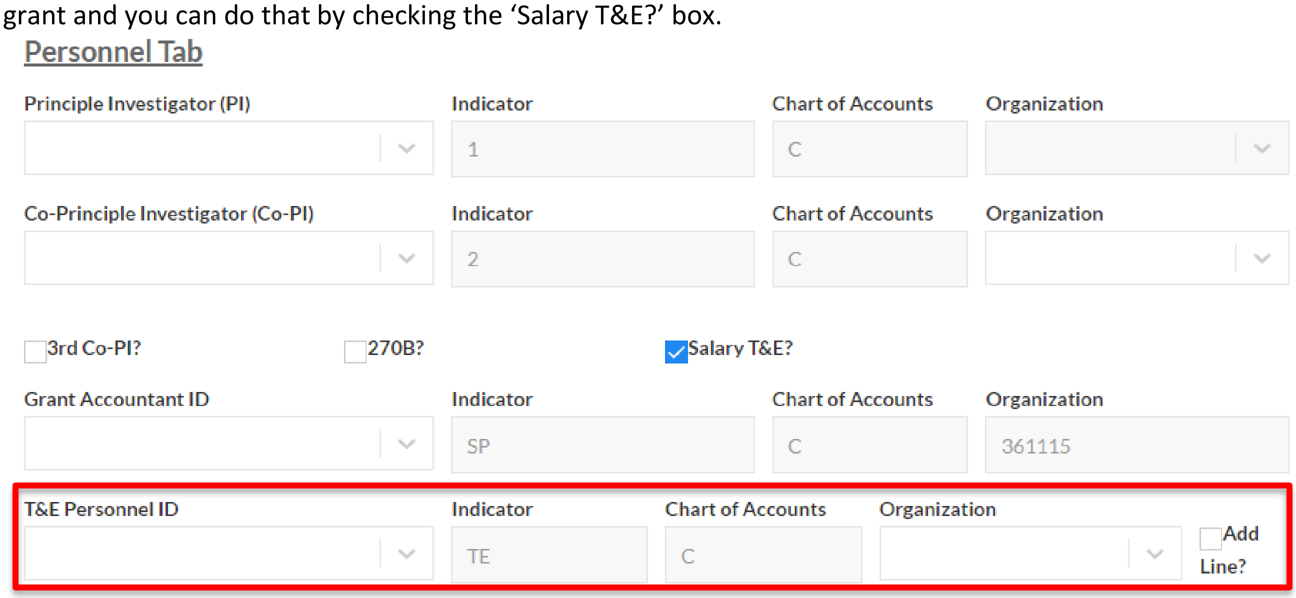


A new set of items will appear (Director ID, Indicator, Chart of Accounts, Organization, Title, Phone Type, Phone Sequence, Billing or Report). These items will auto-populate and be disabled (cannot be changed).

Salary T&E:



You may need to add additional lines to account for individuals that will be contributing salary cost match for this grant and you can do that by checking the 'Salary T&E?' box.



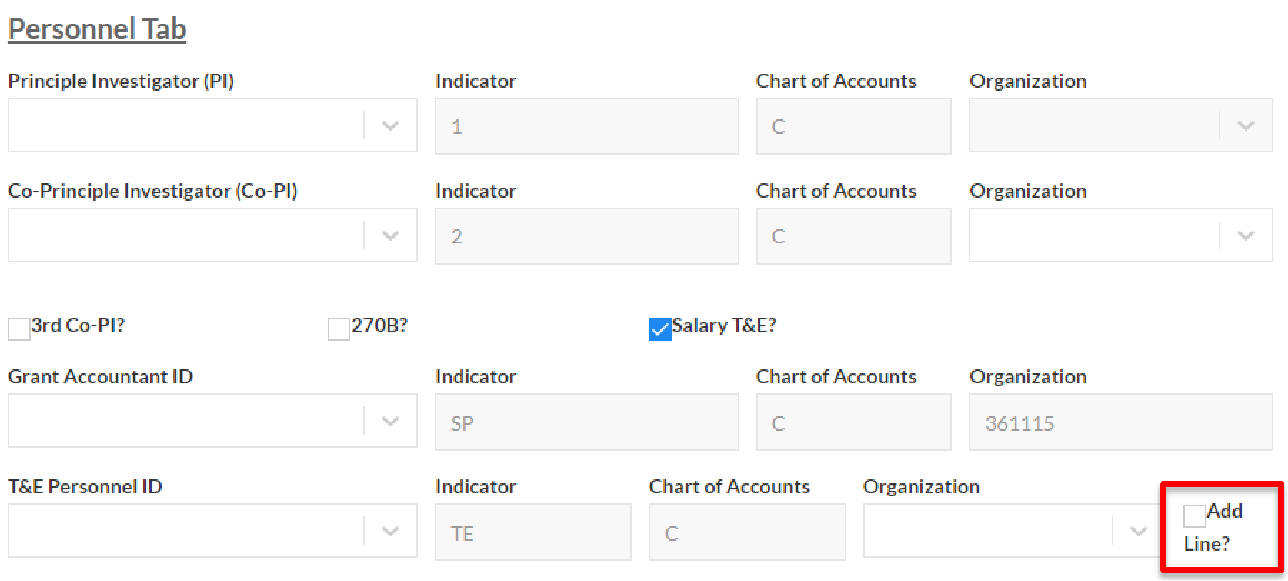
A new set of items will appear:

Item 31: T&E Personnel ID
Here you will enter the identifying information for the individual that will be providing salary cost match—You can search through the available options by first name, last name, or 790 #.

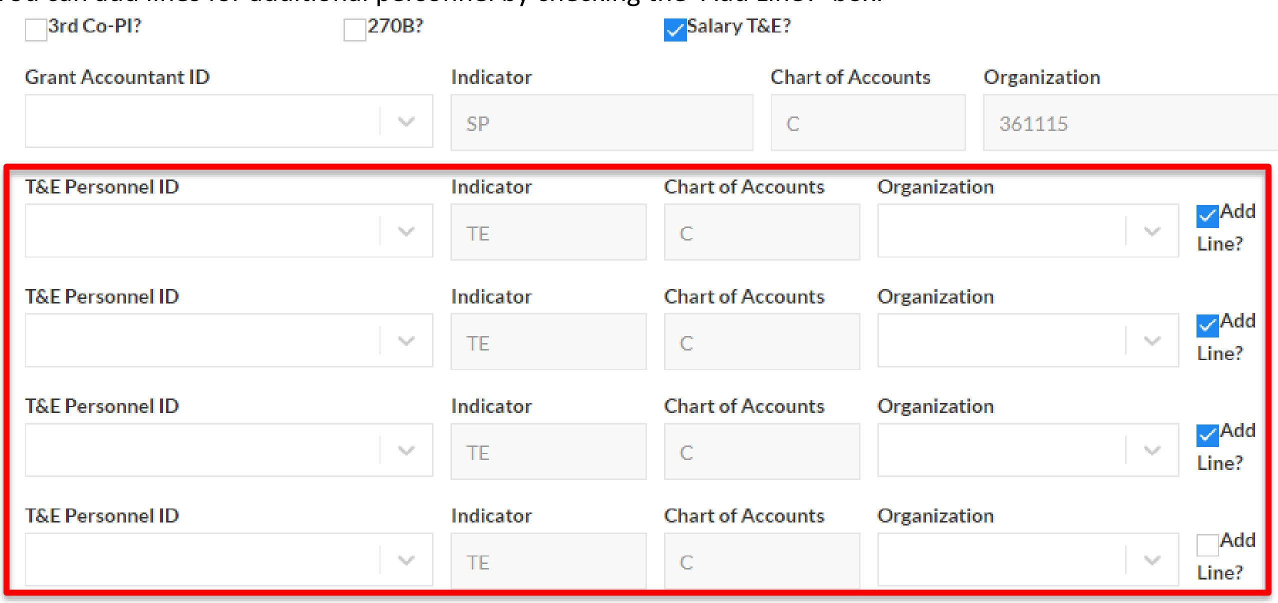
Item 31a: Indicator
This item will auto-populate and be disabled (cannot be changed).

Item 31b: Chart of Accounts
This item will auto-populate and be disabled (cannot be changed).

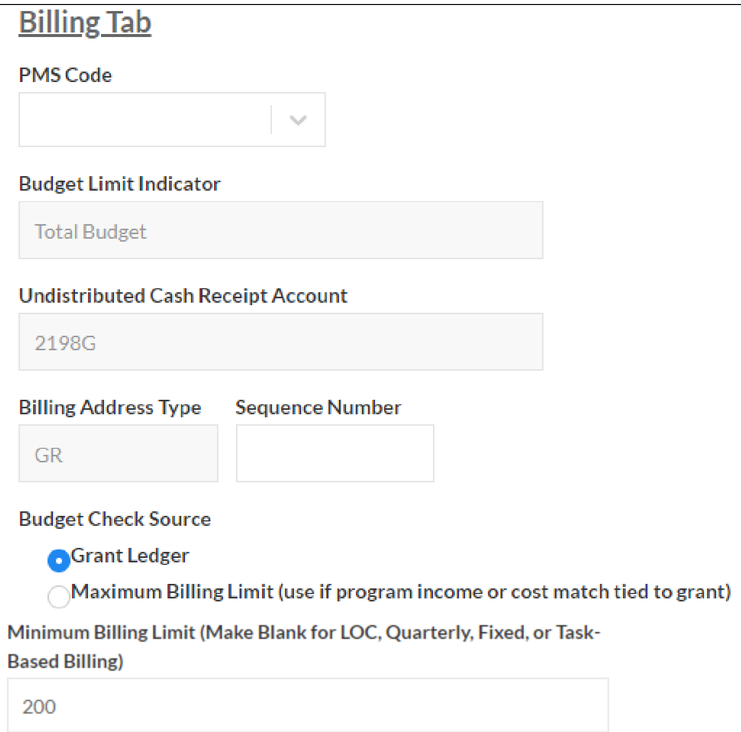
Item 31c: Organization
Please select the Department/Organization that this individual reports to.



You can add lines for additional personnel by checking the 'Add Line?' box.



These lines can be filled in by following the instructions for items 31-31c.



Item 32: PMS Code
This item need only be entered if this is a LOC (Letter of Credit). Select the appropriate option from the list.
MBLM = BLM
MEDU = Dept of Ed
MDOEC = Dept of Energy
MDOJ = Dept of Justice
MDOS = Dept of State
MEPA = EPA
MFWS = FWS
MHHSP = HHS (including NIH and HRSA)
MNASA = NASA
MNSF = NSF
MDOA = USDA
MDOAFS = USDA-FS
MDOAASAP = USDANIFA
MUSGS = USGS

Item 33: Budget Limit Indicator
This item will auto-populate and be disabled (cannot be changed).

Item 34: Undistributed Cash Receipt Account
This item will auto-populate and be disabled (cannot be changed).

Item 35: Billing Address Type
This item will auto-populate and be disabled (cannot be changed).

Item 36: Sequence Number

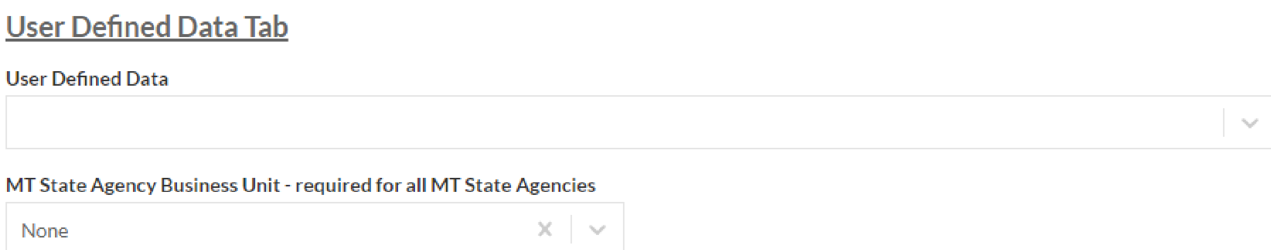
This information comes from Banner—Confirm that the billing address type that is selected is ‘GR’ or grant and write in the sequence number for that address. This will auto-populate in Banner.

Item 37: Budget Check Source

Select Maximum Billing Limit if this is a program income or cost match index. Otherwise, select Grant Ledger. Grant Ledger will be selected by default but can be changed.

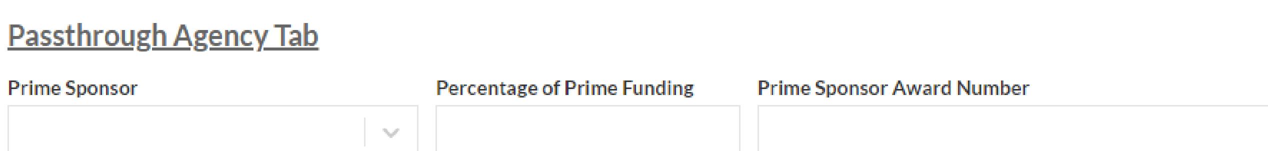
Item 38: Minimum Billing Limit

Leave this blank for LOC, Quarterly, Fixed, or Task-Based Billing. Otherwise, enter $200.00. $200.00 will be entered as the default, but this can be changed.



Item 39: User Defined Data: Select from drop down all options that the sponsor requires:
BILLCM – Cost share documentation required with invoice
BILLDR – Additional documentation required with invoice
BILLSS – Sponsor specific invoice required
CMREQ – Cost share requirement for billing (1:1 match)
MULTI – If bills are sent to multiple addresses
UNCLASS – Unclassified budget
DO NOT MAIL – Invoice should not be mailed out
W – if paid via wire
I – if paid via IUJ (Inter-Unit Journal)

Item 40: MT State Agency Business Unit (required for all MT State Agencies): Select an option from the drop-down menu. None will be the default setting, but this can be changed. For more information on Business Unit Numbers see the Interunit Journals page in OneNote.



This information will only appear if ‘No’ is selected for Item 8: ‘Is the Sponsor selected above the Prime Sponsor?’

Item 41: Prime Sponsor

The organization/agency/institute must be selected from the org finder field by searching on acronym, keyword, or EIN.

Item 41a: Percentage of Prime Funding
This information can be found on the Award Document (if it is not on the Award Document, reach out to Pre-Award and then the Sponsor for this information).

Item 41b: Prime Sponsor Award Number
The Prime Award (if applicable) should be attached to the Award Form and will include information on the Prime Sponsor (if it isn’t ask Pre-Award if they have a copy. If they do not have a copy, reach out to the Sponsor for one). The Award Number can be found on the Prime Award document.

OSP – FTMFUND

Use the Excel Fund Set-up Guide for any addtional funds that are tied to this grant

Chart of Accounts

C

Grant Number

Proposal Number

Fund Number

Short Project Title

Effective Date = 1st day of month previous to start date

Fund Type

3C

USE THE EXCEL FUND SET-UP GUIDE FOR ANY ADDITIONAL FUNDS THAT ARE TIED TO THIS GRANT

Item 1: Chart of Accounts
This item will auto-populate and be disabled (cannot be changed).

Item 2: Grant Number
This item will auto-populate and be disabled (cannot be changed).

Item 3: Proposal Number
This item will auto-populate and be disabled (cannot be changed).

Item 4: Fund Number
Will default to be the same as the grant number, but this can be changed. A new fund number can be selected from the 'Grant Number Log' from the G drive (G:\PostAward\Grant Number Log).

Item 5: Short Project Title
This item will auto-populate, but can be changed if necessary. A more succinct version of the project title used to identify the fund in Banner.

Item 6: Effective Date
Please enter the first day of the month previous to the start date of the award.

Item 7: Fund Type
This item will auto-populate and be disabled (cannot be changed).

Predecessor Fund

Unbilled AR Account (leave blank for program income, cost match or UGP funds)

1203U

Revenue Account (leave blank for program income, cost match, or UGP funds)

Bank Code

99

Cash Receipt Bank Code (leave blank for program income, cost match, or UGP funds)

30

Capitalization Fund Indicator

Cap Different or No Cap

Item 8: Predecessor Fund: Select option from the dropdown based on the award category and sponsor.
32CTSH – Cost Share Accounts
32LOCL – Local Gov't Agencies
32OTHR – UM Non-Mandatory
32PRIV – Private Agencies
32SMGR – Small Grants
32STAT – State Agencies
324DOA – Department of Agriculture
324DOD – Department of Defense
324DOE – Department of Energy
324DOI – Department of the Interior
324EDU – Department of Education
324EPA – Environmental Protection Agency
324HHS – Health and Human Services
324MIS – Miscellaneous Federal Agencies
324NEH – National Endowment for the Arts and Humanities
324NSF – National Science Foundation
324SUB – Federal Subgrants
MREDI – OCHE grants

Item 9: Unbilled AR Account: The default value, 1203U, will automatically be selected. Make blank for program income, cost match, and UGP funds.

Item 10: Revenue Account: Must be left blank for program income, cost match, and UGP funds. For all other funds, enter a revenue account from the list below.
50103 – Cost Share Accounts
50150 – Local Government Agencies
50103 – UM Non-Mandatory
50147 – Private Agencies
50103 – Small Grants
50148 – State Agencies
50163 – Department of Agriculture
50165 – Department of Defense
50168 – Department of Energy
50167 – Department of the Interior
50161 – Department of Education
50175 – Environmental Protection Agency
50162 – Health and Human Services
50177 – Miscellaneous Federal Agencies
50170 – National Endowment for the Arts and Humanities
50171 – National Science Foundation
50178 – Federal Subgrants

Item 11: Bank Code
This item will auto-populate and be disabled (cannot be changed).

Item 12: Cash Receipt Bank Code
The default value, 30, will automatically be selected. Make blank for program income, cost match, and UGP funds.

Item 13: Capitalization Fund Indicator
This item will auto-populate and be disabled (cannot be changed).

Capitalization Equity Account

4709

Capitalization Fund

374100

Multiple Fund Balance Indicator

Fund Type

Restriction Indicator

Permanently Restricted

Default Organization

Default Program

Item 14: Capitalization Equity Account
This item will auto-populate and be disabled (cannot be changed).

Item 15: Multiple Fund Balance Indicator
This item will auto-populate and be disabled (cannot be changed).

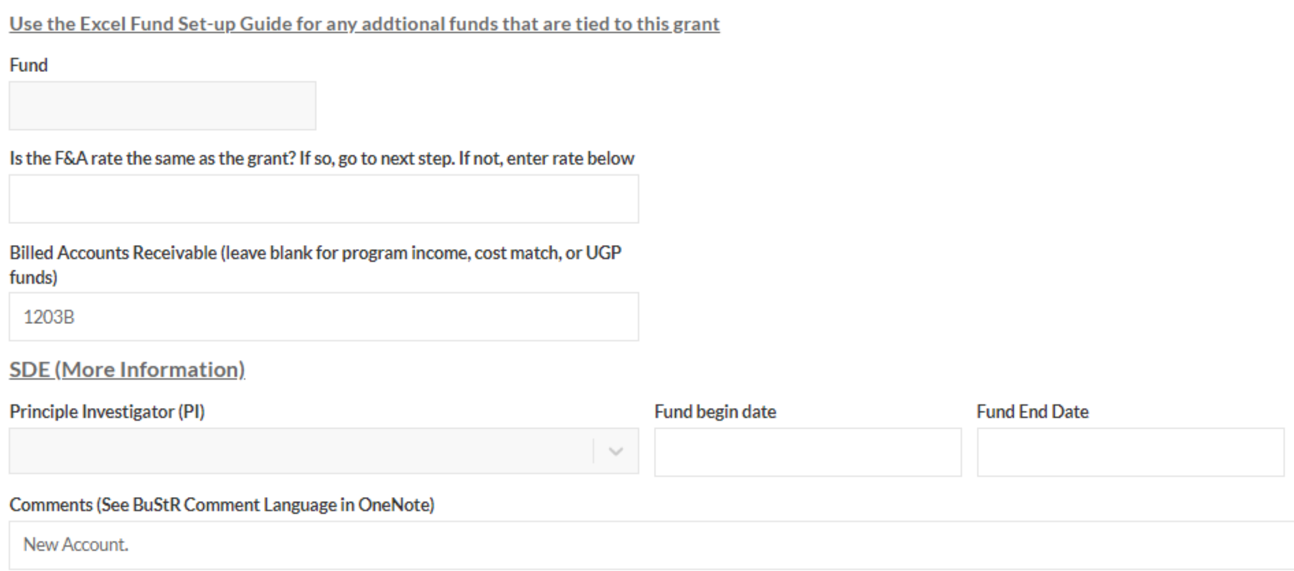
Item 16: Restriction Indicator
This item will auto-populate and be disabled (cannot be changed).

Item 17: Default Organization
Any UM departments that will recover F&A from or require access to this Award Form should be listed.

Item 18: Default Program
Research-Basic (OR02)—Experimental or theoretical work undertaken primarily to acquire new knowledge of the underlying foundations of phenomena and observable facts, without any particular application or use in view.
Research-Applied (OR02)—Original investigation undertaken in order to acquire new knowledge. It is, however, directly primarily towards a specific, practical aim or objective.
Research-Development (OR02)—Systematic work, drawing on knowledge gained from research and practical experience and producing additional knowledge, which is directed to producing new products or processes or to improving existing products or processes.
Instruction (IN01)—Sponsored teaching or training work, or departmental research (e.g. curriculum development or evaluation) where participants are at least in part UM students or employees.
Training-Instruction (IN01)—Sponsored teaching or training work where participants are not UM students or employees.

Other Sponsored Activity (OS03)—Projects other than organized research or instruction such as health service projects, travel grants, conference travel support, or community service programs.
Construction (OS03)—Where external funding is provided primarily for constructing a new facility or other.
Equipment (OS03)—Where external funding is provided primarily for purchasing equipment.
Fellowship (OR02)—Where the funding opportunity is a graduate fellowship where funding will primarily support the activity of a graduate student.

OSP – FRMFUND



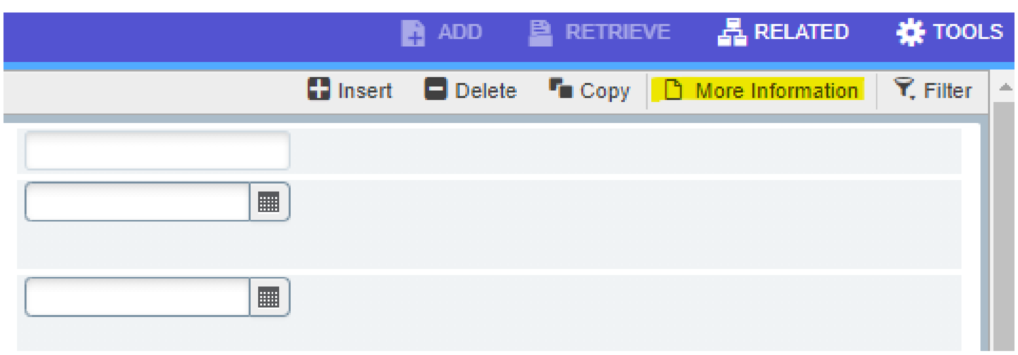
USE THE EXCEL FUND SET-UP GUIDE FOR ANY ADDITIONAL FUNDS THAT ARE TIED TO THIS GRANT

Item 1: Fund Number
This item will auto-populate and be disabled (cannot be changed).

Item 2: Is the F&A rate the same as the grant?
If no, please enter the rate for this fund here. If yes, leave this item blank.

Item 3: Billed Accounts Receivable
The default value, 1203B, will automatically be selected. Make blank for program income, cost match, and UGP funds.

SDE (More Information)
The 'More Information' tab in Banner is located on the top right-hand side of the screen.



Item 4: Principle Investigator (PI)
This item will auto-populate and be disabled (cannot be changed).

Item 5: Fund Begin Date
The start date of the fund should match the 'Budget Period Start Date'.

Item 6: Fund End Date
The end date of the fund should match the 'Budget Period End Date'.

Item 7: Comments: The default value, New Account, will automatically be selected. Additional information can be added to this line. For more information about BUSTR comments see OneNote—BuStR Comment Language

OSP – FTMACCI

Use the Excel Fund Set-up Guide for any addtional funds that are tied to this grant

Chart of Account

C

Index Code

Short Project Title

Effective Date = 1st day of month previous to start date

Uncheck the Override box to the right for the following three items

Fund

Organization

Program

USE THE EXCEL FUND SET-UP GUIDE FOR ANY ADDITIONAL FUNDS THAT ARE TIED TO THIS GRANT

Item 1: Chart of Accounts
This item will auto-populate and be disabled (cannot be changed).

Item 2: Index Code
Create the index code by swapping the fund's first 3 with an M.

Item 3: Short Project Title
This item will auto-populate and be disabled (cannot be changed).

Item 4: Effective Date
This item will auto-populate and be disabled (cannot be changed).

In Banner – Uncheck the Override box to the right for the following three items:

Item 5: Fund Number
This item will auto-populate and be disabled (cannot be changed).

Item 6: Organization Number
This item will auto-populate and be disabled (cannot be changed).

Item 7: Program Number
This item will auto-populate and be disabled (cannot be changed).

UNIVERSITY OF MONTANA
OFFICE OF Research & Creative Scholarship

OSP – FRABUDG

Use the Excel Fund Set-up Guide for any addtional funds that are tied to this grant

Grant Number

Budget Code
ORIGINAL

Budget Description
Original Budget

Index Code

Enter budget (using the Budget Tab):

Enter the account code, tab, enter the amount, and use the arrow keys to navigate to new lines and to check your entries.

For Subawards, use the tab key to tab all the way over to enter the activity code (for example ACTV1)

Then, go to Tools > Calculate Information Now to enter the F&A (check the number and adjust as needed).

Lastly, don't forget to enter the Revenue account code and fund budget total (using the information below).

Revenue Account

Fund Budget Total

Rule Class
BGOR

USE THE EXCEL FUND SET-UP GUIDE FOR ANY ADDITIONAL FUNDS THAT ARE TIED TO THIS GRANT

Item 1: Grant Number
This item will auto-populate and has been disabled.

Item 2: Budget Code
Original will be written in as the default, but this can be changed in the event that you would have to enter the format (ORIG + last four digits of fund).

Navigate to the next block
Item 3: Budget Description
A default response has been selected and this item has been disabled.

Item 4: Index Code
This item will auto-populate and has been disabled.

Navigate to the next block
Item 5: Enter the budget following the instructions below and using the budget attachment from the 'Budget Summary' tab.
Enter the account code, tab, then enter the amount.

Use the arrow keys to create new lines and to navigate through the lines that have been created to check your entries.
For subwards, use the tab key to go over to the Activity column and enter the activity code (i.e. ACTV1).
Then go to Tools > Calculate Information Now to enter the F&A.
Check the number and adjust as needed (remove cents by rounding).
Enter the revenue account code and fund budget total using Items 6 & 7 below.

Item 7: Revenue Account
This item will auto-populate and has been disabled.

Item 8: Fund Budget Total
Enter the total dollar amount for this fund.

Navigate to the next block
Item 9: Rule Class
This item will auto-populate and has been disabled.

UNIVERSITY OF MONTANA
OFFICE OF Research&Creative Scholarship

OSP – FRAEVGA

Grant Number

Event Code

BILL

Date From - last day of the month the grant begins or end of quarter for quarterly bills

Date To - last day of the month prior to month the grant ends - 90 days after grant ends for LOC

Frequency

- Bi-weekly (HHS & NSF only)
- Monthly
- Quarterly
- Semi-annually
- Annually

Item 1: Grant Number
This item will auto-populate and be disabled (cannot be changed).

Item 2: Event Code
This item will auto-populate and be disabled (cannot be changed).

Item 3: Date From
This should be the last date of the month that grant **begins** or the end of the quarter if this grant is billed on a quarterly basis.

Item 4: Date To
This date should be the last day of the month **before** the grant ends or 90 days after the grant ends for LOC.

Item 5: Billing Frequency
This is how often we will be billing the sponsor and this information should be available in the Award Document (usually under Billing or Payments).
Biweekly – only select this option for HHS and NSF grants.
Monthly – Select this option for a monthly bill. This option must also be selected for fixed and task-based billing.
Quarterly – Select this option for a quarterly bill.
Semi-Annually – Select this option for a bill that will be sent twice a year.
Annually – Select this option for a bill that will be sent once a year.

Payment Method Type

◯ Cost Reimbursement
◯ Fixed

Period To

Bill Format

◯ NBIL
◯ INV
◯ 270B
◯ FB
◯ TB

Default Responsible User ID (BRSP_XXX)

Item 6: Payment Method Type
Review your Award Document to determine if this award is cost-reimbursable or fixed price.

Cost Reimbursable –

Cost Reimbursable

For activities that are cost reimbursable, the University fronts the expenses and the sponsor is then invoiced accordingly for allowable and reasonable expenses, in accordance with the terms of the contract. Such agreements may include language such as "not to exceed" or refer to "time and materials."

The majority of the University's sponsored activity is cost reimbursable.

Fixed Price –

Fixed Price

If the grant or contract is fixed price, the activity is negotiated at a pre-set amount, regardless of actual costs. (A sponsor may occasionally refer to this as a "deliverables-based" or "lump-sum" contract.)

When contracting with a private sector entity on a fixed price basis, the University may request an up front payment of 25 percent of the total project amount, and three consecutive advance payments of 25 percent as the project is expended.

Fixed price grants and contracts are negotiated at the best estimate of the PI. However, seldom is a PI able to negotiate such grants and contract activity to the exact amount of expenditure.

As a result, if the estimate falls short and a fixed price grant or contract concludes with the project over budget, the PI and department are expected to cover any overrun costs. If any funds remain (under budget), they are moved into a fixed price clearing account under the Vice President for Research. In rare circumstances, the PI may officially request funds from the clearing account in proportion to the residual. The request must be in writing and include detailed justification to assist in decision-making.

Item 7: Period To
This item will auto-populate and be disabled (cannot be changed).

Item 8: Bill Format
This determines the type of bill that will be sent. This information should be available in the Award Document.
NBIL – No bill is sent. This is used for LOC awards.
INV – A generic invoice is sent
270B – A specific bill type identified in the Award Document. Most commonly seen with USDA, DOA, and DOI grants.
FB – We will invoice the sponsor for a certain amount on days that the sponsor has identified in the Award Document.
Billing frequency must be set up as monthly in FRAEVGA (Banner)
Set up the 'Fixed Schedule' FRAEVGA
Don't forget to add FOATEXT in FRAGRNT
TB – We invoice the sponsor for tasks that have been completed.
Billing frequency must be set up as monthly in FRAEVGA (Banner)
Don't forget to add FOATEXT in FRAGRNT

Item 9: Default Responsible ID: This is your Grant Accountant Banner Username ID (BRSP_XXX).

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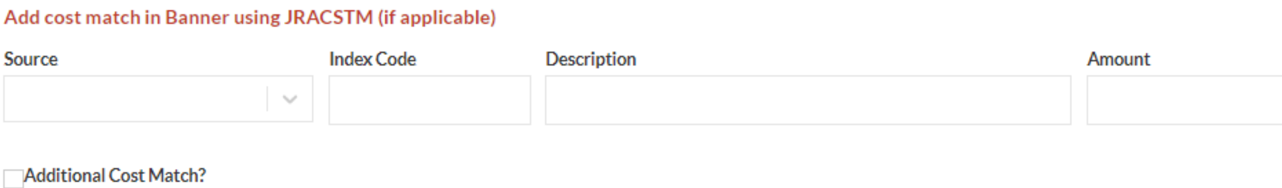
OSP – JRACSTM



This form can be filled out for cost match that needs to be entered into JRACSTM (if applicable). This tab will only appear if the answer for Item 6 (Does this award include cost share?) on the 'Budget Summary' tab is yes.

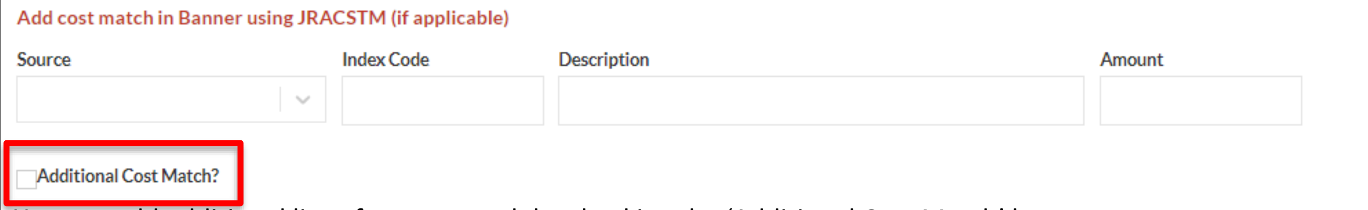
Item 1: Source
Select all applicable sources as defined here.

- **Salary**—Compensation at the budgeted rate which will be reimbursed for effort on the project.
- **Benefits**—18% of salary, or the standard benefits rate associated with salary.
- **Contracted Services**—A service is provided outside award funding.
- **Supplies**—Supplies are purchased or provided without use of award funds.
- **Communication**—When communications resources are purchased or provided without use of award funds.
- **Travel**—Funding for travel is provided without use of award funds.
- **Tuition**—Tuition expense is provided without the use of award funds.
- **Other**—Any expense not otherwise listed which is provided without the use of award funds.
- **Equipment**—Provided either in kind or through cash funding outside of award funds.
- **Match F&A**—IDC recovery on other cost share categories which are in-turn matched.
- **Waived F&A**—The portion of IDC recovery which is waived to meet a cost share requirement.
- **VPR Cost Match**—Funding directly from the VPR in support of the project.
- **Program Income**—When income will be utilized to support project costs.
- **Third Party**—Cost share being contributed by an entity outside UM. Letters of commitment should be included in attachments when this is present.

Item 2: Index Code
Enter the index number for the fund that will be providing the cost match. Grant indices are very rarely used for cost match.

Item 3: Description
Write in the description of the cost match per OneNote (Consistent Language).

Item 4: Amount
Provide the dollar amount for this cost share source.

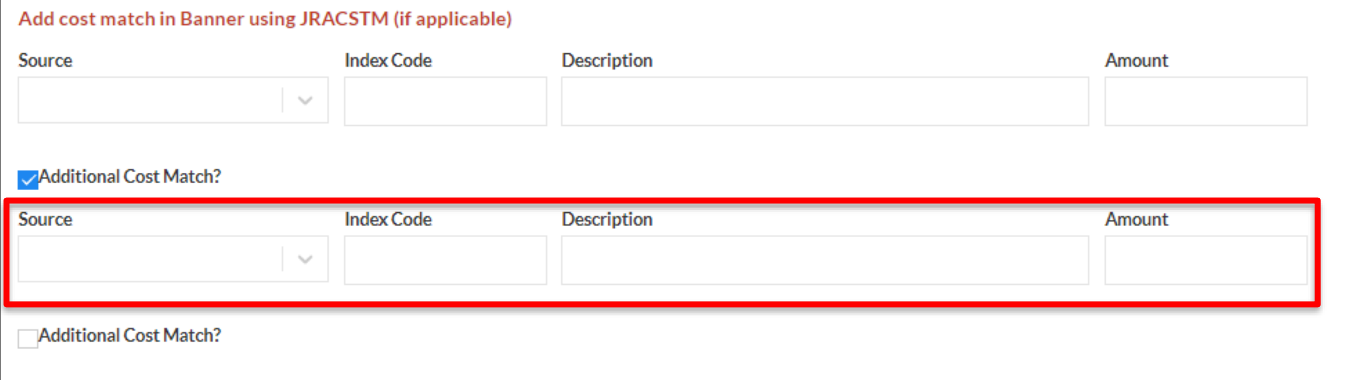


Add cost match in Banner using JRACSTM (if applicable)

Source | Index Code | Description | Amount

Additional Cost Match?

You can add additional lines for cost match by checking the ‘Additional Cost Match’ box.



Add cost match in Banner using JRACSTM (if applicable)

Source | Index Code | Description | Amount

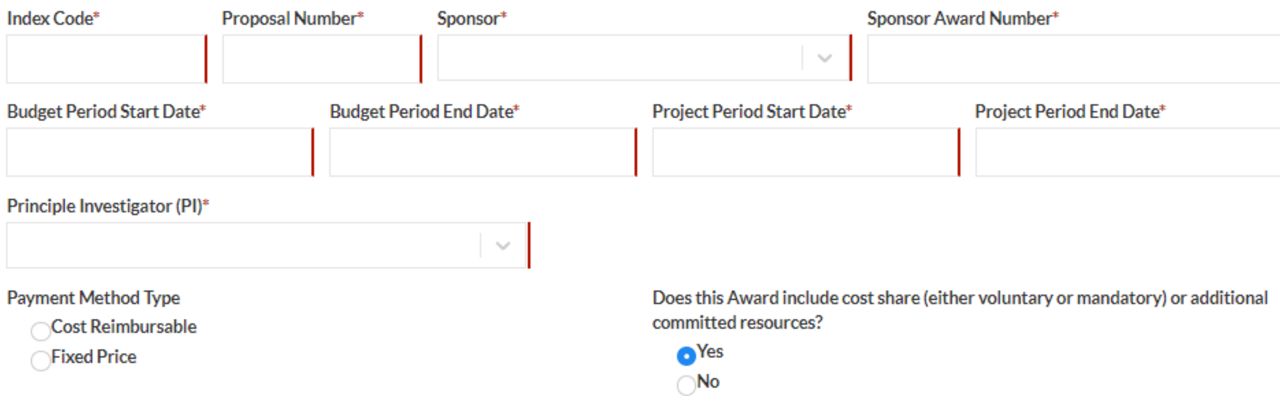
Additional Cost Match?

Source | Index Code | Description | Amount

Additional Cost Match?

Cover Page

This page will replace the Summary Sheet in your file drawers and should be filled out like you would fill out a Summary Sheet. The information gathered on this page is for the SPS's purposes—to document the oddities of this specific award.


Index Code*
Proposal Number*
Sponsor*
Sponsor Award Number*
Budget Period Start Date*
Budget Period End Date*
Project Period Start Date*
Project Period End Date*
Principle Investigator (PI)*
Payment Method Type
Cost Reimbursable
Fixed Price
Does this Award include cost share (either voluntary or mandatory) or additional committed resources?
Yes
No

Item 1: Index Code
Create the index code by swapping the fund's first 3 with an M.

Item 2: Proposal Number
Enter the proposal number tied to this award.

Item 3: Sponsor
The organization/agency/institute from which funding will come directly to UM must be selected from the org finder field by searching on acronym, keyword, or EIN.

Item 4: Sponsor Award Number
This information can be found on the award document.

Item 5: Budget Period Start Date
The start date of the budget period may be found on the Award Document. This information will most likely be the same as Item 7.

Item 6: Budget Period End Date
The end date of the budget period may be found on the Award Document. This information may be the same as Item 8.

Item 7: Project Period Start Date
The start date of the period of performance on the Award Document.

Item 8: Project Period End Date
The end date of the period of performance on the Award Document.

Item 9: Principle Investigator (PI)
Enter the PI's information—You can search for them by name or employee ID number (790 #).

Item 10: Payment Method Type:
This item will auto-populate after Banner forms have been completed (feeds from FRAEVGA) or this information will feed into the Banner forms.
Review your Award Document to determine if this award is cost-reimbursable or fixed price.

Cost Reimbursable –

Cost Reimbursable

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Item 11: Does this award include cost share or additional committed resources?
Please select 'Yes' if cost share is indicated in the award document.

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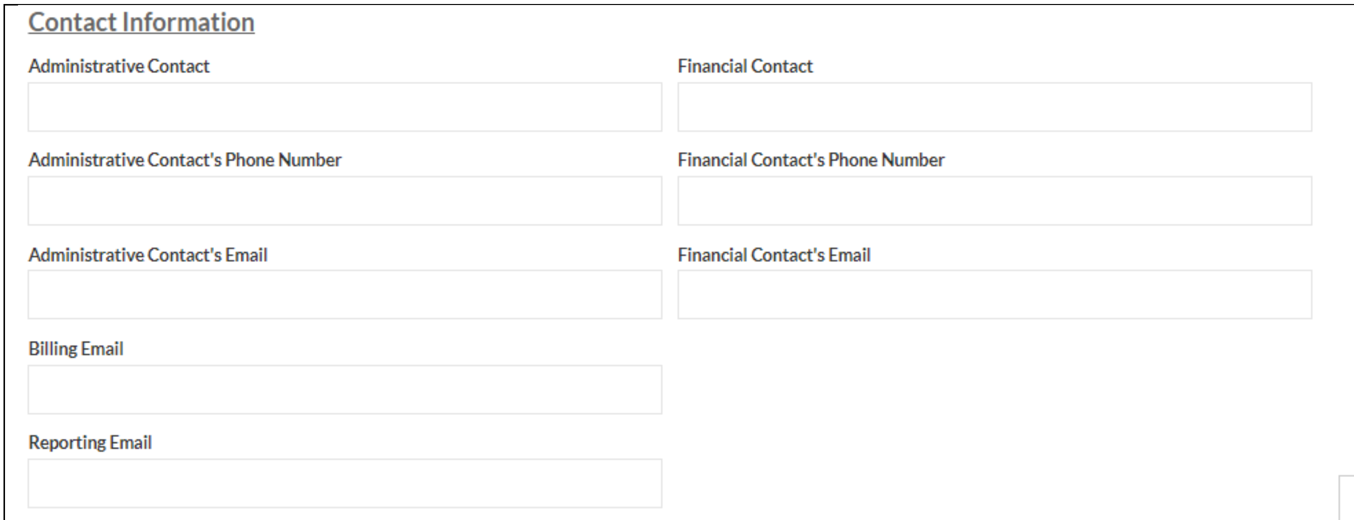

Contact Information

Administrative Contact

Financial Contact

Administrative Contact's Phone Number

Financial Contact's Phone Number

Administrative Contact's Email

Financial Contact's Email

Billing Email

Reporting Email

Item 12: Administrative Contact
This information can be found on the Award Document in the contacts section.

Item 13: Administrative Contact's Phone Number
This information can be found on the Award Document in the contact section. If the Administrative Contact does not have a phone number, this can be left blank.

Item 14: Administrative Contact's Email
This information can be found on the Award Document in the contacts section.

Item 15: Financial Contact
This is the individual that we will be sending invoices to (if applicable). This information can be found on the Award Document in the contacts section.

Item 16: Financial Contact's Phone Number
This information can be found on the Award Document in the contact section. If the Financial Contact does not have a phone number, this can be left blank.

Item 17: Financial Contact's Email
This information can be found on the Award Document in the contacts section.

Item 18: Billing Email
Please add the email that we are required to send our invoices to (if applicable). This email may be the same as the financial contact's email. This information can be found on the Award Document, most likely under billing, invoicing, or contact information.

Item 19: Reporting Email
Please add the email that we are required to send our financial reports to (if applicable). This email may be the same as the financial contact's email. This information can be found on the Award Document, most likely under financial reporting.

Indirect Cost Rates

Basis	Rate	Total Costs	F&A	Date From	Date To
Basis	Rate	Total Costs	F&A	Date From	Date To
Basis	Rate	Total Costs	F&A	Date From	Date To

This block of the Cover Page can be used to track multiple F&A rates throughout the life of the award (if applicable).

Item 20: Basis
This selection determines what cost categories will be assessed IDC. This should be identified in the Award Document, Budget, or by Pre-Award.
MTDC – Modified Total Direct Costs
MTDCR – MTDC less rent
TDC – Total Direct Costs
TDC1 – TDC less equipment and stipends
TDC2 – TDC less contracted services and subawards
TDC-CS – TDC less contracted services
SW – Salary/Wages
SWF – Salary/Wages/Fringe
SWF1 – SWF less graduate student salary
SWF2 – SWF less graduate student salary and student wages
STIPND – Allowances, scholarships, and participant support costs

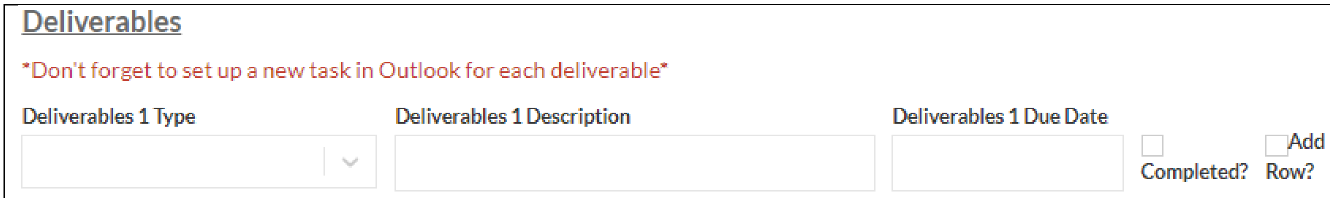
Item 21: Rate
The percentage of IDC assessed on this award. This should be identified on the Award Document, or Budget.

Item 22: Total Costs
Provide the dollar amount of the funds that will fall under this IDC rate. This should be identified in the Award Document, or Budget.

Item 23: F&A
Provide the dollar amount of the funds that will be provided as F&A under this IDC rate. This should be identified in the Award Document, or Budget.

Item 24: Date From
Provide the date that this IDC rate will take effect. This should be identified in the Award Document, or Budget.

Item 25: Date To
Provide the last day that this IDC rate will be in effect. This should be identified in the Award Document, or Budget.

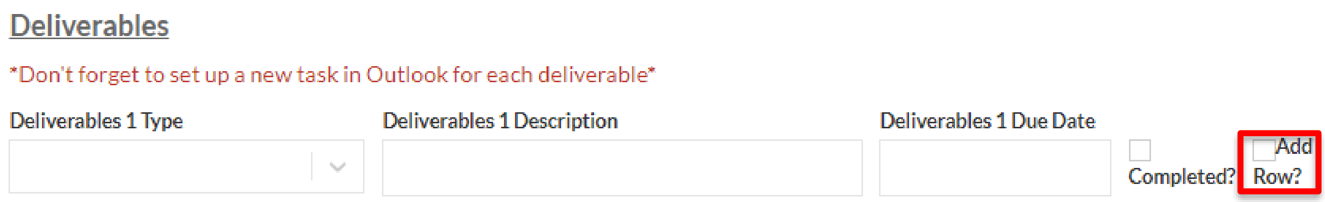


Item 26: Deliverables Type
Select a deliverable that is due for this grant. The options that you have to choose from are:
RPPR:
Progress Report:
Final Report:
Inventions Statement:
Annual Financial Report:
Quarterly Financial Report:
Final Financial Report:
Final Invoice:
Other:

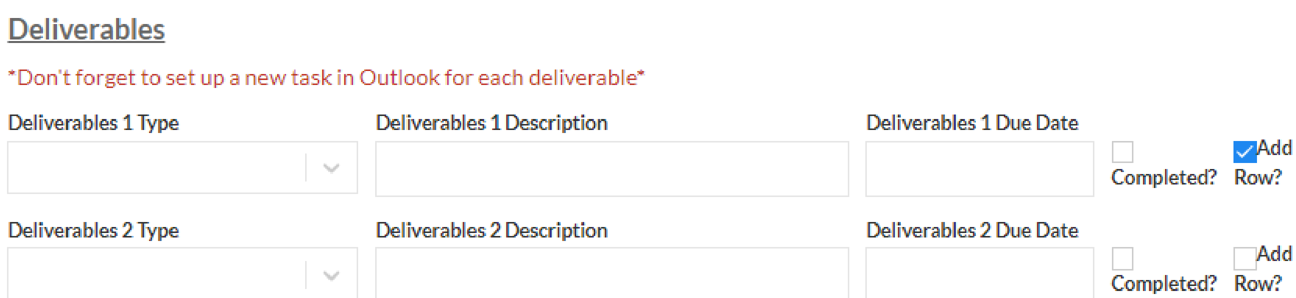
Item 27: Deliverables 1 Description
Add a description that identifies what should be submitted for this deliverable.

Item 28: Deliverables 1 Due Date
Add the due date for this deliverable.

Item 29: Completed?
Check this box after the deliverable has been submitted to the sponsor and attach the deliverable to the Award record on the 'Attachments' tab.



If you have additional deliverables, you can create more rows by checking the box that says "Add Row?"



Several rows can be created as needed.


Terms & Conditions, Restrictions, and Other Notes

Please attach the Terms & Conditions Documents

Drag and drop new files or click to select from file system...

Please list the Sponsor's Terms & Conditions website(s)

Special Conditions

Notes

Item 30: Please attach the Terms & Conditions documents
Attach any Terms and Conditions documents that were provided by the sponsor or located online for your reference.

Item 31: Please list the Sponsor's Terms & Conditions website(s)
If you are unable to get a Terms and Conditions document or if the sponsor has their information available on a website place a link to the website in this box.

Item 32: Special Conditions
List any oddities about this award here—Restrictions, billing rules, additional attachments that are required, etc.

Item 33: Notes
Add any additional notes that you may have for this Award here.

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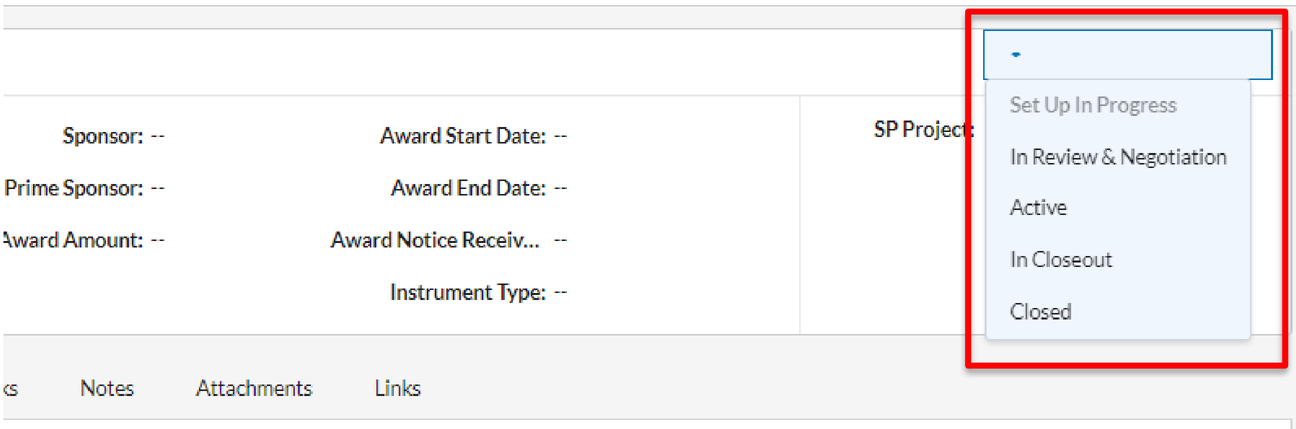
Award Status Management

OSP is responsible for managing the status on award records. Status will update automatically between Set Up In Progress, In Review & Negotiation, and Active



Set Up In Progress: This includes OSP internal statuses 1-5.

In Review & Negotiation: Once the record is routed for review, the status will automatically update to In Review and Negotiation. All compliance units material to the award as well as the OSP Assistant Director will review the award record to verify it is complete, accurate, and ready for final setup. Once review is complete, internal status should be updated to 06 – Ready for Banner Setup

Active: After the Award record has been approved, it will appear in Active status and is ready to be entered into Banner by the post-award team. Internal status should be updated to 07 – Setup Complete once the index is active in Banner.

In Closeout: When an Award record has reached its end date and will not be extended or renewed, post-award may switch the record to this status to signify the need for closeout.

Closed: This award is no longer active. It has been final billed, all reports have been sent, and the necessary documents have been uploaded to Cayuse.

Modifications

In order to capture PI, budget, date, cost share, or OPAS to full award setup revisions, individual award records may generate a new version or "modification" to capture the change while maintaining the original or earlier version(s). To determine if creating a modification is appropriate (or whether it is best to create a brand new award record), please refer to OSP's record determination guide.

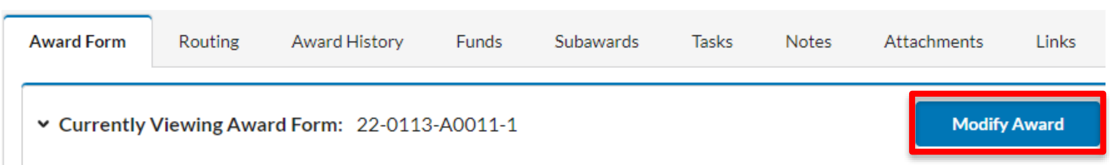
If creating a modification is appropriate, please follow these steps:

Step 1: Locate the award record

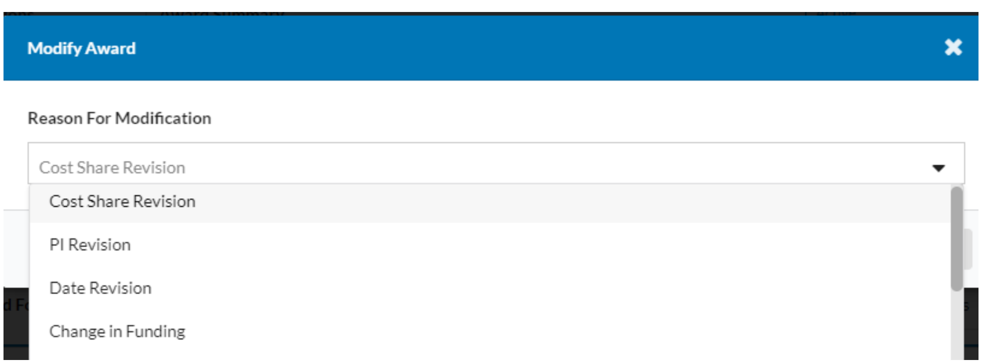
Please locate the award record which requires modification. This can be done by filtering the awards dashboard by PI, department, or grant index number.

Step 2: Click into the record and start a modification

Locate the blue "Modify Award" button and select.



Select the appropriate modification type from the drop down:

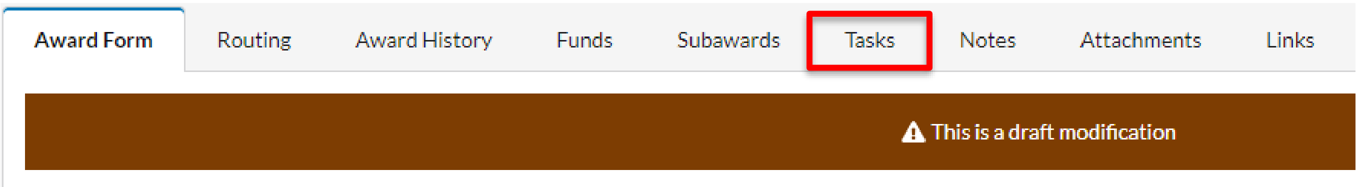


Step 3: Enter modification data

Refer to the revision guide checklists to modify the required fields depending on the type of modification being processed.

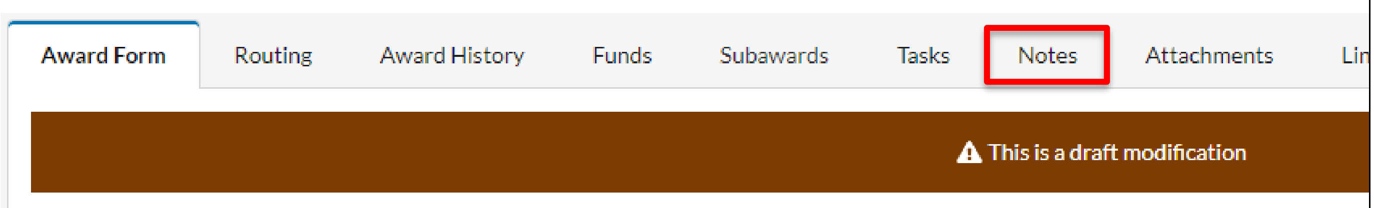
Step 4: Assistant Director review

Assign a task to the Assistant Director to review the modification through the tasks tab in the record.



Step 5: Assistant Director completes review and certifies record

The Asst. Director will review entries and, when ready, will "set the modification to active". They will include a note on any special circumstances around the modification either in the notes tab or when setting to active.



Once these steps are complete, the Cayuse modification will have been recorded. All setup required in Banner should happen concurrently.