SP Document Naming Conventions

Attachment Types	Description
Proposal Document	Documents in these types capture communication between UM and sponsor through the award lifecycle.
Award Document	
Subaward Document	
Budget	Different budgets may be uploaded during the award lifecycle. The file naming convention per budget will provide detail needed to differentiate.
Supporting Documentation	Any documentation which does not clearly fall in another attachment type (e.g. sponsor email communications, F&A Split request, etc.)
Report Document	Deliverables in UM or sponsor format which are complete and transmitted to the sponsor (e.g. SF425s, NIH invention reports, etc.); does not include non-financial progress reports
Closeout Document	All financial documentation which was in-progress during the project period which can be consolidated and attached at closeout (e.g. ledgers, bustrs, subaward files, etc.)

Document	Tag	Attachment Type
Proposal package submitted to sponsor, inclusive of all documentation constituting the proposal	Proposal	Proposal Document
Final proposal budget in sponsor format	PROPBudget	Budget
Final proposal budget in UM estimation format	UMBudget	Budget
Budget Justification	BudgetJust	Proposal Document
Additional documentation provided to sponsor post-submission, but pre-award which do not warrant a new proposal file (e.g. SOW revision)	AddDoc_[Descriptor]	Proposal Document
Letter of Intent	LOI	Proposal Document
Cost Share letters of commitment from third party or other	CSLetter	Proposal Document
Proposal Submission Confirmation	Submitted	Proposal Document
Sole Source Justification	SSJ	Proposal Document
Sponsor Correspondence concerning allowability/viability of proposal/proposal components	Email_YYYY.MM.DD_Descriptor	Supporting Documentation
Subrecipient Budget	[Organization]_Budget	Subaward Document
Subrecipient Budget Justification	[Organization]_BudgetJust	Subaward Document

Subrecipient Scope of Work	[Organization]_SOW	Subaward Document
Subrecipient Commitment Form	[Organization]_SCF	Subaward Document
Subrecipient Commitment Letter	[Organization]_CL	Subaward Document
Subrecipient agreement, fully executed	FE_[PGNumber Subrecipient]	Subaward Document
Subrecipient amendment, fully executed	FE_[PGNumber_AmendNo_Subrecipient]	Subaward Document
Subrecipient Budget (executed)	[PGNumber]_Budget	Subaward Document
Subrecipient Amended Budget (executed)	[PGNumber_AmendNo]_Budget	Subaward Document
Subrecipient Commitment Form	[PGNumber]_SCF	Subaward Document
Subrecipient Compliance Assurance	[PGNumber]_CompliAssur	Subaward Document
Subrecipient Allowable Costs	[PGNumber]_AllowCosts	Subaward Document
Subaward FFATA Report	[PGNumber]_FFATA	Subaward Document?
Subaward FFATA Report – amendment	[PGNumber_AmendNo]_FFFATA	Subaward Document?
Subaward Invoice (if provided by UM)	[PGNumber]_Invoice	Subaward Document
Subaward Invoice – amended (if provided)	[PGNumber_AmendNo]_Invoice	Subaward Document
COI Documentation	[Department]_COI_[PI_Last]	Subaward Document
Risk Assessment (per subaward)	[PGNumber]_RA	Subaward Document
Audit Memo (per subrecipient, but on subawards to that recipient)	Subrecipient_AudMem	Subaward Document
COA document if needed	[PGNumber]_COA	Subaward Document
Partially Executed agreement, to be replaced by fully executed agreement when available	PEAward	Award Document
Fully Executed master agreement, cooperative agreement, grant, contract, MOU, or other award	FEAward	Award Document
Fully Executed modification to an existing agreement	FEMod_[CayuseMod#)	Award Document
Sponsor Correspondence concerning allowability/viability of award/award components	Email_MM.DD.YY_Descriptor	Award Document
Award Transfer/Relinqueshment	Termination_Req	Award Document
Awarded, Detailed Budget, matching sponsor award/format when possible	AwardBudg	Attach in “Summary Budget”
Award Budget Justification	AwardBudgJust	Attach in “Summary Budget”
Approved, Revised Budget (post award)	Budg Rev_[number]	Budget
Budget Revision Approval when new, supplementary funding is not received	Budg Rev_[number] App	Award Document

Budget Revision Request when new, supplementary funding is not requested	Budg Rev_[number] Req	Award Document
Carry Forward Approval	CF App Yr[X] to Yr[Y]	Award Document
Carry Forward Request	CF Req Yr[X] to Yr[Y]	Award Document
No Cost Extension Approval	NCE App thru MM.DD.YY	Award Document
No Cost Extension Request	NCE Req thru MM.DD.YY	Award Document
Scope of Work change request	SOW Change Req MM.DD.YY	Award Document
Scope of Work change approval	SOW Change App MM.DD.YY	Award Document
PI Change Request	PI Change Req MM.DD.YY	Award Document
PI Change Approval	PI Change App MM.DD.YY	Award Document
Approved OPAS Form	OPAS [OPASNumber]	Award Document
Budget Revision Setup Form	Budg Rev_[number] Form	Award Document
Fund Setup Form	Fund_[number] Setup Form	Award Document
Dynamic F&A Split Request	FA Split Request	Supporting Documentation
Financial Reports submitted to sponsor	FR MM.DD.YY	Report Document
Equipment Report submitted to sponsor	ER MM.DD.YY	Report Document
Invention Report submitted to sponsor	IR MM.DD.YY	Report Document
Other Report submitted to sponsor	[Subject] MM.DD.YY	Report Document
Consolidated ledgers and backup documents at closeout	[FundNumber] Summary	Closeout Document
Consolidated subaward file(s)	[PGNumber]	Closeout Document
Consolidated cost match file	[FundNumber] Cost Match	Closeout Document
Consolidated bustr file	[FundNumber] Bustr	Closeout Document
Consolidated closeout file	[FundNumber] Closeout	Closeout Document
Consolidated other closeout files	[Subject]	Closeout Document