Carnegie Mellon University
Sponsored Projects Accounting
(PA01) Setting Up New Award—Procedures
Updated: March 11, 2008

Frequency: As needed
Responsible Staff: Sponsored Project Accountant
Approval Required: Manager / Assistant Manager, Post Award Accounting

Summary:
When a new award is accepted by the university, SPA receives the necessary award documentation from OSP. The SPA accountant sets up the award in Oracle and communicates the information to the appropriate people.

Procedure:
1. Review the award documentation. Ensure that the following information is included:
   - Executed Agreement
   - Budget that ties to awarded amount
   - Copy of Proposal or Key Sections of the proposal
   - Copy of Prime Award Agreement if it is a Sub-award to CMU

2. Obtain the new award number.
   The award number needs to be assigned according to established numbering standards (Attachment PA-A).
   **Example:** To assign an Oracle award number to a new award issued by The National Science Foundation:
   - Navigate to the Award Management window by selecting Awards
   - Choose Templates, Awards from the drop-down list in the Search For field.
   - Enter 112% for award number
   - Click Find button
A list of NSF Award Numbers appears. Scroll to the last NSF award number assigned. The new NSF award number will be the next sequential number available.

<table>
<thead>
<tr>
<th>Award Number</th>
<th>Award Short Name</th>
<th>Template</th>
</tr>
</thead>
<tbody>
<tr>
<td>1120365</td>
<td>PRELIM-NSF-HODGOINS</td>
<td></td>
</tr>
<tr>
<td>1120366</td>
<td>IIS-0228012-NSF-CALLAN</td>
<td></td>
</tr>
<tr>
<td>1120367</td>
<td>SES-0302715-NSF-MOORE</td>
<td></td>
</tr>
<tr>
<td>1120368</td>
<td>EIA-0303541-NSF-ARUNACHALAM</td>
<td></td>
</tr>
<tr>
<td>1120369</td>
<td>ACI-0234293-NSF-PUESCHEL</td>
<td></td>
</tr>
<tr>
<td>1120370</td>
<td>DMS-0307816-NSF-KASS</td>
<td></td>
</tr>
<tr>
<td>1120371</td>
<td>IIS-0238351-NSF-LEWICKI</td>
<td></td>
</tr>
<tr>
<td>1120372</td>
<td>IIS0238204-NSF-MATSUOKA</td>
<td></td>
</tr>
</tbody>
</table>
3. Choose the award set up template
The awards in Oracle are created from templates. To search for all available templates, Choose Templates from the drop-down list in the Search For field, click the Find button. Be sure to select the template for OSR.

4. Enter award quick entry information
When the Award Management Folder window appears, select the appropriate template and click Copy to button. The Award Quick Entry window appears. Be sure to select the Funding Source for OSR.
<table>
<thead>
<tr>
<th><strong>Award Number</strong></th>
<th><strong>Funding Source Name</strong></th>
<th><strong>Sponsor’s Name - Be sure to select an OSR Funding source name</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Award Short Name</strong></td>
<td><strong>Funding Award Number</strong></td>
<td><strong>Sponsor’s agreement number(grant number, contract number, purchase order number, etc.)</strong></td>
</tr>
<tr>
<td>Full Name</td>
<td>Award Title (max 240 characters)</td>
<td>Start Date</td>
</tr>
<tr>
<td>End Date</td>
<td>Project end date</td>
<td>Close Date</td>
</tr>
<tr>
<td>Award Type</td>
<td>Choose from pick list</td>
<td>Purpose</td>
</tr>
<tr>
<td>Organization</td>
<td>Choose from pick list</td>
<td>Status</td>
</tr>
<tr>
<td>Award Manager</td>
<td>PI’s Name</td>
<td>Revenue Distribution Rule</td>
</tr>
<tr>
<td>Terms</td>
<td>30 Net</td>
<td>Billing Distribution Rule</td>
</tr>
<tr>
<td>Frequency</td>
<td>Choose from pick list</td>
<td>Non-labor Invoice Format</td>
</tr>
<tr>
<td>Labor Invoice Format</td>
<td>Labor Expenditure Category</td>
<td>Indirect Cost Rate Schedule</td>
</tr>
<tr>
<td>Amount Type</td>
<td>Project to Date</td>
<td>Indirect Cost Rate Fixed Date</td>
</tr>
<tr>
<td>Boundary Code</td>
<td>Project</td>
<td>Allowed Cost Schedule</td>
</tr>
</tbody>
</table>
5. Click in the **Descriptive Flex Field** (the “beer mug” field next to the Boundary Code in the Award Quick Entry screen).

- **Federal Contract Number** – If applicable, enter the Federal award number.
- **Priority Code** – Blank except for Department of Defense contracts which include a priority rating code. Select correct code from the List of Values for this field.
- **CFDA #** - Enter correct CFDA # for Federal grants and cooperative agreements and sub-grants and cooperative agreements. For Federal contracts and sub-contracts, enter FAR. NASA awards do not have a CFDA # - please enter N/A.
- **University Initiative** - found in the Strategic Goal field of the OSP cover sheet
- **IC Allowable Rate** – Enter the maximum rate allowed by the sponsor. *(Example: If the current Federal negotiated rate is 47% but the University agreed to charge only 40% F&A, enter 47% in this field).*
- **Allowable Schedule** – This will pre-fill from the Indirect Cost Rate Schedule field in the Award Quick Entry screen.
- **Administered By** – This is the office that actually administers the award. In most cases, this will be the same as the information entered in the Funding Source Name field in the Award Quick Entry screen. *(For example - if this is a Department of Defense award administered by the Office of Naval Research, enter Office of Naval Research in this field).*
- **Paying Office** – Use the List of Values for this field and select the paying office specified in the award document. In some cases, this will be the same as the information entered in the Administered By field.
- **At Risk Reason** – If applicable, populate with the reason the award is At Risk.
- **Research Type** – Select correct type from the List of Values for this field; default is Basic.
- **NSF Survey** – Select correct category from the List of Values for this field based on OSP cover sheet.
- **Grad Stipend/Tuition** – For awards with a start date prior to July 1, 2006, enter G (grandfathered) in this field so that the F&A will continue to calculate on 50% of grad stipends and 50% on tuition. For awards with a start date of July 1, 2006 or later, enter NG (non-grandfathered) so that F&A will calculate at 100% on grad stipends and 0% on tuition. Enter T (transition) in this field if the award start date is July 1, 2006 or later but pre-award costs are allowed and the pre-award date is prior to July 1, 2006. By entering T in this field, F&A will calculate using the non-grandfathered rates.
- **Mandatory Cost Sharing** – Yes or No response. If the award includes mandatory cost sharing requirements, enter YES and complete the following fields.
- **Mandatory Cost Sharing $** - Enter the dollar amount for the mandatory cost sharing.
- **Cost Sharing Award #** - Enter the appropriate award number for the cost sharing. When the award includes in-kind cost sharing requirements, enter 99999999 in this field.
Click OK to return to Award Quick Entry screen.
Click OK to proceed to the Award Management screen.

6. Enter Award Installments
   - Enter the installment number 1

   **Number:** 1
   **Issue Date:** Date the agreement was signed
   **Type:** Choose from pick list (default is Award)
   **Description:** Original
   **Start Date:** Start date of award
   **End Date:** Budget end date
   **Close Date:** 90 days or 60 days after budget end date
   **Direct Cost:** Current Funded Direct Amount
   **Indirect Cost:** Current Funded Indirect Amount

   Make installment active by checking the “Active” and “Billable” flags next to the installment line. Save the information.
   For awards that do not specify funding amounts for future years, skip to Step #7.
• Enter the installment number 2, etc. This step is for sponsored awards that specify future funding amounts.

**Number:** 2  
**Issue Date:** Date the agreement signed  
**Type:** Choose from pick list  
**Description:** Future Funding, Year 2 Funding, etc.  
**Start Date:** Start date of award  
**End Date:** Project end date  
**Close Date:** 90 days or 60 days after project end date  
**Direct Cost:** Future Expected Funding Direct Amount  
**Indirect Cost:** Future Expected Funding Indirect Amount

**NOTE:** DO NOT check the “Active” and “Billable” flags for the second installment line until funding documentation is received from the sponsor.

7. If the award is a direct DoD award that was issued after 11/14/2007, it may be subject to the DoD F&A cap. Because this cap is for new awards issued with GFY2008 appropriations only, we must track which appropriations are used to fund each funding increment. This information is maintained in the Installment Descriptive Flex Field in the “Government Appropriations Year” field – 2008 for increments that are NOT subject to the cap and 2008c for increments that are subject to the cap.
8. Fund the Project and Task
With the cursor in the active installment line, click on the **Project Funding** button. The **Fund Projects** window appears. Enter the project number, task number and funded amount (this information is provided by the department and should equal the funded amount for the award).

9. Verify that the customer addresses in Oracle match the information listed in the award documents.
10. Enter Personnel information

Click on the Personnel tab and enter the personnel assigned to the award together with their award roles. Only individuals named as key members on the awards, department business managers and clerical support staff should be given on-line access to award data. In addition, the SPA accountant and the Billing Rep should be listed.
11. Enter information under Award Management – Compliance Region
   - Verify information.
     Check the award rate schedule, revenue and billing control, or billing format.
     Generally, the template used to create the new award contains Compliance information for the sponsor. If the information does not apply to the new award, modify or add information as necessary.
   - Set up billing events
     If the award billing rule is Event, enter the events by clicking on Event button and enter the billing event according to billing information in agreement.
     **NOTE:** Remember to save after entering each billing event.
12. Modify billing format
   If the Funding Source is a Letter of Credit Customer (LOC), enter the LOC
   information by clicking on Billing Format button.
   - Check Letter of Credit Drawdown. In the LOC account flex field,
     select the appropriate LOC “Customer Name”
   - If the award is eligible for Oracle auto invoicing, i.e. standard format
     is used, select “Print”
   - If the award requires a specific invoice format and is not eligible for
     Oracle auto invoicing, select “No Print”
12. Enter required Reports
   Click on the **Reports** tab and enter all required reports. Save before proceeding.

13. Enter Reference information
   Click on the **References** tab and enter the proposal number and any other information not captured in the other regions. Save before proceeding.
14. Verify that the Hard Limit is checked – this should be done for both cost reimbursable and fixed price awards. This will prohibit the award from recognizing revenue above the funding shown in the Award Amount field.

15. Enter Award Budgets
   Follow instructions for “Entering a Budget in Oracle.”

16. Complete the New Award Information Sheet (Attachment PA-B)

17. Review
   Screen-print the award set up pages and submit to the Manager / Assistant Manager, Post Award Accounting for review and approval.

18. Create an Invoice Folder for any award for which the payment method is not Letter of Credit. See the File Maintenance procedures for details on the contents and location of the invoice file.

19. Communicate New Award Number
   After SPA management approves the set up, notify the department business manager, Property Accounting and OSP of the new award number via email. A copy of the completed New Award Information Sheet should be attached to the email.
NUMBERING STANDARDS FOR NEW AWARD SET-UPS

1010000 – 1019999 INDUSTRY
1020000 – 1029999 ASSOCIATIONS
1030000 – 1039999 FOUNDATIONS
1040000 – 1049999 MISCELLANEOUS NON-FEDERAL (including SUBAWARDS From UNIVERSITIES)
1050000 – 1059999 BEN FRANKLIN
1060000 – 1069999 STATE GOVERNMENT
1070000 – 1079999 DEPARTMENT OF ENERGY
1080000 – 1089999 MISCELLANEOUS FEDERAL
1090000 – 1099999 NIH
1100000 – 1109999 DEPARTMENT OF EDUCATION
1110000 – 1119999 NASA
1120000 – 1129999 NSF
1130000 – 1139999 ARMY & MARYLAND PROCUREMENT OFFICE
1140000 – 1149999 NAVY
1150000 – 1159999 AIR FORCE
1190000 – 1199999 DARPA (DEFENSE ADVANCE RESEARCH PROJECTS AGENCY)
**Sponsored Projects Accounting**  
*New Award Information Sheet*

The following new award has been established in Oracle. If you have not already provided a project and task(s) to be linked to this award, please do so ASAP.

<table>
<thead>
<tr>
<th><strong>Oracle P-T-A Number</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Principal Investigator</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Sponsor Name</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Sponsor Award Number</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Department / Org</strong></td>
<td></td>
</tr>
</tbody>
</table>

Award Information entered into Oracle that is different than the information listed on OSP Cover Sheet:

-  

**Equipment Title:**

-  

**Below is a list of Terms and Conditions highlighted from the award documents:**

-  

**This Information Sheet is for quick reference only. Please review the award documents for a complete inventory of Terms and Conditions for this award.**

**cc:**  
OSP  
Department Business Manager  
SPA Award File  
Property Accounting