

Carnegie Mellon University
Sponsored Projects Accounting
(PA18) Modifications/Amendments – Procedures
Updated: January 25, 2019

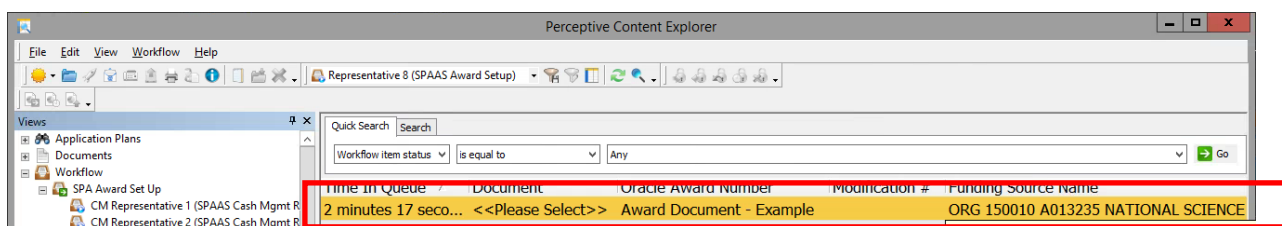
Frequency: As needed
Responsible Staff: Sponsored Project Accountant
Approval Required: Manager / Assistant Manager, Post Award Accounting

Summary:

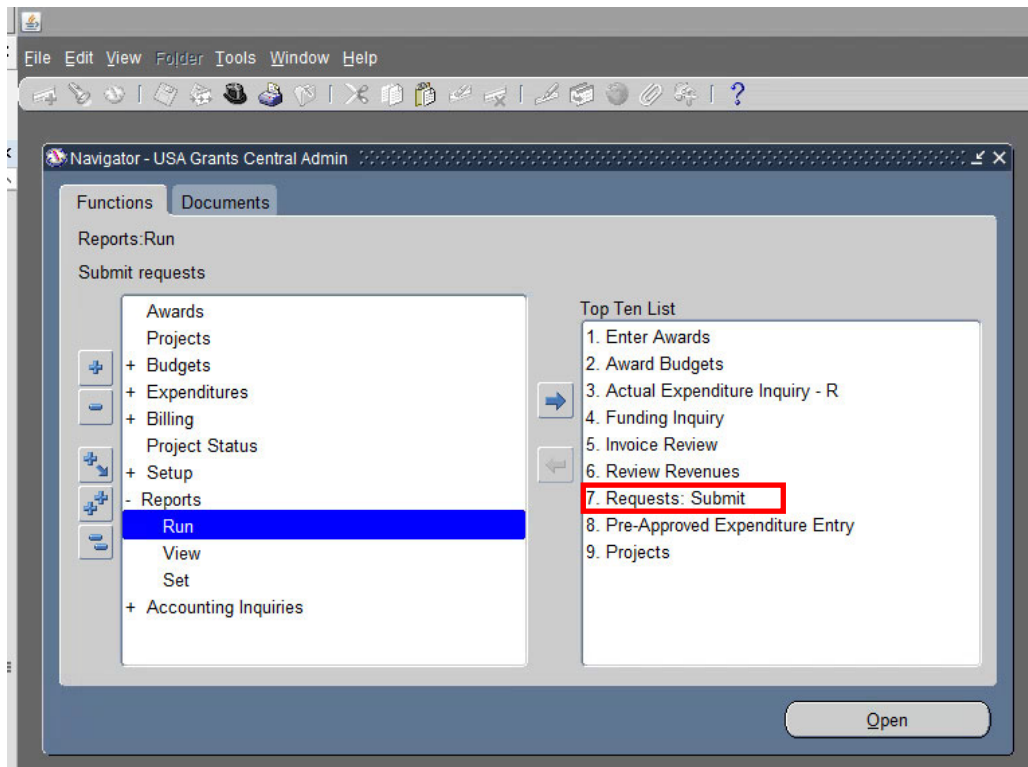
When an award modification is received by the university, SPA receives the documentation from OSP. The SPA accountant updates the award in Oracle and communicates the information to the appropriate people.

Procedure:

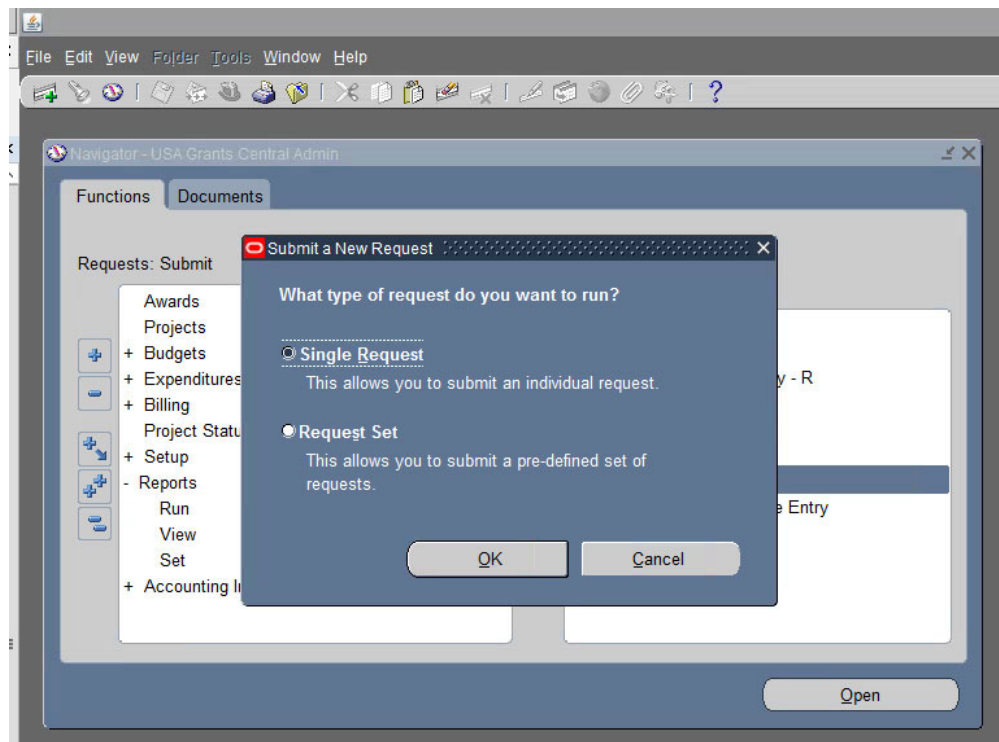
1. Open the award document in the ECM queue.



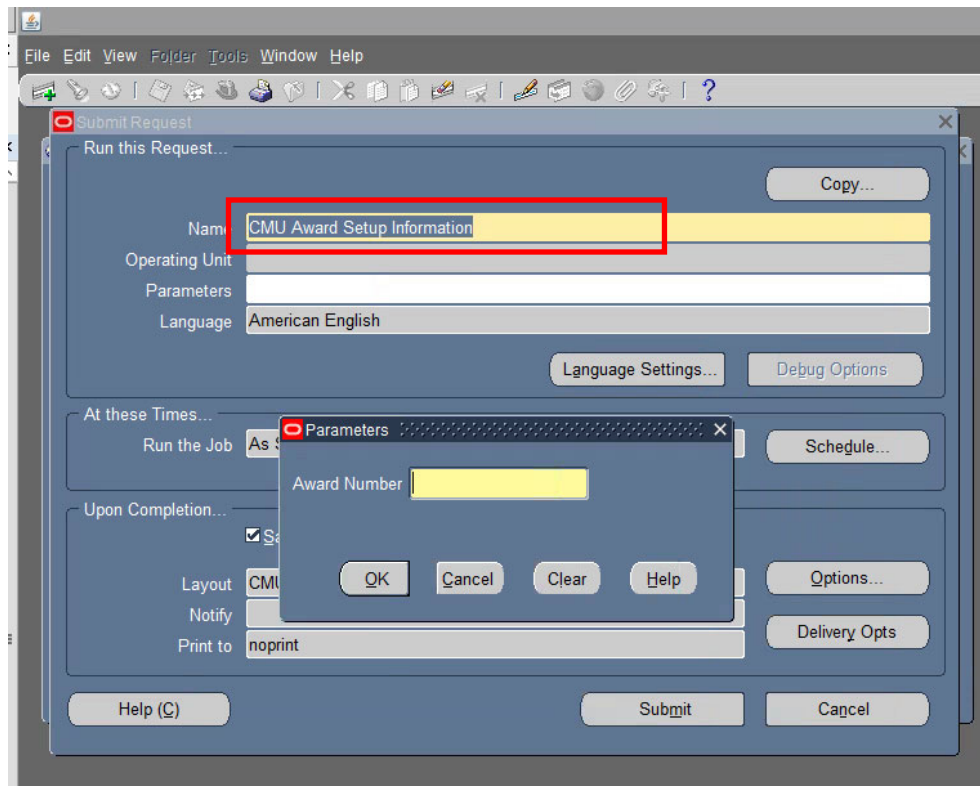
2. When the modification/amendment provides supplemental funds with a different burden rate than the existing award, a new award must be set up in Oracle (follow instructions in procedure *PA01 Setting Up New Award*).
EXAMPLE: REU supplement for a National Science Foundation award.
3. When the modification/amendment provides additional funding with the same burden rate as the existing award:
 - Navigate to the **Award Management** window in Oracle by selecting **Awards**
 - Enter the award number and click Find
 - Update the award end date and close date
 - Update the funding amount on the installment line
 - Update the installment end date and close date
4. Fund the Project and Task. If there are multiple projects/tasks...
 - An email is sent to department to confirm which project and task(s) the department wants the funding allocated to.
 - A copy of this email is merged to the Modification Agreement.
 - The Modification Agreement should be put on hold for up to 5 business days until the department confirms the funding distribution
 - If the department does not respond within seven days, add funding to one task and route mod for approval
 - An email is then sent to the department letting them know which project/task the funding was added to and that it can be reallocated at a later time, if they request.
5. 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 (first contact the department to verify whether the additional funding should be added to the existing project/task or to a new project/task).
6. Update Award Budgets (follow instructions in procedure *PA03 Entering a Budget*).
7. From the USA Grants Central Admin Navigator screen, select Reports→Run. This is also called Requests: Submit if in your Top Ten List.



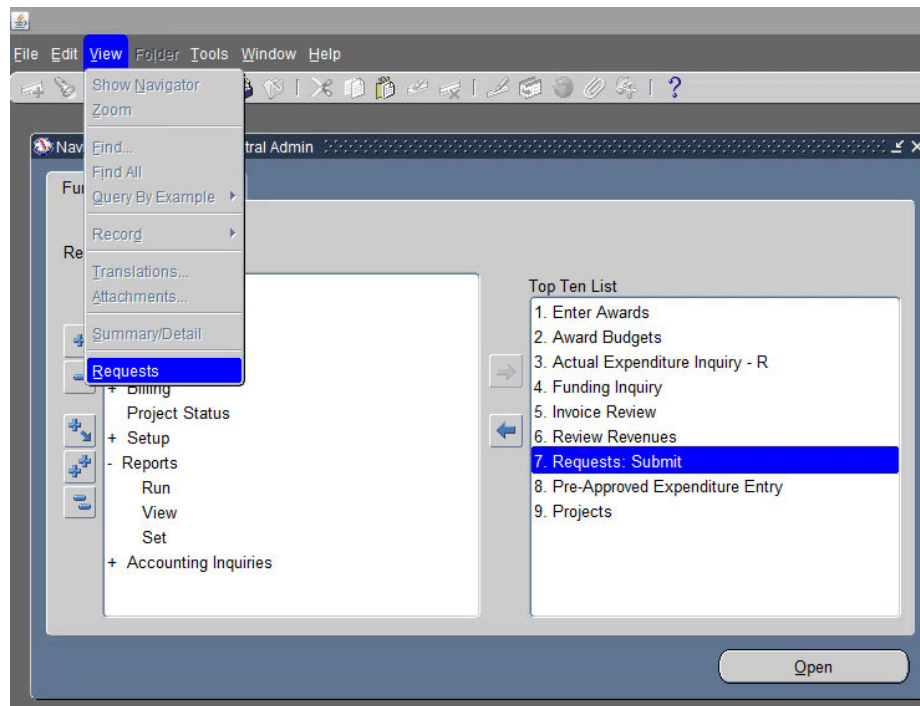
Select Single Request. Click OK.



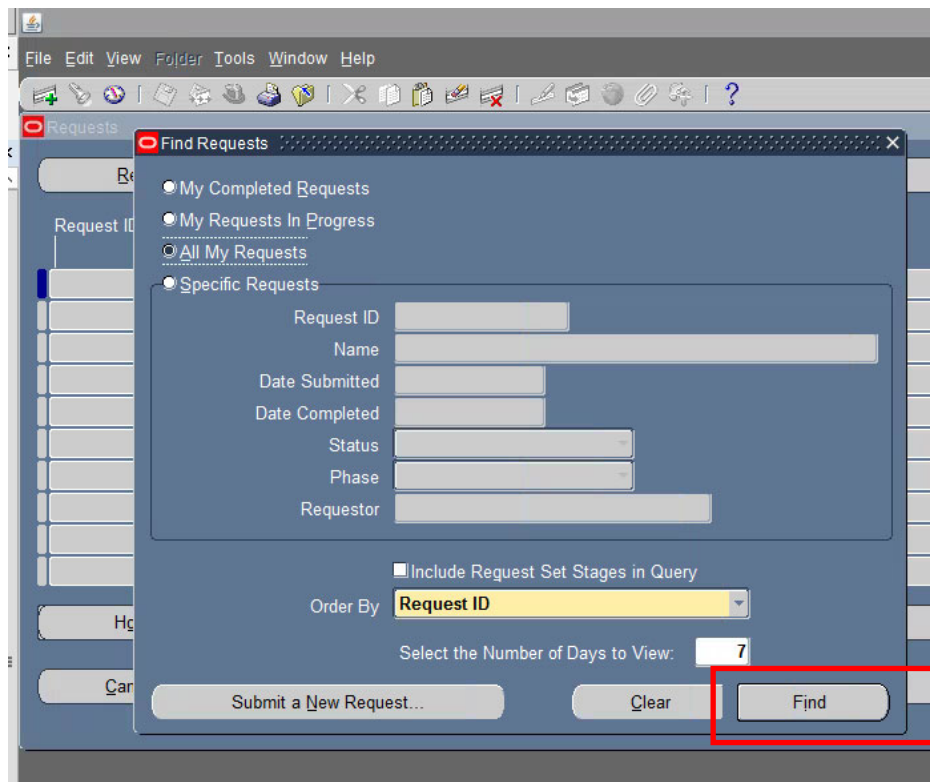
Select the CMU Award Setup Information report name.
Click tab and enter the award number.
Click OK.



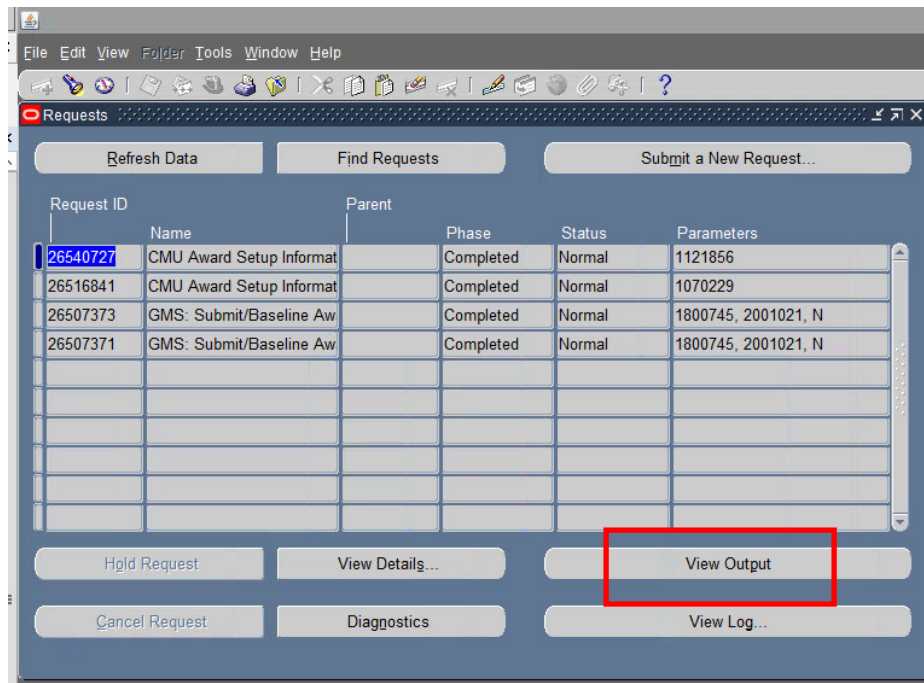
From Navigator, click View→Requests.



Click Find.



Find and select the completed report and click View Output.



This “prints” the report to a PDF in the Internet Explorer window.

https://ebsprod.andrew.cmu.edu/OA_CGI/FNDWRR.exe?temp_id=1624088350

File Edit Go to

Award Setup Information for Award 1121856

Award Number	1121856
Fund Source Name	NATIONAL SCIENCE FOUNDATION
Short Name	IIS1227495-NSF-HEBERT
Fund Source Award Number	IIS1227495
Full Name	COLLABORATIVE RESEARCH: NRI-LARGE: PURPOSEFUL PREDICTION: CO-ROBOT INTERACTION VIA UNDERSTANDING INTENT AND GOALS
Pre-Award Date	01-Jul-2012
Start Date	01-Oct-2012
End Date	30-Sep-2017
Close Date	29-Dec-2017
Award Type	GRANT
Purpose	SPONSORED RESEARCH
Status	Active
Organization	ROBOTICS INSTITUTE
Funded Amount	2,146,668.00
Award Amount	2,146,668.00
Revenue Hard Limit	Y
Invoice Hard Limit	Y

Funding Summary

Project Number 29174

Print button highlighted with a red box.

Click Print and choose the ImageNow Printer. Click the Print button.

Print

Printer: **ImageNow Printer** Properties Advanced Help ?

Copies: 1 ☐ Print in grayscale (black and white)

Pages to Print

☒ All
☐ Current page
☐ Pages 1 - 3
 ▶ More Options

Page Sizing & Handling

☒ Fit
☐ Actual size
☒ Shrink oversized pages
☐ Custom Scale: 100 %
☐ Choose paper source by PDF page size

☐ Print on both sides of paper

Orientation:
☒ Auto portrait/landscape
☐ Portrait
☐ Landscape

Comments & Forms

Document and Markups

Scale: 100%

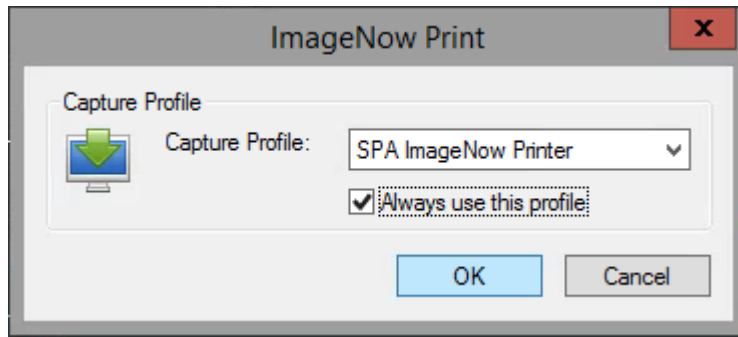
8.5 x 11 Inches

Preview of the award setup information for Award 1121856.

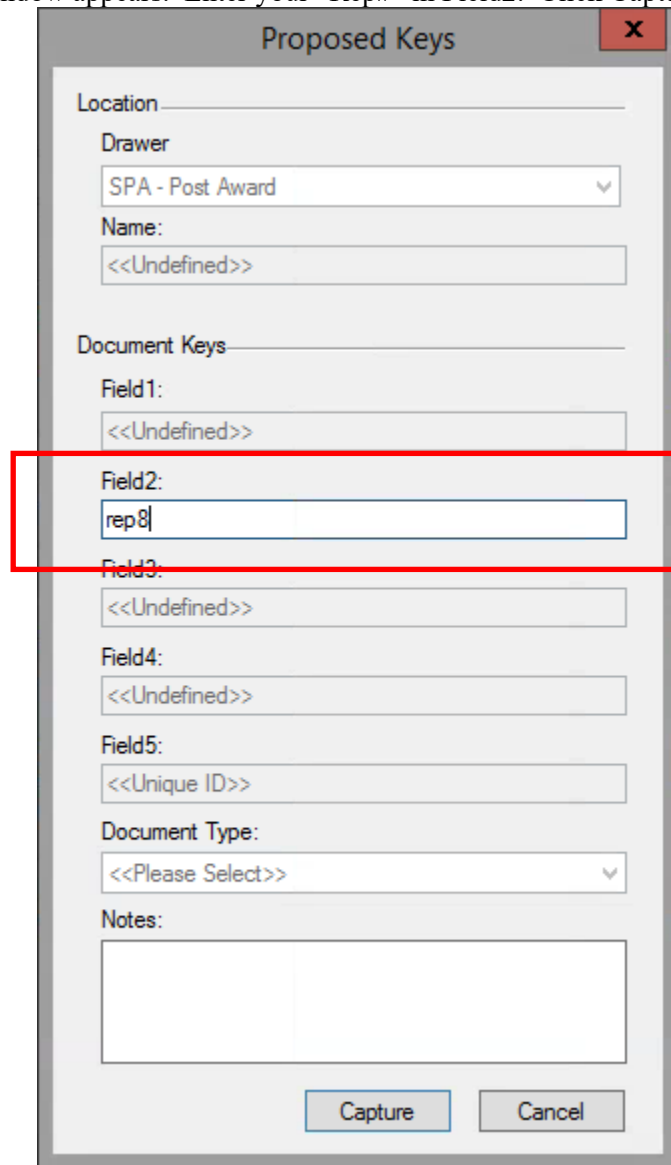
Page 1 of 3

Print Cancel

The ImageNow Print window appears. Ensure the SPA ImageNow Printer profile is selected and click OK.

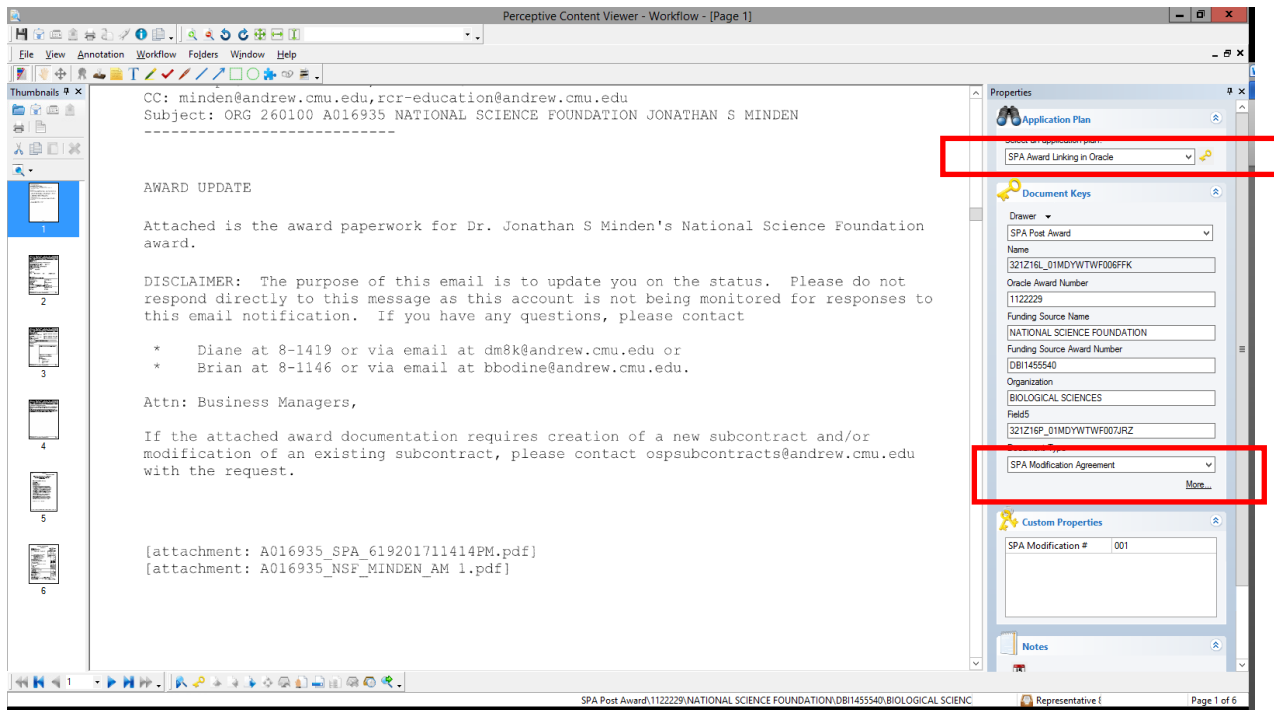


The Proposed Keys window appears. Enter your “Rep#” in Field2. Click Capture.

The Proposed Keys dialog box is shown. It has a title bar with 'Proposed Keys' and a close button. The form contains several fields: 'Location' (empty), 'Drawer' (dropdown with 'SPA - Post Award'), 'Name:' (text field with '<<Undefined>>'), 'Document Keys' section with 'Field1:' (text field with '<<Undefined>>'), 'Field2:' (text field with 'rep8' highlighted by a red box), 'Field3:' (text field with '<<Undefined>>'), 'Field4:' (text field with '<<Undefined>>'), 'Field5:' (text field with '<<Unique ID>>'), 'Document Type:' (dropdown with '<<Please Select>>'), and 'Notes:' (empty text area). At the bottom are 'Capture' and 'Cancel' buttons.

This will send the report to your ECM queue.

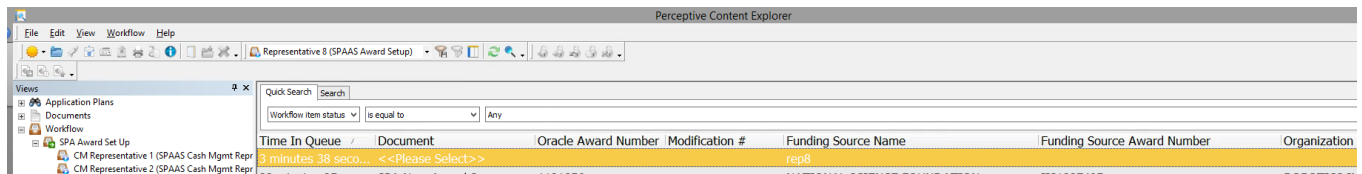
8. While the Award Management screen in Oracle is open to the award you want to link, return to ECM and ensure that your modification document is open and in workflow. With the SPA – Award Linking in Oracle application plan selected, click on the yellow key button. This will populate all Document Keys with the information from the Award Management screen in Oracle.



9. Select the SPA Modification Agreement as the Document Type. Click the Route Forward button. This will send the document to the File Away drawer.



10. Open the Oracle report you had printed into your ECM queue.



11. Ensure that the Award Management screen in Oracle is open to the award you want to link and that the report is open and in workflow. With the SPA – Award Linking in Oracle application plan selected, click on the yellow key button. This will populate all Document Keys with the information from the Award Management screen in Oracle.

Perceptive Content Viewer - Workflow - [Page 1]

File View Annotation Workflow Folders Window Help

Thumbnails

Award Setup Information for Award 1122229

Award Number	1122229
Fund Source Name	NATIONAL SCIENCE FOUNDATION
Short Name	DBI1455540-NSF-MINDEN
Fund Source Award Number	DBI1455540
Full Name	IDBR: TYPE A: AUTOMATED PROTEIN ANALYSIS: GEL-TO-MASS SPECTROMETER COUPLING DEVICE
Pre-Award Date	15-Jan-2015
Start Date	15-Apr-2015
End Date	31-Mar-2018
Close Date	29-Jun-2018
Award Type	GRANT
Purpose	SPONSORED RESEARCH
Status	Active
Organization	BIOLOGICAL SCIENCES
Funded Amount	557,150.00
Award Amount	557,150.00
Revenue Hard Limit	Y
Invoice Hard Limit	Y

Funding Summary

Project Number	35638
Task Number	1
Total Funding Amt	557,150.00
Total	557,150.00

Descriptive Flexfield

Branch	
Federal Contract Number	1455540
Branch Code	

Properties

Application Plan
SPA Award Linking in Oracle

Document Keys

Drawer
SPA Post Award

Name
321218N_01MF4618J000001

Oracle Award Number
1122229

Funding Source Name
NATIONAL SCIENCE FOUNDATION

Funding Source Award Number
DBI1455540

Organization
BIOLOGICAL SCIENCES

Field5
321218N_01MF61D200000N

Document Type
SPA Award Setup Info Oracle Report

Custom Properties

SPA Modification # 001

Notes

SPA Post Award\rep8\321218N_01MF61D200000N\<<Please Select>>

Representative I Page 1 of 3

12. Select the SPA Award Setup Info – Oracle Report as the Document Type. Click the Route Forward button. This will send the document to the File Away drawer.

SPA Post Award\rep8\321218N_01MF61D200000N\<<Please Select>>

Representative I Page 1 of 3

13. Open the current FY Report Tracker. Click Award Search and type in the award number. Click Ok.
14. Review the reports in the tracker and add any additional reports and/or change due dates per the modification agreement. Instructions for adding reports can be found in PA01 Setting up a New Award.
15. Click “Print Report List”

FlashMaker Pro

File Edit View Insert Format Records Scripts Window Help

Report Tracker

1 / 2460 Found (Unsorted)

Show All New Record Delete Record Find Sort Save as Excel Save as PDF Print

Out: Award Record View As: Preview All Edit Layout

Home

1122229

Reports Due

Active Reports

	Status	SPA Rep	Due Date
Interim - Technical Report	Incomplete	Zach	1/15/2017
Final - Technical Report	Incomplete	Zach	7/29/2017
Final - Recon/Financial Report	Incomplete	Zach	6/29/2018

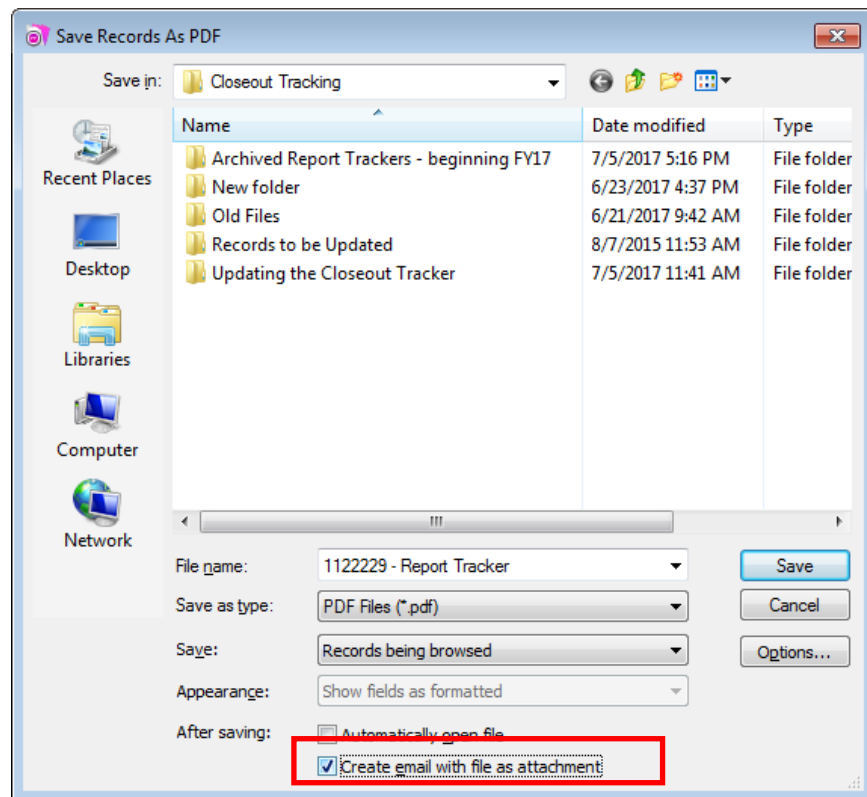
Reports Completed

	Status	SPA Rep	Due Date	Submission Date
Internal Annual Review	Complete	Zach	6/29/2017	5/31/2017

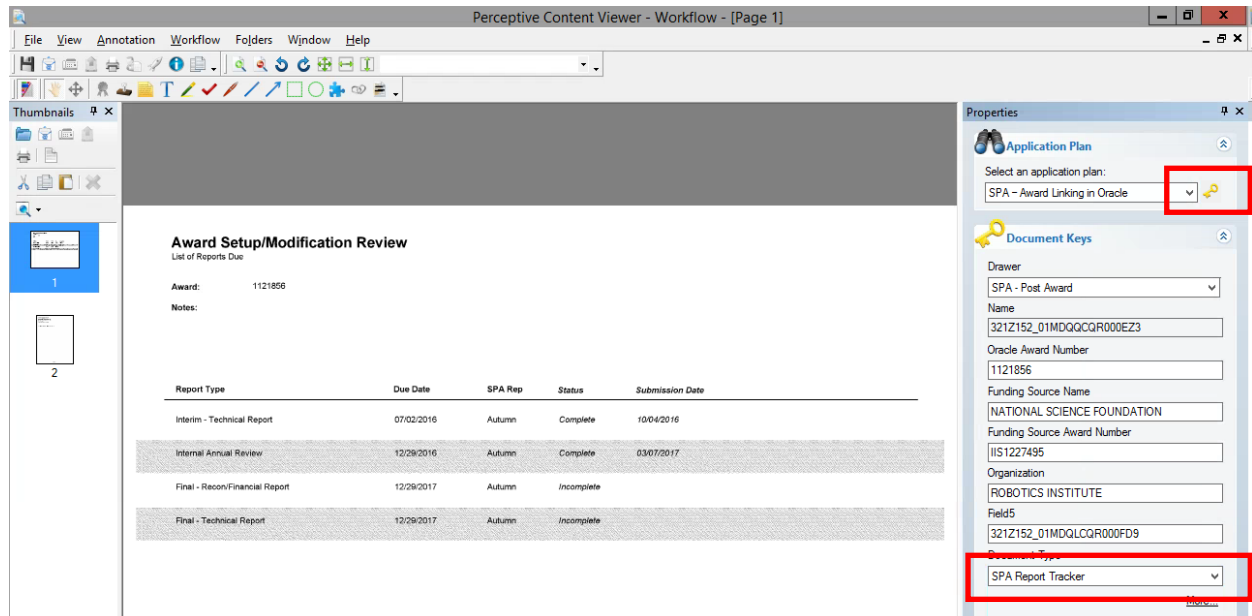
Award: 1122229
 SPA Rep: Zach
 Funding Source Name: NATIONAL SCIENCE FOUNDATION
 GL Funding Source: 074000
 Funding Source Award #: DBI1455540
 Award Org: BIOLOGICAL SCIENCES
 Award Org GL #: 260100
 PI Name: Minden, Jonathan S
 Start Date: 4/15/2015 End Date: 3/31/2018 Close Date: 6/29/2018
 Award Status: ACTIVE
 Funding: \$557,150.00
 Mandatory Cost Share: Yes No
 Linked To:
 Notes:

Print Report List

16. Complete the Save Records as PDF window. Choose Create email with file as attachment. Click Save.



17. A draft email window is created. Send to spa-doc-capture@andrew.cmu.edu. Add subject line “rep#.”
18. Once the document shows up in your queue, ensure that the Award Management screen in Oracle is open to the award you want to link it to. Open the document and ensure it is in workflow. With the SPA – Award Linking in Oracle application plan selected, click on the yellow key button. This will populate all Document Keys with the information from the Award Management screen in Oracle.



19. Select the SPA Report Tracker as the Document Type. Click the Route Forward button. This will send the document to the File Away drawer.
20. Create a New Document by clicking the button in the top left that looks like a sun. Select New Document.

21. In New Document Window, choose the following options (and see example below):
 - a. Application Plan: SPA – Award Linking in Oracle
 - b. Click the yellow key button – this should populate the document keys within the SPA – Post Award drawer
 - c. Type: SPA Modification Summary Sheet
 - d. Send to workflow queue: choose your queue
 - e. Click OK

New Document

Application Plan
 Select an application plan
 SPA Award Linking in Oracle
☐ Use as default application plan

Location
 Drawer
 SPA Post Award
 Name

Properties
 Oracle Award Number
 1122229
 Funding Source Name
 NATIONAL SCIENCE FOUNDATION
 Funding Source Award Number
 DBI1455540
 Organization
 BIOLOGICAL SCIENCES
 Field5
 321Z18N_01MF731D200000R
 Type
 SPA Modification Summary Sheet

Document Options
☐ Add to version control
☐ Submit to Content Server
☒ Send to workflow queue
 Representative 8 (SPAAS Award Setup)
☐ Create shortcut in folder

Custom Properties

SPA Rep Number		^
SPA Rep Name		≡
SPA Rep Email		
SPA OSP Award Number		
SPA Route to CM Rep		v

☒ Use default values

OK Cancel

22. Complete the following sections of the SPA Modification Summary Sheet according to the information in the award documents.
 - General Award Information
 - Enter the Modification number as it appears on the sponsor’s paperwork (For example, P00001, MOD1, 01, etc...)
 - If the Modification is an At Risk Extension, enter RAE in the Modification number field
 - If the Modification is a No Cost Extension, enter NCE in the Modification number field
 - Award Notes
 - Billing Information
 - Enter “Yes” in Route to CM Rep when any of the following is true:
 - Billing Format is EVENT
 - The sponsor is DoD
 - There is a change in billing information from the original agreement

Note: All fields with an * (asterisk) are required

23. Click the Route Forward button. This will send the document to the manager queue for review and approval.

24. Upon approval the reviewer will Route Forward to Convert Process. This will forward the Modification Summary Sheet to the Cash Management Rep (if selected Yes) and then the document will go to File Away.