

# IBIS Research

## Manage Awards Quick Reference Guide

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# Manage Award Deliverables

Deliverables are entered in the system by the Specialist in the Office of Research Administration and the Study Staff in the Department during award set up, however the proposal team is responsible for managing and completing the deliverables in the system. A list of deliverables are displayed on the **Deliverables** tab of the Award Workspace. The Manage Deliverables activity can be accessed in Draft or Active Award states.

1. Add deliverables: ?

Name	Due Date
Annual Report	11/30/2020

## Where do I start?

1. On the Award Workspace, click the **Manage Deliverables** activity.

## Select the Add button.

2. Click the Add Deliverables, Add button.

## Add Deliverables

3. Complete the required fields to add the deliverables.

## Add Deliverables.

4. When complete, click OK to return to the Workspace.

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1. \* Name: ?

2. Deliverable description: ?

3. \* Set number of occurrences:

4. \* Frequency: ?

5. \* Due date: ?

6. \* Responsible party: ?

7. Additional staff receiving deliverable notification:

First Name	Last Name	Employer	Title
Carmen	Alverado (coord)	Gastroenterology	
Justin	Barclay	Sponsored Programs Office	Grant Financial Specialist
Mary	Brown	Gastroenterology	Professor
Sally	Porter	Gastroenterology	Research Technician

4

\* Required

OK Cancel

# Request/Submit Award Modification

Follow these steps if you need to Request an Award Modification. For example, a No Cost Extension, Rebudgeting, or Carryover.

Active

Next Steps

- View Award
- Printer Version
- Create Award Modification
- Create Subaward
- Request Award Modification**
- Create Continuation

Team Disclosure Status

Terms And Conditions

Complete

Set Award Relationships

1

## Creating New Award Change Request

### Request Details

1. \* Short title:

2. Date requested:

3. \* Full description of requested changes:

4. Supporting documents:

+ Add

Name

There are no items to display

5. Specialist:

Ava Lambert

Exit

Save

**Finish**

3

## Where do I start?

1. On the Award Workspace, Select Request Award Modification.

## Request Details.

2. Complete the required fields and include any supporting documentation.

## Add Deliverables

3. To complete the process, click Finish.

# Reconcile Award Budget

ORA enters a sponsor award amount during allocation setup. If those amounts differ from the funding proposal's budget, adjust the award budget accordingly. Like allocation setup, budget reconciliation occurs in a Grants funding award, and can be done when setting up the award or afterward.

## Prerequisites for this task:

You've opened an award for editing.

## Where do I start?

1. Go to the Award/Authorized Budget Reconciliation page.
2. Select the allocation to reconcile (Only authorized allocations are available.) A list of budget categories appears.

## Import proposal budget (optional)

3. Click Import (\$) to populate the budget categories with amounts from the proposal's budget.
4. Check the budget periods from which to import amounts.
5. Click **OK**.  
The award budget categories populate with amounts from the proposal budget.

## Adjust amounts to match award

6. Adjust imported values until the total amount for each budget category is correct, then click Continue. Budget reconciliation totals are compared with recorded sponsor awarded totals in the page header.

Grants calculates indirect cost by including categories flagged with the dagger in the indirect cost base, then multiplying the base by the indirect rate specified in allocation setup determines which budget categories show the dagger.

**Award / Authorized Budget Reconciliation**

All Allocations

Total Sponsor Awarded to Date: \$321,588  
 Total Reconciled to Date: \$0  
 Difference: \$321,588

Select the Budget Allocation to display: **Year 1: UM**

† Included in indirect basis

Budget Categories	Baseline	Import (\$)
Salaries	010	
Trainee/Fellowship	012	
Fringe Benefits	050	
Clerical Supplies	100	

**Import Budget: FP00000239**

**WARNING:** Importing budget period(s) will overwrite all Baseline Cost Share totals. It will also overwrite all personnel from the selected periods. This only applies to selected Allocation.  
 Click 'Cancel' if you do not wish to import.

Select the budget period(s) you want to import:

Budget: National Institutes of Health (NIH)

- Period 1 (1/1/2021-12/31/2021)
- Period 2 (1/1/2022-12/31/2022)
- Period 3 (1/1/2023-12/31/2023)
- Period 4 (1/1/2024-12/31/2024)

**OK** Cancel

Budget Categories	Baseline	Import (\$)	Clear	Rollup	Adjustments	Active Allocation Total
Salaries	010	\$97,500			\$0	\$97,500
Trainee/Fellowship	012	\$0			\$0	\$0
Fringe Benefits	050	\$28,550			\$0	\$28,550
Clerical Supplies	100	\$0			\$0	\$0
Other Supplies	105	\$50,000			\$0	\$50,000
Travel	110	\$0			\$0	\$0
Patient Care	120	\$0			\$0	\$0
Tuition Remission	130	\$0			\$0	\$0
Subcontracts < 25k	140A	\$0			\$0	\$0

Exit Save Continue



The States and Transitions tables on the following pages show the activities various roles and assignments can perform in a Funding Proposal in a given state, and how those activities change the state. The available roles and assignments are described below:

Role	Assignment	Typical Activities
	<b>Study Staff</b>	Contribute to initial drafting of the proposal and budget. Can include Principal Investigator/Program Director, co-investigators at the same institution as the PI, and administrative staff for the Principal Investigator’s department. May include other stakeholders, such as science contributors, and administrative staff who provide quotes for budgets, prepare budgets, or assist with formatting.
	<b>Department Approver</b>	Signs off on behalf of the PI’s local unit within the institution, typically referred to as the department, division, or institute.
	<b>Department Administrator</b>	Coordinates and develops a final proposal product and budget in accordance with institutional and agency requirements, administers and monitors contract and grant awards, including sub recipient administration in compliance with regulations, terms and conditions.
	<b>Specialist Finance/Grant</b>	Conducts central review on behalf of the institution. This person may also be the authorized organizational representative that submits the application package electronically using the SF424 tool, or provides a signature in offline systems.
	<b>Contract Specialist</b>	Manages contracts and agreements with external parties to ensure that institutional policies are adhered to.

Funding Proposal Workflow States and Transitions			
Activities involving SF424 forms and SF424 research plans appear only if the proposal is an electronic submission to a Federal sponsor via Grants.gov.			
In this state...	These roles and assignments...	Can perform these activities...	Changing the funding proposal state to...
	Study Staff and Specialist Finance/Grant	New Funding Submission	Draft
Draft	Study Staff	<ul style="list-style-type: none"> <li>• Submit for Department Review</li> <li>• Withdraw Proposal</li> </ul>	<ul style="list-style-type: none"> <li>• Department Review</li> <li>• Not Submitted</li> </ul>
Department Review	Department Approver	<ul style="list-style-type: none"> <li>• Request Changes (to the proposal)</li> <li>• Disapprove (the proposal)</li> <li>• Approve (the proposal)</li> </ul>	<ul style="list-style-type: none"> <li>• Department Review: Response Pending from PI</li> <li>• Disapproval by Department</li> <li>• Specialist Review</li> </ul> <p><b>Note:</b> Up to 4 Department Approval cycles can be configured, based on up to 4 levels of approver set up in the organization’s Department Approver section. Each <u>level of Department Approver</u> must successively approve the component. When the last Department Approver approves the component, the proposal transitions to the Specialist Review state.</p>

## Funding Proposal Workflow States and Transitions

Activities involving SF424 forms and SF424 research plans appear only if the proposal is an electronic submission to a Federal sponsor via Grants.gov.

In this state...	These roles and assignments...	Can perform these activities...	Changing the funding proposal state to...
Department Review: Response Pending from PI	Study Staff	<ul style="list-style-type: none"> <li>Withdraw Proposal</li> <li>Submit Changes to Department Reviewer</li> </ul>	<ul style="list-style-type: none"> <li>Not Submitted</li> <li>Department Review</li> </ul>
Specialist Review	Specialist Finance/Grant	<ul style="list-style-type: none"> <li>Final Review</li> <li>Specialist Requests Changes</li> </ul> <p>Sends a proposal back to the study staff member who created the proposal to make requested changes. Checking the associated check box requires the Department approver to re-approve the proposal to return it to the Specialist.</p>	<ul style="list-style-type: none"> <li>Final SPO Review</li> <li>Specialist Review: Pending Changes by PI</li> </ul>
Specialist Review: Pending Changes by PI	Study Staff	<ul style="list-style-type: none"> <li>Submit for Department Review</li> <li>Submit Changes to Specialist</li> </ul>	<ul style="list-style-type: none"> <li>Department Review</li> <li>Department Review or Specialist Review</li> </ul>
Final SPO Review	Specialist Finance/Grant	<ul style="list-style-type: none"> <li>Return to Specialist Review</li> </ul>	<ul style="list-style-type: none"> <li>Specialist Review</li> </ul>
		<ul style="list-style-type: none"> <li>Submit to Federal Sponsor</li> <li>Submit to Sponsor via Proposal Team</li> <li>Submit to Non-Grants.gov Sponsor</li> </ul>	<ul style="list-style-type: none"> <li>Pending Sponsor Review</li> </ul>
Pending Sponsor Review	Specialist Finance/Grant	<ul style="list-style-type: none"> <li>Funding Anticipated</li> <li>JIT Changes Required</li> </ul>	<ul style="list-style-type: none"> <li>Pending Sponsor Review: Award Anticipated</li> <li>JIT Response Required</li> </ul>
	Specialist Finance/Grant	<ul style="list-style-type: none"> <li>Award Letter Received</li> <li>Withdraw Submitted or Not Funded Proposal:                             <ul style="list-style-type: none"> <li>From Sponsor</li> <li>Not Funded</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Award Notification Received</li> <li>Withdrawn from Sponsor</li> <li>Not Funded</li> </ul>
	Contract Specialist, Study Staff (PI)	Notify SPO of Grant Status	SPO Status Confirmation
SPO Status Confirmation For evaluating PI's funding status notification; SPO makes the final decision on disposition.	Specialist Finance/Grant	<ul style="list-style-type: none"> <li>Award Letter Received</li> <li>Funding Anticipated</li> <li>Return to Pending Sponsor Review</li> <li>Withdraw Submitted or Not Funded Proposal</li> </ul>	<ul style="list-style-type: none"> <li>Award Notification Received</li> <li>Pending Sponsor Review Award Anticipated</li> <li>Pending Sponsor Review</li> <li>Not Funded</li> </ul>
JIT Response Required	Study Staff	Submit JIT Response	<ul style="list-style-type: none"> <li>Pending Sponsor Review Award Anticipated</li> </ul>
Pending Sponsor Review: Award Anticipated	Specialist Finance/Grant	<ul style="list-style-type: none"> <li>Award Letter Received</li> <li>Withdraw Submitted or Not Funded Proposal</li> <li>JIT Changes Required</li> </ul>	<ul style="list-style-type: none"> <li>Award Notification Received</li> <li>Not Funded</li> <li>JIT Response Required</li> </ul>
Award Notification Received	Specialist Finance/Grant	<p>Activate</p> <p>This activity is available in the workspace of an award in the Draft state that is linked to this funding proposal.</p>	<ul style="list-style-type: none"> <li>Awarded</li> </ul>