

### Who is responsible for creating an AWARD record?

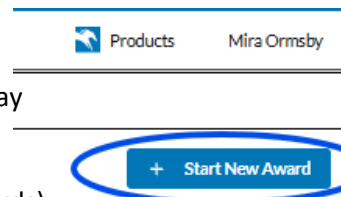
- OSPR: OSPR will create the award record for publicly-funded projects and all contracts.
- CFR: CFR will create the award record for privately-funded projects.

Department grant coordinators have access to all awards within their designated units to assist with award set-up and post-award management. Principal Investigators have view only access.

From the Awards Dashboard, click **+ Start New Award** in top right header.

#### Options:

1. **Create NEW Project** (create a new project and award at the same time; this may apply to projects submitted without OSPR/CFR knowledge, i.e., after-the-fact)
  - Name project (Create Project and Award)
2. **ADD to Existing Project** (create new award based on existing proposals or awards)
  - Create Award from Proposal (Search by Proposal number or Title or PI)
  - Create Award from an Award (Search by Award number, Project Title or Number)



### Award Form Routing & PI Certification

When creating an Award from an existing Proposal or Award, the Award Form will copy completed sections from the Proposal Form.

| Step   | Responsibility                     | Actions  |
|--|------------------------------------|--|
| <b>Set Up In Progress</b>                        |                                    |  |
| 1  | OSPR or CFR                        | Confirm the correct award information per the award document (budget, dates, etc.) for each Award section, and upload award documents (Formal Notice, Agreement, Contract).  |
| 2  | OSPR or CFR and Unit Administrator | <ul style="list-style-type: none"> <li>• Terms and Conditions: identify restrictions, requirements, and/or conditions of the award.</li> <li>• Award Budget Set-up: Upload internal set-up documents (Journal with Account Codes, Authorized Signer Form, Budget/Budget Justification)</li> <li>• HERD Survey: If applicable, task the PI with completing the (new) Grant Questionnaire, and enter the appropriate information.</li> </ul> |
| 3  | OSPR or CFR                        | After all documents are uploaded and Award information is confirmed, Route for Review and Grant Accounting Set up.   |
| <b>In Review</b>                                 |                                    |  |
| 4  | Grant Accounting                   | Grant Accounting completes set up in Banner and enters Grant/Fund/Name on Award Form; Routes for Review/Certification.   |
| 5  | Principal Investigator             | Routing continues to the Principal Investigator for <b>Award Certification</b> .   |
| <b>Once Certified by PI, the Award is Active</b> |                                    |  |