

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
Set Up In Progress		
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"> • Terms and Conditions: identify restrictions, requirements, and/or conditions of the award. • Award Budget Set-up: Upload internal set-up documents (Journal with Account Codes, Authorized Signer Form, Budget/Budget Justification) • HERD Survey: If applicable, task the PI with completing the (new) Grant Questionnaire, and enter the appropriate information.
3	OSPR or CFR	After all documents are uploaded and Award information is confirmed, Route for Review and Grant Accounting Set up.
In Review		
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 <i>Award Certification</i> .
Once Certified by PI, the Award is Active		