

Create Award

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CREATE AWARD – Overview | Sponsor

1. **Sponsor:** This will be the Agency or Institution that is funding the award
2. **Bill-To Sponsor:** Will most likely be the same as the Sponsor

▼ Sponsor

Is Subaward	<input type="checkbox"/>
Prime Sponsor	<input type="text"/>
Sponsor *	<input type="text"/>
Bill-To Sponsor *	<input type="text"/>
Payment Terms	<input type="text"/>
Payment Type	<input type="text"/>
Letter Of Credit	<input type="text"/>

Document ID

▼ Set Up

Spend Restriction Default	<input type="text"/>
Award Salary Cap Default	<input type="text"/>
Award Billing Sequence Active	<input type="checkbox"/>

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CREATE AWARD – Overview | Funding Details

1. **Award Currency:** Should be the same currency listed on the grant
 1. Please note that the available currency will be dictated by the sponsor selected
2. **Authorized Amount:** This should match the total amount listed on the award.
 1. This **MUST** be the sum of all award lines
 2. Please note that the **Authorized Amount** cannot exceed the **Sponsor Total**

▼ Funding Details

Award Currency	*	<input type="text"/>
Zero Amount Award		<input type="checkbox"/>
Sponsor Direct Cost		<input type="text" value="0"/>
Sponsor Facilities And Administration		<input type="text" value="0"/>
Sponsor Total		0.00
Cost Share Total		<input type="text" value="0"/>
Cost Share Required by Sponsor		<input type="checkbox"/>
Award Total		0.00
Entered Line Amount		0.00
Authorized Amount	*	<input type="text" value="0"/>
Billing Limit Override		<input type="text" value="0"/>

▼ Anticipated Amounts

Sponsor Direct Cost		<input type="text" value="0"/>
Sponsor Facilities And Administration		<input type="text" value="0"/>

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CREATE AWARD – Overview | Award Calendar

1. **Award Calendar:** This will have to be created for each Award.
2. **Award Schedule Name:** Should match the short name listed on the **Grant**
3. **Award Posting Interval:** Will either be annual or based on budget period
4. On the last page of creating the award calendar, the table should be filled out.
 1. Please note that the first period must have **Contract Start Date** selected
 2. Please note that the last period must have **Contract End Date** selected

Award Calendar

Award Schedule *

Start Date (empty)

End Date (empty)

Contract Start Date (empty)

Contract End Date (empty)

Award Schedule Name *

Award Posting Interval Group *

Period Name

2 Items

Order	*Period Name	*Period Number	*Start Date	Contract Start Date	*End Date	Contract End Date	*Award Posting Interval Name	*Start Date	*End Date
1		1	06/21/2021	<input checked="" type="checkbox"/>	07/19/2021	<input type="checkbox"/>			
2		2	07/20/2021	<input type="checkbox"/>	08/20/2021	<input checked="" type="checkbox"/>	x Annual	06/21/2021	07/19/2021
							x Annual	07/20/2021	08/20/2021

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CREATE AWARD – Award Lines | Line Item Details

1. The first step would be to add an award line.
2. **Company:** Will be auto populated with **Marymount University** + Add
3. **Line Type:** Will be auto populated with **Cost Reimbursable**, but **Fixed Amount** is available
4. **Primary:** At least one award line **MUST** be selected to be the primary
5. **Grant:** The grant, that was created as the first step in the award creation process, should be selected
 1. Each award line **MUST** have a separate grant
6. **Line Amount:** The amount listed on the award. If there are no subawards or line items this must be equal to the authorized amount listed on the overview page
7. **Revenue Category:** Will depend on the award. For example for NSF, **Government Grant Income** should be selected.

Line Item Details

Company	*	<input type="text" value="x Marymount University ..."/>	<input type="text" value="⋮"/>
Line Type	*	<input type="text" value="x Cost Reimbursable"/>	<input type="text" value="⋮"/>
Primary		<input type="checkbox"/>	
Grant	*	<input type="text"/>	<input type="text" value="⋮"/>
Line Amount		<input type="text" value="0.00"/>	
Revenue Category	*	<input type="text"/>	<input type="text" value="⋮"/>
Award Line Lifecycle Status		<input type="text" value="x Active - Awarded ..."/>	<input type="text" value="⋮"/>
Spend Restriction		<input type="text"/>	<input type="text" value="⋮"/>
Line Item Description		<input type="text"/>	
Deferred Revenue		<input type="checkbox"/>	
Line CFDA Number		<input type="text"/>	<input type="text" value="⋮"/>
Line CFDA Description		(empty)	

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CREATE AWARD – Award Lines | Facilities and Administration

1. The **Basis Type** and **Object Class Set** will be auto populated based on what is selected for **Rate Agreement**
2. **Cost Rate Type:** Will depend on whether the project is being performed on or off campus
3. **Revenue Allocation Profile:** The only option is **Marymount University Revenue Allocation Profile**

Facilities And Administration

Rate Agreement	*	<input type="text"/>	:
Basis Type	*	(empty)	:
Object Class Set	*	(empty)	:
Cost Rate Type	*	<input type="text"/>	:
Exception		<input type="text"/>	:
Revenue Allocation Profile		<input type="text"/>	:
Basis Limit		<input type="text"/>	:

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CREATE AWARD – Award Lines | Additional Information

- 1. Cost Center:** Will always be **8000099 Office of Sponsored Programs**
- 2. Fund:** The fund will depend on the Sponsor. For example, NSF would be **20 Federal Grants**
- 3. Function:** Will auto populate with what is connected to the cost center, but can be changed if need be.

Additional Information

From Date

MM/DD/YYYY 

To Date

MM/DD/YYYY 

Memo

*Cost Center

 

*Fund

 

Function

 

Additional Worktags

 

Award Line Salary Cap

 

Subrecipient

 

Line Federal Award Id Number

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CREATE AWARD – Plan | Award Budget Defaults

1. **Default Plan Structure:** This field will be populated with the **Award** value
2. **Default Entry Type:** This field will be populated with the **Award** value

▼ Award Budget Defaults

Default Plan Structure * ⋮

Default Entry Type * ⋮

Default Balanced Amendment

Budget Check Options Set (empty)