


Maintain Award Budget Hub

QUICK TAKE: After the award is created, it is sent to the Grant Manager to maintain the budget (filling out the budget information approved by the sponsor)

Maintain Budget Award – Award Budget Hub

1. If the person who created the award (Award manager) is the Grant Manager, you can click on the notification to be taken directly to the Award Budget Hub to maintain the budget. If the Award manager is different, the Grant Manager will be notified and can access it from the Workday inbox.
2. From the Award Budget Hub Page, click the  button
3. Make sure the info on the following page is correct
4. After all information has been entered, click OK and you will be redirected to the first page where you can submit.
5. You will arrive at a final page where you can review the budget and click OK to submit the budget.

Plan Structure * Award

Company * Marymount University

Plan Name * AWD-000039: Job Aids 06/09/2022 (version 0)

Years *

Periods *

Worktags

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Maintain Budget Award – Award Budget Hub | Plan Information

1. Here, you will add the budget information as separate line items
2. When the **Grant** field is filled out, the default worktags listed under that grant will be populated

Plan Lines 4 Items

Order	*Object Class	*Grant	*Additional Worktags	Amount	
				1 Annual	2 Annual
+	x Marymount University Object Class Set: 1000 Personnel ...	x Job Aids ...	x Cost Center: 8000099 Office of Sponsored Programs ... x Function: PG-E6 Research ... x Fund: 20 Federal Grants	25,000.00	25,000.00
+	x Marymount University Object Class Set: 2000 Fringe Benefits ...	x Job Aids ...	x Cost Center: 8000099 Office of Sponsored Programs ... x Function: PG-E6 Research ... x Fund: 20 Federal Grants	25,000.00	0.00
+	x Marymount University Object Class Set: 3000 Travel ...	x Job Aids ...	x Cost Center: 8000099 Office of Sponsored Programs ... x Function: PG-E6 Research ... x Fund: 20 Federal Grants	0.00	25,000.00
+	x Marymount University Object Class Set: 8000 F&A ...	x Job Aids ...	x Cost Center: 8000099 Office of Sponsored Programs ... x Function: PG-E6 Research ... x Fund: 20 Federal Grants	25,000.00	25,000.00