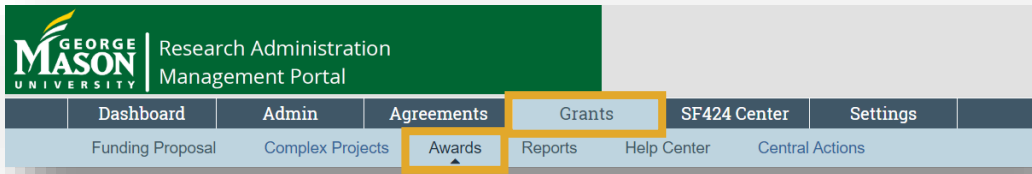


## Navigating the Awards Workspace

Once the award setup process has been fully completed, an OSP Specialist will notify the PI and any other designated personnel when the award is available to view in RAMP. Award workspace navigation steps are outlined below.

### STEP 1: Navigate to the Award Workspace

- Locate the Award you would like to view. To do this navigate to **Grants > Awards**.



- Select the Award you would like to view.

Awards							
Active Awards		Advance Account		Draft Awards		Awards in Review	
Subawards		...					
Filter by ?							
ID		Enter text to search			+ Add Filter		x Clear All
ID	Name	SmartForm State	Award PI	Reviewer	Award Approver	Direct Sponsor	
AWD00000032	Post Award Setup Sample 1	[Edit] Active	Simms (pi)	Ewell		National Institute on Drug Abuse (NIDA)	
AWD00000033	SF424 Test	[Edit] Pending Activation	Di	Ewell		US Department of Health and Human Services (DHHS)	

### STEP 2: Review Award State and Summary

- On the left-hand side of the Award workspace, you will notice the Award state. If the award is in the Active state, it has been setup in Banner.

**Active**

**Next Steps**

View Award

Printer Version

Request Award Modification

- At the top of the Award Workspace, you will find a summary table of important award information. Some key information is highlighted below.

**Post Award Setup Sample 1**

<b>PD/PI:</b>	Rebecca Simms (pi)	<b>Award Date:</b>	7/6/2022
<b>Specialist:</b>	Carly Curran	<b>Start Date:</b>	12/1/2022
<b>Designated Reviewer:</b>		<b>End Date:</b>	11/30/2027
<b>Award Approver:</b>	Margaret Ewell	<b>Sponsor Award #:</b>	R0IHL654321-01
<b>Approving Dept/Div/Institute:</b>	Psychology		
<b>Administrative Contact:</b>	Luiza Daddario		
<b>Direct Sponsor:</b>	National Institute on Drug Abuse (NIDA)		
<b>Prime Sponsor:</b>			
<b>Current Total Project Period Commitment:</b>	\$1,757,710		
<b>Current Total Award Amount To Date:</b>	\$673,359		



1. In the upper right-hand corner of the Award summary table, you can find the RAMP issued Award identifier. This is different than the Sponsor Award number which can be found just below. Here you will also see “Funding Award,” indicating that you are in the Award workspace. Funding Proposals, Awards, and Agreements what all stem from the same Funding Proposal record are linked. As you move through the linked FP and Award, the upper right-hand corner of each workspace will help orient you to which workspace you are currently in.
2. For multi-year Awards funded in increments, you will notice the Total Project Period Commitment will include the proposed budget value while the Current Total Award Amount to Date is what has been authorized by the sponsor to date.

**STEP 3: Access Linked Funding Proposal**

- At the center of your Award workspace, you will notice the associated Funding Proposal.

**Awarded Funding Proposals:**

ID	Name	Principal Investigator	Status
FP00000102	SF424 Test	Liping Di	Awarded

**Banner Sync Status by Account:**

Fund #	Name	Date Last Sync Attempt	Sync Succeeded?	Sync Message
206750	SF424 Test	7/6/2022 10:02 PM	yes	Success

**Grant Number:** 206750P  
**Fund Numbers:**  
 206750

Fund numbers entered during award setup can be found here.

- Selecting the FP name will bring you to the FP workspace. Notice the right-hand corner of the Funding Proposal workspace will show “Funding Proposal.”

## Post Award Setup Sample 1

FP00000177 Funding Proposal

Proposal Information		Budget Information	
PD/PI:	Rebecca Simms (pi)	Starting Date:	12/1/2022
Department:	Psychology	Number of Periods:	5
Specialist:	Carly Curran	Total Direct:	\$1,162,643
Sponsors:	National Institute on Drug Abuse (NIDA)	Total Indirect:	\$598,012
Internal Submission Deadline:	8/26/2022	Total:	\$1,760,655
Certified:	Yes		
SF424 Link:			

- To view the FP, select **View Funding Proposal**. This action will bring you to the FP SmartForms.

**Awarded**

**Next Steps**

- [View Funding Proposal](#)
- [Printer Version](#)
- [Create Renewal](#)

- To return to the Award workspace, you can select the Award link located in the center of the FP workspace.

Funding Awards							
ID	Name	State	Recipient	Sponsor	Start Date	End Date	
AWD00000032	<a href="#">Post Award Setup Sample 1</a>	Active	Psychology	National Institute on Drug Abuse (NIDA)	12/1/2022	11/30/2027	

### STEP 4: View Award Details

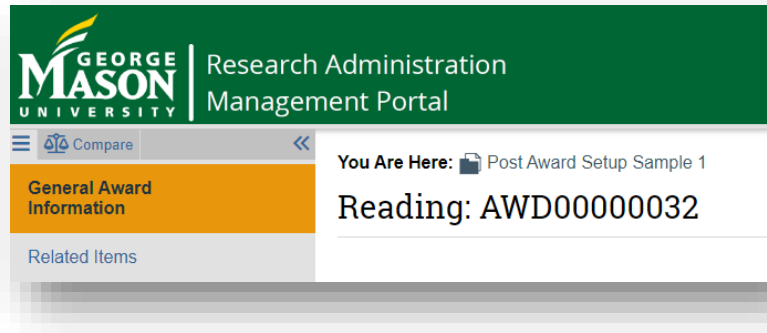
- Once you are back in the Award workspace, select **View Award**.

**Active**

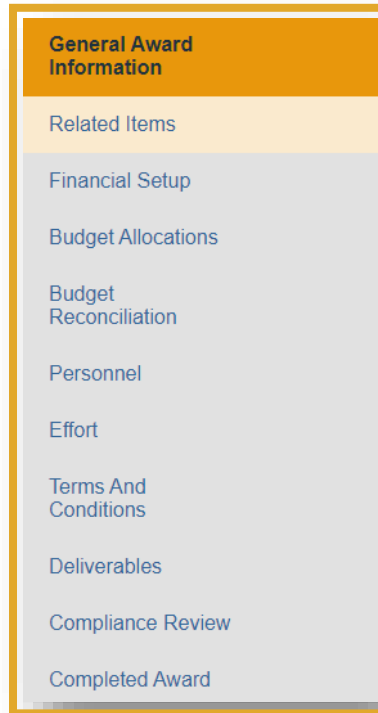
**Next Steps**

- [View Award](#)
- [Printer Version](#)
- [Request Award Modification](#)
- [Create Continuation](#)

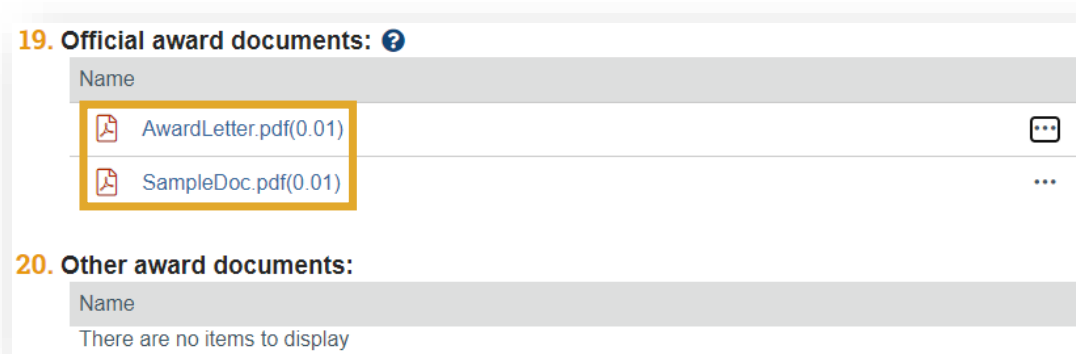
- Completing this activity will bring you to the Award SmartForms which were completed by OSP Post-Award Personnel.



- To skip ahead, use the SmartForm menu on the left-hand side of the screen. Navigate through the SmartForms to find award information.



- The General Award Information SmartForm includes useful information about the Award along with **Official** and **Other Award Documents**. Select the document link which will download the attachment to your browser.



- In the Financial Setup SmartForm, select **view** for detail on the listed Financial Accounts.

## Financial Setup

### 1. \* Financial accounts:



Name	PI	Responsible Unit	IDC Rate Type	IDC Base	Active
<a href="#">View</a> Post Award Setup Sample 1	Rebecca Simms (pi)	Psychology	On Campus	MTDC	True

- Select the Budget Period name within the Budget Allocation SmartForm to view allocation details

## Budget Allocations

### 1. Add / edit and remove budget allocations: ?

Financial Account Name	Period Number	Name	Start Date	End Date	Authorization	Authorized Amount	Awarded Amount
Post Award Setup Sample 1	1	National Institute on Drug Abuse Award Period 1	12/1/2022	11/30/2023	Authorized by Sponsor	\$312,210	\$342,545
Post Award Setup Sample 1	2	National Institute on Drug Abuse Award Period 2	12/1/2023	11/30/2024	Authorized by Sponsor	\$302,196	\$330,814
Post Award Setup Sample 1	3	National Institute on Drug Abuse Award Period 3	12/1/2024	11/30/2025	Not Authorized	\$0	\$345,278
Post Award Setup Sample 1	4	National Institute on Drug Abuse Award Period 4	12/1/2025	11/30/2026	Not Authorized	\$0	\$361,185
Post Award Setup Sample 1	5	National Institute on Drug Abuse Award Period 5	12/1/2026	11/30/2027	Not Authorized	\$0	\$377,888

- Within the pop-out you can view important information, like the indirect cost rate and total direct and indirect costs, specific to the selected budget period.

#### 12. Direct:

\$221,516

#### 13. Indirect:

\$121,029

#### 14. Total:

\$342,545

#### 15. \* Indirect rate (%):

58.9

- Next, users can view details regarding budget reconciliation. Select the budget you would like to display from the drop-down menu.

All Allocations		Current Allocation	
Total Sponsor Awarded to Date: ?	\$673,359	Total Sponsor Awarded: ?	\$0
Total Reconciled to Date:	\$614,406	Total Reconciled: ?	\$0
Difference:	\$58,953	Difference: ?	\$0

Select the Budget Allocation to display: ?

None Selected

None Selected

National Institute on Drug Abuse Award Period 1

National Institute on Drug Abuse Award Period 2

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

- You will see a table appear in the SmartForm for the selected budget allocation. In this table you will see the proposed budget allocation (**Baseline**), the adjustments that have been made, and the awarded allocation (**Active Allocation Total**).

Budget Categories	Baseline	Rollup Adjustments	Adjustments	Active Allocation Total
Faculty Salaries Full Time 61110	\$32,030	\$0	\$0	\$32,030
Post Doc Faculty Salaries 61112	\$70,000	\$0	\$0	\$70,000
Faculty Salaries Part Time 61120	\$0	\$0	\$0	\$0
Faculty Special Payment 61130	\$0	\$0	\$0	\$0
Graduate Assistants 61190	\$33,000	\$0	\$0	\$33,000
Faculty Salary-Administrative 61220	\$0	\$0	\$0	\$0
Classified Salaries 61310	\$0	\$0	\$0	\$0
Budget Pool-Wages 61400	\$0	\$0	\$0	\$0
Fringe Benefit Rate 61940	\$31,117	\$0	\$0	\$31,117

- Select the plus sign to view the effort detail within each budget period.

+

Name: National Institute on Drug Abuse Award Period 1 PI:  
 Financial Account: Post Award Setup Sample 1 Period: 1  
 Start Date: 12/1/2022 End Date: 11/30/2023

+

Name: National Institute on Drug Abuse Award Period 2 PI:  
 Financial Account: Post Award Setup Sample 1 Period: 2  
 Start Date: 12/1/2023 End Date: 11/30/2024

+

Name: National Institute on Drug Abuse Award Period 3 PI:  
 Financial Account: Post Award Setup Sample 1 Period: 3  
 Start Date: 12/1/2024 End Date: 11/30/2025

- This action will expand the effort distribution details for the selected budget period.

Name: National Institute on Drug Abuse Award Period 1 PI:  
 Financial Account: Post Award Setup Sample 1 Period: 1  
 Start Date: 12/1/2022 End Date: 11/30/2023

Person	TBD	Role	Role Other	Start Date	End Date	Effort %	Salary Req
Rebecca Simms (pi)		PD/PI		12/1/2022	11/30/2023	10	10
Daniel Tong		Co-Investigator		12/1/2022	11/30/2023	10	10
Daniel Tong		Co-Investigator		12/1/2022	11/30/2023	33.33	33.33
Luiza Daddario		Post Doctoral		12/1/2022	11/30/2023	100	100
Staff Member To Be Determined		Graduate Student		12/1/2022	11/30/2023	100	100

- In the remaining SmartForms, users can view terms and conditions, deliverables, and compliance information.

### STEP 5: View Award Modifications

- Being back in your Awards Workspace, you can view the modifications and modification requests for the Award. **Award Modifications** and **Award Modification Requests** can also be accessed through the main user Dashboard.
- Select any of the modification links to view details.

Modifications	Totals	Funding Allocations	Deliverables	Subawards	Child Awards	Related Projects	Reviewers	Correspondence
<b>Modification Requests</b>								
Name	SmartForm	Execute Activity	Date Modified	State	Submitter	Spec		
Taxman-Arnold DUA/08-15-23	[Form]	Execute Activity...	8/10/2023 12:30 PM	Withdrawn	Angela Warren	Shav		

### STEP 6: Review Award Workspace Tabs

Move through the Award workspace tabs which contain for other Award related information.

Modifications	Totals	Funding Allocations	Deliverables	Subawards	Child Awards	Related Projects	Reviewers	Correspondence
---------------	--------	---------------------	--------------	-----------	--------------	------------------	-----------	----------------

- The **Totals** tab will show you the cumulative award totals for this award period and the grand total in table format.
- Within the **Funding Allocations** tab, users can view how the cumulative award total has been allocated.
- Within the **Deliverables** tab, you can view and **COMPLETE** all sponsor deliverables are due.

Modifications	Totals	Funding Allocations	Deliverables	Subawards
The deliverables associated with this award are listed below. If you want to modify the deliverable				
<b>Filter by</b>	Owner First	Enter text to search		
Deliverable	Owner First			
Complete	PI Written report	Faye		
Complete	PI Written reports	Faye		

- To complete a deliverable, select the **Complete** button and fill out the fields in the pop-out window, then select **OK**.

- In the **Subawards** tab, users can view all subawards under one parent award. Each subaward entity is assigned a risk level of normal or above normal.

Name	Subrecipient Organization	Risk level	Effective Date	State	Start Date	End Date	Date Awarded
E2064081 Addiction Policy Forum (JCOIN) Old E2060151	Addiction Policy Forum			Active	6/15/2019	8/31/2024	6/19/2019
E2064082 Slonky, LLC (JCOIN) Old E2060152	Slonky, LLC			Active	9/1/2021	8/31/2024	9/1/2021
E2064091 Slonky, LLC (JCOIN)	Slonky, LLC			Active	9/1/2022	8/31/2024	9/1/2022

- In the **Related Projects** tab, you can view any related subawards or agreements.



Modifications	Totals	Funding Allocations	Deliverables	Subawards	Child Awards	Related Projects	...
<b>Related Projects</b>							
Filter by <span>?</span> ID <span>▼</span> Enter text to search <span>🔍</span> <span>+</span> Add Filter <span>×</span> Clear All <span>⚙️</span>							
ID	Name	Owner	Organization	Project Type	Project Status	Modified Date	
GRT0000018	Agreement for: 3-Simms-NIH-6/10/2022	George Mason University	George Mason University	Agreement	Pre-Submission	6/28/2022 11:15 AM	
SUB0000009	Agreement for: 3-Simms-NIH-6/10/2022	Provost Operations	Provost Operations	Agreement	Unassigned	7/6/2022 12:32 PM	

➤ Within the **Correspondence** tab, users can find any sponsor correspondence received and logged during the award period.

Modifications	Totals	Funding Allocations	Deliverables	Subawards	Child Awards	Correspondence	...
Activity	Author	Activity Date	For Contact	Type	Description		
Logged Correspondence	Ewell, Margaret	7/5/2022 6:09 PM		Email Out	testing 7/5		
SampleDoc.pdf							
Logged Correspondence	Fortney, Jennifer	7/5/2022 6:07 PM		Note	Department Approval		
BW22 Pay Schedule.pdf							

➤ Within the **History** tab you can find a summary of all activities on the Award.

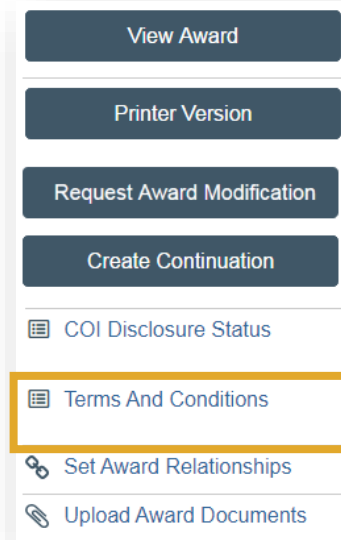
Modifications	Totals	Funding Allocations	Deliverables	Subawards	Child Awards	History
Activity	Author	Activity Date				
Log Comment	Ewell, Margaret	7/6/2022 12:37 PM				
Testing						
Deliverable Completed	Ewell, Margaret	7/6/2022 12:23 PM				
AwardLetter.pdf						
Deliverable Added	Ewell, Margaret	7/6/2022 12:13 PM				
Changes Made	Administrator, System	7/6/2022 10:57 AM				

➤ Within the **Attachments** tab, you can view any documents that have been added during the Award setup.

Modifications	Totals	Funding Allocations	Deliverables	Subawards	Child Awards	Attachments
<b>Name</b>						
AwardLetter.pdf						
AwardLetter.pdf						
SampleDoc.pdf						

## STEP 8: View Terms and Conditions

- On the left-hand menu select **Terms and Conditions** to view the sponsor specific terms.



## STEP 9: Additional Steps

- Award modification requests are submitted through the Award workspace. Review the **Request Award Modifications** guide for specific guidance. Below is a list of modifications that you are able to request. A list of demographic changes is also included.

