Kuali Research Basics:
Institute Proposal, Awards, Subawards

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Getting Started

Logging In
Kuali Research is available from any web browser at: http://kr.umd.edu
You are required to log in with your Directory ID and Directory Password to access Kuali Research.

Kuali Research Home Screen

At UMD, we are using Proposal Development, Institutional Proposals, Awards, and Subawards. The other modules are not used at this time. This guide focuses on Institutional Proposals, Awards, and Subawards.
Institutional Proposals

The Institutional Proposal module contains the records of proposals which have been submitted by ORA to an external sponsor. Data in the Institutional Proposal module originates from the Proposal Development module and may be updated as necessary.

This module is open to campus users and does not contain any proprietary or sensitive information which may have been included in the scope of work or budget of the proposal. Campus users do not have rights to edit records in this module.

From the Unit tab, click on the to the right of Institutional Proposal.

This will open the Institutional Proposal Lookup screen.

Using Kuali Research searching techniques, type in your search criteria and click on search. Basic searching rules: * is the wildcard character
Click on the to do a lookup for a field if present
A vertical bar character | may be used as an OR operator within each field that’s not a pull down
**Institutional Proposal Number:** assigned at the time of submission, format is FY, FM, 4 digits
**Proposal Type:** pull down
**Status:** pull down
**Account ID:** KFS account #, if applicable
**Project Title:** title assigned to proposal
**Unit ID:** lead unit # assigned to proposal
**Unit Name:** lead unit name associated with unit ID
**Proposal Person:** PI, Co-I, or key personnel assigned to the proposal
**Sponsor ID:** KR generated sponsor number
**Sponsor Name:** name of the sponsor
Institutional Proposal Number Schema

The Institutional Proposal Number is assigned at the time of proposal submission to the sponsor. The proposal number consists of the 2 digit Fiscal Year, the 2 digit Fiscal Month (not calendar month), and a 4 digit Kauli Research generated sequential number. The Institute Proposal sequential number counter is reset each July 1 to indicate the new Fiscal Year (e.g. 18010223 - the proposal was submitted in FY18, the first FY month - July, and its sequential number is 0223).

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Fiscal Month</th>
<th>Calendar Year</th>
<th>Calendar Month</th>
<th>Search Prop #</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
<td>01</td>
<td>17</td>
<td>07 - July</td>
<td>1801*</td>
</tr>
<tr>
<td>18</td>
<td>02</td>
<td>17</td>
<td>08 - August</td>
<td>1802*</td>
</tr>
<tr>
<td>18</td>
<td>03</td>
<td>17</td>
<td>09 - September</td>
<td>1803*</td>
</tr>
<tr>
<td>18</td>
<td>04</td>
<td>17</td>
<td>10 - October</td>
<td>1804*</td>
</tr>
<tr>
<td>18</td>
<td>05</td>
<td>17</td>
<td>11 - November</td>
<td>1805*</td>
</tr>
<tr>
<td>18</td>
<td>06</td>
<td>17</td>
<td>12 - December</td>
<td>1806*</td>
</tr>
<tr>
<td>18</td>
<td>07</td>
<td>18</td>
<td>01 - January</td>
<td>1807*</td>
</tr>
<tr>
<td>18</td>
<td>08</td>
<td>18</td>
<td>02 - February</td>
<td>1808*</td>
</tr>
<tr>
<td>18</td>
<td>09</td>
<td>18</td>
<td>03 - March</td>
<td>1809*</td>
</tr>
<tr>
<td>18</td>
<td>10</td>
<td>18</td>
<td>04 - April</td>
<td>1810*</td>
</tr>
<tr>
<td>18</td>
<td>11</td>
<td>18</td>
<td>05 - May</td>
<td>1811*</td>
</tr>
<tr>
<td>18</td>
<td>12</td>
<td>18</td>
<td>06 - June</td>
<td>1812*</td>
</tr>
</tbody>
</table>

Clicking on the Search button after entering search criteria will return a results list at the bottom of the lookup screen.

Click on the “open” link to open the selected proposal.
KC Institutional Proposal Screen
After opening an Institute Proposal, you will see tabs, panels within tabs, and a static box of reference information that will display on each page.

Reference Information Box
Top right of screen

<table>
<thead>
<tr>
<th>Doc Nbr: 1952069</th>
<th>Status: FINAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiator: ecrierie</td>
<td>Created: 09:51 AM 12/02/2016</td>
</tr>
</tbody>
</table>

Status should always be FINAL. If it is anything other than FINAL, ORA is currently working on the record, and the data are not yet finalized or reportable.

Proposal Tabs

| Institutional Proposal | Contacts | Custom Data | Special Review | Distribution | Institutional Proposal Actions | Medusa |

Institutional Proposal Tab
Contains general information about the proposal.

Document Overview Panel

This panel contains the document information for the proposal. The description references the Proposal Development record that created the institutional proposal. For older historical records, the Description will contain the IP number.
Institutional Proposal Panel

This panel contains general proposal information.

**Institutional Proposal Number:** assigned at the time of submission (format FYFM#####)

**Institutional Proposal Version:** version number that indicates the number of changes that have occurred to the proposal after submission

**Fiscal Year/Month:** fiscal year and month proposal was submitted to sponsor

**Created from Prop Log:** blank for newer records but historical records may display the Institute Proposal number

**Award ID:** if this proposal was submitted as a Continuation or Renewal, this will contain the existing award ID which is an internal tracking number generated by Kuali Research

**Status:** status of proposal
- **Pending:** ORA has not received information about the status of the proposal since submission
- **Funded:** this proposal is tied to one or more awards in KR
- **Not Funded by Sponsor:** ORA has received information that this proposal will not be funded
- **Deactivated:** status is not used at UMD
- **Withdrawn:** ORA has withdrawn this proposal from funding consideration at the Sponsor
- **Inactive:** this Institute Proposal record was created in error
- **Expired:** at least 18 months have passed since the proposal was submitted and proposal has not been funded
- **Replaced by Later Proposal:** multiple Proposal Development records were created and submitted when there was only 1 request for funding. The duplicate Institute Proposal records will be marked as Replaced by Later Proposal
- **Not Awarded - Unacceptable Terms:** despite the best efforts, ORA and the Sponsor were not able to accept the terms and conditions of the award

**Proposal Type:** type of proposal submitted - New, Continuation, Revision, Renewal

**Activity Type:** type of activity planned for this proposal

**Initial Contract Admin:** directory ID of ORA contract administrator

**Proposal Create Date:** date institutional proposal was created

**Updated by:** directory ID of last person who updated the proposal

**Last Update:** date and time proposal was last updated

**Project Title:** title of proposal
Summary Comments Panel

If the proposal has been modified since it was submitted, comments about the change are shown here.

Sponsor & Program Information Panel

This panel contains information about the sponsor that the proposal was submitted to and the sponsor’s submission requirements.

- **Sponsor ID**: KR generated sponsor number (internal tracking ID), sponsor name below ID
- **Sponsor Proposal ID**: not used at UMD
- **Prime Sponsor ID**: if used, will contain internal tracking ID for sponsor, sponsor name listed below the ID
- **NSF Science Code**: carries over from Proposal Development record
- **Sponsor Deadline Date**: date submission was due to sponsor
- **Sponsor Deadline Time**: time submission was due to sponsor
- **Sponsor Deadline Type**: type of deadline, receipt or postmark
- **Notice of Opportunity**: type of opportunity (Federal solicitation, Limited submission, Unsolicited, etc)
- **Does this include subawards?**: Yes or no
- **Anticipated Award Type**: type of award expected
- **CFDA Number**: Catalog of Federal Domestic Assistance number of federal agency if applicable
- **Opportunity**: Opportunity ID number if applicable
Financial Panel

This panel shows the proposed project periods and amounts as they were in the original submission by ORA.

**Initial Period:** first increment of project

**Total Period:** entire project

**Requested Start Date:** date PI identified in proposal as start date

**Requested End Date:** date PI identified in proposal as end date

**Total Direct Cost:** total direct costs for increment/project

**F&A Cost:** indirect costs for increment/project

**Total All Cost:** sum of Total Direct and Indirect costs requested of sponsor in proposal

[recalculate] button does not work in view mode

Graduate Students Panel

Not used at UMD

Notes and Attachments Panel

Not used at UMD
Delivery Info Panel

This panel contains information which was included in the Proposal Development record describing how the proposal is to be delivered.

**Mail By:** group that submitted the proposal, OSP indicates ORA
**Type:** method of delivery - usually electronic
**Mail Account ID:** not used at UMD
**Number of Copies:** not used at UMD
**Rolodex ID:** name/address of sponsor of proposal

Keywords Panel
Not used at UMD
Contacts Tab

Project Personnel Panel

This contains information about the investigators assigned to the proposal. Basic information is from PHR and loaded into Kuali Research.

Persons: project personnel name
Unit: primary unit assigned to the person, not necessarily a unit associated with this proposal
Project Role: role assigned to the person for this project
Office Phone and Email: phone and email for person

Person Details Subpanel
Include in Credit Allocation: yes/no
Faculty: yes/no
Effort fields: not used at UMD

Unit Details Subpanel
List of unit(s) associated with this person for this project
Lead Unit: on if this is the lead unit for the proposal; only available if the Project Role is PI/Contact
Unit Name/Number: name and number of the unit
OSP Administrator: ORA contract administrator assigned to the unit

Combined Credit Split Panel

The Combined Credit Split Panel shows how the DRIF credit split is allocated per investigator and department. Each Unit Total will equal 100% - the percent entries for individual units assigned to the investigators must add up to 100%. The Project Person’s Total will equal 100% - the percent entries listed with each Investigator’s name must add up to 100. If all fields are zeroes, the Credit Split information has not been entered.
Unit Contacts Panel
Not used at UMD

Central Administration Contacts Panel

<table>
<thead>
<tr>
<th>Person</th>
<th>Unit</th>
<th>Project Role</th>
<th>Office Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stephanie Anne Swertz</td>
<td>12523701</td>
<td>OSP_ADMINISTRATOR</td>
<td>301-405-8280</td>
<td><a href="mailto:swertz1@g.umd.edu">swertz1@g.umd.edu</a></td>
</tr>
</tbody>
</table>

Lists the proposal’s Lead Unit ORA Contractor Administrator contact information
Person: Name of ORA Contractor Administrator
Unit: unit ID of proposal unit
Project Role: role of ORA Contract Administrator
Office Phone: phone number of ORA Contract Administrator
Email: email address of ORA Contract administrator

Custom Data Tab

Other Panel

Admin Costs Included: describes whether or not Admin Costs are included as direct costs and the reason

Special Review Tab

Special Review Panel

This tab show if there are any special review requirements for this proposal. If nothing is listed, then there are no special reviews.
Type: type of special review
Approval Status: status of review
Protocol Number: if issued, protocol number
Application/Approval/Expiration Dates: dates as described
Exemption #: only used on Human Subjects special review, indicates the reason for exemption
Distribution Tab

Cost Sharing Panel

**Cost Share**

<table>
<thead>
<tr>
<th>*Project Period</th>
<th>Cost Share Type</th>
<th>Percentage</th>
<th>Source Account</th>
<th>Amount</th>
<th>UnitName</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mandatory</td>
<td>0.00</td>
<td>SPH</td>
<td>77,777.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Mandatory</td>
<td>0.00</td>
<td>BCH</td>
<td>62,500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Mandatory</td>
<td>0.00</td>
<td>PROV</td>
<td>125,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Mandatory</td>
<td>0.00</td>
<td>SPH</td>
<td>42,500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Mandatory</td>
<td>0.00</td>
<td>VPR</td>
<td>125,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td>482,777.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Cost Share Comments**

Add: The Mandatory account in the amount of $77,777 for SPH, is to cover the portion of personnel's time over the NIH Salary Cap. The Voluntary account in the amount of $62,500 for BCH is the Dean's Office cash cost share commitment. The Voluntary account in the amount of $125,000 for PROV is the Office of Research Office cost share commitment. The voluntary account in the amount of $42,500 for VPR is the President's Office cost share commitment.

If Costing Sharing is requested in the proposal, one line for each source for each project period will be completed.

- **Project Period:** the period the cost share committed
- **Cost Share Type:** the type/reason for the cost share
- **Percentage:** not used
- **Source Account:** unit that is providing the cost share funds
- **Amount:** the dollar amount the unit is providing for cost share
- **Unit Name:** not used in view mode

**Rates Panel**

<table>
<thead>
<tr>
<th>Rate Type Code</th>
<th>Start Date</th>
<th>Institute Rate</th>
<th>Applicable Rate</th>
<th>Activity Type Code</th>
<th>On Campus</th>
<th>Fiscal Year</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTDC5Migrated</td>
<td>07/01/2016</td>
<td>52.00</td>
<td>4</td>
<td>Yes</td>
<td>2017</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

Indirect Cost Rate Type and the On/Off campus indicator is displayed.

- **Rate Type Code:** MTDC - Modified Total Direct Costs (MTDC5 - migrated from Coeus; MTDC - on /off adjacent; MTDCR - on/off remote); TDC - Total Direct Costs; Other - 0% Indirect Costs
- **Start Date:** start date of Fiscal Year
- **Institute Rate:** institutional F&A rate based on rate type and FY, may not be present on older proposals
- **Applicable Rate:** F&A rate requested for the proposal
- **Activity Type Code:** type of activity planned listed on Institutional Proposal Panel
- **On Campus:** Yes/No flag
- **Fiscal Year:** first fiscal year of this project
- **Amount:** not used
Institutional Proposal Actions Tab

Data Validation Panel

Data Validation

You can activate a Validation check to determine any errors or incomplete information. The following validations types will be determined:

- errors that prevent submission into routing
- warnings that serve as alerts to possible data issues but will not prevent submission into routing

Used by ORA only.

Funded Awards Panel

If proposal is funded, this shows the awards which are associated with this proposal.

Ad Hoc Recipients Panel

Not used at UMD.

Print Panel

Print Notice: allow you to print a summary report of all proposal detail or do a Current or Pending Report for any investigator. From Initiate Report - you can download report to spreadsheet.

Route Log Panel: Institute Proposals are not routed via Kuali Research at UMD.
Medusa Tab

Please see the Medusa Section at the end of this guide for details on Medusa.
Awards

The Award module contains records of agreements which have been made to UMD from an external funding source. Data in the Award module pulls forward from Institute Proposal, and ORA updates each record with data from the sponsor. An award consists of award documents for the parent account and all child accounts as well as a single time & money document.

This module is open to campus users, and data from this module feeds into the Kuali Financial System (KFS) for the tracking of expenditures on sponsored research accounts. Award attachments include the official award document from the sponsor, action requests from UM departments, and backup information for actions taken.

The Award module is composed of two types of documents - Award Documents and Time and Money Documents. The Award Document contains basic information about the award, sponsor, project personnel, and award attachments. The Time and Money Document contains the information about the start and end dates and obligated and anticipated funding for each individual KFS account of an award.

Campus users do not have rights to edit records in this module.

From the Unit tab, click on the to the right of Award. This will open the Award Lookup screen.
Award Search Screen

Using Kuali Research searching techniques, type in your search criteria and click the search button. Basic searching rules: * is the wildcard character. Click on the to do a lookup or a field if present. A vertical bar character | may be used as an OR operator within each field that’s not a pull down.

**Award ID**: KR generated number (01234-00001)

**Sponsor Award ID**: award identifier assigned by the sponsor

**Account ID**: KFS account number

**Award Status**: pull down (use only Approved or Closed)

**Sponsor ID**: KR generated sponsor number

**Award Title**: title assigned to award

**Investigator**: Full Name of PI, Co-PI, or Key person assigned to the award

**Lead Unit ID**: Lead unit number

**Lead Unit**: Lead unit name

**OSP Administrator Username**: directory ID of contract administrator for this award

**Document Status**: radio buttons (Final – complete, Saved – in progress)

**Award Type**: pulldown, agreement type

**Prime Sponsor**: the sponsor number assigned by KR

**Project Start Date From/To**: enter in date range for project start date

Search will return a results list at the bottom of the Lookup screen.

Click on open to view award details. View invoices is not used. Even though listed, basic users cannot copy awards.
Reference Information Box

In upper right corner, you will see a static box of reference information. Document ID status should always be FINAL. If it is anything other than FINAL, ORA is currently working on the record, and the data are not yet finalized or reportable.

Tabs across the top of the page allow you to navigate to different sections of the award.

**Award Tab**

**Document Overview Panel**

*Description*: the award ID may be listed for older records; otherwise the initials of the last modifier are used.

**Funding Proposals Panel**

Basic details about the funding proposal(s). Click on the show button to see extended detail about the proposal. If more than one funding proposal, proposals are shown in proposal number order.

**Principal Investigator**: name of person who is the assigned principal investigator for this proposal

**Lead Unit**: number and name of unit that is the lead for this proposal

**Proposed Sponsor**: sponsor on the proposal

**Proposed Start/End Date**: start and end dates proposed on the proposal

**Total Costs**: total amount requested on the proposal
Details and Dates Panel

Current Action Subpanel

Transaction Type: the latest action taken on the latest version of the award
Notice Date: the date that latest action was taken and will be reported

Institution Subpanel

Award ID: This is the KR generated award number
An award with multiple accounts will have award numbers with the same root number and different suffixes. ex: 027012-00001, 027012-00002, 027012-00003 are all account for the same award/project; -00001 is the parent account and -00002 and -00003 are the child accounts
Version: the current version number of the award, each version will represent an action ORA has taken on an award
Award Status: the status of this particular award and account
   Approved: this is an active award
   Closed: this award, and associated accounts, have been closed in KFS
   Inactive: this award should not have been created and is not reportable, disregard
   Pending with in ORAA, Sent to OCGA, and Returned: these statuses are not used in KR
Account ID: may be the KFS account number for monetary awards (starts with 52 or 43) or account number for non-monetary awards (starts with XX)
Award Title: title of the award as indicated on the proposal, may have additional information prefixed to the title if necessary for reporting purposes
Lead Unit: the lead unit number and name for this particular account
Account Type: the type of account
NOTE: Historical records may not have an account type assigned and lists “DNU-Migrated Award Type”
   Regular: plain account
   SBIR: Small Business Innovation Research
   STTR: Small Business Technology Transfer
   DURIP: Defense University Research Instrumentation Program
   MURI: Multidisciplinary University Research Initiative
Activity Type: type of activity as identified by the PI in development proposal
   Research, Basic   Clinical Trial   Other Sponsored Activity
   Research, Applied Fellowship   Service
   Research, Development Intergovernmental Personnel Assignment Training
Award Type: legal instrument of the agreement between sponsor and UM
Sponsor Subpanel

This section contains the information about the sponsor who is providing the funding for this award.

**Sponsor ID:** KR generated sponsor number, sponsor name under ID

**Prime Sponsor:** if this award has flow-through funds, the originating sponsor will be listed in here

**Sponsor Award ID:** the number the sponsor assigns and uses to refer to the award document

**Modification ID:** if the Sponsor numbers their modifications, ORA will record this here

**FAIN ID:** Federal Award Identification Number, which is a unique number assigned by the Federal agency

**CFDA:** Catalog of Federal Domestic Assistance as indicated on the award document, ORA also records for all Federal or Federal flow-through agreements for Schedule of Expenditures of Federal Awards (SEFA) and other reporting purposes

**NSF Science Code:** As indicated by the PI in the Development Proposal for NSF Higher Education Research and Development Survey (HERD) survey and other reporting purposes

**Federal Award Year:** Federal Fiscal year in which the award was issued to UM

Sponsor Funding Transferred Subpanel

This subpanel is rarely populated, but if it is known that the Prime Sponsor received funding from another agency, ORA will record this information here.

Time and Money Subpanel

This subpanel shows the date information for this award.

**Project Start and End Date:** These dates are the dates of the entire project, the -00001 award if looking at a child account.

**Obligation Start and End Date:** The dates for which UM spending on this account may begin and must end. These dates are reflected in KFS.

**Federal Award Date and Execution Date:** The date in which the award terms and conditions applied. This is the issue date of the award. These dates will be the same, and are completed regardless of sponsor type.

**Modification Date:** date if there is a modification

**Anticipated and Obligated Amounts:** caution, these totals represent the Obligated and Anticipated Total amounts and may be misleading on -00001 accounts as they include the amounts for the entire project, not just the account displayed. For Account specific amounts, you must navigate to the Time and Money document.
Subawards Panel

Approved Subawards

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Subawards where this award is a Funding source

<table>
<thead>
<tr>
<th>Subrecipient Name</th>
<th>Subaward Id</th>
<th>Obligated Amount</th>
<th>Subaward Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parsons Brinckerhoff Inc.</td>
<td>2700</td>
<td>277236.00</td>
<td>Active</td>
</tr>
<tr>
<td>Texas A&amp;M Transportation Institute</td>
<td>2710</td>
<td>89945.00</td>
<td>Active</td>
</tr>
<tr>
<td>Cambridge Systematics, Inc.</td>
<td>2711</td>
<td>227020.00</td>
<td>Active</td>
</tr>
</tbody>
</table>

Approved Subawards Subpanel not used at UM

Subaward where this award is a Funding Source Subpanel

All subawards are listed here, if present. You can click on the “Open Subaward” link to see subaward details.

Subrecipient Name: legal name of the subawardee
Subaward ID: KR generated internal tracking number for the subaward
Obligated Amount: the amount that the subawardee is allowed to spend
Subaward status: status of the subaward

Sponsor Template Panel

<table>
<thead>
<tr>
<th>Sponsor Template Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>213</td>
<td>ORA with Uniform Guidance 12/26/16</td>
</tr>
</tbody>
</table>

Sponsor Templates are used by ORA when creating the award.

Sponsor Template Code: number identifying the sponsor template
Description: description of the sponsor template

Keywords Panel

Not used at UMD
Contacts Tab
Key Personnel and Credit Split Panel

The Contacts Tab contains information about individual persons associated with the award.

Key Personnel Panel
Person: name of project personnel
Unit: units assigned to the person per PHR, not necessarily on this award, see unit details subpanel
Project Role: role assigned to the person on this award
Office Phone and Email: phone and email for person, from PHR

Person Details Subpanel
Include in Credit Allocation: yes/no
Faculty: yes/no, populated from PHR data
Effort fields: not used at UMD

Unit Details Subpanel
The unit(s) associated with this person for this award
Lead Unit: radio button activated for lead unit, only displayed for the PI/Contact
Unit Name/Number: name and number of the unit

Combined Credit Split Subpanel
Lists each person included in DRIF credit split allocation. Credit is assigned to each person, and then each person’s credit is assigned to his/her units. Credit split information is initially indicated and approved at the Proposal Development stage and carries forward through Institute Proposal and Award.
Unit Contacts Panel
Not used at UMD

Sponsor Contacts Panel
ORA does not maintain Sponsor Contacts for each award. SPAC’s website, http://spac.umd.edu, is listed here to locate the accountant for the award.

Central Administration Contacts Panel

Contact information for the CA of the lead unit for this award.
Person: name of the ORA Contractor Administrator
Unit: lead unit number
Project Role: will always display OSP_ADMINISTRATOR for Contract Administrator
Office Phone: phone number of ORA Contract Administrator
Email: email address of ORA Contract administrator

Commitments Tab
Cost Sharing Panel

If Costing Sharing is required for this award, one line for each source for each project period will be completed. SPAC enters in the Cost Share account in the Destination field (may not be present for past historical award records). The Unit Name is the unit that is responsible for the cost share amount listed.

Percentage: not used
Type: the type/reason for the cost share
Project Period: the period the cost share will be done
Source: unit that is providing the cost share funds, may also indicate UMD or EXTERNAL as source
Destination: actual cost share account entered by SPAC
Commitment Amount: the dollar amount the the unit is providing for cost share
Cost Share Met: not used at UMD
Verification Date: not used at UMD
Unit Name: the unit responsible for the cost share account
**F&A Rates Panel**

<table>
<thead>
<tr>
<th>Rate</th>
<th>Type</th>
<th>Fiscal Year</th>
<th>Start Date</th>
<th>End Date</th>
<th>Campus</th>
<th>Source</th>
<th>Destination</th>
<th>Unrecovered F&amp;A</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>52.00</td>
<td>MTDCE. Migrated</td>
<td>2017</td>
<td>07/01/2016</td>
<td>06/30/2017</td>
<td>on</td>
<td>TBD</td>
<td>9999999</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Indirect cost rate and on/off campus indicator is displayed. Each account will have only one rate.

**Rate:** percentage rate for F&A
**Type:** direct cost type used for F&A
**Fiscal Year:** beginning fiscal year that the award is entered into system– this rate carries through term of award
**Start Date:** start date of fiscal year
**End Date:** end date of fiscal year
**Campus:** on or off
**Source:** not used
**Destination:** not used
**Unrecovered F&A:** not used

**Benefit Rates Panel**
Not used at UMD

**Preaward Authorization Panel**
Not used at UMD

**Budget Versions Tab**
Not Used at UMD
Payment, Reports & Terms Tab
This tab contains basic information for SPAC for invoicing and information about final reports. Always refer to your award document in the Attachments for the specific requirements and terms and conditions of the award.

Payment & Invoice Panel

Primarily used by SPAC to verify schedule/type for payments and invoices.

This refresh icon forces an update to the available options in the list based on a selection in a prior field. Also primarily used by SPAC.

Contracts and Grants Billing Panel
Not used at UMD

Reports Classes Panel
Financial SubPanel

Generally displays only final and monthly financial reports. Refer to your award document for details on specific report requirements.
Intellectual Property/Procurement/Property/Proposal Due Subpanels
Not used at UMD

Technical Management Subpanel

General displays only final technical management report and submission schedule for this award. Refer to your award document for details on specific report requirements.

Miscellaneous Procurement/Purchasing Panel

Shows whether or not a Subcontracting Plan is required.
Terms Panel

Terms will always be “Refer to your award document for details” except for Referenced Documents Terms which will also include specialized considerations such as E-Verify Employment Eligibility Verification, past ARRA Terms and Conditions, and Uniform Guidance Requirements.

Special Approval Panel
Not used at UMD

Closeout Panel

When an award is closed out, the closeout information will be displayed here.

- **Archive Location/Date**: not used at UMD
- **Final Report**: description of report that was submitted
- **Due Date**: date report is due according to the award’s terms and conditions
- **Final Submission Date**: date report was submitted
Special Review Tab

Special Review Panel

This is used to indicate any special reviews required for the award.

Type: type of special review
Approval Status: status of review
Protocol Number: if issued, protocol number
Application/Approval/Expiration Dates: dates as described
Exemption #: only used on Human Subjects special review, indicate reason for exemption

Only the initial information for any Special Review item is recorded in Kuali Research.

Custom Data Tab

Other Panel

This tab contains information that is customized for UMD.

Admin Costs Included: describes whether or not Admin Costs are included as direct costs and reason.
File Type: either e-file (all documents in KR) or paper (some documents in ORA)
IDC Reason: reason for the indirect cost rate on this account
Comments, Notes & Attachments Tab

Comments Panel

Comments added each time the award is changed to explain what the purpose of the change was, who made the change, and the date of the change. View History allows you to see all previous comments.

Fiscal Reports, Intellectual Property, Procurement, Property, and Notes Panels
Not used at UMD.

Attachments Panel

All attachments for the award are located here. Attachments that affect the whole award are housed in the Parent account (-00001), while attachments related to only a specific child may be housed in a child account. Click on the [view] button to view the attachment.
Award Actions Tab
Data Validation Panel
Used by ORA only.

Hierarchy Actions Panel

Shows relationship of parent and child accounts.

Print Panel

Allows you to print the award detail information.

Award Notice: Used to print information for the latest final version of the award.

Award Modification: Used to print award notice-type documents for previous versions of the award.
Select the Award Version number and Transaction that you would like to see. If you want the most recent Transaction, use the pulldown and select the highest Transaction number.

Time & Money Transaction Detail: Used to print time and money information for previous versions of the award. Select the Award Version number and Transaction that you would like to see. If you want the most recent Transaction, use the pulldown and select the highest Transaction number.

Send Button: do not use, this sends an award notice to the PI, Co-Is, and lead unit administrators.
Route Log Panel

Route Log Panel shows a log history of the award.

Create Account

Not used at UMD.

Award Post History Panel

Award Post History Panel contains the history of all actions on the award.

Time and Money Post History Panel

Time and Money Post History Panel shows when the Time and Money document was made available in the feed from Kuali Research to the Kuali Financial system (KFS).
Medusa Tab

Please see the Medusa Section at the end of this guide for details on Medusa.
Award Time and Money

On the right side of the KC Award screen, click on the time & money button. This button is available on all tabs in the Award document. Regardless of which award account you have open in the Award Document, the Time and Money displayed will be for the parent account. You can view child/grand child information by changing the award on the Go To dropdown (fully explained below).

Time and Money Tab

Award Hierarchy Panel

This shows the relationship between the parent and any child accounts for this award. Money flows from the parent account to the child accounts. Click on the + icon to see an expanded view. If there is no plus icon, there are not child accounts for this award. The grey area in the Hierarchy panel is scrollable. To see all the information, you may have to scroll down. Click on the “Expand All” button to see all accounts for this award. Change the drop down to Distributed/Distributable. Be sure to scroll down to the account you are interested in.

The Distributable is the amount of funds for that Account. Obligated Distributable is the amount the sponsor has obligated to date for that particular account. Anticipated distributable is the amount the sponsor has indicated in an award document that they anticipate awarding over the life of the award. The Obligated Distributable amount is the amount which is fed to KFS for this account. The total row may provide an over-inflated amount as that indicates the amount of funds that have ever been in the account. Funds are added to the parent account and then distributed to the child(ren) account(s).
Breakdown of Items on Award Hierarchy Panel

This shows the most recent transaction for this award.

The number of nodes indicates how many accounts there are for this project.

This allows you to select which specific account (parent/children) you want to see in the Transactions Panel. Click on the drop down, select the account, and click on go.

Always select current. Current shows all transactions that have been posted in KFS.

The Totals drop down allows you to select what view you want to see in the Award Hierarchy panel.

Dates Only

Shows only the dates of the transaction.
Distributed/Distributable

Shows the distributed, the distributable, and the total amounts for the account listed to the left.

Totals

Shows the project start/end dates and obligated/anticipated totals for the account listed to the left.

Click on the yellow folder to display all the child accounts under the parent.

The open folder indicates that the child accounts beneath the yellow folder are open. Note that if the child account has a grandchild account underneath it, the yellow folder next to the child account can be opened as well. If you click on a and nothing appears below the account, that is an indication that there are no children under that account. The green plus indicates that the account is active. The red negative indicates that this account is in an inactive or closed status.
Transactions Panel

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Comments</th>
<th>Source Award</th>
<th>Destination Award</th>
<th>Obligated Change</th>
<th>Anticipated Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>199604</td>
<td>parent funds</td>
<td>827573-0001</td>
<td>2,758.500.00</td>
<td>86,453.373.00</td>
</tr>
<tr>
<td>2</td>
<td>199605</td>
<td>child funds</td>
<td>827573-0002</td>
<td>2,896.576.00</td>
<td>2,896.576.00</td>
</tr>
</tbody>
</table>

Shows individual funding transactions done in the most recent version of the Time and Money document for the account selected in the Go To above. In the example above, 2 transactions were done in this document. Transaction 1 added funds to the parent account, and Transaction 2 added funds to the child account.

Transaction: internal tracking number for this transaction
Comments: comments about this transaction, entered by CA
Source Award: where the funds for this transaction came from
Destination Award: where the funds for this transaction were placed
Obligated Change: the change to the obligated amount for this transaction
Anticipated Change: the change to the anticipated amount for this transaction

Direct/F&A Funds Distribution Panel
Not used at UMD.
Summary Panel

Shows summary details of the parent/child accounts. The screen initially shows the parent account summary. The prev and next buttons on the bottom allow you to toggle through the summary panel for other accounts in the hierarchy.

Ad Hoc Recipients Panel/Route Log Panel
Not used at UMD.
**Action Summary and History Tab**

**Action Summary Panel**

Shows summary of each time and money action on this award. On the Time and Money tab, in Award Hierarchy, select the specific account you want to see and click Go. This shows all actions that have been done in Time and Money.

**History Panel**

Shows the detail history of each time and money action on this award.
If Source or Destination is 000000-00000, the funds came from/returned to an external source.
If Source or Destination is an award ID, that is the award ID which is sending/receiving the funds.
Subawards

The Subaward module contains records of agreements where UMD has an agreement with an external organization to do a portion of the work of a sponsored award. Data in the Subaward module pull forward from the Award module, and ORA updates each record based on the individual subaward agreement.

This module is open to campus users, and some data from this module are entered into the Kuali Financials System by ORA to create the Purchase Order and pay the invoices approved by the department for work completed by the subaward organization. Subaward attachments include the subaward agreement and subaward action requests from the department.

Campus users do not have rights to edit records in this module.

From the Unit tab, click on the to the right of Subaward.
Subaward Lookup Page
Using Kuali Research searching techniques, type in your search criteria and click on search.

Basic searching rules: * is the wildcard character

Click on the 🔍 to do a lookup for that particular field

**Subaward ID:** KR number for subaward

**Subrecipient:** legal name of subawardee organization

**Start Date From/To:** date subaward begins

**End Date From/To:** date subaward ends

**Subaward Type:** pulldown, funding mechanism of subaward

**Purchase Order ID:** PO number per KFS

**Award ID:** KR award ID assigned to source award

**Title:** title of subaward (may be preceded by FFATA as needed)

**Status:** pull down, status of subaward

**Account ID:** KFS account number of funding award

**Vendor ID:** ORA subaward number; starts with Q or Z

**Requisitioner Unit:** name of Unit responsible for subaward

**Archive location:** not used

**Closeout Date From/To:** date subaward is closed out

Search will return a results list at the bottom of the Lookup screen. Click on open to view the selected subaward.

Click on Open to view details of selected subaward.
KC Subaward Screen
After opening a Subaward, you will see a static box of reference information, tabs, and panels within tabs.

Reference Information Box
Top right of screen

<table>
<thead>
<tr>
<th>Requisitioner ID:</th>
<th>Document ID: Status:</th>
</tr>
</thead>
<tbody>
<tr>
<td>iguay</td>
<td>2260498: FINAL</td>
</tr>
<tr>
<td>BMGT-Dean-Office of Finance &amp; Accounting</td>
<td>Subaward ID: 7799</td>
</tr>
<tr>
<td>Trustees of the University of Pennsylvania</td>
<td>Last Update: 2017-10-17 13:49:41.0 By amullo</td>
</tr>
</tbody>
</table>

**Requisitioner ID:** directory ID of person who requested the subaward
**Requisitioner Unit:** unit name of requisitioner
**Subrecipient:** legal name of subaward organization
**Document ID:** document ID and status of document (should always be final)
**Subaward ID:** internally generated unique ID for this subaward
**Last Update:** date, time, and directory ID of person who last modified this subaward

Subaward Tabs

![Subaward Tabs](image)

Document Overview Panel

![Document Overview Panel](image)

**Description:** contains subaward internal tracking ID (Coeus migrated subawards) or the CA’s initials (new or modified subawards)
### Subaward Panel

<table>
<thead>
<tr>
<th>Subaward ID:</th>
<th>internal tracking ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Version:</td>
<td>number of how many actions have been done on this subaward</td>
</tr>
<tr>
<td>Execution Date:</td>
<td>The date of final signature executing the subaward agreement between the 2 parties.</td>
</tr>
<tr>
<td>Start/End Date:</td>
<td>dates subaward begins and ends</td>
</tr>
<tr>
<td>Subaward Type:</td>
<td>funding mechanism for the subaward</td>
</tr>
<tr>
<td>Purchase Order ID:</td>
<td>PO ID issued by Purchasing</td>
</tr>
<tr>
<td>Title:</td>
<td>title of subaward (may be preceded by FFATA as needed)</td>
</tr>
<tr>
<td>Status:</td>
<td>status of subaward</td>
</tr>
<tr>
<td>Account ID:</td>
<td>KFS account number of funding award</td>
</tr>
<tr>
<td>Vendor ID:</td>
<td>prefix Z – 52(Federal) or Q - 43 (non-Fed), last 5 digits of account ID, followed by sequential digit of the subaward for the funding proposal (begin with 1)</td>
</tr>
<tr>
<td>Requisitioner User Name:</td>
<td>name of person requesting subaward, departmental contact</td>
</tr>
<tr>
<td>Requisitioner Unit:</td>
<td>unit of requisitioner</td>
</tr>
<tr>
<td>Archive location:</td>
<td>not used at UMD</td>
</tr>
<tr>
<td>Closeout date:</td>
<td>date subaward if closed out</td>
</tr>
<tr>
<td>Federal Award Project Description:</td>
<td>blank</td>
</tr>
<tr>
<td>F&amp;A Rate:</td>
<td>rate of F&amp;A, subawardee’s charging rate</td>
</tr>
<tr>
<td>De Minimus:</td>
<td>checked if using the de minimus rate, yes</td>
</tr>
<tr>
<td>Comments:</td>
<td>contains UM F&amp;A Rate for the first $25K, yes/no equipment indicates if subawardee is purchasing equipment, for charging code 3732 – $ amount subject to F&amp;A, for charging code 3734 – $ amount exempt from F&amp;A</td>
</tr>
<tr>
<td>Obligated Amount:</td>
<td>amount obligated by UMD for the sub to spend</td>
</tr>
<tr>
<td>Anticipated Amount:</td>
<td>amount anticipated when subaward is fully funded</td>
</tr>
<tr>
<td>Amount Released:</td>
<td>not used at UMD</td>
</tr>
<tr>
<td>Available Amount:</td>
<td>same as obligated amount</td>
</tr>
<tr>
<td>Cost Type/Site Investigator/Requisition ID:</td>
<td>not used at UMD</td>
</tr>
<tr>
<td>Subrecipient:</td>
<td>organization name/DUNS number of subawardee</td>
</tr>
<tr>
<td>FFATA Required:</td>
<td>if checked, yes, if not, no</td>
</tr>
<tr>
<td>FSRS Subaward Number:</td>
<td>source award’s sponsor’s award number</td>
</tr>
</tbody>
</table>
Funding Source Panel

Award Number: internal award number that is funding the subaward
Account ID: KFS account ID of the source award that is funding the subaward
Sponsor ID: KR generated sponsor number of the source award
Amount: total amount the sponsor is funding to the source award
Final Expiration Date: date source award expires
Open Award: opens a new instance that shows details of source award
Medusa: opens a new instance with Medusa information (See Medusa section for more information)

Contacts Panel
Not used at UMD

Closeout Panel

If subaward is closed out, this will contain closeout information. Otherwise it is blank.
Closeout Type: indicates type of item for this entry
Date Requested: date item was requested by ORA
Date Followup: date any follow up by ORA for item request. If there is no follow up, it is the date of the original request
Date Received: date item was received by ORA
Financial Tab

History of Changes Panel

Contains detail of each financial action that has been processed for the subaward, from oldest to newest.

**Effective Date:** date of action

**Obligated Change:** obligated amount added/subtracted to/from subaward

**Anticipated Change:** anticipated amount added/subtracted to/from subaward

**Modification Type:** type of modification

**Modification Effective Date:** date modification is effective

**Modification ID:** blank

**Period of Performance Start/End Dates:** blank

**Comments:** ORA comments of action

**Adobe PDF file:** attached file from ORA explaining action, click on view to see attachment

Invoices Panel

Not used at UMD
### Custom Data Tab

#### Other Panel

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Group Name: Other</td>
<td></td>
</tr>
<tr>
<td>Other Deliverables:</td>
<td>N/A</td>
</tr>
<tr>
<td>* Is Small Biz Report req'd:</td>
<td>Not Required</td>
</tr>
<tr>
<td>* Is Equipment Report req'd:</td>
<td>As required</td>
</tr>
<tr>
<td>* Payment Frequency:</td>
<td>Monthly</td>
</tr>
<tr>
<td>* Is Financial Report req'd:</td>
<td>As required</td>
</tr>
<tr>
<td>* Payment Method:</td>
<td>Cost Invoice with Certification</td>
</tr>
<tr>
<td>* Is Patent/Invention Rpt req'd:</td>
<td>As required</td>
</tr>
<tr>
<td>* Sub Cost Sharing?:</td>
<td>No</td>
</tr>
<tr>
<td>* Is Technical Report req'd:</td>
<td>As required</td>
</tr>
<tr>
<td>* Sub Export Control?:</td>
<td>No</td>
</tr>
<tr>
<td>* Sub IACUC?:</td>
<td>No</td>
</tr>
<tr>
<td>* Sub IRB?:</td>
<td>No</td>
</tr>
<tr>
<td>Sub CostShare Amount:</td>
<td>0</td>
</tr>
</tbody>
</table>

Shows template information, special reviews, and cost sharing amount. This information was used to create the subaward agreement with the subawardee.
Template Information Tab

Template/Contacts/Terms and Conditions/Compliance Panel

Template

- Parent BUNI (if applicable): 
- Parent Congressional District: 
- SubMission Date: 
- SDUI/Budget specified in proposal: N
- Includes Cost Sharing: 
- Exempt from reporting cost compensation: N

Contacts

- Invoice / Payment Contact: 
- Hold Statement of Costs Contact: 
- Change Requests Contact: 
- Termination Contact: 
- No-Cost Extension Contact: 
- Carry Forward Requests Sent To: 

Invoice address different from financial contact:

Terms and Conditions

- Applicable Program Regulations: 
- Applicable Program Regulations Date: 
- Automatic Carry Forward: N
- Treatment of Program Income Additives: N
- Is an MPI award: 
- MPI Leadership Plan:

Compliance

- Prime Sponsor in PHS for FCOI regulations: 
- Applicable FCOI policy for subrecipient:

Animals

- Subjects included: 
- PTI requires verification to be sent: 
- Not Required Reason:

Humans

- Subjects included: 
- PTI requires verification to be sent: 
- Not Required Reason: 
- Data will be exchanged under this agreement: 
- PTI will set forth the terms of exchange of human subjects data:

Reports (0)

Attachments (0)

Template information in the subaward agreement form
Subaward Actions Tab

Data Validation Panel
Used by ORA only.

Print Panel

Print Notice: prints the subaward agreement with templates included.

Route Log Panel
Subawards are not routed at UMD

Medusa Tab
Please see the Medusa Section at the end of this guide for details on Medusa.
Medusa
When you click on the Medusa tab or link, the Medusa Panel will be displayed. Medusa can be used to navigate to related Institute Proposal, Award, Development Proposal, and Subaward records. Access to any individual record is dependent on user permissions. Each ➤ indicates that the item will open to display more detail when you click on it.

**Medusa Panel**

If the Proposal > Award radio button is selected, this will show the relationship between the proposal and other modules (Development Proposal, Award, and Subaward). Alternatively, if the Award > Proposal radio button is selected, this will show the relationship between the award and other modules (Development Proposal, Institute Proposal, and Subaward).
**Medusa Detail View**
Clicking the Open button for a related record will open the corresponding module in a new browser tab.

**Medusa Filter**
The Medusa filter allows you to display specific items that are listed in the Medusa view.
The filter uses predictive text. If you type in **award**, the system will limit the items shown to those that have the word **award** in them.

If you change the word to **sub**, the system will limit the items shown to those that have the word **sub** in them.
**Link Icon**

Throughout Kuali Research, you will see a link icon (🔗). When you click on it, you will see the URL for that item. You can then send this link as an email to another person (who will need to be authorized to view this item) who can then view the information.

**Still Have Questions?**

Please contact Kuali Research Help: kr-help@umd.edu