

Purpose: An established business process around award setup ensures the accurate and efficient recording of award data in GMAS and the setup of accounts in the General Ledger. The risks of not adhering to this process include delays in account and payroll set up, and a need for Cost Transfers.

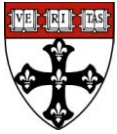
Standards of Service: It is expected that as soon as HSPH is notified of an impending award, preparations are made to ensure a smooth path to account setup. Typically, awards should be set up in GMAS with active accounts within 15 business days of receipt of the Notice of Award (NOA), if all required information is received by SPA based on the considerations below. Less complicated awards will require significantly less time to set up and should be active within a maximum of 10 business days from receipt.

Considerations:

- a) If the award contains no cuts to budget: SPA will set up an account within 5 business days of the receipt of the NOA if no new information has been received by the department.
- b) If the award is cut: SPA will set up an account within 10 business days of receipt of the NOA with a unilateral cut to accounts including subcontractors if no new information is received from the department. ADFs will be contacted via e-mail by the SRA prior to account setup if no information has been received from the GM.
- c) If revised budget information is received from the department within these time frames, SPA will set up the award based on departmental information.
- d) Rebudgeting Affecting F&A: Rebudgeting at the award stage may occur if it is in a timely fashion. **However, rebudgets decreasing the amount the sponsor has awarded HSPH in F&A may require prior approval by SPA.** Please refer to the process Rebudgeting Affecting Recovery of F&A for the process steps.
- e) Awards requiring negotiation: When an award requires negotiation, the time frame for award and account setup will begin once the fully executed award has been received.

Process Steps for Award Setup

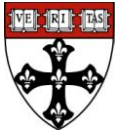
Step	Role	Task/Activity
1	SRA/GM	Receives Award Notice per Award Receipt Business Process.
2	SRA	Determines if negotiations are needed (if yes, discuss with AD).
3	GM	Reviews award documents and GMAS data against Award Setup Checklist (see below). Emails SRA information needed to set up award.
4	SRA	Reviews award documents, GMAS data, and information from GM (see below). Discusses issues with GM as needed. If has not heard from GM, e-mails ADF.
5	SRA	Completes Datasheet for new and competing awards only, otherwise, sends e-mail to Ops team.
6	SRA	Emails Datasheet which includes account setup info) to gdgroup@hsph.harvard.edu and cc: GM.
7	OPS	Ops Team creates segment revision to update GMAS/create accounts. GMAS sends action memo to recipients -SRA, GM, PI, and others as requested (Administrative Team).
8	GM	Reviews Action Memo for accuracy.



Award Setup Checklist

Grant Manager:

- Read award document completely.
- If award requirements are complex and include restrictions, work with your SRA or OSP financial analyst to determine best practices.
- Check for approvals still in “Needed Status” in GMAS (IACUC, COI, Biohazards, PA). Follow up with others to obtain approvals if needed.
- Upload approval letters into GMAS and enters protocol # and approval date into comments field.
- If cost sharing is applicable, verify or update cost sharing information in GMAS.
- Check subcontractors against excluded parties list system (www.epls.gov) to ensure subs can receive federal funding.
- Follow up with PI on budget and make changes if needed.
- Create or update account structure and allocations using the Datasheet.
- If there are subcontracts, include the amounts to be issued for each sub with account information to be sent to SRA (see example below).
- Is automatic carryforward allowed? If yes, task logic (000X) is appropriate. If not, please use year logic (0X0X). If award is silent, use task logic.
- Ensure request in GMAS is fully signed (i.e., PI and Chair/Dept approver).
- Check Administrative Team to verify that the correct people are listed in order to ensure all appropriate parties will get action memos.
- If there are part-of accounts to other departments, add personnel to the Administrative Team to ensure they receive action memos.
- Update any additional documents to the document repositories.
- Use GMAS non-financial reports module to schedule any progress, technical or other reports (OSP will schedule financial reports).
- Enter project budget into Wasabi.
- Update PI and staff effort. Complete data changes in Wasabi if necessary.



Award Setup Checklist (continued)

SRA:

- Read award document completely.
- Confirm with the GM that they have understood any restrictions or special award clauses.
- Review GMAS project data to make sure information is current. This includes ensuring that the NOA is associated to the request properly and that dates and dollars appear correct.
- Check to see if proposal is signed by Department, PI, and SPA submitter and is in the correct status.
- Upload any relevant documents and correspondence into GMAS document repository.
- Check for IRB approval (only SPA can access HIRBERT).
- Review the needed approvals in GMAS and work with GM as needed (only SPA can modify approvals in GMAS).
- Mark approvals as “done” in GMAS. Enter the protocol expiration date and approval number as needed.
- Check account structure against sponsor business rules and amounts against award (including subcontracts and Harvard accounts).