

Definitions: Award Tabs & Data Fields

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Award Detail Tab

Award New Entry : 000097-001 : Sequence : 4		
Award Detail Other Header Money and End Dates Contacts Reports Terms Special Review Investigator Comments Subcontracts Attachments		
Award No: 000097-001	Sequence No: 4	Status: Active
Sponsor Award No: 123456789		
Account: <input style="width: 100%;" type="text"/>		
NSF Code: <input style="width: 100%;" type="text"/>		
Modification No: 987654321		
Effective Date: 01-Nov-2008		
Begin Date: 01-Nov-2008		
Execution Date: 15-Oct-2008		
Sponsor: 300865 NATL INST OF HEALTH		
Activity Type: Organized Research		
Award Type: Grant		
CFDA No: <input style="width: 100%;" type="text"/>		
Account Type: Regular		
Dfafs No: <input style="width: 100%;" type="text"/>		
Sub Plan: Required		
Procurement Priority Code: <input style="width: 100%;" type="text"/>		
Pre-Award		
Authorized Amount: \$50,000.00		
Effective Date: 01-Aug-2008		
Title: Study of Asthma and Nasal Steroids (STAN)		
Last Update: 25-Nov-2008 04:18 PM		
Update User: Schultz, Ronald		

<p>'Award No.:' <i>(SAP maintained):</i> 000097- Six digit Grant Number followed by -001 = Award/Grant record, -002 = Primary Sponsored Program record, and -003+n = All other Sponsored Program records.</p>	<p>'Sequence No.:' <i>(ORA controlled):</i> Each Sequence represents a saved & retrievable version of an award record. Number is incremented by ORA as major award events occur, e.g. change PI, change sponsor <i>name</i>, change Institute Proposal 'funding source', as determined by ORA.</p>	<p>'Status:' <i>(SAP maintained):</i> Reflects GM Grant 'Life Cycle Status' or GP Program Status. Hold status may indicate data discrepancy, see Comments Tab>Error Comment Screen for specific error message.</p>
<p>'Sponsored Award No.:' <i>(ORA controlled):</i> Award number from Notice of Grant Award (NGA) and ORA editable.</p>		
<p>'Account:' <i>(SAP maintained):</i> is blank on Award record [xxxxxx-001]. All other records [-002+] represent sponsored programs. In those records the Account number field is the Sponsored Program number - without left most '9'.</p>	<p>'NSF Code:' <i>(ORA controlled):</i> NSF code numbers assigned to various types of NSF funded research.</p>	
<p>'Modification No.:' <i>(ORA controlled):</i> Sponsor assigned secondary award designation.</p>	<p>'Effective Date:' <i>(SAP maintained):</i> GM Grant project start date.</p>	
<p>'Begin Date:' <i>(SAP maintained):</i> GM Grant project start date.</p>	<p>'Execution Date:' <i>(ORA controlled):</i> Date of last signature on NGA.</p>	
<p>'Sponsor:' <i>(SAP maintained):</i> Organization funding the Award.</p>		
<p>'Activity Type:' <i>(SAP maintained):</i> F&A function from GM Program, e.g. Organized Research, Instruction, Other Sponsored Activity.</p>		

<p>'Award Type:' (SAP maintained): Nature of the award, e.g. grant, contract, cooperative agreement, subaward, subcontract, or subgrant.</p>	<p>'CFDA No:' (SAP maintained): Federal agency assigned 'Catalog of Federal Domestic Assistance' number.</p>
<p>'Account Type:' (SAP maintained): 'Award' is -001; 'Primary' is -002; 'Subaward' displayed for '96' sponsored programs and 'Other' displayed for all other spending accounts.</p>	<p>'DFAFS No:' (ORA controlled): Federal agency assigned 'Departmental Federal Accounting Financial System' number.</p>
<p>'Sub Plan:' (ORA controlled): Indicates if sponsor requires, and JHU has executed, a plan for the spending of the award on contractual goods and services from Minority Business Enterprises, Women's Business Enterprises, Veteran-owned companies, etc.</p>	<p>'Procurement Priority Code:' (ORA controlled): Indicates if DoD has assigned a Code number establishing high priority to procurements through this Award.</p>
<p>'Pre-Award Authorized Amount:' (SAP maintained): Amount authorized for Pre-Award spending by Sponsored Shared Services - retained after Status is changed.</p>	<p>'Effective Date:' (SAP maintained): Date on which Pre-Award spending may begin - retained after Status is changed.</p>
<p>'Title:' (SAP maintained): SAP Grant title. If -002+ record this is followed by ':' and SAP Sponsored Program title.</p>	
<p>'Last Update:' (Coelus maintained): Date record was last modified.</p>	<p>'Update User:' (Coelus maintained): User who last modified record.</p>

Other Header Tab

Award New Entry : 00097-001: Sequence : 4

Award Detail **Other Header** Money and End Dates Contacts Reports Terms Special Review Investigator Comments Subcontracts Attachments

Template: See Project for Terms and Conditions

Prime Sponsor:

Proposal Due for

Non Competing Continuation:

Competing Renewal: 4 months prior to expiration date

Payment

Basis: Manual Billing

Method: QUARTERLY BILL FEB-MAY-AUG-NOV

Payment / Invoice Frequency: As required

Invoice Number of Copies: 3 Final Invoice Due within: 60 Days.

Invoice Instructions:

'See Project for...' is the Award Default Template

<p>'Template:' <i>(ORA/Template controlled):</i> Templates are similar to MS macros. They are written and controlled by respective ORA, based on sponsor's NGA provisions.</p>	
<p>'Prime Sponsor:' <i>(SAP maintained):</i> Name of original sponsor when award sponsor is passing through funds. Field is blank when sponsor is also original source of funds.</p>	
<p>'Proposal Due for Non Competing Continuation:' <i>(ORA/Template controlled):</i> Provides submission date for application for continuation, if applicable.</p>	
<p>'Proposal Due for Competing Renewal:' <i>(ORA/Template controlled):</i> Provides submission date for application for renewal, if applicable.</p>	
<p>'Payment Basis:' <i>(SAP maintained):</i> Identifies broad method of payment to JHU: billing, letter of credit, advanced payment, etc.</p>	
<p>'Payment Method:' <i>(SAP maintained):</i> Specific form of JHU request for funds: direct billing, billing frequency, etc.</p>	
<p>'Payment/Invoice Frequency:' <i>(ORA/Template controlled):</i> Time at which periodic invoices are to be sent by JHU: monthly, quarterly, semi-annually, etc.</p>	
<p>'Invoice Number of Copies:' <i>(ORA/Template controlled):</i> Number of copies to be sent.</p>	<p>'Final Invoice Due with Days:' <i>(ORA/Template controlled):</i> Deadline for submission of final invoice.</p>
<p>'Invoice Instructions:' <i>(ORA/Template controlled):</i> Special instructions provided by sponsor.</p>	

Money and End Dates Tab (next four pages)

>Main Screen

		Total Amounts		Dates		
		Obligated	Anticipated	Oblig. eff	Oblig. exp	Final exp
[1]	000097 001	\$703,076.00	\$1,406,152.00	01-Nov-2008	31-Oct-2009	31-Oct-2010
[2]	000097 002 0007222	\$324,993.00	\$649,986.00	01-Nov-2008	31-Oct-2009	31-Oct-2010
[2]	000097 003 0007333	\$308,851.00	\$617,701.00	01-Nov-2008	31-Oct-2009	31-Oct-2010
[2]	000097 004 6000444	\$44,956.00	\$89,912.00	01-Nov-2008	31-Oct-2009	31-Oct-2010
[2]	000097 005 6000555	\$24,276.00	\$48,553.00	01-Nov-2008	31-Oct-2009	31-Oct-2010

Panel	Description of Information
A	Award Status (ex. Green, Active) (SAP maintained): Status of GM Grant or GM Program.
B	Award/Grant Number (ex. 907405) (SAP maintained): Six digit Award number corresponds to SAP Grant number.
C	Record Number (ex. -004) (Coeus maintained): Three digit Award-Record number: xxxxxx-001 is the Award record, has no corresponding sponsored program. xxxxxx-002 is the first child record, corresponds to the Primary Spon. Program; xxxxxx-003+n all other award records, correspond to each additional sponsored program under the award.
D	Account Number (ex. 0008017) (SAP maintained): Seven-digit Coeus Account number is the Sponsored Program number - without the '9'.
E	>Total Amounts – ‘Obligated’: (SAP maintained): Amount of award sponsor is committed to fund from inception to through current funding period. >Total Amounts – ‘Anticipated’: (SAP maintained): Amount sponsor has indicated, on NGA, they expect to award over life of grant.
F	>Amount - ‘Distributed’: (SAP maintained): Always zero, not used by JHU. >Amount - ‘Distributable’: (SAP maintained): Always equals Obligated Amount. >Change – ‘Obligated’ or ‘Anticipated’: (SAP maintained): Always zero, not used by JHU.
G	>Date – ‘Obligated Effective’: (SAP maintained): Project start date. >Dates – ‘Obligated Expiration’: (SAP maintained): End of current funding period. >Date – ‘Final Expiration’: (SAP maintained): End of the award.

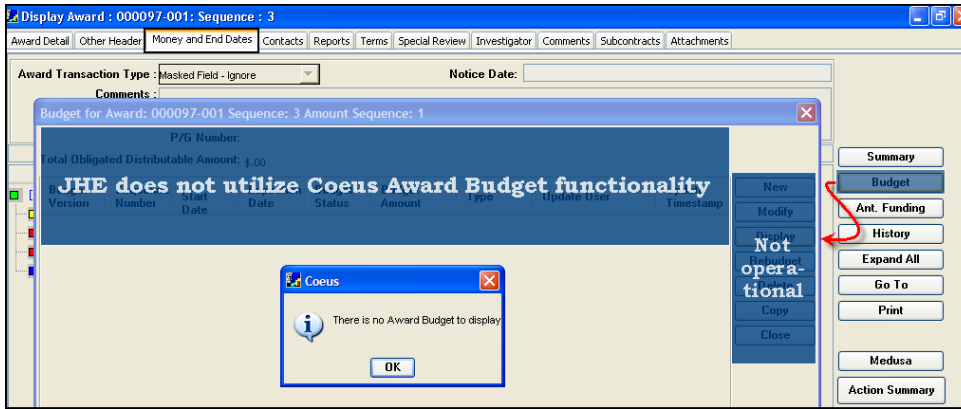
>Summary Button

The screenshot shows the 'Award Summary' dialog box with the following details:

- Summary Panel (A):** Spon Award No.: 123456789, Activity Type: Organized Research, Award No.: 000097-001, Award Type: Grant, Account No.: [blank], Title: Study of Asthma and Nasal Steroids (STAN), Sponsor: 300865 : NATL INST OF HEALTH, Award Eff Date: 01-Nov-2008, Obligation Eff Date: 01-Nov-2008, Final Exp Date: 31-Oct-2010, Obligation Exp Date: 31-Oct-2009, Anticipated Amount: \$1,406,152.00, Obligated Amount: \$703,076.00.
- Check Boxes (B):** Aprv'd Equipment , Payment Schedule , Indirect Cost , Aprv'd Subcontract , Transfer Sponsor , Status: Active, Aprv'd Foreign Trip , Cost Sharing .
- Investigators (C):** Zabko, Candice M, Wachter, Laura C, Xi, Zhiyong.
- Lead Unit (D):** 48036174 : DIAGNOSTIC PEDIATRICS - INPATIENT.
- Buttons (E):** Close, Prev, Next.

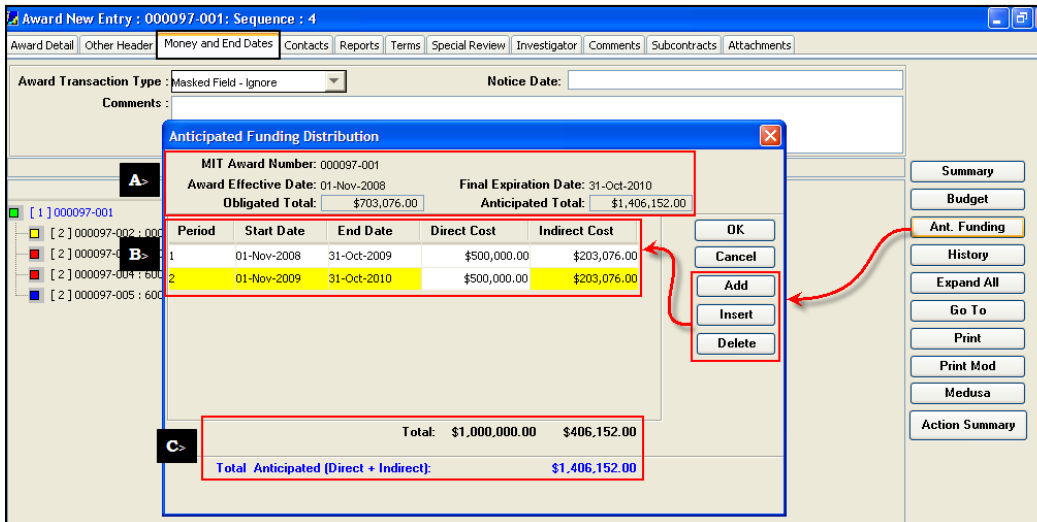
Panel	Description of Information
A	Summary Panel: (Various sources): Generally, this is information on the Award Detail and Money and End Dates (main screen) Tabs.
B	Check Boxes: (ORA controlled): Check mark indicates of information has been entered in Coeus> Details windows.
C	Investigator: (SAP maintained): Lead investigator on award (record). On 001, Award record, all investigators in sponsored programs are listed with Grant PI on top line.
D	Lead Unit: (SAP maintained): Unit to which award is assigned.
E	Buttons 'Prev/Next' (User controlled): Opens Summary panel of previous or next record in this award.

>Budget Button



Budget Button: award budget functionality is not used at JHU. Award allocation, Sponsored program budgeting, is submitted to Sponsored Shared Services through Webforms, 'Award Change Form' at <https://prcoeus.johnshopkins.edu/rpa/index.jsp>.

>Anticipated Funding Button



Panel	Description of Information
A	Summary Information: (SAP maintained): Numbers and dates from Award Detail Tab; 'Obligated' is amount contained in GM Grant 'Grant Value'; and, 'Anticipated' is from GM Grant 'Funded Amount'.
B	Direct and Indirect Cost Information: (SAP maintained): GM Grant 'Award Year Breakdown', direct and indirect amounts.
C	Totals: (Coeus calculated): These are running totals of direct and indirect costs in Panel B.

>History Button

A	History: (SAP maintained): lists the award detail information for each Award Sequence created.
B	Scroll buttons: (User controlled): opens History of previous or next record in this award.

>Medusa Button

Medusa: (User controlled): description in Award User Guide>Other Coeus Functions
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Contacts Tab

Award New Entry : 000097-001: Sequence : 4

Award Detail | Other Header | Money and End Dates | **Contacts** | Reports | Terms | Special Review | Investigator | Comments | Subcontracts | Attachments

Contact List:

Contact Type	Name/Organization	
Unknown	Contact , Generic	Add
Administrative Contact--1	Abrams , Elaine	Modify
Close-out Contact	Campbell MD, Thomas B.	Delete
Other	Fakhræi , Hamid	Sync
Final Report Submission Address	Danuser , Gaudenz	
Intellectual Property Contact	Edelson , Dana P	
Awarding Office Contact--1	Balthazart , Dr. Jacques	

Contact Details:

Name: Edelson , Dana P Rolodex Id: 4551

Sponsor:

Organization: University of Chicago

Address: 5841 South Maryland Avenue
MC 3051

City: Chicago County:

State: Maryland Postal Code: 60637

Country: United States Phone: 773-702-3795

E Mail: coeus-help@jhu.edu Fax: 773-834-7492

Comments:

'Contact Type:'
(ORA/Template controlled): Identifies person's responsibility corresponding to contact Name/Organization.

'Name/Organization:'
(ORA/Template controlled): Any person or organization, either within JHU or outside, who may be involved in administration of the award.

Edit Buttons:
(ORA controlled): Used to edit contact type and name.

'Sync' Button:
(ORA controlled): Used when template in Other Header Tab>Template is changed in the open Award record to overwrite current contact information with exactly the contact information in the new template.

Award New Entry : 000097-001: Sequence : 5

Award Detail | Other Header | Money and End Dates | **Contacts** | Reports | Terms | Special Review | Investigator | Comments | Subcontracts | Attachments

Contact List:

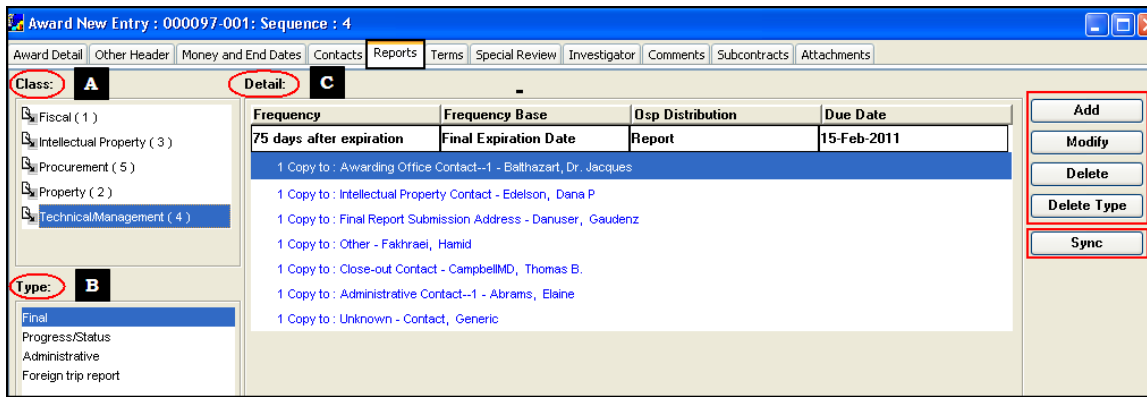
Contact Type	Name/Organization	
Unknown	Contact , Generic	Add
Administrative Contact--1	Abrams , Elaine	Modify
Close-out Contact	Campbell MD, Thomas B.	Delete
Other	Fakhræi , Hamid	Sync
Final Report Submission Address	Danuser , Gaudenz	
Intellectual Property Contact	Edelson , Dana P	
Awarding Office Contact--1	Balthazart , Dr. Jacques	

Coeus X

Are you sure you want to synchronize Award Contacts information with the selected Template Contacts information?

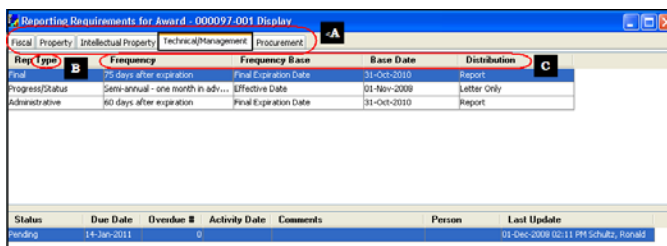
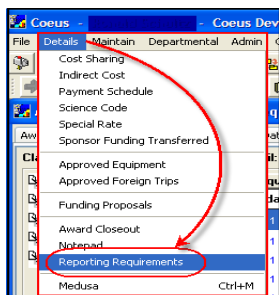
Yes No

Reports Tab



Panel	Description of Information
A	'Class:' (ORA/Template controlled): Coeus employs five report classes. Ignore the '(#)' after each class name.
B	'Type:' (ORA/Template controlled): Each report Class has defined Class Types which are controlled by menus.
C	'Detail:' (ORA/Template controlled): Each Report Class & Type may be defined by up to five characteristics: Frequency of reoccurring reports; Frequency Base is the method of counting Frequency time; 'ORA' Distribution: (Office of Research Administration, ORA): format of report lass/Type, either letter or report; Due Date of report Contain for report Class/Type, if any; and, Class/Type.
	Edit Buttons: (ORA controlled): Used to edit reports.
	'Sync' Button: (ORA controlled): Used when template in Other Header Tab>Template is changed in the open Award record. 'Sync' will overwrite current report information with exactly the report information in the new template.

Example: Reports as viewed by Detail>Reporting Requirements



Terms Tab

Code	Description
2	See agreement for specific terms
12	40 CFR Various Parts
17	1996 OIR Guide to Programs
36	22 CFR 145
37	40 CFR 30, 46
39	15 CFR 14
42	29 CFR 95, Department of Labor Regulations
73	34 CFR Part 650
99	14 CFR Part 1260
121	28 CFR Part 70
123	31 CFR 594 (Global Terrorism Sanctions Regulations)
125	31 USC 6305, 6306
129	42 CFR Parts 50(D) & 52

'Terms:'
(ORA/Template controlled):
 Coeus employs nine categories of Terms.

'Description:'
(ORA/Template controlled): Each Term is defined by numerous characteristics, Descriptions, recorded in the Award Code Tables.

Edit Buttons:
(ORA controlled): Used to Add and Delete Terms.

'Sync' Button:
(ORA controlled): Used when template in Other Header Tab>Template is changed in the open Award record. 'Sync' will overwrite current terms with exactly the terms in the new template.

Special Review Tab

Special Review	Approval	Protocol No.	Appl. Date	Appr. Date
Human Subjects	Pending/In Progress	1	09-Apr-2008	
Biohazard Materials	Approved	2		

'Special Review:'
(Institute Proposal/ORA controlled):
 At Award creations Coeus imports from the Institute Proposal all Special Reviews, which ORA may update.

'Approval:'
(ORA controlled): At Award creation, Coeus marks Approval status as 'Unknown', which ORA may update.

'Protocol No., Appl. Date, Appr. Date:'
(ORA controlled): Initial contains information in IP Special Review, which ORA may update.

Edit Buttons:
(ORA controlled): Used to Add and Delete Special Reviews.

'Special Review Comments:'
(ORA controlled): ORA may update comments.

Investigator Tab

Person Name | **PI** | **Multi PI** | **Faculty** | **Effort %** | **Academic Year Effort** | **Summer Year Effort** | **Calendar Year Effort**

Zabko, Candice M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15.00	.00	.00	.00
Wachter, Laura C	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10.00	.00	.00	.00
Xi, Zhiyong	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	8.00	.00	.00	.00
Yacono, Bryan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5.00	.00	.00	.00

Lead | **Number** | **Name** | **Osp Administrator**

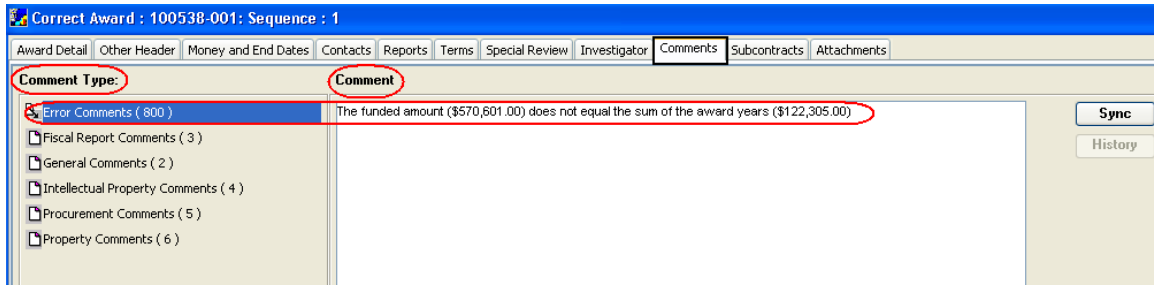
<input checked="" type="checkbox"/>	48036174	DIAGNOSTIC PEDIATRICS - INPATIENT	
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Edit Buttons are not operational

Award Administrator: There are no Administrators for this Award.

<p>'Person Name:' (SAP maintained): -001: Award record - Grant PI plus PI on each Sponsored Program. -002+ Primary & Other records - Sponsored Program PI plus co-investigators of record in SAP.</p>	<p>'Effort:' (ORA controlled): At Award creation these are zero. OPS may update.</p>
<p>'PI:' (SAP maintained): PI of record in SAP.</p>	<p>Edit Buttons: Not operational.</p>
<p>Lead [Units]: (SAP maintained) -001: Award record – Lead Unit is the Responsible Cost Center of the Primary sponsored program (x-002). -00n: Other units shown, if any, are the Home Units of investigators on those sponsored programs.</p>	<p>Unit Edit Buttons: Not used. Units are maintained by SAP.</p>

Comments Tab



'Comment Type:'
(Coeus maintained): Coeus employs wide variety of Comment Types. Ignore the '(#)' following each.

'Comment':
(ORA controlled): A Comment may be added in one of three ways:
 By ORA directly, individually;
 By Template selected by ORA during Award maintenance;
 By Coeus, in the General Comments, when Award 'Status' is 'Hold', if Coeus detects a data discrepancy.

'Error Comments:'
(Coeus controlled): If Coeus finds data validation error in information imported from SAP, Coeus describes that error here. Coeus also changes the Award Status to Hold. Coeus also reports the error to ORIS and SPSS, which execute repair procedures on daily basis.

'Sync' Button:
(ORA controlled): Used when template in Other Header Tab>Template is changed in the open Award record. 'Sync' will overwrite current terms with exactly the terms in the new template.



Attachments Tab

Award New Entry : 000097-001: Sequence : 5

Award Detail | Other Header | Money and End Dates | Contacts | Reports | Terms | Special Review | Investigator | Comments | Subcontracts | Attachments

Attachments

Type	Description	Last Updated	Updated By
Notice of Award	Lengthy description of attachment here.	2008-11-25 15:19:56.0	Schultz, Ronald
Award Modification	...and here.....	2008-11-25 15:20:28.0	Schultz, Ronald
Procurement Sub-Plan	...and here.....	2008-11-25 15:20:51.0	Schultz, Ronald
Subcontract	...and here.....	2008-11-25 15:21:14.0	Schultz, Ronald
Subcontract Modification	...and here.....	2008-11-25 15:21:32.0	Schultz, Ronald

Add
Void
Show All

'Attachment Type:'
(ORA controlled): Coeus employs wide variety of Attachment Types.

'Description:'
(ORA controlled): A 250-character description may be inserted

Edit Buttons:
(ORA controlled): Buttons are used to attach documents.

Subcontracts Tab

Award New Entry : 000097-001: Sequence : 5

Award Detail | Other Header | Money and End Dates | Contacts | Reports | Terms | Special Review | Investigator | Comments | Subcontracts | Attachments

Approved Subcontracts for this Award

Subcontractor Name	Amount
CINCINNATI CHILDRENS HOSPITAL	\$89,912.0
UNIV OF ROCHESTER MEDICAL CTR	\$48,553.0

Add
Delete

Total Amount: \$138,46

Subcontracts where this award is a Funding source

Subcontractor Name	Subcontract Code	Amount	Status
CINCINNATI CHILDRENS HOSPITAL	00000011	\$44,956.00	Inactive
UNIV OF ROCHESTER MEDICAL CTR	00000012	\$24,276.00	Void

To display Subcontract Module, double click on highlighted row. See next screen.

'Approved Subcontracts for this Award:'
(ORA controlled): Subcontracts approved by the sponsor, which ORA may update.

Edit Buttons:
(ORA controlled): Used by ORA to edit upper portion.

'Subcontracts where this award is a Funding source:'
(SAP maintained): Sponsored Programs in which 'Sub Award Indicator' box is checked in GM Sponsored Program>Additional Data Tab.