

# RPT – Find My Awards Viewing Award Info

Fulbright College Grants and Gifts Team

Version 1: November 8, 2020

For assistance, please email [askarsc@uark.edu](mailto:askarsc@uark.edu)

# What can you view with this report?

- Award information for sponsored projects
- This includes background information including:
  - All worktags associated with an award, including subaward and cost-share worktags
  - Start and end dates for individual worktags
  - PI's and Co-PI's listed for various worktags
  - Departmental associations for various worktags
  - Award Contract Owner (post-award specialist to contact for issues)
  - Some financial information for the individual project

# Who can use this report?

- This report will show you any award for which you are listed as a PI, Co-PI or Grant Financial Analyst.
- Information is assigned on an award by award basis.

# Filtering the report

- You can run this report with no information entered into the fields- if you do this it will pull up all awards for which you have an assigned role.
- If you wish to bring up only certain awards, you can do that by entering data that will limit the results of the report.

# What can I search by?

- Award Role: You can select PI, Co-PI, or Grant Financial Analyst
- Award for Award Line: Award Number (ex: AWD-100015)
- Org. Worktags: The Grant Worktag (sent in email from OSPSetup)
- Lifecycle Status: Active, Advance Setup, Closed, Inactive, Pending
- Sponsor for Award Line: NSF, DoE, American Chemical Society

## RPT - Find My Awards

Award Role

Award for Award Line

Organization Worktags

Award Lifecycle Status for Award Line

Sponsor for Award Line

# What Can I See?

Award	Company	Institutional Id	Federal Award Id Number	Organization Worktags	Award Number	Award Name	Award Contract Owner
<a href="#">AWD-100114: UAF   Investigating advective and diffusive contr 07/01/2017 (version 0)</a>	<a href="#">University of Arkansas, Fayetteville</a>	SL 2360		<a href="#">CC012691 UAF   GEOS   Geosciences</a>	AWD-100114	UAF   Investigating advective and diffusive controls on fine-grained sediment transport and deposition	<a href="#">Joshua Gilgen</a>

- Award = Award Number: Title of Award
- Institutional ID: Streamlyne Award Number
- Org. Worktags: Home department of the grant line
- Award Contract Owner: Post-Award Specialist assigned to your project

# What Can I See, cont.?

Sponsor	Sponsor Award Reference Number	Lead Principal Investigator for Award	Multiple Principal Investigator(s) for Award	Award Lifecycle Status	Award Status	Billed To Date Amount	Authorized Amount	Letter Of Credit	Start Date	End Date
American Chemical Society	57764-DN18	John Shaw		Active	Approval In Process	0.00	110,000.00		07/01/2017	08/31/2020

- Sponsor and Sponsor Award Number
- Lead PI and, if applicable, all Co-PI's
- Award Lifecycle Status: where is this in the process?
  - Award is available when Award Lifecycle Status says Active and Award Status says Approved
- Authorized Amount: Total budget of grant line incl. F&A
- Billed to Date Amount: Amount for which invoices have been sent to the sponsor
- Start Date and End Date: these fields are for the overall award, not the individual grant worktags

# What Can I See, cont.?


Grant	Billed Amount	Amount Remaining to Bill	Contract Line Type	Subrecipient	Grant Start Date	Grant End Date	Rate Agreement	Cost Rate Type	Spend Restriction on Award Line	Billing Schedule	Billing Schedule Status	Budget for Award
GR003976 UAF   Investigating advective and diffusive controls on fine-grained sediment	0.00	110,000.00	Cost Reimbursable		07/01/2017	08/31/2020	0% Rate Agreement (01/01/1900)	On Campus Organized Research				AWD-100114: UAF   Investigating advective and diffusive contr 07/01/2017 (version 0)

- Grant: Individual grant worktag. This is what you would use in RPT – Departmental Grant Budget Vs Actual
- Billed Amount and Remaining to Bill: this data is for the individual grant line.
- Grant Start Date and End Date: These are for the individual grant lines and may not be the same for different grant lines within the same award
- Rate Agreement: tells you indirect rate on the grant line
- Billing schedule setup is the last step of an award. You will not be able to use a grant worktag until there is something in the Billing Schedule box and the Billing Schedule Status is set to Approved.



# Getting more information

Award	Company	Institutional Id	Federal Award Id Number	Organization Worktags	Award Number	Award Name	Award Contract Owner
<a href="#">AWD-100114: UAF   Investigating advective and diffusive contr 07/01/2017 (version 0)</a>	<a href="#">University of Arkansas, Fayetteville</a>	SL 2360		<a href="#">CC012691 UAF   GEOS   Geosciences</a>	AWD-100114	UAF   Investigating advective and diffusive controls on fine-grained sediment transport and deposition	<a href="#">Joshua Gilgen</a>



- If you need to see more information about your award, you can click on the award name in the award field and that will take you to the award screens.
- For more information about these screens, please contact the Fulbright Grants and Gifts office through [askarsc@uark.edu](mailto:askarsc@uark.edu).

# Troubleshooting and Who to Contact

- I can't pull up an award in my RPT - Find My Awards Screen.
  - Contact the ARSC Grants and Gifts office at [askarsc@uark.edu](mailto:askarsc@uark.edu) and make sure to send as much information as possible (the award notice is perfect). They'll provide direction on where to go from there depending on what they find.
- I need to request a costing allocation for an employee against a grant worktag but the end date looks wrong.
  - First, check the Award Notice to see if it's a multi-year grant. If it is NOT, ask the PI if they've requested a No-Cost Time Extension (NCTE) from the sponsor. If they have and you haven't gotten an NCTE notice from your Pre-Award Specialist, check with them to see if there's something pending that hasn't made it into the queue.
  - If it IS a multi-year grant and you haven't seen an amendment packet for the new year, again check with your Pre-Award Specialist to see if they have it.
  - If you had a cost center set up already in BASIS and it looks like something didn't translate correctly, submit a ticket on the Workday help page <https://workday.uark.edu/help/financial-affairs.php> under the Awards Header.

# Trouble-shooting and Who to Contact

- Some of the information on my award screens is wrong or my award is missing a billing schedule.
  - First, verify that your Award Lifecycle Status is Active and that the Award Status is set to Approved. If this is not the case then your award is still in setup and cannot be used yet.
  - If your award is Active and Approved, please submit a ticket describing the issue and attach the award notice, NCTE notice, amendment notice, etc. that shows the information. You can submit the ticket without the appropriate notices if you don't have them but if you can include them it will make it easier for the folks responding to the tickets (our level one person is in OSP Post-Award) to make changes quickly.
- I have an award showing up on my list and I don't know what it is.
  - First, check your award screens (look at Additional Reports->Grant Roles) to see if there is a PI or Co-PI on the grant in your department. If there is and you haven't received an award notice for this award, please contact your Pre-Award Specialist and request a copy of that award notice. If there is not a PI or Co-PI listed that is in your department and you think that the award may have been assigned to you incorrectly, please submit a ticket to have that corrected.
- If you have other issues or aren't sure how to proceed, please email the Grants and Gifts Office at [askarsc@uark.edu](mailto:askarsc@uark.edu) and we'll help troubleshoot them.