

**Adding Awards Checklist** Updated 6.7.2021

Prior to using this checklist, the following must be attained:

1. An executed agreement is ready to award
2. The Change Request record requesting a project change has been approved, and
3. Any required sponsor documentation is acquired, and
4. All required compliance components are approved

Notes:

* When a **NEW Federal** award is received by ORA, the S/SPO will verify that a PSD has been completed *within the last year* for all PIs and Co-PIs listed on the award notice. The award will be held by the S/SPO for processing until the required PSDs are completed. The PI is responsible for ensuring that all of the “Investigators” on the project have also completed their PSD. An email should be sent to the PI that includes the following language at time of award:
  + Have all the investigators on the project completed a project-specific COI disclosure? (Investigator is defined as anyone responsible for the design, conduct or reporting of research - including students and contractors.) If not, please log into AIR to do so (<https://ecu.myresearchonline.org/air/index.cfm?event=home>). This must be completed prior to funds being expended on this project.
* If there are biohazards listed in the proposal:
  + All chemical hazards should go to EH&S at [safety@ecu.edu](mailto:safety@ecu.edu) notifying of the award and PDF the email and include it in the award packet
  + Biological hazard notifications, send an email to Chad Spruill [spruillch@ecu.edu](mailto:spruillch@ecu.edu) and John Baumgartner [baumgartnerj@ecu.edu](mailto:baumgartnerj@ecu.edu) notifying of the award and PDF the email and include it in the award packet
* For PFG, NCE and PI change – we do not need to upload the eTRACS CR record into eTRACS. The request is already linked to the project via the Linkages tab. We do not need to do an agreement for PFGs.
* For Change of PI/Unit - start at Step 13, and on the landing screen, make sure to change the department as appropriate: <https://etracs.ecu.edu/help/help-add-change-of-pi-award/>.
* PI/Dept Changes - When you change the admin department and PI in PT, it does not change it automatically in AT. Here are the instructions, from the award help page, that detail this step by step: <https://etracs.ecu.edu/help/help-adding-awards/#changeadmin>



Start at Step 6 for non-monetary actions that are not the first award action on the project.

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| Step | Checkmark with solid fill | Tab | Task |
| 1 |  | PT Summary | If the proposal being awarded needs to be awarded under an existing project, use Master Record Controls FIRST to link it up under the main project. <https://etracs.ecu.edu/wp-content/pv-uploads/sites/222/2019/08/Master-Record-Controls.docx> |
| 2 |  | PT Budget | Adjust PT Requested Budget, if needed |
| 3 |  | PT Budget | Change Budget Increment Status being awarded to “Funded” in the PT Budget requested |
| 4 |  | PT Budget | Change Future Budget Increments to “Anticipated” in the PT Budget requested tab |
| 5 |  | PT Status History | Change Status in PT to “Awarded” (New Only) |
| 6 |  | PT Budget/  PT Personnel | Add New PI and choose as “Primary” (PI Changes Only) |
| 7 |  | PT Summary | Add New Administering Department and choose as “Primary” (Admin Dept Changes Only) |
| 8 |  | PT Summary | Enter the Funding Instrument and Payment Basis on PT Summary Screen (New Only) |
| 9 |  | PT Sponsor | Federal projects > Enter CFDA Number  *(will auto populate if proposals is submitted S2S via eTRACS)* |
| 10 |  | PT Agreements | Enter record in PT Agreements tab for finalized agreement/modification. Add sponsor name in Institution name and mark agreement as finalized for document number, put sponsor number or NCE or PFG |
| 11 |  | PT Approvals | Enter record in PT Approvals tab for compliance approvals |
| 12 |  | PT Attachments | Attach additional supporting documents in PT Attachments tab. |
| 13 |  | PT Awards | Enter Project Dates/Edit Project End Date > Save (New Awards Only) *(End date should reflect the anticipated end date of the entire project, even if only one budget period is being awarded initially)* |
| 14 |  | PT Awards | Add New Period or New Modification |
| 15 |  | Pop Up Window | Confirm Period Dates |
| 16 |  | Pop Up Window | Change Submission Type |
| 17 |  | Pop Up Window | Enter Award Date *(i.e. Official Report Date)* |
| 18 |  | Pop Up Window | Copy increment budget in to Award, if applicable |
| 19 |  | PT Award Increment | Confirm Budget and Personnel copied in to Award Increment > Change as needed |
| 20 |  | PT Award Increment | Enter Award Number with increment (ex: AWD-20-0034-002) > Save *(Top of Page)* |
| 21 |  | PT Award Increment | Add Sponsor Award Number in the Award Increment in PT *(Bottom of Page)* |
| 22 |  | AT Summary | Change Associated Department (Admin Dept Changes Only) |
| 23 |  | AT Personnel | Add New PI and choose as “Primary” (PI Changes Only) |
| 24 |  | AT Increment Detail | Go to the newly added increment > Change the Award Type > Save |
| 25 |  | AT Increment Detail | Change the Status in the AT increment to “Ready to Post to Banner”  Add document number = sponsor award number if applicable |
| 26 |  | AT Increment Award Checklist | Within the AT increment > Fill out the Award Check List |
| 27 |  | PT Communications | Go to PT Communications Tab and Build the Award Coversheet (Record letter, award coversheet, test, build) |
| 28 |  | Adobe Pro | Compile the coversheet and all supporting documents in PDF document (print to Adobe) |
| 29 |  | AT Attachments | Upload Full Award Packet in AT *(Name it “AWD-20-0502-001 Award Packet” and choose “Fully Compiled Award Packet” as the document type)* |
| 30 |  | Change request | Open ORA Routing Change request |
| 31 |  | Change request | Add award # |
| 32 |  | Change request | Link Proposal (select by # - go – select) |
| 33 |  | Change request | Upload award packet, select award type, answer other questions, save, validate, lock, submit |