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# CU BOULDER – eRA InfoEd

## OIT Technical Reference Guide – Enable Portal

*Last Updated: 2019-12-12*

### Preface:

This guide provides an overview of the technical aspects of using the eRA InfoEd system.

Do NOT confuse this guide with a business process guide. *Only* the technical steps are included in this guide. Please refer to your departments business process guides for related assistance.

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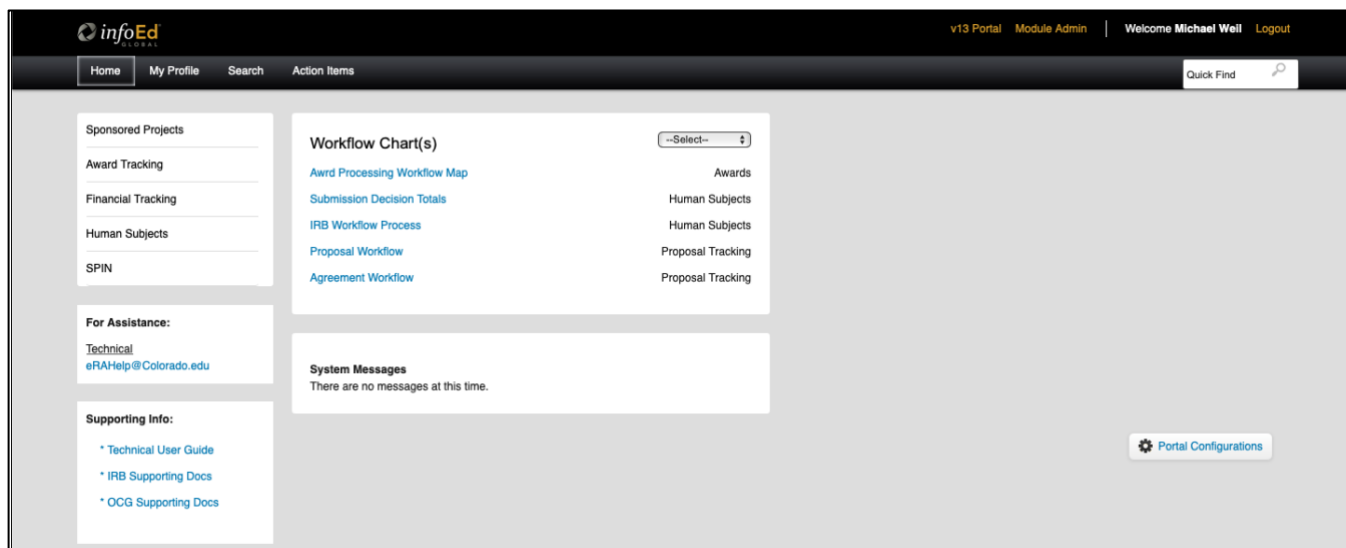
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## 1. Searching

The first screen that appears when you login is referred to as the **Home Page**. Access the various modules of eRA from the sidebar menu on the left-side of this screen.

- **Sponsored Projects** – Proposal Tracking (PT) is used to manage proposals, awards, and budget information.
- **Award Tracking** (AT) – is used to track award status and workflow.
- **Financial Tracking** (FT) – was used to manage project financial information when eRA was live from July 2015 through December 2015. This module was deactivated after the PeopleSoft Financial System was upgraded and integrated with eRA.
- **Human Subjects** – The HS module is used to manage IRB protocols.

You can also access **My Profile**, for general user information, and you **Action Items** from the toolbar.



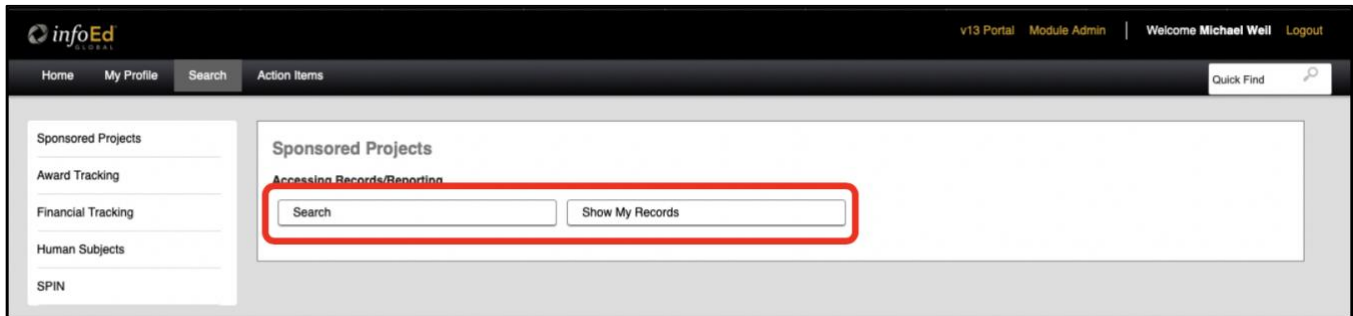
There are now multiple ways (5) to perform a Search within InfoEd Enable 812.01. All five can yield the same results, it depends on the criteria selected.

## Option #1 – Module Specific

(This option will reference Sponsored Projects, but is applicable to all modules.)

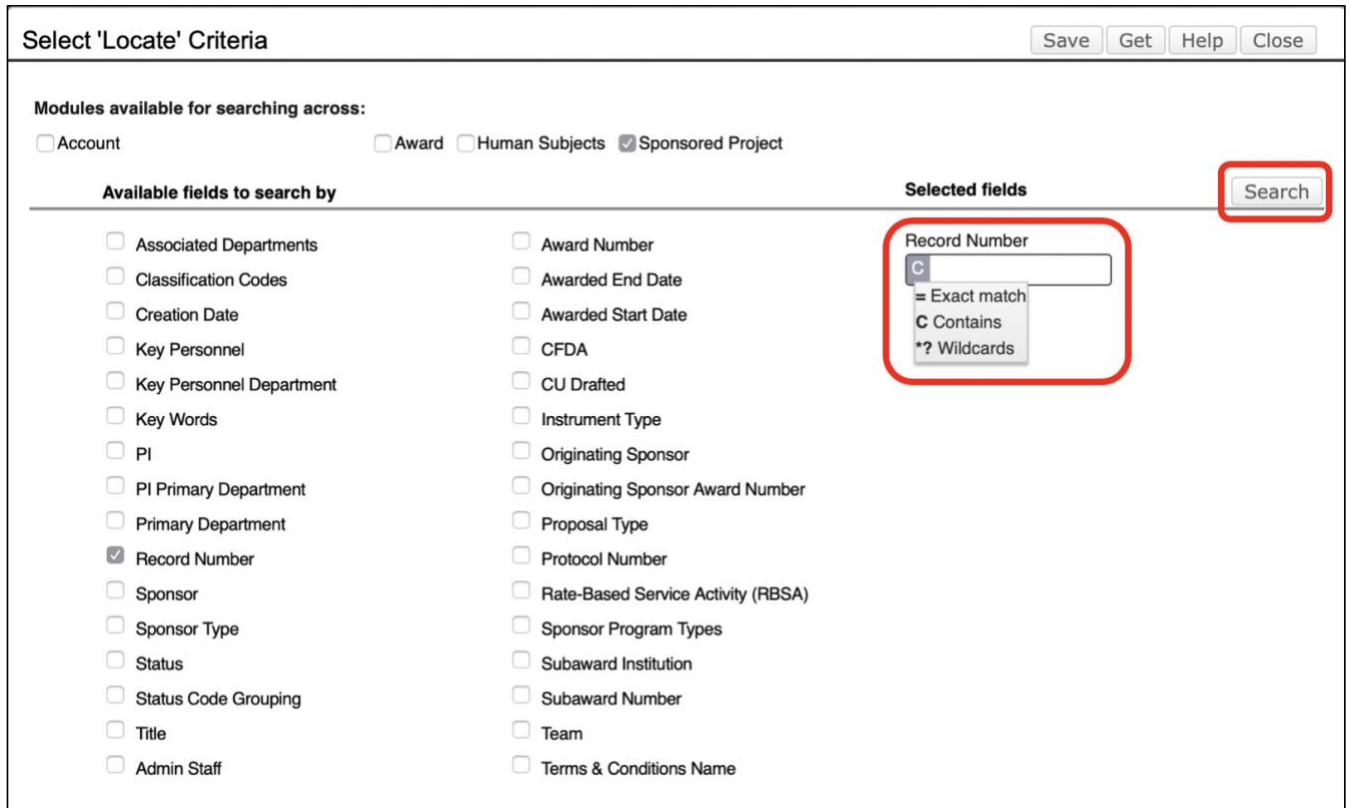
**Step 1:** Click on the according **module** from the left-hand menu.

**Step 2:** On the new screen, click **Search** (to search for a new record) or **Show My Records** (to review records previously assigned to you).



The screenshot shows the infoEd GLOBAL interface. On the left, there is a sidebar menu with options: Sponsored Projects, Award Tracking, Financial Tracking, Human Subjects, and SPIN. The main content area is titled 'Sponsored Projects' and contains a sub-section 'Accessing Records/Reporting'. Within this sub-section, there are two buttons: 'Search' and 'Show My Records'. The 'Search' button is highlighted with a red rectangular box.

**Step 3:** After clicking Search, you will have the option to search by different several fields. Select your desired field(s), enter the criteria. Some search fields require you to denote if it is an Exact match (=), Contains (C), or a Wildcards (\*?). Click **Search**.



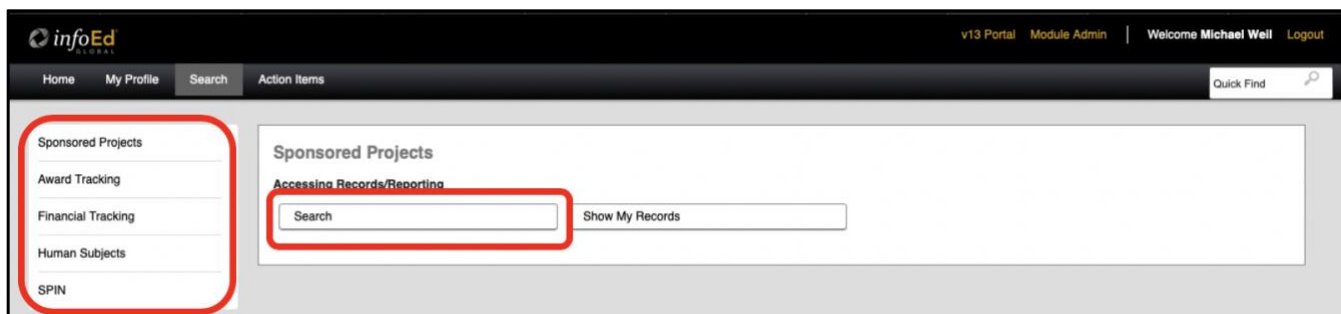
The screenshot shows the 'Select 'Locate' Criteria' dialog box. At the top, there are buttons for 'Save', 'Get', 'Help', and 'Close'. Below this, there is a section 'Modules available for searching across:' with checkboxes for 'Account', 'Award', 'Human Subjects', and 'Sponsored Project' (which is checked). Below this, there are two columns of search fields. The 'Record Number' field is checked in the left column. In the right column, the 'Record Number' field is selected, and a dropdown menu is open, showing options: 'Exact match', 'Contains', and 'Wildcards'. The 'Search' button is highlighted with a red rectangular box.

**Step 4:** To open the record, click on the Record Number to produce a dropdown with options for Proposal Development, Proposal Tracking (Edit or View), Overview Info, and Bookmark Record.

## Option #2 – Saved Browse Searches

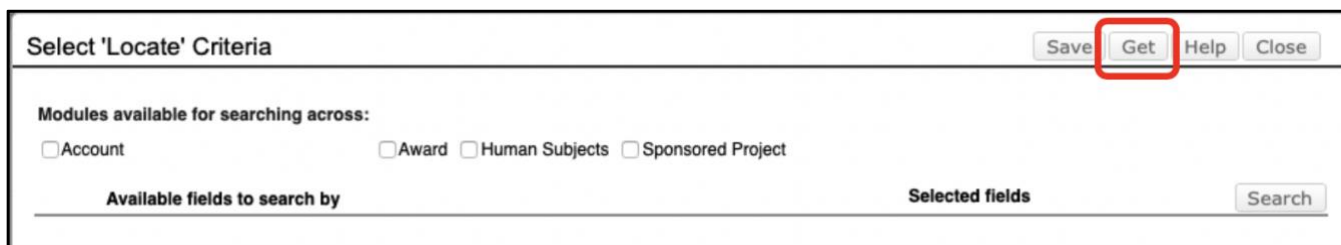
**Step 1:** Click on the according **module** from the **left-hand menu**.

**Step 2:** On the new screen, click **Search** (to search for a new record).



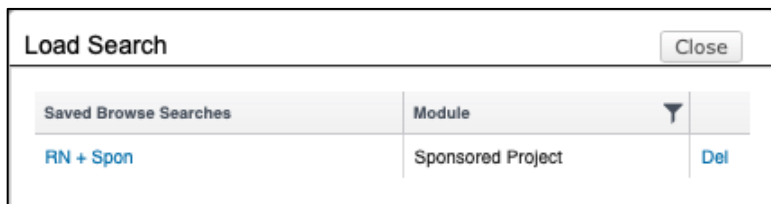
The screenshot shows the infoEd v13 Portal interface. In the top navigation bar, 'v13 Portal', 'Module Admin', and 'Welcome Michael Weil' are visible. The left-hand menu has 'Sponsored Projects' highlighted with a red box. The main content area shows the 'Sponsored Projects' module with a sub-section 'Accessing Records/Reporting' containing a 'Search' button, also highlighted with a red box.

**Step 3:** Click **Get** in top-right corner of the window.



The screenshot shows a dialog box titled 'Select 'Locate' Criteria'. In the top right corner, the 'Get' button is highlighted with a red box. Below the title, there are checkboxes for 'Account', 'Award', 'Human Subjects', and 'Sponsored Project'. At the bottom, there are fields for 'Available fields to search by' and 'Selected fields', with a 'Search' button to the right.

**Step 4:** Select the record from the list of previously Saved Browse Searches.

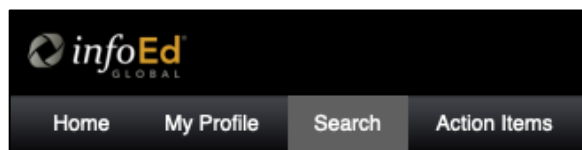


The screenshot shows a 'Load Search' dialog box. It contains a table with two columns: 'Saved Browse Searches' and 'Module'. The first row shows 'RN + Spon' under the first column and 'Sponsored Project' under the second column. There are 'Close', 'Del', and 'Load' buttons.

Saved Browse Searches	Module
RN + Spon	Sponsored Project

## Option #3 – Search Button in Toolbar

**Step 1:** Click **Search** in the toolbar.



**Step 2:** Select the desired **module(s)** and then subsequent **search fields**. Some search fields require you to denote if it is an Exact match (=), Contains (C), or a Wildcards (\*?). Click **Search** when you have entered your criteria.

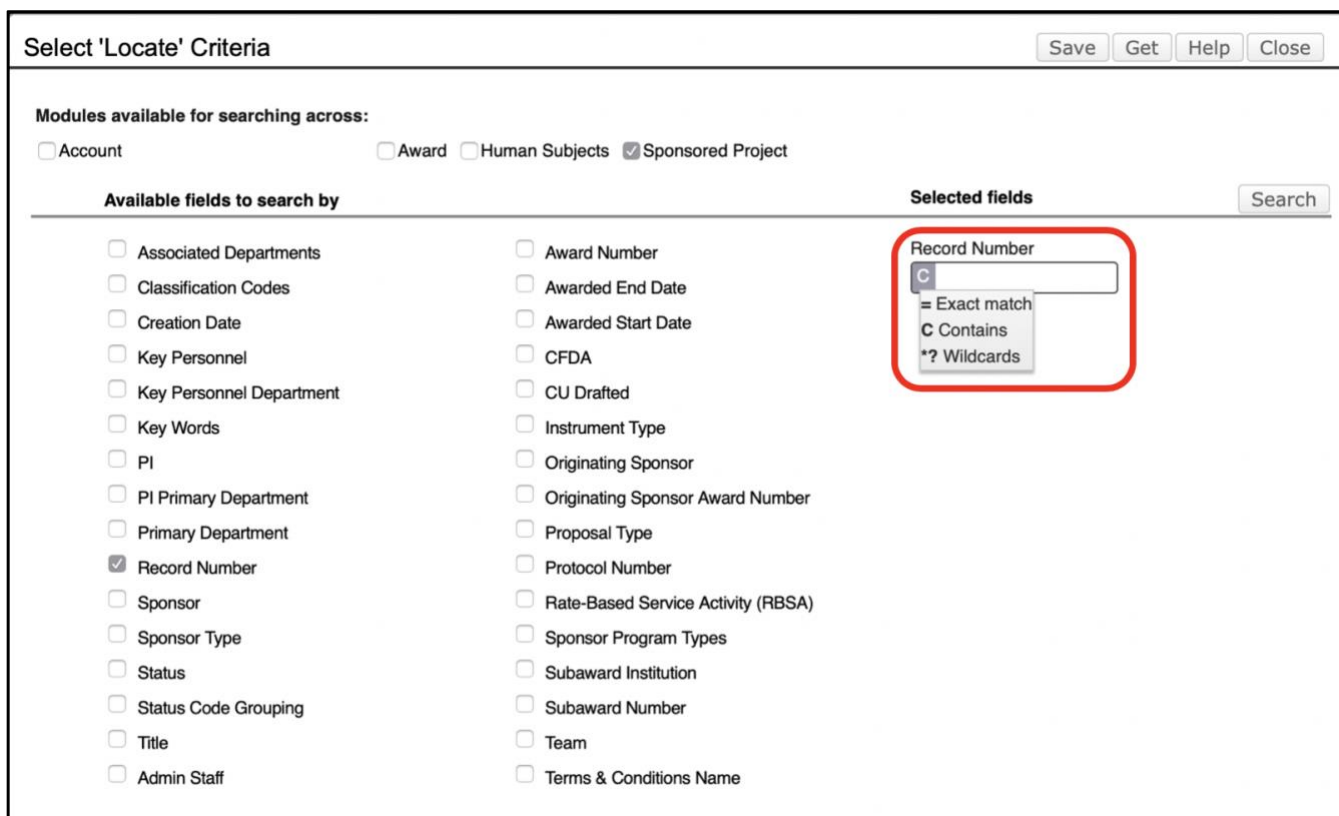


Select 'Locate' Criteria Save Get Help Close

Modules available for searching across:

☐ Account ☐ Award ☐ Human Subjects ☐ Sponsored Project

Available fields to search by Selected fields Search



Select 'Locate' Criteria Save Get Help Close

Modules available for searching across:

☐ Account ☐ Award ☐ Human Subjects ☒ Sponsored Project

Available fields to search by Selected fields Search

☐ Associated Departments ☐ Award Number

☐ Classification Codes ☐ Awarded End Date

☐ Creation Date ☐ Awarded Start Date

☐ Key Personnel ☐ CFDA

☐ Key Personnel Department ☐ CU Drafted

☐ Key Words ☐ Instrument Type

☐ PI ☐ Originating Sponsor

☐ PI Primary Department ☐ Originating Sponsor Award Number

☐ Primary Department ☐ Proposal Type

☒ Record Number ☐ Protocol Number

☐ Sponsor ☐ Rate-Based Service Activity (RBSA)

☐ Sponsor Type ☐ Sponsor Program Types

☐ Status ☐ Subaward Institution

☐ Status Code Grouping ☐ Subaward Number

☐ Title ☐ Team

☐ Admin Staff ☐ Terms & Conditions Name

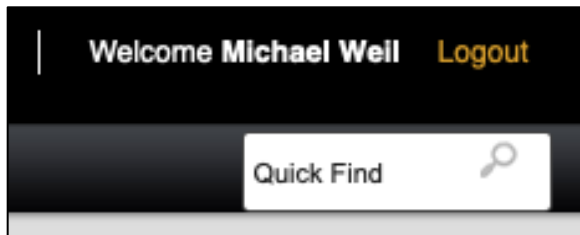
Record Number

= Exact match   
 C Contains   
 \*? Wildcards

**Step 3:** To open the record, click on the Record Number to produce a dropdown with options for Proposal Development, Proposal Tracking (Edit or View), Overview Info, and Bookmark Record.

## Option #4 – Quick Find

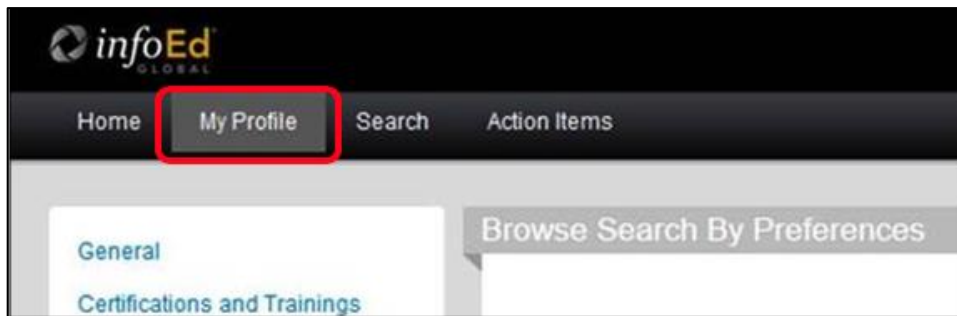
**Step 1:** Enter the record number in **Quick Find** in the toolbar at the top-right of the screen. Then **Enter/Return** on your keyboard. (Note – this will search across all modules.)



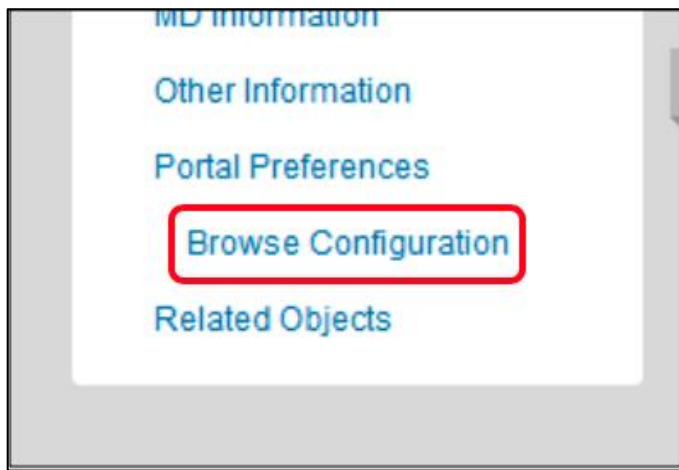
**Step 2:** To open the record, click on the Record Number to produce a dropdown with options for Proposal Development, Proposal Tracking (Edit or View), Overview Info, and Bookmark Record.

## Option #5 – Browse Configurations

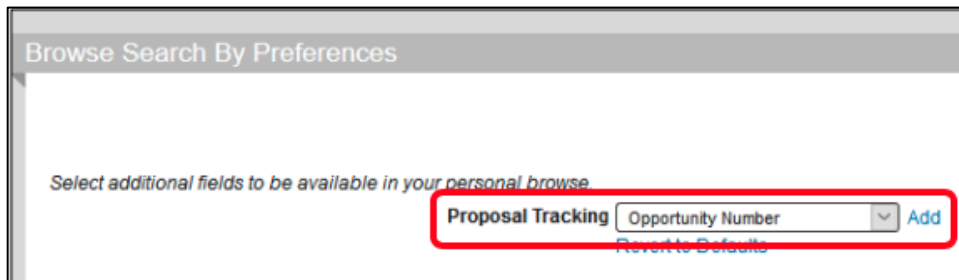
**Step 1:** Click on **My Profile** in the toolbar.



**Step 2:** Select **Browse Configuration** from the side menu (second from the bottom).



**Step 3:** On the first drop-down menu *Proposal Tracking*, select **Opportunity Number**.



**Step 4:** Click **Add** and then **Save** in the top right corner. – If you do not click Save, you will not see this as an option in search.

**Step 5:** Then go search, check **Sponsored Projects** and you will see Opportunity Number as an option.

## Search Tips

- If you are unsure of what to search, use the wildcard placeholder [\*] to pull many records at once.
- Use the wildcard placeholder [\*] when filtering for all records that meet certain criteria. (e.g. Enter 19\* in the *Proposal number* field to locate all proposals that begin with “19...”)
- You can use a combination of criteria to help narrow your search results. (e.g. Enter 19\* in the *Proposal number* field and the Investigator name in the *PI* field to locate all proposals with “19...” and a specific PI.)

## How to Save Searches Templates

**Step 1:** Conduct your normal search.

**Step 2:** Click **Save**.

**Step 3:** Enter the name of your **Saved Search** and click **Save**.



## 2. General Icons & Terms

**Navigation buttons** are located in the upper left-hand corner within the modules.










- Do not use [X] in the top-right of a screen to close a window. Only use *Done* in the top-left of the screen to close a window. If you click [X], you will not receive a prompt to save and will lose your unsaved data and you are *not* logged out of the record.

### Common Terms:

- **Done** – navigation to the main search window – logout and close the window of the record, then navigate back to the main window.
- **Save** – saves updates, save often, does not give a confirmation of saving.
- **Help** – currently not using this feature – go to [www.colorado.edu/era](http://www.colorado.edu/era).
- **History** – opens information about the access history of the proposal page – not available on all pages.
- **Hide/Show** – hides/shows pop-up descriptions for various fields.

**Note:** User experience is *greatly influenced* by the browser in use.

**Icons** are used to interact within modules.

Icon	Use
	To Open
	To View
	To Edit
	To Preview
	To Remove
	To Delete
	To Forward
	To view the Proposal Structure
	To Export the budget to Excel or PDF



### 3. PT Master Record Navigation

Data is housed in the various links accessible from the left-hand navigation menu.

<b>Submissions (2)</b>	+
<b>Admin Staff (1)</b>	+
<b>Awards (1)</b>	+
<b>Approvals (4)</b>	+
<b>Linkages</b>	+
<b>Deliverables (0)</b>	
<b>Attachments (9)</b>	+
<b>Tasks (0)</b>	

- You can click the [+] to expand the folder and see more details.
- The (#) behind each folder indicates the number of items in that folder.

**Submissions** – proposal records (e.g. *initial proposals, continuations, renewals, supplements, etc.*). Submissions may contain multiple records from the initial/main proposal to its renewals and continuations. Each Proposal record associated with the main proposal will have its own set of subfolders containing information related to that record. If the number behind Submissions is greater than one, that indicates a Master Proposal and *at least* one Child Proposal.

<b>Submissions (2)</b>	—
 <b>19-07-0019/Continuation—</b>	
<b>Summary</b>	
<b>Sponsor</b>	
<b>Personnel (1)</b>	+
<b>Budget</b>	+
<b>Agreements (2)</b>	+
<b>Attachments (1)</b>	+
<b>Approvals (3)</b>	+
<b>Snapshot</b>	
<b>Status History (5)</b>	
 <b>19-07-0021/New</b>	+
<b>Admin Staff (1)</b>	+
<b>Awards (1)</b>	+
<b>Approvals (4)</b>	+
<b>Linkages</b>	+
<b>Deliverables (0)</b>	
<b>Attachments (9)</b>	+
<b>Tasks (0)</b>	

**Awards** – award information (e.g. *budget, terms and conditions*) This folder may contain multiple subfolders referred to as Periods or a Modification (Mods). A Period or Mod is created for every award increment that is received and for other administrative purposes. A blue subfolder will appear at the bottom of this list once the first mod is created and it links to the AT module.

<b>Submissions (2)</b>	<b>+</b>
<b>Admin Staff (1)</b>	<b>+</b>
<b>Awards (1)</b>	<b>–</b>
<b>Personnel (1)</b>	<b>+</b>
<b>1 / None</b>	<b>–</b>
<b>F&amp;A</b>	
<b>Cost Sharing</b>	
<b>F&amp;A</b>	
<b>Setup</b>	
<b>Terms and Conditions</b>	
<b>Award AWD-19-07-0019</b>	

**Approvals** – approval types and their statuses.

**Linkages** – links to related proposals and financial details for the project entered *while FT module was active between 6/29/15 and 12/3/15*.

**Deliverables** – reporting needs required by the sponsor.

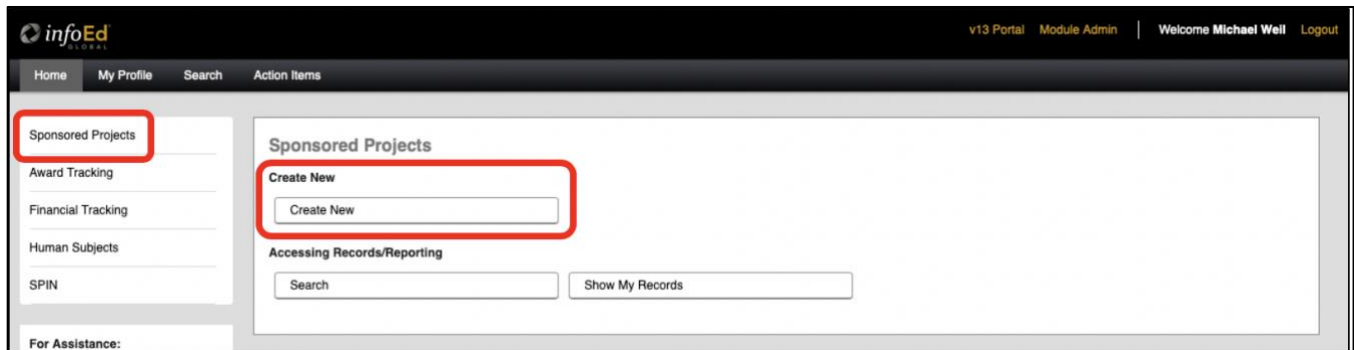
**Attachments** – all documents stored for the proposal, award, subs, and modifications.

## 4. Create A New Proposal Record

There are two kinds of proposal records that can be created – a Master Record and a Child Record.

### Master Record

**Step 1:** Click **Sponsored Projects**. Then click **Create New**.



The screenshot shows the InfoEd v13 Portal interface. The top navigation bar includes 'Home', 'My Profile', 'Search', and 'Action Items'. The left sidebar contains links for 'Sponsored Projects', 'Award Tracking', 'Financial Tracking', 'Human Subjects', and 'SPIN'. The 'Sponsored Projects' link is highlighted with a red box. The main content area is titled 'Sponsored Projects' and contains a 'Create New' button, which is also highlighted with a red box. Below this is a section for 'Accessing Records/Reporting' with a 'Search' input field and a 'Show My Records' button. The top right of the page shows 'v13 Portal', 'Module Admin', 'Welcome Michael Well', and a 'Logout' link.

**Step 2:** Select one of the *Create* options and click **Continue**.

- New proposals can be created as a brand-new proposal or by copying an existing proposal.
- Before creating a proposal by copying, check to see if the original proposal was awarded. (Review the Award folder of that proposal.)

If the proposal was not awarded, proceed by clicking *by Copying an Existing Proposal* and carefully select what items to include from the checklist.



The screenshot shows the 'Create' form. The title 'Create' is at the top left. In the top right corner, there is a 'Continue' button highlighted with a red box. Below the title, there are two radio button options: 'New Proposal' (which is selected) and 'by Copying an Existing Proposal'.

**Step 3:** Enter the **Sponsor Name** in the *Proposal Setup* and click **Continue**. You are directed to the **Submissions** summary page.

### Proposal Setup

Weil, Michael - 10948--OIT-Administration

Sponsor Name

Continue

### Principal Investigator (PI)

The PI field will auto-populate with the user who is logged in and create the record. Simply begin overtyping in this field with the **PI's Name**. A list will display.

- Many PIs have multiple appointments. Such PIs are listed multiple times by appointment. Select the proper appointment account to the correct org code.
- If a PI is not listed *and* you have confirmed that they do EXIST in HCM, inform the system administrator at [erahelp@colorado.edu](mailto:erahelp@colorado.edu).
- If the PI is not in the list *and* you have confirmed they are NOT in HCM, contact the department to have the person added to HCM as a POI. (*If this is not possible, contact [erahelp@colorado.edu](mailto:erahelp@colorado.edu).*)
- If the PI is *not listed* under the correct Org Code, select any with which they are associated – you will edit the associated department later once the record is created.
- If you entered the incorrect PI *and* clicked **Continue**, see instructions on changing the PI in the *Add Personnel* section.

### Sponsor Name

When setting up a new proposal, the sponsor is the: organization, agency, or institute from which the funding will come directly to CU. As with the PI field, begin typing the **Sponsor Name** in the field and a list will display.

- For example, if CU is the sub on a proposal submitted by University of Michigan to NSF, University of Michigan should be selected as the sponsor. In later steps, the prime sponsor is entered on the Sponsor page.
- When the sponsor is University of Colorado Denver, select **University of Colorado at Denver/CU**.
- Follow the established process to resolve the issue.

Done
Save
Michael Weil - 10948--OIT-Administration (Weill Medical College of Cornell University)
Proposal 19-11-0077
Edit Mode

Submissions (1)
19-11-0077/
Summary
Sponsor
Personnel (1)
Budget
Agreements (0)

Submission Summary
Add New PT
Add New PD

TYPE	NUMBER	MASTER	REPORTABLE	SUBMITTED	STATUS	AMOUNT REQUESTED	AWARDED	OPEN PD	PT	DELETE
	19-11-0077				Proposal Created	0.00	0.00			

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## Child Proposal

There are two different approaches to creating a Child Proposal.

1. If it has been determined that this must be linked to a Master, within the Master Proposal, click **Add New PT**.
2. If the Child Proposal already exists as a Master Proposal, then make it a Child Proposal via **Master Record Control**.
  - If there is an award already created on the Proposal, then create a ticket via [eRAhelp@colorado.edu](mailto:eRAhelp@colorado.edu).
    - The eRA team will clean-up the necessary information (delete the award record associated with the Child record) before you proceed.
    - You may need to recreate the Child Award increment on the Master Record once the eRA team is finished.

You will see separate proposals with Master/Child, but the Award is only displayed with the Master, not the Child.

To edit the Master/Child proposal relationship, follow these steps:

**Step 1:** Open the **Summary** page of the proposal that needs to be changed.

**Step 2:** Click **Master Record Control** at the top of the page.



The screenshot shows the top of a proposal page. At the top, there is a header with a menu icon, 'Done', 'Save', and the text 'Michael Weil - 10948--OIT-Administration (Weill Medical College of Cornell University)'. Below this is a sidebar with 'Submissions (1)' and a list of submissions including '19-11-0077/'. The main content area shows 'Last Updated: 05-Nov-2019 9:19:14 AM', 'Proposal Type' with a dropdown, and 'Institution Number' with the value '19-11-0077' and an 'Edit' link. A red box highlights the 'Master Record Control' link in the top right corner of the main content area.

**Step 3:** To make this a Child Proposal, **enter the proposal number** of the master record.

**Step 4:** Click the **Save** icon.

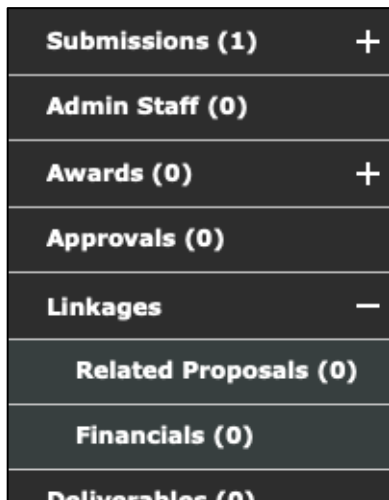


The screenshot shows a form titled 'Master Record Migration Details' with a red 'X' icon and a document icon. Below the title, it says 'Migrate proposal 19-11-0077 to be a child of' followed by a text input field.

## Related Proposals

When proposals are related, they remain independent. Refer to the business practice to determine if they are Master/Child or Related.

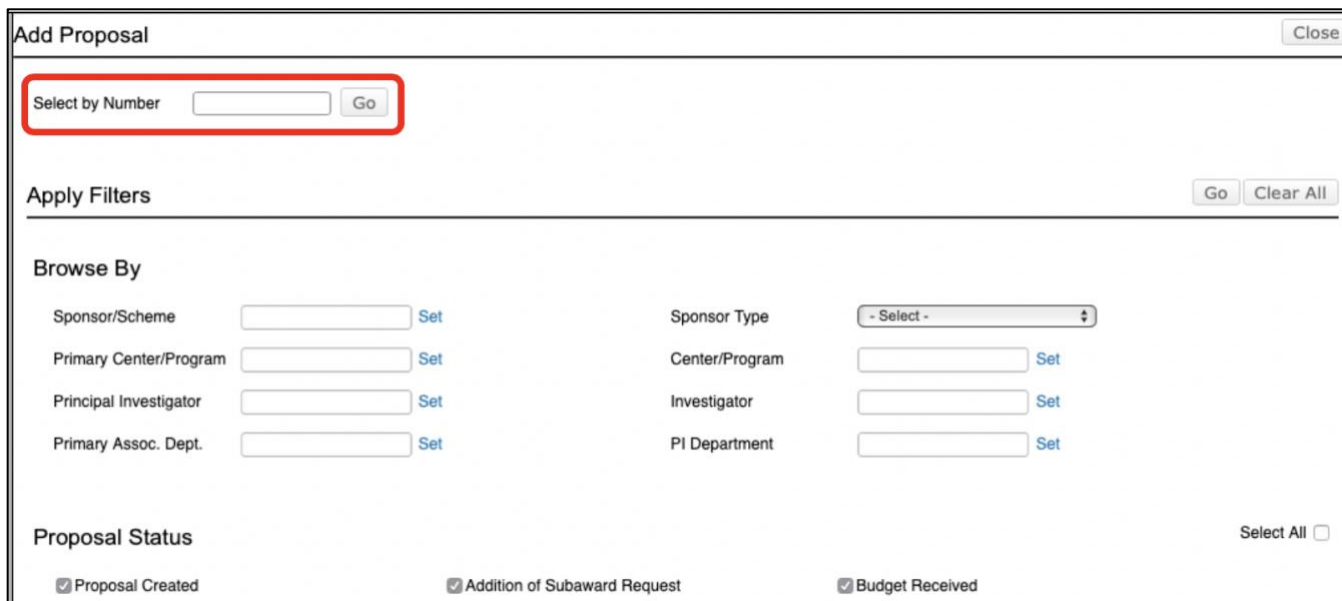
**Step 1:** Click the **Linkages** in left-side menu. Then click **Related Proposals**.



**Step 2:** Click **Create New** or **Link to Existing**.



**Step 3:** Locate the proposal by entering the original proposal's number in the **Search by Number** field. Alternately, if you do not have the exact proposal number, you can apply filters and statuses to browse for the proposal.





**Step 4:** The proposal will appear at the bottom of the window. Check the box next to the proposal and click **Select**.

1 Records Found. Displaying pages 1 through 1 of 1				
1				
Number	Title	Sponsor/Scheme	PI	
19-09-0009	Non Disclosure for all the things	Montclair State University	Linden, Karl G.	<input checked="" type="checkbox"/> <span>Select</span>

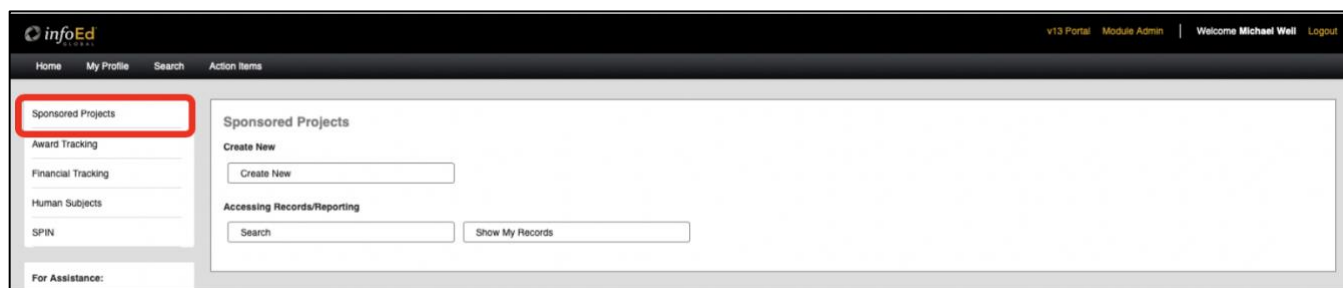
The proposals are now related. They can be accessed/viewed from the *Related Proposals* folder.

## 5. Create An Award Record

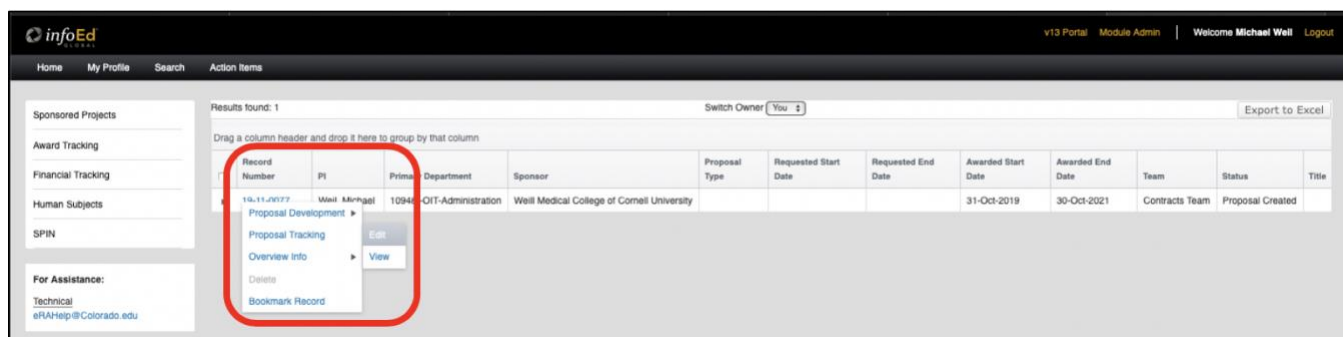
When logging an award, the user must first determine if a new period or a new modification is warranted.

Sponsored Proj > Search > Click Rec No > Proposal Tracking > Edit > PT > Awards > New Period or New Modification

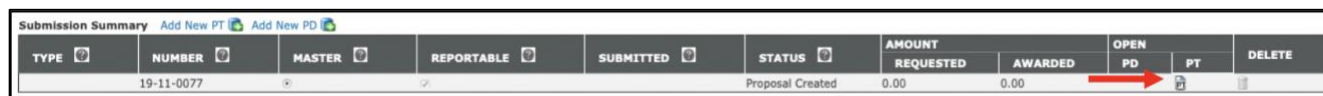
**Step 1:** Click **Sponsored Projects** in the side-bar menu. Search for the record.




**Step 2:** Click on the **Record Number** to reveal the dropdown. Then click **Edit** under *Proposal Tracking*.



**Step 3:** On the *Submission Summary* screen, click **PT** under *Open*.



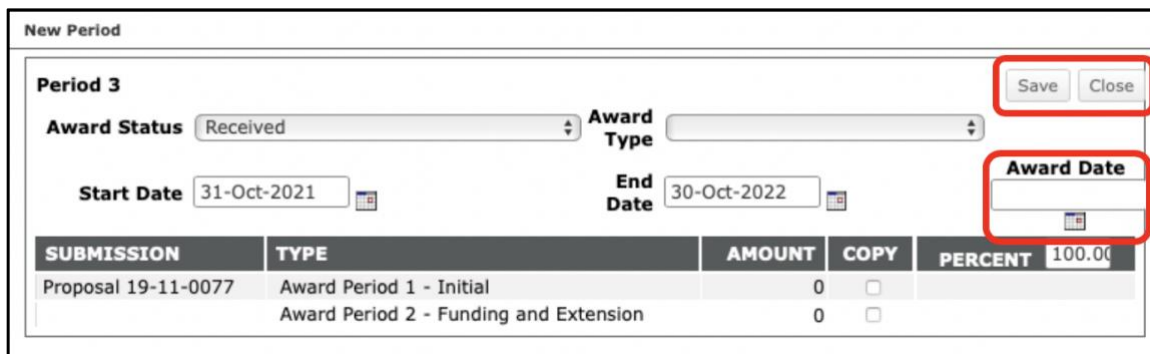
**Step 4:** In the side-bar click **Awards**.

<b>Submissions (1)</b>	—
 <b>19-11-0077 /</b>	+
<b>Add New PT</b>	
<b>Admin Staff (0)</b>	
<b>Awards (2)</b>	+
<b>Approvals (1)</b>	+
<b>Linkages</b>	+
<b>Deliverables (0)</b>	
<b>Attachments (2)</b>	+
<b>Tasks (0)</b>	

**Step 5:** Click on either **New Period** or **New Modification** at the top of the screen.

Project Period: 31-Oct-2019 to 30-Oct-2021	Source View: <input type="button" value="Sponsor"/>	Rollup subprojects: <input type="button" value="Not Rollup"/>	<input type="button" value="Proposal Structure"/>	<input type="button" value="Import/Export"/>	<input type="button" value="New Period"/>	<input type="button" value="New Modification"/>
---	--	--	---	--	---	---

**Step 6:** In the pop-up window, select the **Award Type** and enter the **Award Date** (today's date). Click **Save** then click **Close**.



New Period

Period 3

Award Status: Received    Award Type: Award Period 1 - Initial

Start Date: 31-Oct-2021    End Date: 30-Oct-2022

Award Date:

SUBMISSION	TYPE	AMOUNT	COPY	PERCENT
Proposal 19-11-0077	Award Period 1 - Initial	0	<input type="checkbox"/>	100.00
	Award Period 2 - Funding and Extension	0	<input type="checkbox"/>	

**Note:**

- Checking the **Copy** box of a budget period, copies over the budget and the personnel data from the proposed budget.
  - Enter a percentage of the budget you want to copy in the **Percent** field to copy without dollars.
- Dates may be entered as six, eight, or ten digits and will format to the *Universal Date Format* (e.g. 02-Oct- 2018). Options for entering this date include the following:
  - 100218 (MMDDYY)
  - 10022018 (MMDDYYYY)
  - 10/02/18 (MM/DD/YY)
  - 10/02/2018 (MM/DD/YYYY)
  - 10-02-18 (MM-DD-YY)
  - 10-02-2018 (MM-DD-YYYY)

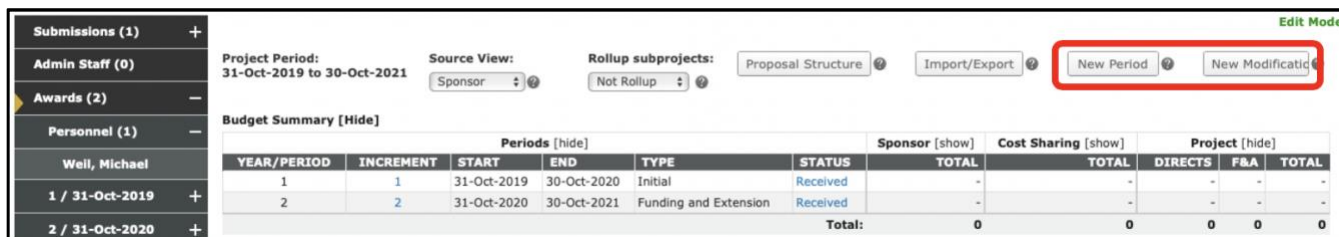
**Step 7:** When the pop-up window closes, click **Save** on the main Awards page to see the new period.

## 6. Add A Modification

After the first period is created, the main **Awards** page will display two options: **New Period** or **New Modification**.

Using the Award Processing Framework, determine if the mod can be logged under an existing period or if a new period needs to be created.

- If creating a **New Period**, refer to previous section.
- If creating a **New Modification**, an increment will be created within the current period and open to the **Increment Detail** page.



The screenshot shows the 'Awards' page in the eRA Commons system. On the left is a sidebar with navigation links: Submissions (1), Admin Staff (0), Awards (2), and Personnel (1). The main content area displays the 'Project Period: 31-Oct-2019 to 30-Oct-2021'. Below this is a 'Budget Summary [Hide]' section. At the top right of the main area, there are buttons for 'New Period' and 'New Modification', which are highlighted with a red rectangular box. The table below shows the project periods and their details.

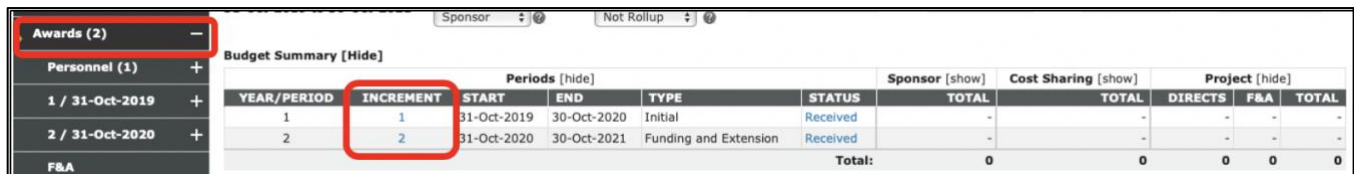
Periods [hide]						Sponsor [show]	Cost Sharing [show]	Project [hide]		
YEAR/PERIOD	INCREMENT	START	END	TYPE	STATUS	TOTAL	TOTAL	DIRECTS	F&A	TOTAL
1 / 31-Oct-2019	1	31-Oct-2019	30-Oct-2020	Initial	Received	-	-	-	-	-
2 / 31-Oct-2020	2	31-Oct-2020	30-Oct-2021	Funding and Extension	Received	-	-	-	-	-
<b>Total:</b>						<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## 7. Correcting A Modification Logged Under The Wrong Period

If a modification was incorrectly logged under a **NEW PERIOD**, correcting this issue is simple:

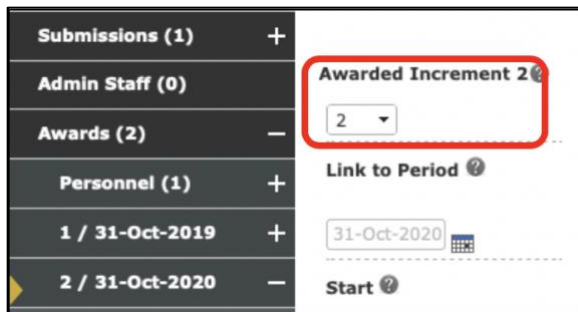
**Step 1:** Click on **Awards** in the left-hand menu.

**Step 2:** Click on the according **Increment Number** in the *Increment* column.



Awards (2)		Budget Summary [Hide]		Periods [hide]		Sponsor [show]	Cost Sharing [show]	Project [hide]		
YEAR/PERIOD	INCREMENT	START	END	TYPE	STATUS	TOTAL	TOTAL	DIRECTS	F&A	TOTAL
1 / 31-Oct-2019	1	31-Oct-2019	30-Oct-2020	Initial	Received	-	-	-	-	-
2 / 31-Oct-2020	2	31-Oct-2020	30-Oct-2021	Funding and Extension	Received	-	-	-	-	-
<b>Total:</b>						0	0	0	0	0

**Step 3:** In the new window, you can adjust the **Award Increment** using the drop-down. Then click **Save** in the toolbar.



Submissions (1) +

Admin Staff (0)

Awards (2) -

Personnel (1) +

1 / 31-Oct-2019 +

2 / 31-Oct-2020 -

Awarded Increment 2

2

Link to Period ?

31-Oct-2020

Start ?

If a modification was incorrectly logged under the **EXISTING PERIOD** when a new period should have been created instead, the logger must re-log the award and request the incorrect increment to be deleted.

**Step 1:** Open **Awards Summary**.

**Step 2:** Click **New Period**.



Project Period: 31-Oct-2019 to 30-Oct-2021

Source View: Sponsor

Rollup subprojects: Not Rollup

Proposal Structure

Import/Export

New Period

New Modification

**Step 3:** Enter the correct **Start Date** and **End Date** and select the correct **Award Type**. (Do NOT copy from the old/incorrect increment.)

**Step 4:** Click **Save**.

New Period

**Period 4**

Award Status: Received      Award Type: [dropdown]      Save      Close

Start Date: 31-Oct-2022      End Date: 30-Oct-2023      Award Date: [dropdown]

SUBMISSION	TYPE	AMOUNT	COPY	PERCENT	100.00
Proposal 19-11-0077	Award Period 1 - Initial	0	<input type="checkbox"/>		
	Award Period 2 - Funding and Extension	0	<input type="checkbox"/>		
	Award Period 3 - Funding and Extension	0	<input type="checkbox"/>		

**Step 5:** Open the old/incorrect increment and rename it “DELETE ME” in the **Award No.** field.

Awarded Increment 3

3      Received      Funding and Extension      DELETE ME      18-Nov-2019

Link to Period      Award Status      Type      Award No.      Processed


**Step 6:** Request this increment to be deleted by notifying the help desk at [erahelp@colorado.edu](mailto:erahelp@colorado.edu).

**Step 7:** Return to the new/correct increment and process the Award.

## 8. Add Associated Departments

**Step 1:** Open the *Summary* page of the proposal and scroll to **Associated Departments**.

**Step 2:** Click **Add**. – A pop-up window will appear.

Associated Departments				Add
DEPARTMENT	PRIMARY ?	% ALLOCATED ?		REMOVE
10948--OIT-Administration	<input checked="" type="radio"/>	<input type="text"/>		

**Step 3:** In the *Department* pop-up window enter the name or organization code of the department you would like to add. Leave the filter set to *University of Colorado Boulder Campus*. – Click **Select**.



Department Select Close

Filter by Institution  
University of Colorado Boulder Campus

Department Select Close

- 10001--Office of the Chancellor
- 10004--Office of Data Analytics
- 10023--Ombuds-Office
- 10025--Office of Strategic Relations
- 10047--Office Financial Aid-Programs

The newly added department will appear in the list. – Users associated with any of these departments will be able to access and view this proposal record.

Associated Departments				Add
DEPARTMENT	PRIMARY ?	% ALLOCATED ?		REMOVE
10948--OIT-Administration	<input checked="" type="radio"/>	<input type="text"/>		
10001--Office of the Chancellor	<input type="radio"/>	00.000		



## 9. Add Personnel

There are two approaches to add personnel, the *Personnel Table* or the *Awards Personnel Folder*. Use the option with which you have the most familiarity.

### Proposal Personnel Table

**Step 1:** Open the **Awards** or **Increments** page of an awarded proposal.

<b>Submissions (1)</b>	+
<b>Admin Staff (0)</b>	
<b>Awards (2)</b>	—
<b>Personnel (1)</b>	+
<b>1 / 31-Oct-2019</b>	+
<b>2 / 31-Oct-2020</b>	+

There is a table for Personnel on each of these pages in the Personnel folder.

Senior/Key		MAIL	COI	ORGANIZATION / DEPARTMENT	PERSON MONTHS			% ALLOC.	ALLOC. AMT.	REMOVE
PI	NAME/ROLE				CALENDAR	ACADEMIC	SUMMER			
	Michael Weil PD/PI * <a href="#">Certifications and Training</a>			University of Colorado 10948--OIT-Administration	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	

**Step 2:** In the **Personnel Name** field, add any of the identifiers indicated to pull up a filtered list to select from.

- Part of their name
- Dept/Org number

**Step 3:** Select the **Personnel Type** and **Role** from the drop-down menus.

**Step 4:** Click **Create Profile** (optional if you want to add profile details). Then click **Save**.

**Personnel**

Add Personnel [hide]

Proposal Element  
Prime

[Proposal Structure](#)

Add To:

☒ Initial per (1)
☒ Funding and Extension per (2)

Institution  
University of Colorado Bould

Personnel Type  
Key

Create Profile

Name (Last, First)  
Begin typing to select Personnel Name...

Role  
PD/PI

Save



**Step 5:** In the *Budget Details* window, you can enter salary (*current business practice does not require this*) and choose which increment/period with which they are associated.

- When adding from the **Awards** summary page, the default is to add them to all the increments.

Budget Detail for: Weil, Michael

Detail Appointments Committed Effort Save and Close Save Close

Costs by Budget Period Person Months Show Calculation Detail

PERIOD	ROLE	BASE SALARY	CALENDAR	ACADEMIC	SUMMER	SALARY	FRINGE BENEFITS	TOTAL
1	PD/PI	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
2	PD/PI 	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
3	PD/PI 	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
<b>Total</b>						<b>0</b>	<b>0</b>	<b>0</b>

## Awards Personnel Folder

**Step 1:** Open the **Personnel** folder under *Awards*.

Submissions (1) +

Admin Staff (0)

Awards (2) -

**Personnel (1)** -

Weil, Michael

1 / 31-Oct-2019 +

2 / 31-Oct-2020 +

**Step 2:** If hidden, click **[show]** at the top of the page to reveal the **Add Personnel** form.

Add Personnel [show] → Add Personnel [hide]

**Step 3:** Select the increments the Personnel is active for under the **Add To:** section.

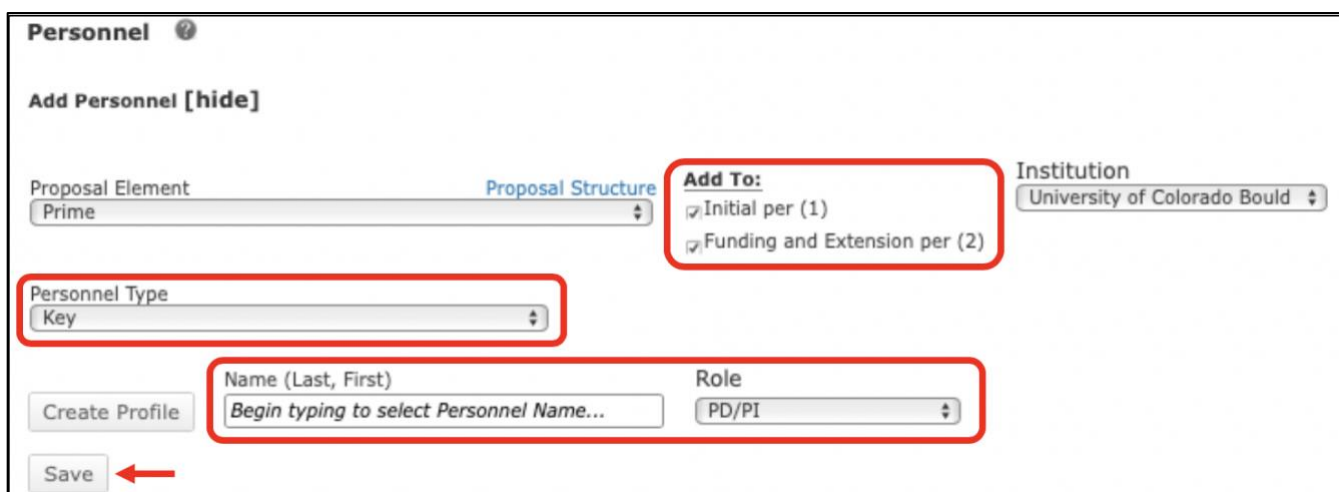
**Step 4:** Select **Personnel Type** from the drop-down.

**Step 5:** In the **Personnel Name** field, type in either of the identifiers indicated below to pull up a filtered list from which you can select.

- Part of their name
- Dept/Org number

**Step 6:** Select **Role** from the drop-down list.

**Step 7:** Click **Save** in the top-left toolbar.



**Personnel** ⓘ

**Add Personnel [hide]**

Proposal Element Proposal Structure  
Prime

**Add To:**  
☒ Initial per (1)  
☒ Funding and Extension per (2)

Institution  
University of Colorado Bould

Personnel Type  
Key

Create Profile

Name (Last, First)  
Begin typing to select Personnel Name...

Role  
PD/PI

Save ←

## 10. Budget Information

### Budget Details

#### Awards – (Level 1 Summary)

- **Budget Summary** (the table at the top of the page) outlines high-level details (dates, type, total costs) for each increment.
- **Personnel**, **Non-Personnel Costs**, and **SubAwards** tables show summary budget details for all increments.

Edit Mode

Submissions (1) +  
 Admin Staff (0)  
 Awards (2) -  
 Personnel (1) +  
 1 / 31-Oct-2019 +  
 2 / 31-Oct-2020 +  
 F&A  
 Setup  
 Terms and Conditions  
 Award AWD-19-11-0077  
 Approvals (1) +  
 Linkages  
 Deliverables (0)  
 Attachments (2) +  
 Tasks (0)

**Project Period:** 31-Oct-2019 to 30-Oct-2021
 **Source View:** Sponsor
**Rollup subprojects:** Proposal Structure Import/Export New Period New Modification

**Budget Summary [Hide]**

Periods [hide]						Sponsor [show]	Cost Sharing [show]	Project [hide]		
YEAR/PERIOD	INCREMENT	START	END	TYPE	STATUS	TOTAL	TOTAL	DIRECTS	F&A	TOTAL
1	1	31-Oct-2019	30-Oct-2020	Initial	Received	-	-	-	-	-
2	2	31-Oct-2020	30-Oct-2021	Funding and Extension	Received	-	-	-	-	-
<b>Total:</b>						<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Subproject Summary [Show]**

**Personnel [Hide]**

NAME	PERIOD 1	PERIOD 2	DIRECT COSTS
Detail: <span>Weil, Michael</span> <span>PD/PI</span>	-	-	0
<b>Subtotal Personnel:</b>		<b>0</b>	<b>0</b>

University of Colora Add New Profile Begin typing to select Personnel Name... -- Select Type -- -- Select Role -- Add Person

**Non-Personnel [hide]**

CATEGORY	PERIOD 1	PERIOD 2	DIRECT COSTS
No records to display.			
<b>Subtotal Non-Personnel:</b>		<b>0</b>	<b>0</b>

Select Budget Category Select Object Code Add Item

\* Un-mapped object codes will not reconcile into budget categories \*

**SubAwards [hide]**

INST/CONTRACTOR NAME	SHORT FORM	PERIOD 1	PERIOD 2	DIRECT COSTS
No records to display.				
<b>Subtotal SubAwards:</b>		<b>0</b>	<b>0</b>	<b>0</b>

Add New SubAwardee Begin typing to select a Subaward Institution name Begin typing to select a subawardPI Add SubAward

## Increment 'X' – (Level 2 Summary)

- **Personnel, Non-Personnel Costs, and SubAwards** tables show summary details for this increment.

Submissions (1) +

Admin Staff (0)

Awards (2) -

Personnel (1) +

1 / 31-Oct-2019 -

F&A

Cost Sharing

2 / 31-Oct-2020 +

F&A

Setup

Terms and Conditions

Award AWD-19-11-0077

Approvals (1) +

Linkages +

Deliverables (0)

Attachments (2) +

Tasks (0)

Edit Mode

**Awarded Increment 1**

Received: 31-Oct-2019

Link to Period: 31-Oct-2019

Start: 31-Oct-2019

Initial: 10948--OIT-Administration

Award Status: 30-Oct-2020

End: 31-Oct-2019

Type: 10948--OIT-Administration

Award No.:

Processed: 05-Nov-2019 01:01:03 PM

Last Updated:

Budget Source / Increment:

Rollup Subprojects

Person Months: 1

NAME	ROLE	BASE SALARY	CALENDAR	ACADEMIC	SUMMER	SALARY	FRINGE BENEFITS	TOTAL
Detail	Weil, Michael	PD/PI	0	0.00	0.00	0.00	Cost Sharing	0
<b>Total</b>								0

University of Colorado: Add New Profile Begin typing to select Personnel Name... -- Select Type -- -- Select Role -- Add Person

**Non-Personnel Costs**

CATEGORY	DESCRIPTION	TOTAL
No records to display.		
<b>Total</b>		0

Select Budget Category Select Object Code Add Item

**SubAwards**

INST/CONTRACTOR NAME	PI	DIRECTS	F&A	TOTAL
No records to display.				
<b>Total</b>				0

Add New SubAwardee Begin typing to select a Subaward Institution name Begin typing to select a subawardPI Add SubAward Proposal Structure

**Subprojects**

PI	DIRECTS	F&A	TOTAL
No records to display.			
<b>Total</b>			0

University of Colorado: Begin typing to select SubProject PI Name... Add SubProject Proposal Structure

Total Direct Costs: 0

F&A: 0

Total Costs: 0

## Personnel Costs/Non-Personnel Costs

Add personnel to this increment under **Personnel Costs**.

- For instructions, see the [Personnel section](#).

Enter/edit budget items under **Non-Personnel Costs**.

- If a budget line with **Budget Category** AND **Object/Account Code** already exists, you can overwrite the amount in the **Total** field. – Click **Save** after editing.
- You can also add additional budget items by using either **Bulk Entry** or **Add Item** ("one-at-a-time").

## Add SubAwards

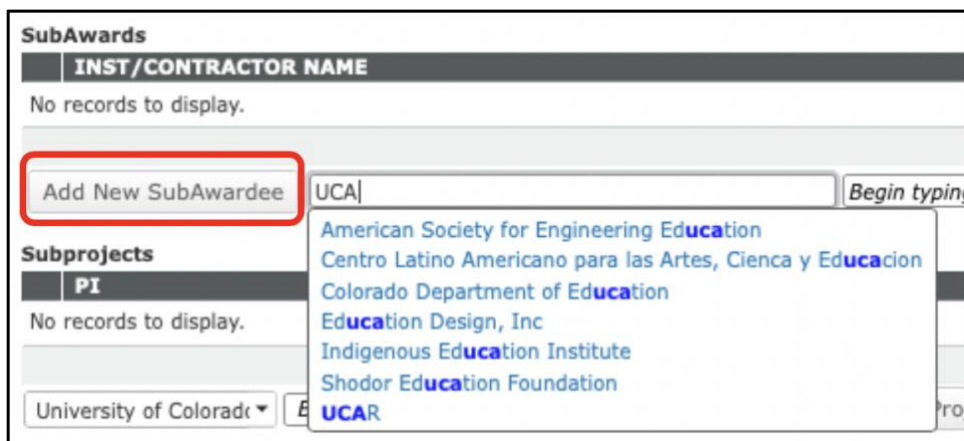
A SubAward/Short Form can be added from either the **Awards** (summary) or **Increment** (detail) pages.

**Step 1:** You may need to un-hide/show the section.

SubAwards [show]

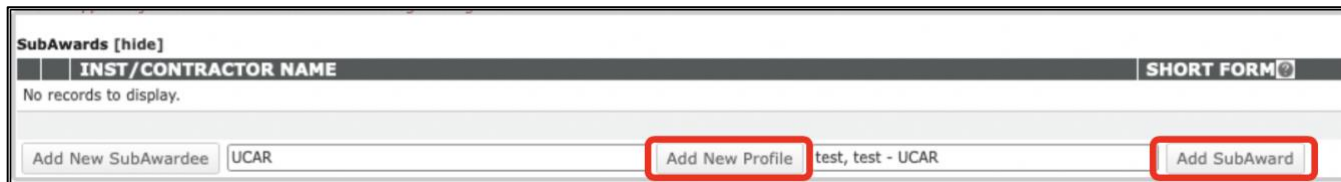
**Step 2:** In the *SubAwards* section, begin typing in the **Sub Awardee's institution**.

**Note:** You **MUST** select the institution from the picklist – typing in the rest of the name does not necessarily associate it with the entity in the system.



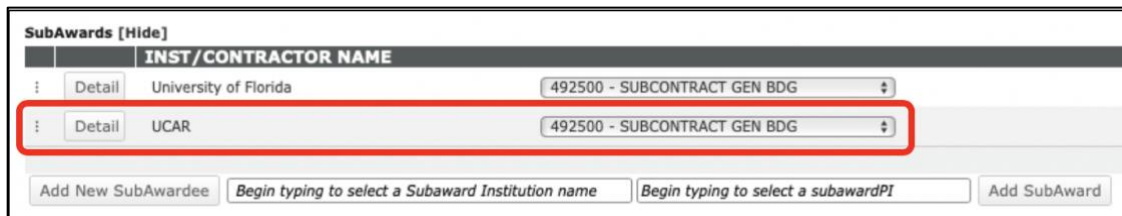
The screenshot shows the 'SubAwards' section with a table header 'INST/CONTRACTOR NAME' and the text 'No records to display.' Below the table is a red-bordered box containing the 'Add New SubAwardee' button and a text input field with 'UCA|'. A dropdown picklist is open, showing several institutions including 'American Society for Engineering Education', 'Centro Latino Americano para las Artes, Ciencia y Educacion', 'Colorado Department of Education', 'Education Design, Inc', 'Indigenous Education Institute', 'Shodor Education Foundation', and 'UCAR'. The 'Subprojects' section below also shows 'No records to display.'

**Step 3:** Begin typing the PI's name. **You Must select person from the picklist.** Then click **Add SubAward**. Close the pop-up window.



The screenshot shows the 'SubAwards' section with a table header 'INST/CONTRACTOR NAME' and the text 'No records to display.' Below the table is a red-bordered box containing the 'Add New SubAwardee' button, a text input field with 'UCAR', a red-bordered box containing the 'Add New Profile' button and a text input field with 'test, test - UCAR', and a red-bordered box containing the 'Add SubAward' button.

The sub is now listed under the SubAward table and is visible across ALL Periods and Increments – even if it is only active on some. On the **Awards** summary page, green and red triangles indicate on which periods they are active.



The screenshot shows the 'SubAwards' section with a table header 'INST/CONTRACTOR NAME'. The table has two rows: one for 'University of Florida' and one for 'UCAR'. The 'UCAR' row is highlighted with a red border. Below the table are buttons for 'Add New SubAwardee', 'Begin typing to select a Subaward Institution name', 'Begin typing to select a subawardPI', and 'Add SubAward'.

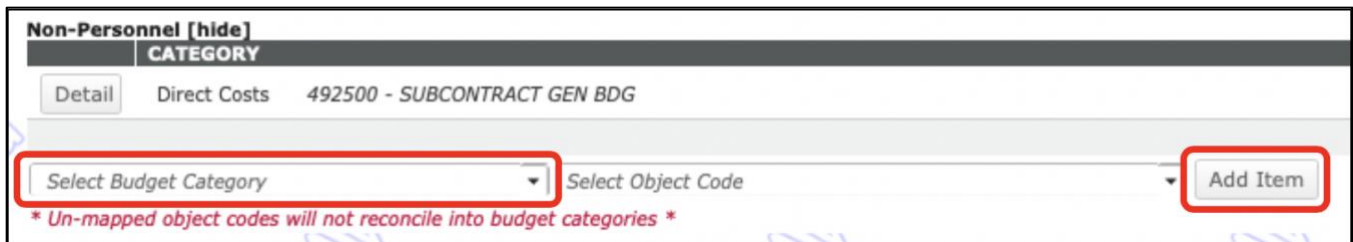
**Step 5:** Click on the **Detail** button located on the left-side of the line to enter the budget for the Sub.



SubAwards [Hide]	
	INST/CONTRACTOR NAME
Detail	University of Florida
Detail	UCAR

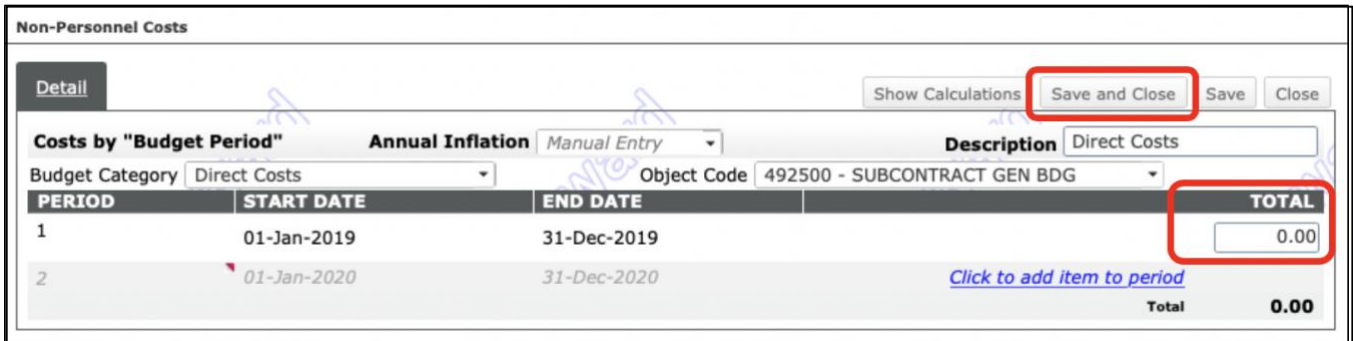
**Step 6:** Select the **budget category** under Non-Personnel (Direct Costs) and **account code** (460000 OP EX BGT) from the drop-down menu.

**Step 7:** Click **Add Item**.



Non-Personnel [hide]	
CATEGORY	
Detail	Direct Costs 492500 - SUBCONTRACT GEN BDG
Select Budget Category	Select Object Code
* Un-mapped object codes will not reconcile into budget categories *	
Add Item	

**Step 8:** In the pop-up window, enter the **amount awarded** to the Sub. Click **Save and Close**.



Non-Personnel Costs			
Detail			
Costs by "Budget Period"		Annual Inflation Manual Entry	Description Direct Costs
Budget Category	Direct Costs	Object Code	492500 - SUBCONTRACT GEN BDG
PERIOD	START DATE	END DATE	TOTAL
1	01-Jan-2019	31-Dec-2019	0.00
2	01-Jan-2020	31-Dec-2020	
Total			0.00

## 11. Enter F&A

**Step 1:** Open the **F&A** page under the increment.

Submissions (1)	+
Admin Staff (0)	
Awards (2)	—
Personnel (1)	+
1 / 31-Oct-2019	+
2 / 31-Oct-2020	+
<b>F&amp;A</b>	
Setup	

You may manually enter the F&A amount in the F&A field of the Budget page, or select to enter it from the F&A screen. Manually added F&A amounts in the F&A field of the detail budget may be applied to each period independently. However, F&A calculations based on the Master Rate, Base, or Scheme will be applied across all budget periods. – In the *Source View* drop-down, ensure the option selected is **Sponsor**. This field determines where the F&A dollars are applied. (i.e. If on *Institution*, this will count as *cost share*.)

**Step 2:** From the F&A screen you have 2 options:

### Option #1

Let the system calculate the F&A amount based on the selected Rate and Base or Scheme. – This option will apply the selected Base and Rate or Scheme across all increments (Periods and Modifications). If other selections are made on another increment in the future, the system may try to stick to the original selections and display inconsistent behavior.

**Step 1:** Select the *Base* and *Rate* or select a *Scheme*.

\* Notice as you make these selections, they may alter the other selections at the top of the F&A screen, as well as the amounts and percentages.

Each line item from the *Detail* screen will appear in the *F&A* screen. For personnel, there will be two entries called *Labor* and *Employee Benefits*.

**Step 2:** Click **Save** in the stationary toolbar to retain your work before moving to another screen.



## Option #2

You may manually enter dollar amounts and percentages for those categories that are included in the F&A calculations.

**Step 1:** Select the **Manual Entry** from the *Rate* drop down. Click **Apply**.

**Step 2:** Manually **enter an amount** in the *F&A Amount* field or the *Master Rate* field.

**Step 3:** Watch the amounts in the *Budget Category – Item* area of the screen and adjust your selection.

Each line item from the *Detail* screen will appear in the *F&A* screen. For personnel, there will be two entries called *Labor* and *Employee Benefits*.

**Step 4:** Click **Save** in the toolbar to retain your work before moving to another screen.

F&A
Source View

Calculation rate method ?

☐ Prevailing ☒ Blended

Scheme [Show](#) ?

Research On-Campus

Institution Base/Target Scheme ?

Research On-Campus (54%) [Show](#)

Base [Show](#) ?

MTDC

Rate ?

Research On-Campus

Effective ?

0

0

[Apply](#) ?

**Personnel Costs**

	PERIOD 1	PERIOD 2	TOTAL
<b>Well, Michael (400000 - FACULTY SALARY)</b>			
Sponsor Directs	0	0	0
Sponsor F&A Base	0	0	0
Requested F&A	0	0	0
<b>Directs &amp; F&amp;A Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

	PERIOD 1	PERIOD 2	TOTAL
Direct Cost Totals	0	0	0
F&A Base Totals**	0	0	0
F&A Totals	0	0	0
<b>Grand Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>

Project

☒ Sponsor

☐ Institution

☐ Unallowable

## 12. Attachments

### eRA Instructions

**Step 1:** Open the **Attachments** folder housed under the specific proposal record for which the documents to be attached apply. *Do not add documents under the main **Attachments** folder.*

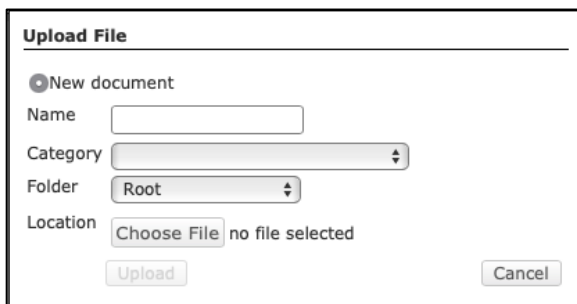
<b>Submissions (1)</b>	—
 <b>19-11-0077/</b>	—
<b>Summary</b>	
<b>Sponsor</b>	
<b>Personnel (1)</b>	+
<b>Budget</b>	
<b>Agreements (0)</b>	
<b>Attachments (0)</b>	+
<b>Approvals (0)</b>	
<b>Snapshot</b>	
<b>Status History (1)</b>	
<b>Add New PT</b>	

**Step 2:** Click the **Add Document** button.

<div> Print All Folder Maintenance <b>Add Document</b> Add EForm Delete Selected </div>									
Drag a column header and drop it here to group by that column									
View	Name ▼	Category ▼	Folder ▼	Managed by ▼	Submission ▼	Versions	Last Updat... ▼	<input type="checkbox"/> Select	

**Step 3:** In the *Upload File* window, enter/select the file information according to Attachment Conventions.

1. Choose **New document** if there are no current versions of the attachment.
2. Choose **New version of existing document** if attaching a final, revised version of an existing attachment submitted to the sponsor. When new versions are uploaded:
  - The number in the *Versions* column reflects how many versions of a document have been uploaded.
  - The most recent version opens when clicking the icon in the *View Latest* column.
  - Previous versions can be accessed by clicking on the *History* icon in the according column.



**Upload File**

☒ New document

Name

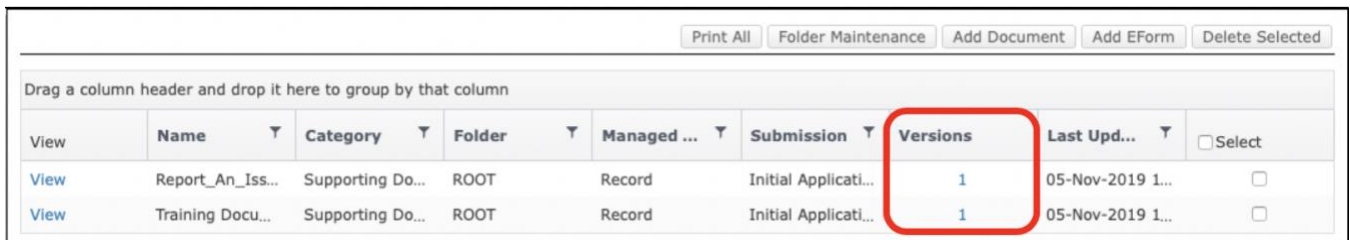
Category

Folder

Location  no file selected

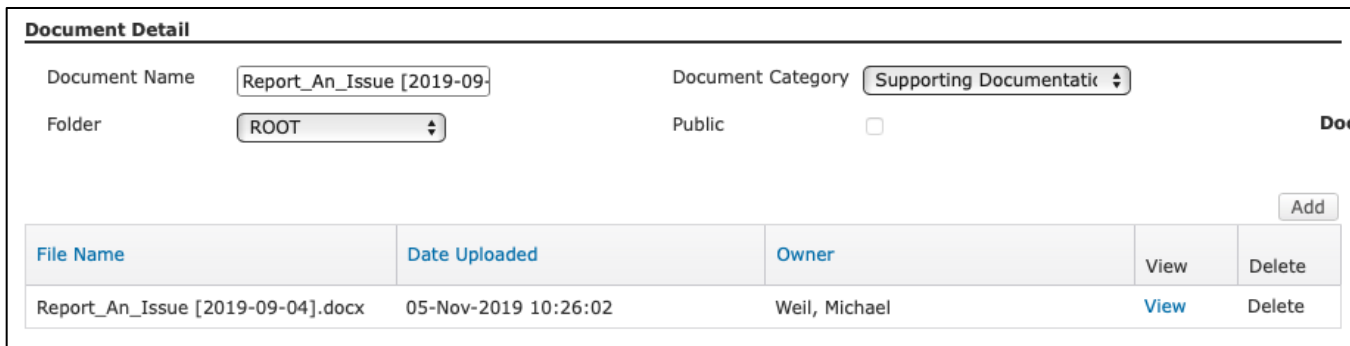
## Revising Attachment Details

**Step 1:** To edit attachment details (e.g. name, category, folder), click on the **Versions Number** in the according column.



View	Name	Category	Folder	Managed ...	Submission	Versions	Last Upd...	<input type="checkbox"/> Select
<a href="#">View</a>	Report_An_Iss...	Supporting Do...	ROOT	Record	Initial Applicati...	1	05-Nov-2019 1...	<input type="checkbox"/>
<a href="#">View</a>	Training Docu...	Supporting Do...	ROOT	Record	Initial Applicati...	1	05-Nov-2019 1...	<input type="checkbox"/>

**Step 2:** Make the edits directly in the fields on the **Document Detail** page.



**Document Detail**

Document Name  Document Category

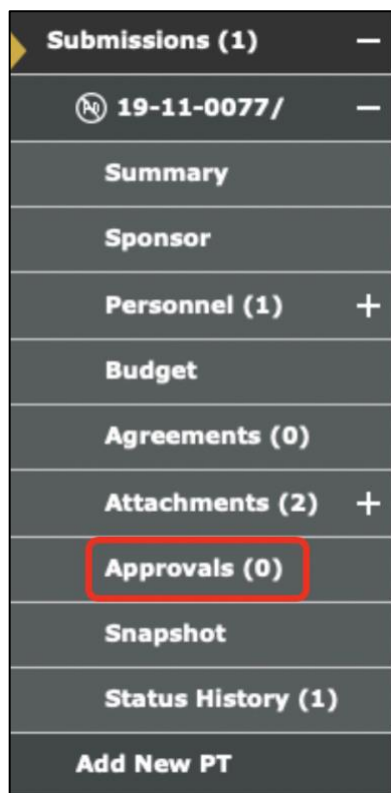
Folder  Public ☐

File Name	Date Uploaded	Owner	View	Delete
Report_An_Issue [2019-09-04].docx	05-Nov-2019 10:26:02	Weil, Michael	<a href="#">View</a>	Delete

**Step 3:** Click **Save** in the top-left toolbar when finished.

## 13. Approvals

An approval can only be added to a specific proposal; however, all approvals are connected to the award. In the left sidebar navigation, open the appropriate proposal record and click on the **Approvals** folder.



**Note:** Make sure you have accessed the correct Approvals folder housed under the Submissions folder. There is master Approvals folder farther down the navigation pane; however, this folder leads to “View Only” access. You will know you are in the correct folder if, in the upper right-hand corner, you see a green box labeled “Edit Mode.”

## Add An Approval

**Step 1:** Click **Approvals** in the side menu.

**Step 2:** Click **Add Approval**.



Approvals  
No Approvals Found

Add Approval

**Step 3:** In the new window, select the **Type** and **Protocol**. Then click **Continue**.



Add/Edit Approvals

Close

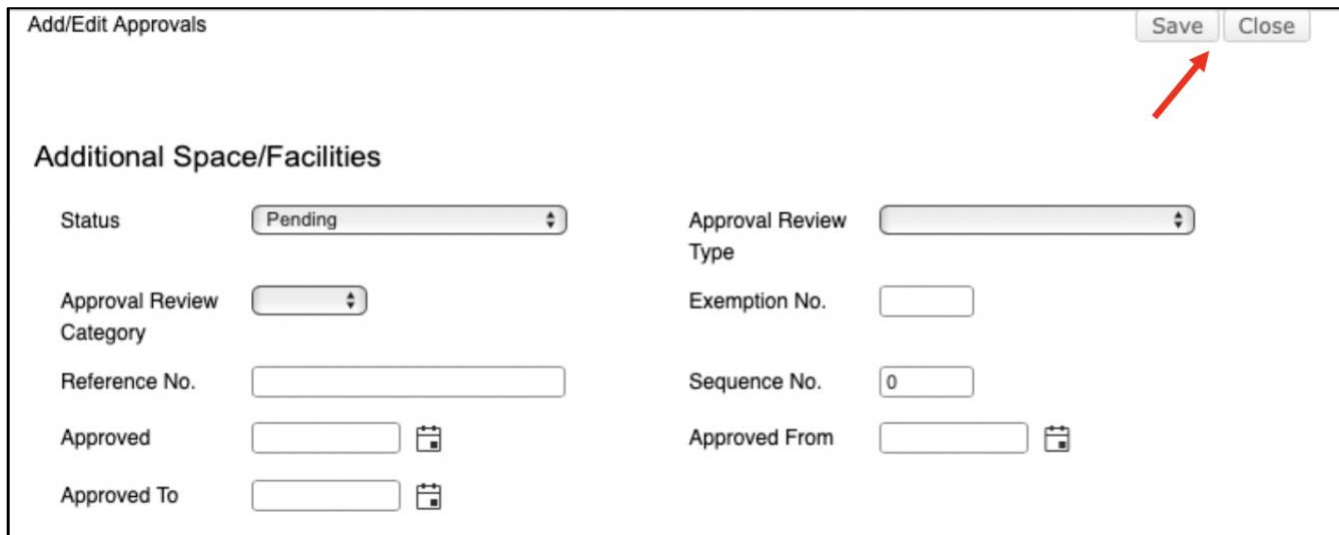
Approvals

Continue

Type: Additional Space/Facilities

Protocol: ☐ Attached ☒ Not Attached ☐ Create New

**Step 4:** Complete the necessary fields. Click **Save** and **Close**.



Add/Edit Approvals

Save Close

Additional Space/Facilities

Status: Pending

Approval Review Type:

Approval Review Category:

Exemption No.:

Reference No.:

Sequence No. 0

Approved:

Approved From:

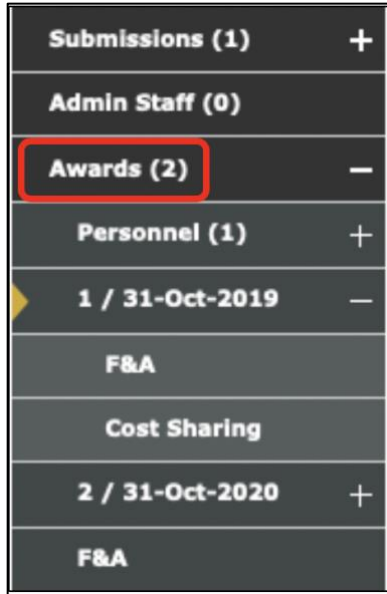
Approved To:

The new Approval will appear.

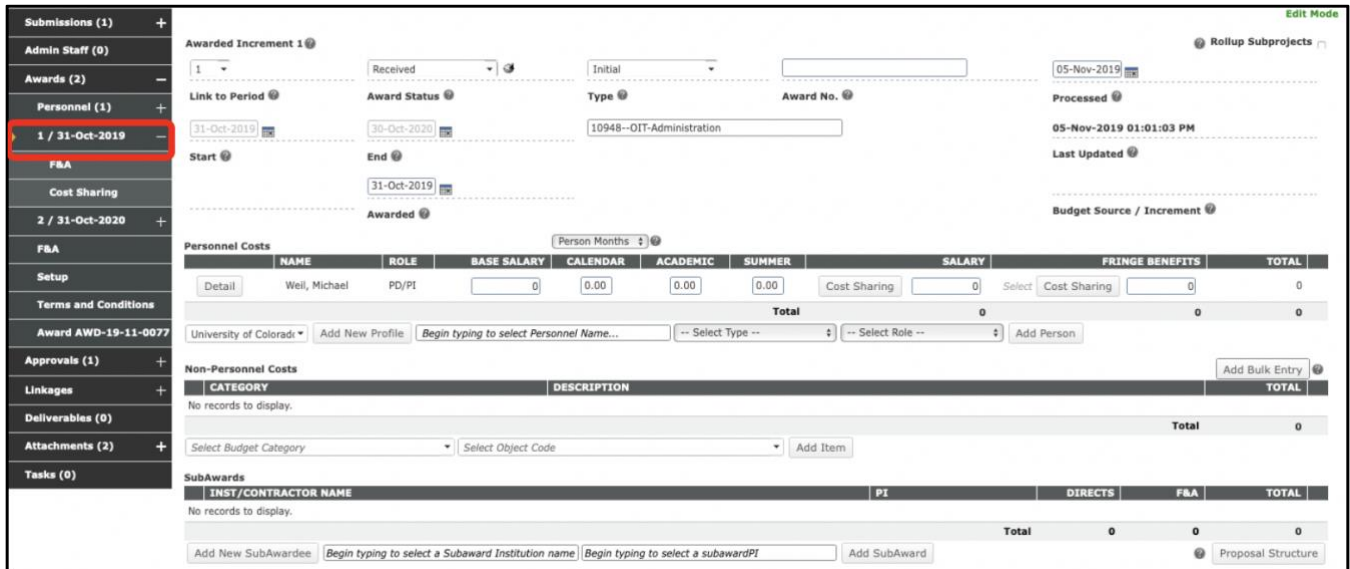
Approvals										Add Approval
INSTITUTION NUMBER	TYPE	PROTOCOL NUMBER	APPROVAL STATUS	APPROVED DATE	APPROVED FROM	APPROVED TO	REVIEW CATEGORY	OPEN	REMOVE	
19-11-0077	Additional Space/Facilities		Pending							

## 14. AT Navigation

**Step 1:** Click on **Awards** under *Submissions*.



**Step 2:** Click the **Award Increments** folder in the left navigation to see the awards.



The screenshot shows the 'Awarded Increment 1' form. The left navigation menu has '1 / 31-Oct-2019' highlighted with a red rectangle. The form contains the following sections:

- Header:** Includes 'Awarded Increment 1', 'Received' dropdown, 'Initial' dropdown, 'Award No.' field, 'Link to Period' dropdown, 'Award Status' dropdown, 'Type' dropdown, 'Award No.' field, 'Processed' dropdown, 'Last Updated' field, and 'Budget Source / Increment' field.
- Personnel Costs:** A table with columns: NAME, ROLE, BASE SALARY, CALENDAR, ACADEMIC, SUMMER, SALARY, FRINGE BENEFITS, and TOTAL. It shows a record for 'Weil, Michael' with a role of 'PD/PI' and a base salary of 0.00.
- Non-Personnel Costs:** A table with columns: CATEGORY, DESCRIPTION, and TOTAL. It shows 'No records to display.'
- SubAwards:** A table with columns: INST/CONTRACTOR NAME, PI, DIRECTS, F&A, and TOTAL. It shows 'No records to display.'

## 15. View And Update AT > Award Increment Statuses

**Step 1:** Open the **Awards** folder from the left sidebar navigation.

**Step 2:** Click on the **according increment**.

Submissions (2)	+
Admin Staff (1)	+
<b>Awards (1)</b>	—
Personnel (1)	+
1 / None	—
F&A	
Cost Sharing	
F&A	
Setup	
Terms and Conditions	
<b>Award AWD-19-07-0019</b>	

**Step 3:** The Award Increments *Summary* page will open in a new window or tab. The most recent status for each increment will display in the table. You can **View** the status.

Award Increments							
Award Date	Number	Type	Status	Versions	Amount		View
31-Oct-2019	AWD-19-11-0077	Initial	Award Increment Created	1	TBD		View
31-Oct-2019	AWD-19-11-0077		Award Increment Created	1	TBD		View
31-Oct-2020	AWD-19-11-0077		Award Increment Created	1	TBD		View

**Step 4:** To see the complete status history, open the award increment by clicking on the link in the sidebar navigation.

Summary

Award Increments (3)

31-Oct-2019

31-Oct-2019

31-Oct-2020

Related Proposals (1)

Related Accounts (0)

Snapshot

Summary - Last Updated on 07-Nov-2019 02:42:13 PM

Parent Award: None

Award Number

AWD-19-11-0077

Award Received Date

05-Nov-2019

Start Date

31-Oct-2019

End Date

31-Oct-2020

Sponsor

Weill Medical College of Cornell University

Status

Received

CFDA

ID No.

Associated Department

10948--OIT-Administration

Funding Sources

Primary	Charge To	Short Name
	Weill Medical College of Cornell University	Sponsor
	10948--OIT-Administration	Institution
	10948--OIT-Administration	Unallowable

Award Increments

Award Date	Number	Type	Status	Versions	Amount	View
31-Oct-2019	AWD-19-11-0077	Initial	Award Increment Created	1	TBD	0a
31-Oct-2019	AWD-19-11-0077		Award Increment Created	1	TBD	0a
31-Oct-2020	AWD-19-11-0077		Award Increment Created	1	TBD	0a

Proposal Information

Number	Sponsor	Title	Status	Open
19-11-0077	Weill Medical College of Cornell University		Proposal Created	