

NIH New Award Example

Workflow for New NIH Awards

Award Received via email by SPA and SPAC simultaneously and is available to view in the NIH Commons.



SPAC reviews Award Document and information in Coeus Institute Proposal (IP) to obtain data for award set up in eUMB.



After SPAC sets up award in eUMB, an email notification is sent to SPA & Departmental Distribution List (including Coeus IP #, Project ID(s), and eUMB Award ID #).

At this time, chartstring information can be obtained by accessing Grants Projects View in eUMB.

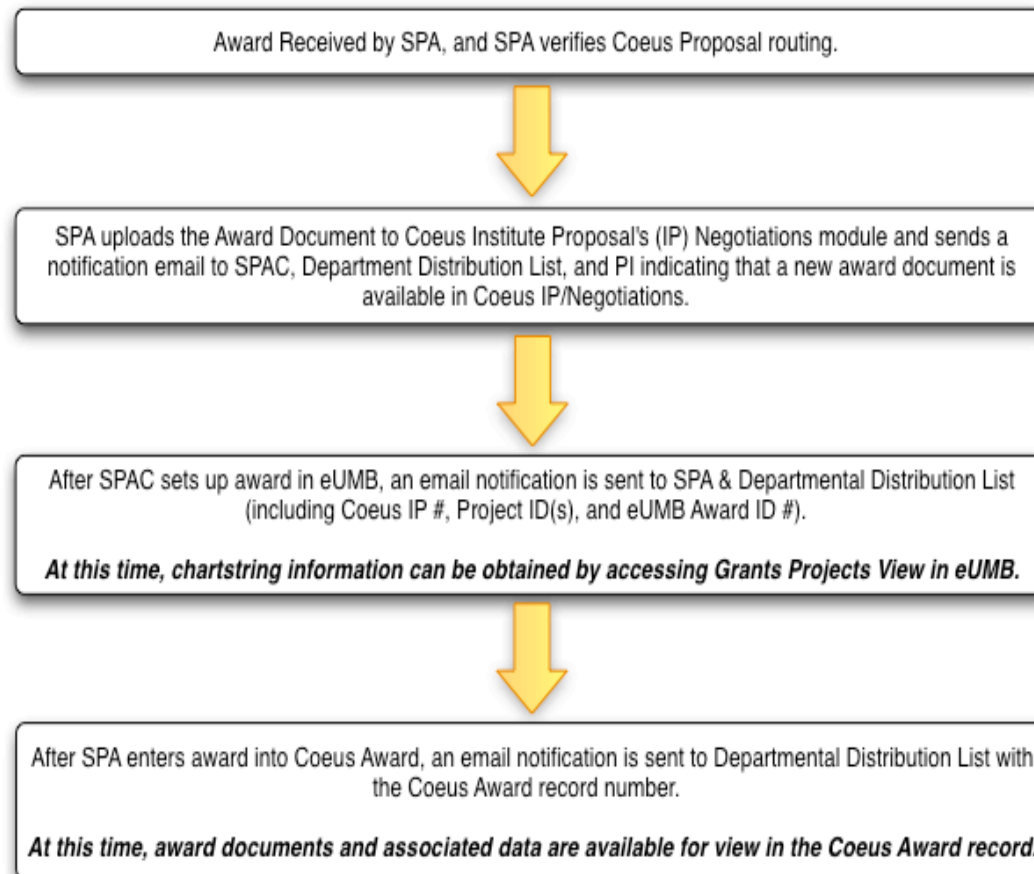


After SPA enters award into Coeus Award, an email notification is sent to Departmental Distribution List with the Coeus Award record number.

At this time, award documents and associated data are available for view in the Coeus Award record.

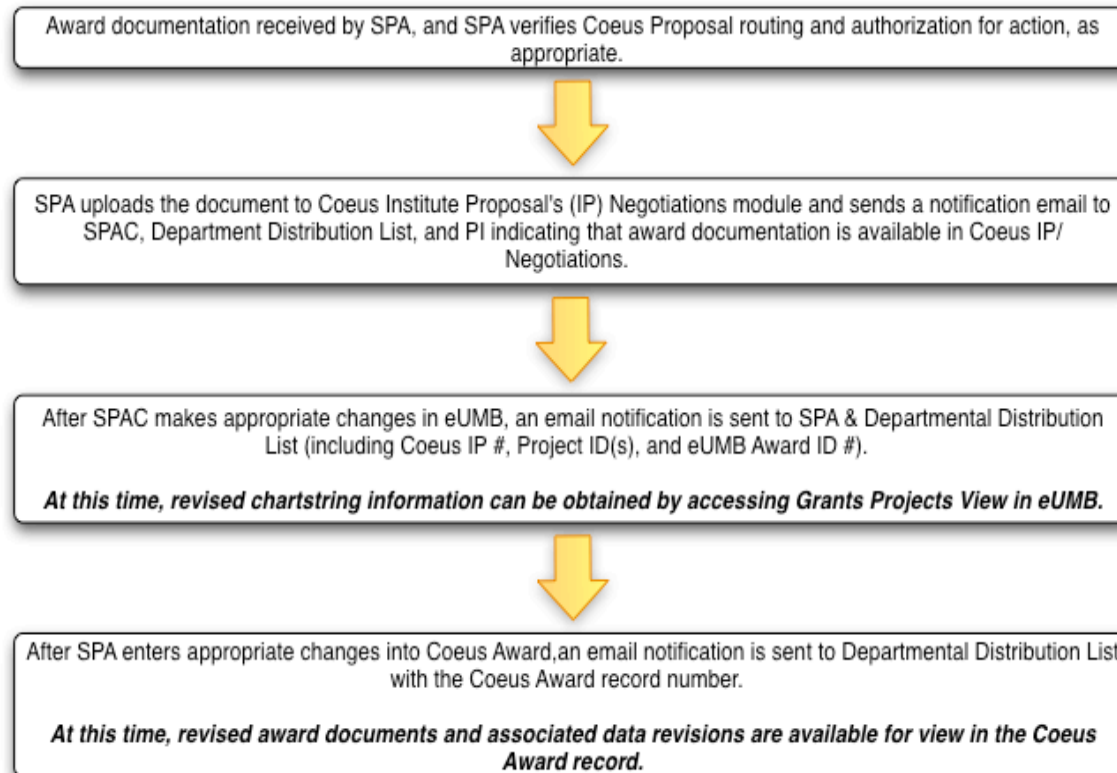
Non-NIH New Award Example

Workflow for New non-NIH Awards



Other Award Actions

Workflow for Modifications



Note: This workflow does not apply to budget modifications which are sent directly to SPAC

A few items of interest regarding the Award Process

- ▶ Multi-year project ID's are established in advance
- ▶ SPA will not be sending Notice of Awards in all cases
 - ▶ Available in Coeus when SPA is done processing
 - ▶ First available in Coeus IP, then available in Coeus Award
 - ▶ NIH are available online using Commons
 - ▶ Contact Colin Hunter in SPA for access to the NIH Commons
 - ▶ Have your PI's delegate authority to you for access to their grants
 - ▶ Step by step instructions for delegating authority in Commons:
http://era.nih.gov/commons/steps_commons.cfm
 - ▶ SPA manager will also send a courtesy copy of the NGA to the department distribution list
- ▶ Awards should be reviewed using the Grants Project View
 - ▶ Departments are no longer receiving the Award Initiation Sheet