Credit (Advanced Account) Job Aid for Existing Awards

Request Credit (Advanced Account)
This section details the steps for Departmental Staff to request Central Staff to submit a credit request to the project for existing awards.

Request Award Modification (Departmental Staff)
1) **Departmental staff** should use the “Request Award Modification” button of the parent AWD record to request a grantee or grantor approved extension to the project.

2) **Request Award Modification**: Route to the Awards Team, using the steps below.
   a) **Request Award Modification**: Click the “Request Award Modification” button.
   b) **Request Details**:
      i) **Short title**: The short title will be the Action Type. Ex “Credit Request.”
      ii) **Date Requested**: Include the current date.
      iii) **Description of requested changes**: Include a short explanation of what action the modification is taking. Ex “Request a credit for year 4 funds in the amount of $50,000.”
      iv) **Supporting documents**: Include the Credit Request memo.
      v) **Finish**: Click “Finish.”

1) **Submit to Specialist**: Click “Submit to Specialist to route request to the Specialist (Note: if the record is a migrated data from RMS the default Specialist will be Elena Mota, and will be reassigned in the steps below by Central Staff).”

Assignment and Request Submission (Central Staff)
1) **Reassign the Submitter and Specialist** Central Staff can reassign the Submitter of the request and the Specialist assigned to execute the change in period of performance from the “Award Mod Requests” tab.
   a) Click the appropriate Mod request.
   b) **Assign Submitter**: Assign the Submitter as the Individual responsible for submitting to the Sponsor (Ex: DRA, SPAA, or Grant Specialists).
   c) **Assign Specialist**: Use “Assign Specialist” to assign the Specialist who will “Approve” and execute the No Cost Extension modification.

Advanced Account - Revision/Supplement (Specialist)
To add addition funds to a project use the **Revisions/Supplement** function. **Create Award Modification**:
Create the Award modification and select the “**Revisions/Supplement**” category

1) **Request Details**:
   a) **Specialist**: Confirm or **Assign Specialist** to the Grant Specialist by Constituency who will be responsible for completing the modification.
   b) **Copy the short title** of the AWD Record (the large font at the top of the AWD record).
   c) **Click the “Create Award Modification” button** from the parent AWD record to populate the Request Details smartform.
      i) **Name**: Modification Number and add “Advanced Account”
ii) **Description of Changes:** Ex: “Add advanced Account”.

iii) **Sponsor ID:** This should populate, but confirm.

iv) **Modification Type:** “Revision/Supplement”

v) **Demographic Change:** select “Financial Account” to populate DEFINE account smart forms and any other that apply.

vi) **Subaward:** Select “No.”

vii) **Effective Date:** Effective Date of the credit.

2) **Related Items:** Link the associated FP.
   
a) The associated FP should link. If there’s a new proposal for a continuation or a supplement, click (...) to associate the correct FP.

3) **Financial Setup:** Confirm the DEFINE account number associated or click (+Add) if a new account is needed (carryforward restrictions, supplements, etc)

4) **Budget Allocations:** To add funds to a new Award Period click “+Add.” To add funds to an existing award period click “[Add]” (if available).
   
a) **Financial Account:** Click “…” to associate the DEFINE account.
   
b) **Period number:** List the associated period number in the project year, Ex: 3 for year 3.
   
c) **Name:** The naming convention should match the previous names for the Budget Allocation, and include the appropriate year. Ex: “National Institutes of Health (NIH) Award Period 3.”
   
d) **Description:** Brief description of action. Ex “Credit in the amount of $50,000 for year 2”
   
e) **Issue Date:** The date approved.
   
f) **Funding Proposal for budget import:** Click the associated FP budget to populate in order to build (listed from Related Items).
   
g) **Sponsor ID:** Sponsor project number.
   
h) **Start date:** The advanced account start date.
   
i) **End date:** The advanced account end date.
   
j) **Authorize Advanced Account:** Click “Advanced Account”.
   
k) **Cost Share:** Select “no”.
   
l) **Direct:** Include the amount of direct costs (if unknown, leave blank until budget reconciliation is complete, then navigate back to update).
   
m) **Indirect:** Include the amount of indirect costs (if unknown, leave blank until budget reconciliation is complete, then navigate back to update).
   
n) **Indirect rate:** Include the IDC rate.

5) **Budget Reconciliation:**
   
a) **Select the Budget Allocation to display:** Click the associated budget to award the advanced account.
   
b) **Build the budget**
   
i) Click “Import ($)” to import previous funding allocations or (if $0) include appropriate funding in “Adjustments.”
   
   (1) For migrated data from the legacy system the budget associated will not be accurate.
   
   (2) If using the previous budget make adjustments by subtracting our adding any changes, as needed. Otherwise the previous baseline budget will apply.
(3) If step 4(l) and 4(m) were skipped, calculate the direct costs by subtracted the “Overhead (Indirect)” from the Total”. Click “Save” and navigate back to “Budget Allocations” in the next step. Otherwise, click “Continue” to “Complete Award Modification”

6) **Complete Award Modification:** Click “Finish” to finalize the Award Modification.

7) **Award Approver:** Change the Award Approver to indicate the Account Analyst in SPAA to receive the modification.

8) **Submit for Final Review: Submit to SPAA**
   a) Include a **description** of what the modification does.
   b) **Supporting documents:** Include “Credit Request Memo” here.

9) **Close out Request for Modification:**
   a) Navigate to the parent AWD record.
   b) Click the associated request in the “Modification Request” tab.
   c) Click “Approve.”

**Clearing the Credit (Grant Specialist)**
Once the appropriate award action in received on an award that has an “advanced account” the Specialist will “clear the credit” by updating the allocation from “Advanced Award” to “Authorized.”

10) **Request Details:**
    a) Specialist: Confirm or **Assign Specialist** to the Grant Specialist by Constituency who will be responsible for completing the modification.
    b) **Copy the short title** of the AWD Record (the large font at the top of the AWD record).
    c) Click the “Create Award Modification” button from the parent AWD record to populate the Request Details smartform.
       i) **Name:** Modification Number and add “Add’l funds clears Advanced Account”
       ii) **Description of Changes:** Ex: “Awards Year [enter budget year here] funding in the amount of [enter amount here] and clears Advanced Account”.
       iii) **Sponsor ID:** This should populate, but confirm.
       iv) **Modification Type:** “NGA Revised”
       v) **Demographic Change:** select “Financial Account” to populate DEFINE account smart forms and “Other Changes” (to confirm T&C & Compliance).
       vi) **Subaward:** Select the appropriate action.
       vii) **Effective Date:** Effective Date from the sponsor.

11) **Related Items:** Link the associated FP.
    a) The associated FP should link. If there’s a new proposal for a continuation or a supplement, click (...) to associate the correct FP.

12) **Financial Setup** Confirm the DEFINE account number associated with the Advanced Account.

13) **Budget Allocations** Select the correct allocation to edit funds to an existing award period click “[Update]”.
    o) **Financial Account:** Click “...” to associate the DEFINE account.
    p) **Period number:** List the associated period number in the project year, Ex: 3 for year 3.
q) **Name**: The naming convention should match the previous names for the Budget Allocation, and include the appropriate year. Ex: “National Institutes of Health (NIH) Award Period 3.”

r) **Description**: Brief description of action.

s) **Issue Date**: The date approved.

t) **Funding Proposal for budget import**: This is the FP budget to populate.

u) **Sponsor ID**: Sponsor project number.

v) **Start date**: The advanced account start date.

w) **End date**: The advanced account end date.

x) **Authorize Advanced Account**: “Authorize”.

y) **Cost Share**: Select “no”.

z) **Direct**: Include the amount of direct costs (if unknown, leave blank until budget reconciliation is complete, then navigate back to update).

aa) **Indirect**: Include the amount of indirect costs (if unknown, leave blank until budget reconciliation is complete, then navigate back to update).

bb) **Indirect rate**: Include the IDC rate.

14) **Budget Reconciliation**:

   a) **Select the Budget Allocation to display**:

   b) **Build the budget (Add funds**

   i) Click “Import ($)” to import previous funding allocations or (if $0) include appropriate funding in “Adjustments.”

   (1) For migrated data from the legacy, system the budget associated will not be accurate.

   (2) If using the previous budget make adjustments by subtracting or adding any changes, as needed. Otherwise, the previous baseline budget will apply.

   (3) If step 4(l) and 4(m) were skipped, calculate the direct costs by subtracting the “Overhead (Indirect)” from the Total”. Click “Save” and navigate back to “Budget Allocations” in the next step. Otherwise, click “Continue” to “Complete Award Modification”

15) **Complete Award Modification**: Click “Finish” to finalize the Award Modification.

16) **Award Approver**: Change the Award Approver to indicate the Account Analyst in SPAA to receive the modification.

17) **Submit for Final Review: Submit to SPAA**

   a) Include a **description** of what the modification does.

   b) **Supporting documents**: Include “Credit Request Memo” here.

18) **Close out Request for Modification**:

   a) Navigate to the parent AWD record.

   b) Click the associated request in the “Modification Request” tab.

   c) Click “Approve.”