



UT RESEARCH MANAGEMENT SUITE

Grants Module Frequently Asked Questions

Awards

1. Which awards will be available in the system at go-live?

All active awards as of 06/22/2022 will be available in *UTRMS-Grants*. Migrated awards from RMS can be identified by their record numbers, which will be their OSP number followed by “AWD,” e.g. 202200079001AWD.

2. When a proposal is awarded in *UTRMS-Grants*, will the assigned FP number become the award number?

No, when a proposal is funded, a new award (AWD) record will be created. The original FP number will stay with the proposal. You can navigate from a proposal record to its award record and vice versa.

From a proposal (FP) workspace, click the award (AWD) name under Funding Awards to move to the award record.

From an award (AWD) workspace, click the proposal (FP) name under Awarded Funding Proposals to move to the proposal record.

The easiest way to tell if you’re on a proposal or award workspace is through the record number in the top right corner. If it contains “FP,” you’re on the proposal record. If it contains “AWD,” you’re on the award.

3. Who will set up new awards in *UTRMS-Grants*?

Award setup and account creation will continue to be managed by OSP and SPAA.

4. As a department user / DRA, will I have any role in award setup?

If the award budget requires budget reconciliation or requires additional compliance information, once OSP has drafted an award in *UTRMS-Grants*, they will assign it to the designated DRA for review. The DRA will receive an email notification from the system, and the Draft award record will appear in the DRA’s *UTRMS* Inbox.

The DRA will be responsible for:

- Reconciling the award budget, if the NOA awarded amount does not match the proposal budget
- Updating compliance information (IRB, IACUC, etc.), if applicable

5. I do not see the specific budget categories needed for my award – how do I enter those amounts in the budget reconciliation?

If you do not see a specific budget category listed, include those costs under the “Other” or “28” category and include a detailed budget allocation or budget justification as an attachment to the Award record. SPAA will use the detailed budget information when creating the account in *DEFINE*.

6. How will I know when a new award has been created?

When an award is activated in *UTRMS-Grants*, the state will switch from Final Review to Active or Advance Account (for at-risk award setups). The PI and Administrative Contact listed on the award record will receive email notifications from the system.

7. How will modifications to awards be handled in *UTRMS-Grants*?

Award modifications will be processed by OSP. If you need to request an award modification (e.g. a no-cost extension), click **Request Award Modification** in the left-hand menu of an active award’s workspace. Complete the request form and click **OK** to route your request to OSP for review.

Note that in many cases, when additional funds are received there is no action on the departmental side, unless OSP is not aware that the modification has been received. Request Modification is the appropriate action for DRAs to take when they would have otherwise sent an email to Central Staff to request an extension, request a Unit Code change, or other pertinent items. It can be used to provide a Notice of Award for additional funding, but is not necessary, if Central Staff has been otherwise provided this information by the Sponsor.

Please note: Use of the “Create Continuation” activity that is available to PIs and DRAs will create a new Funding Proposal and is reserved for when there needs to be a separate proposal generated in response to specific sponsor requests. Most modifications will only need to be made off the Award record itself.

8. I am a PI, where do I find information about my account balances?

Account balance information is accessed from the Award record workspace using the “Link to Account Balance” link located directly above workflow diagram. Clicking on that link will open a new browser tab for the Financial and Administrative Services report listing the research accounts for the Award. Once there, you can select the specific account to return account balance information for that account.

Note: if you are not the PI listed on the Award, but are an investigator in charge of an LOA or separate research account on the Award, you will need to either be granted access to the Award by the PI in order to use the Link to Account Balance functionality, or you will need to go through your department to be given access to the account in DEFINE in order to be able to run the Financial and Administrative Services report for your account. Once granted access, investigators needing to run the Financial and Administrative Services report can go to <https://utdirect.utexas.edu/apps/acct/reporting/research/> to run the report directly without having to go to the Award record in UTRMS.