Award Status Enquiry

Responsibility: Navigate:

GM Grants Administrator & GM Grants Investigator Award Status

Award Status can be used to view summary details of an award and a breakdown of the award by each project being funded. Both expenditure and billing data can be viewed. The data in the screen view is updated during the day and is not dependent on any overnight processing. Expenditures that have failed funds checking or have been entered and saved but not approved are not included in the screen view.

Viewing a Single Award

the Find button.

1. Enter the award number including the prefix of R and click on the Find bu If you don't know the aw number, the project cod usually be entered in the name field, and then clic

<u> </u>	Find Award Status					•	
	Award						
	Operating Unit	Cambridge University		Kev Member			
	Number	RG12345	-	Name			
-d	Short Name			Number			j
a	Туре			Role			
can	Organization						
hort	Status		•	Periods			
on	Purpose			Period Start			
				Period End			
	Funding Source						
	Number						
	Full Name	[- 1				
	i uli Nallie	l					
l.					Clear	Find	-

2. The award status screen shows a one line summary of the award. Further information is available from the buttons at the bottom of the screen.

Award	Award Name	Revenue	Budget	Actual Cost	Commitment Amount	Total Cost	Available Balance	% Complete
RG 12345	ZZA G123	585,004.88	1,951,375.64	1,557,221.88	9,352.38	1,566,574.26	384,801.38	
	(4)							

- 3. To view the details of the award click on the Award Inquiry button.
- 4. Use the row of tabs to display more information about the award and sponsor.

GMS Detailed Procedure Award Status Enquiry

O Award Management									-	- 🗆 ×		
Operating Unit	Cambridge Un	iversity										
Number	RG12345		□ Te <u>m</u> plate	Fu	inding Source	Name	EC FP7 E	ERC AIG				
Short Name	ZZA G123			Funding So	urce Award N	lumber	233325					
Full Name	REVOLUTION	: RNA-BA	SED MECH		Pre-Awa	rd Date	21-APR-2	008				
Start Date	Start Date 01-JAN-2009				Er	id Date	31-DEC-2	013				
Close Date	Close Date 07-JAN-2014 Purpose Unique Organization		Award Type Bevenue Hard Limit Status Invoice Hard Limit Funded Amount			Research Project (Stanc Active 1,951,375,64						
Purpose												
Organization									[Click to		
Award Amount	1,9	51,375.64	Fundin		ng Summary			\rightarrow	view the VAT status of the award			
Installments	ns and Conditior	is Budge	etary Control	Funding So	urce Details	Contac	ts Perso	nnel				
Number Iss	ue Date	Туре	Descript	tion			Active	Billable	Ц			
1 06	JAN-2009	Award	SET UP AS PER AWARD LETTER DATED 1									
2 17-/	AUG-2010	Award	BUDGET	T INCREASE	DUE TO FX F	POLICY	CH 🗹. 🗹					
							□.	□.	UĘ	-		
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				R	eports		Proje	ct Funding	3			

5. To view the award VAT status and whether a Starting Certificate is required click on the flex-field to the right of the screen (as above screen shot).

VALTypes		
Name	SOF last letter	Where the VAT is coded to
Exempt	В	
		Coded to the grant to be passed on to the sponsor
Outside Scope	В	
Standard 20%	A	Coded to the University VAT account to be reclaimed from
		HMRC
Zero Rate	A	
ECF7	С	Charged to the department as an expense as it can neither
_		be reclaimed from HMRC nor the sponsor.

6. Click **OK** to close the flex-field and return to the main Award Management screen.

VAT Status	Outside Scope	
DRR Indicator	DRR 0	Standard 66/34%
Starting Certificate Req'd	N No	
Date Certificate Sent		
FX Policy/Currency	OLD Pre FX Policy	
Curency Rate		
Total award currency budget		
Key Responsibility 1	CAPSA RGCS GRANTS ENQUIRY	
Key Responsibility 2	CAPSA RGCS Grants Administrator	
Key Responsibility 3	CAPSA RGCS Grants Superuser	
Key Responsibility 4	CAPSA ZZ: GM ACCOUNTS OFFICE	
Key Responsibility 5	CAPSA ZZ: GM GRANTS ADMINISTRATOR	L
		QK Cancel

7. To view the type of billing applicable to the award, click on the arrow box to display more tab options and select Compliances.

aliments	Tennis and Condition	io Duug				
Number	Issue Date	Туре	Description			Installments
1	06-JAN-2009	Award	SET UP AS PI	ER AWARD LETT	ER DATED	1 • Terms and Conditions
2	17-AUG-2010	Award	BUDGET INCR	REASE DUE TO F	X POLICY C	🕴 • Budgetary Control 👘 💡
						• Funding Source Detail
			A 100 Feb 200 Feb 2		Þ	Contacts
			_			Personnel
			(Reports		Compliances
			_		_	Reports 4
						References
						Cradit Dessivers
	— •					Credit Receivers
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	Source Details Cor	ntacts P	ersonnel Complia	nces Reports	References	Credit Receivers
	Source Details Cor	atacts F	ersonnel Complia	nces Reports	References	Credit Receivers
	Source Details Cor	ttacts F	rersonnel Complia	nces Reports Billing	References	Credit Receivers
- Cost	Source Details Cor	itacts P dule DR	/ersonnel Complia R 0 @ 20% (FW7 El	nces Reports Billing Bill	References	Credit Receivers
Cost Indire	Source Details Con Indirect Cost Sched ct Cost Rate Fixed D	tacts F dule DRF date	ersonnel Complia	nces Reports Billing Bill	References	Credit Receivers
Cost Indire	Source Details Con Indirect Cost Sched ct Cost Rate Fixed D Allowed Cost Sched	lule DRI lule EC	rersonnel Complia R 0 @ 20% (FW7 E FW7 ERC	nces Reports Billing Billing	References ing Cycle	Credit Receivers
Cost Indire	Source Details Cor Indirect Cost Sched ct Cost Rate Fixed D Allowed Cost Sched	lule DRF lule DRF late L	rersonnel Complia	nces Reports Billing Billing Fir	References ing Cycle [ Terms 3 st Billing 5	Credit Receivers
unding Cost Indire Rules	Source Details Corr Indirect Cost Sched ct Cost Rate Fixed D Allowed Cost Sched Billing Distribution R	utacts F Iule DR Iule EC Iule EC	rersonnel Complia R 0 @ 20% (FW7 E FW7 ERC	nces Reports Billing Bill Fir Of	References ing Cycle M Terms 3 st Billing iset Days	Credit Receivers
Funding Cost Indire Rules	Source Details Corr Indirect Cost Sched ct Cost Rate Fixed D Allowed Cost Sched Billing Distribution R evenue Distribution R	utacts F Iule DR Iule EC Iule Eve Iule Eve	rersonnel Complia R 0 @ 20% (FW7 E FW7 ERC nt •	nces Reports Billing Bill Bill Gf	References ing Cycle I Terms 3 st Billing fset Days	Credit Receivers Credit Receivers Credit Receivers Monthly Rilling Format

- 8. The Revenue Distribution rule will always be Cost but billing could either be Cost or **Event.** Cost billing indicates that the bill is generated from the actual costs posted over a period (known as the Billing Cycle) and Event billing indicates that the bill is generated from a schedule of payments loaded on the Award. For Event billing the payment schedule can be viewed by clicking on the **Events** button.
- 9. Close the Award Management screen to return to the award status screen by clicking on the folder icon in the tool bar.
- 10. Select the drilldown buttons as required to view a breakdown of the summary data.

O Awa	rd Status -										3
<b></b>	Award	Award Name	Revenue	Budget	Actual Cost	Commitment Amount	Total Cost	Available Balance	% Complete		
	RG12345	ZZAG123	585,004.88	1,951,375.64	1,557,221.88	9,352.38	1,566,574.26	384,801.38		80	
					Awar <u>d</u> Inquiry	Invoice Review					
	Resource St	tatus	Actuals		2ommitments	Project Status					

Resource Status:	This displays award budget, actual costs, commitments, total cost and available balance by resource name.
Actuals:	Enables you to search for actuals by expenditure type on the award.
Commitments:	Enables you to search for actuals by expenditure type on the award.

- **Project Status:** Displays details of the projects being funded by the award. It also provides further drilldown buttons to view details for each project.
- Invoice Review: Shows the value of each bill generated and period it relates to as per screen shot overleaf.

Award Number	Draft Invoice	Customer	Bill Split	Agreement	Invoice Currency	Invoice Amount	Invoice Status	Bill Through	Credited Number	Invoice Class
RG52879	1	EC FP7 ERC AIG	100	RG52879	EUR	593,083.44	Accepted in Receiv	30-SEP-2010		Invoice
RG52879	2	EC FP7 ERC AIG	100	RG52879	EUR	33.98	Accepted in Receiv	01-JAN-2012		Invoice
RG52879	3	EC FP7 ERC AIG	100	RG52879	EUR	(593,083.44)	Accepted in Receiv	29-FEB-2012		Invoice
RG52879	4	EC FP7 ERC AIG	100	RG52879	EUR	582,748.67	Accepted in Receiv	29-FEB-2012		Invoice
RG52879	5	EC FP7 ERC AIG	100	RG52879	EUR	537,359.98	Accepted in Receiv	28-MAR-2012		Invoice

11. The Open button will give the sponsor details and the Lines button will show a breakdown of the bill.

## Searching for more than one Award

To call up a list of awards, leave the number and short name blank and use the other fields to specify your search criteria. For example, for all pending awards select the status of on hold, or for all awards for a principal investigator enter their name in the key member section.

Find Award Status				
Award Status Award Operating Unit Number Short Name Type Organization Status Purpose	Cambridge University Active At Risk Closed On Hold	Key Member Name Number Role Periods Period Start		Click in the status field and select from the pick list
Funding Source Number Full Name		Period End	Find	