

Award Status Enquiry

Responsibility: GM Grants Administrator & GM Grants Investigator
Navigate: 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

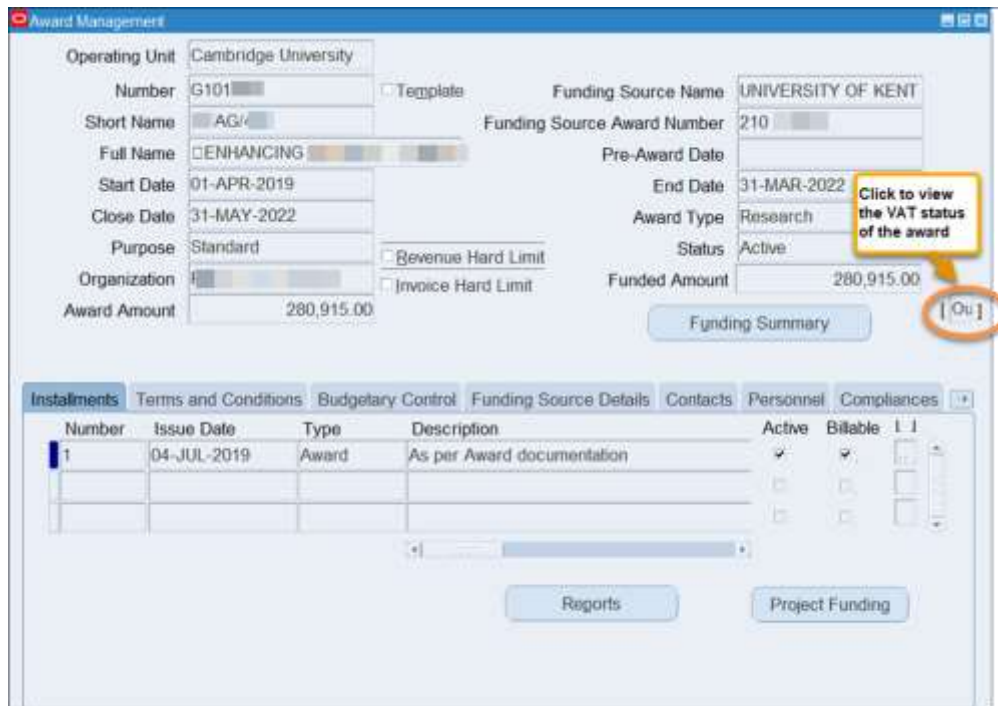
1. Enter the award number including the prefix of **RG** or **G** and click on the **Find** button

If you don't know the award number, the project code can usually be entered in the **Short Name** field, and then click on the **Find** button.

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	ZZAG123	595,004.85	1,961,375.54	1,567,201.88	9,362.38	1,566,574.36	384,801.38	80

- To view the details of the award click on the **Award Inquiry** button.



Use the row of tabs to display more information about the award and sponsor

- To view the award VAT status and whether a **Starting Certificate** is required, as well as **responsibilities** for this award, click on the flex-field [square brackets] to the right of the screen (as above screen shot).

Possible VAT Types

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

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



6. To view the type of billing applicable to the award, select **Compliances**.

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.

7. To display more tab options, select the arrow on right

8. Close the **Award Management** screen to return to the award status screen by clicking on the **Close Form** icon in the tool bar.



9. Select the drilldown buttons as required to view a breakdown of the summary data.

Award	Award Name	Revenue	Budget	Actual Cost	Commitment Amount	Total Cost	Available Balance	% Complete
RG12345	ZZAG123	585,004.88	1,961,375.64	1,557,221.88	9,352.38	1,566,574.26	384,801.38	80

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 **by** the University and period it relates to as per screenshot below. This is for use of **ROO** and should **not** be run by departments. These are University invoices billed to funder, not departmental expenses.

Award Number	Draft Invoice	Customer	Bill Split	Agreement	Invoice Currency	Invoice Amount	Invoice Status	Bill Through	Credited Number	Invoice Class
RG62879	1	EC:FP7:ERIC:AIG	100	RG62879	EUR	593,063.44	Accepted in Receiv	30-SEP-2010		Invoice
RG62879	2	EC:FP7:ERIC:AIG	100	RG62879	EUR	33.96	Accepted in Receiv	01-JAN-2012		Invoice
RG62879	3	EC:FP7:ERIC:AIG	100	RG62879	EUR	(593,063.44)	Accepted in Receiv	29-FEB-2012		Invoice
RG62879	4	EC:FP7:ERIC:AIG	100	RG62879	EUR	592,749.67	Accepted in Receiv	29-FEB-2012		Invoice
RG62879	5	EC:FP7:ERIC:AIG	100	RG62879	EUR	537,369.99	Accepted in Receiv	26-MAR-2012		Invoice

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, once you have entered your **Organization**, 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

Operating Unit: Cambridge University

Number:

Short Name: Active

Type: At Risk

Organization: On Hold

Status: **On Hold**

Purpose:

Funding Source

Number:

Full Name:

Key Member

Name:

Number:

Role:

Periods

Period Start:

Period End:

Clear Find

Click in the **status** field and select from the pick list. Alternatively, start entering name of PI in **Key Member** section.