## Award Status Enquiry

Responsibility:GM Grants Administrator & GM Grants InvestigatorNavigate: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

. Enter the award	Find Award Status Award				
number	Operating Unit	Cambridge University		Key Member	
including the	Number	RG12345	-	Name	1
prefix of <b>RG</b>	Short Name			Number	1
or <b>G</b> and	Туре			Role	
click on the	Organization				
Find button	Status			Periods	
	Purpose			Period Start	
				Period End	
	Funding Source				
	Number	-			
	Full Name				
	(1946) (1946)	1			
				Cle	ar Find

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
RG12345	ZZA G 123	565,004.88	1,951,375.64	1,657,221.88	9,962.38	1,586,574.26	384,801.38	8
	(4)							

	g Unit	Cambridge	manand					procession and	-	CONTRACTOR OF	
Nu	mper	G101		Template	F	unding Sourc	e Name	UNIVERSI	TY OF	FKENT	
Short	Name	AG/			Funding S	ource Award	Number	210			
Full	Name	DENHANC	ING 🔤			Pre-Awa	ard Date				
Start	Date	01-APR-20	19			E	nd Date	31-MAR-20	122	Click to vie	Ŵ
Close	Date	31-MAY-20	122			Awa	rd Type	Research		the VAT sta	
Pu	rpose	Standard		Revenue	Hard Limit		Status	Active		of the awar	d
1223	1000	-			FIGICA LIMIT	SERVICE:	0.000		200	915.00	
Organi Award Ar		4	280,915.0	_ [Invoice H	ard Limit	Funded	AUGUIDINAN.	ng Summary		Constraints and	0
Award Av	nount Terms	and Conditi	ons Budge	tary Control	Funding So	Funded	Fyndi	Personnel	y I Co	mpliances	
Award Ar	nount Terms Issu	and Conditi e Date	ons Budge Type	) tary Control Descrip	Funding So	urce Details	Fyndi	Personnel	y I Co Billal	mpliances	
Award Av	nount Terms Issu	and Conditi	ons Budge	) tary Control Descrip	Funding So	urce Details	Fyndi	Personnel Active	y ( Co Billal ¥	mpliances	
Award Av	nount Terms Issu	and Conditi e Date	ons Budge Type	) tary Control Descrip	Funding So	urce Details	Fyndi	Personnel Active	y ( Co Bilal	mpliances	
Award Av	nount Terms Issu	and Conditi e Date	ons Budge Type	) tary Control Descrip As per /	Funding So	urce Details	Fundi Contacts	Personnel Active	y ( Co Billal ¥	mpliances	
Award Av	nount Terms Issu	and Conditi e Date	ons Budge Type	) tary Control Descrip	Funding So	urce Details	Fundi Contacts	Personnel Active	y ( Co Bilal	mpliances	

3. 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

4. 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).

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

## **Possible VAT Types**

5. Click **OK** to close the flexfield and return to the main Award Management screen.

214%

6. To view the	Cost		DRR 0 @ 0%		Billing		
type of billing		ect Cost Schedule galiculate Burden Oo			Billing Cycle	Monthly	
applicable to		egeculate Burdon On ect Cost Rate Fixed I	0.0271-5		Terms	30 Days NET	
the award,		ed Cost Schedule	IEC DETAILED		First Billing Offset Days	0	
select	Rules	Distribution Rule	Texas	-	and corps		
Compliance	C	nue Distribution Rule	Event		Events	Follow	Format

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

Number	Issue Date	Type	Description	Installments
	04-JUL-2019	Award	As per Award documentation	Terms and Conditions     Budgetary Control     Funding Source Details     Contacts     Personnel     Compliances     Reports     References     Credit Receivers     Tax and Currency

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

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

<mark>O</mark> Awar	rd Status -									-	
đ											
	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	<b>A</b>
	Besource St	tatus 🔵 🤇	<u>A</u> ctuals		Awar <u>d</u> Inquiry Commitments	Invoice Review					

**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 <b>by</b> the University and period it relates to as per screenshot below. This is for use of <b>ROO</b> and should <b>not</b> 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 ERC AIG	100	RG52879	EUR	593,083,44	Accepted in Receiv	30-SEP-2010		Invoice
RG62879	2	EC FP7 ERC AIG	100	RG52879	EUR	33.96	Accepted in Receiv	01-JAN-2012		Invoice
RG62879	3	EC FP7 ERC AIG	100	RG52879	EUR	(593,063.44)	Accepted in Receiv	29-FEB-2012		Invoice
RG62879	4	EC FP7 ERC AIG	100	RG52879	EUR	582,748.67	Accepted in Receiv	29-FEB-2012		Invoice
RG62879	5	EC FP7 ERC AIG	100	RG52879	EUR	537,369.98	Accepted in Receiv	28-MAR-2012		hroice

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.

<ul> <li>Find Award Status</li> <li>Award</li> </ul>				
Operating Unit Number Short Name Type Organization Status Purpose Funding Source Number Full Name	Cambridge University Active At Risk Closed On Hold V	Kay Member Name Number Role Periods Period Start Period End		Click in the <b>status</b> field and select from the pick list. Alternatively, start entering name of PI in <b>Key Member</b> section.
l		Qlear	Find	