

## Picture Guide # 2 PI Award Form Picture Guide Includes: Certification of Awards & Modifications

This will automate the award notification process between ORSP and PAAA, which will eliminate the “Award Notification Form” that was previously used to transfer award data and documents via email.

### Step 1: Email from Cayuse Administration

When an Award is ready for your review and certification, you will receive an email notification. The email will have the award number and title of the project. Click on the link “**Cayuse Sponsored Projects**” to access the award.



Dear Bruce Lee:

A proposal on which you are listed on the research team has been distributed for review. Your certification is required before this proposal may be submitted to the sponsor.

Please complete this action at your earliest convenience to ensure the proposal can be reviewed and submitted prior to the sponsor deadline.

To certify this proposal, please log in to [Cayuse Sponsored Projects](#).

**Click on the hyperlink and enter your LMU username and password.**

**Note: The email screenshot is for a proposal and is similar for an award.**

### Step 2: Dashboard

You will be directed to your dashboard. Click on the award that will be under your **Tasks**.

Assigned to Me		Created by Me		Open	All					
Task	Task Type	From	Assigned To	Created	Last Activity	Due	Status			
Certify Proposal - 24-0034-P0001	Other		Me	03/12/2024	03/12/2024		Open			
10 per page		Showing 1 of 1 items								

### Step 3: Review Award Sections

Award Sections	
Award Information	✓
Key Personnel	✓
Summary Budget	6
Regulatory Compliance	!
Performance Sites	!
Terms And Conditions	!

Navigate to the **Award Sections** and review each tab. The green check will be marked after your review. All must be green to move it to the next reviewer.

#### A. Award Information

Sponsor:\*  x | v

Sponsor Award Number/Doc Number:

Sponsor Assistance Listing Number (ALN):   
Formerly known as the CFDA Number

Prime Sponsor (If Applicable):

Prime Sponsor Award Number (If Applicable):

##### General Award Information

Award Title:\*

ORSP Legacy Number (if applicable):

ORSP Team Member:  x | v

Does the following Unit need to be notified of this proposal?  x | v

Award Notice Received Date:

Award Start Date:

Award End Date:

Award Close Date:

Program Name:

Instrument Type:  x | v

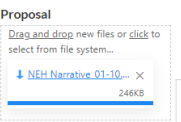
Activity Type:  x | v

HERD Academic Codes by Discipline:  x | v

Award Administrative Unit:\*  x | v

Proposal Type:  x | v

Is this record being entered retroactively?



The “Award Information” section contains information about the sponsor, award title, and important dates about the award.

It will notify other units about the award, such as the financial administrator in the law school or the grants administrator in SOE, so that they have information about the award for their records.

HERD activity types and Academic Discipline codes are also found in this section, as well as a copy of the proposal.

## B. Research Team

Key Personnel

View Effort  
 Percentage  
 Months

Name \* Role \*

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Internal Association \* Sponsored Effort Cost Share Effort Total Effort

3 mos

[+ Add Internal Association](#)

[+ Add Team Member](#)

This section will list all key personnel including PI and Co-PIs.

Effort is expressed for only the first year of the project. For outlying years please consult the detailed budget.

## C. Summary Budget

Summary Budget

Summary Budget

Total Direct Costs: <input type="text" value="6,949"/>	Total Indirect Costs: <input type="text" value="3,051"/>	Total Expected Amount: ⓘ <input type="text" value="10,000"/>
Obligated Direct Costs: <input type="text" value="6,949"/>	Obligated Indirect Costs: <input type="text" value="3,051"/>	Total Obligated Amount: ⓘ <input type="text" value="10,000"/>
Anticipated Direct Costs: <input type="text"/>	Anticipated Indirect Costs: <input type="text"/>	Total Anticipated Amount: ⓘ <input type="text"/>

Choose the number of budget years:  
 1 Year  2 Years  3 Years  
 4 Years  5 Years

Budget Year  
 1

Budget Start:   
 Budget End:

Total Direct Costs: <input type="text" value="6,949"/>	Total Indirect Costs: <input type="text" value="3,051"/>	Total Sponsor Costs: <input type="text" value="10,000"/>
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Please select IDC rate:  
 Allowable (43.9%)  
 Allowable but restricted.  
 Unallowable.

Upload a detailed proposal budget:

Upload a budget justification:

This page has budget information about the project including, the detailed budget and budget justification, IDC information, and cost sharing information and details about sources.

If IDC is 'Allowable but restricted' a text box will be visible with the information in it, such as "10% allowable per sponsor guidelines.'

**Expected Amount** is the total amount of funds to come in over the lifetime of the award.

**Obligated Amount** is the amount of money received to date from the sponsor.

**Anticipated Amount** is the remaining amount of money to be received from the sponsor.

In some cases the amounts may be the same, if all the money is given upfront and not incrementally

## Summary Budget – Cost Sharing

### Cost Sharing

Does the budget contain cost-sharing as a portion of the project or program costs?

- Yes  
 No

Upload a document detailing the cost share. Be sure to include: request category, amount, and who is responsible for the funding.

Drag and drop new files or click to select from file system...

↓ Sample Doc.pdf ×  
35KB

Cost sharing details are also provided in the Budget Summary section for review and retrieval for your records.

Is the cost share being provided by the PI's Unit/College?

- Yes  
 No. Cost share is being provided by another Unit/College.

Indicate the Unit/College responsible for providing the cost share funds:\*

Office of the Provost × ▾

Is the cost share mandatory or voluntary?

- Mandatory  
 Voluntary

Is the cost share cash or in-kind?

- Cash  
 In-kind  
 Both

Is the cost share internal only or cited to the funder?

- Internal  
 Cited to sponsor

Internal Cost Share:

10,000

External Cost Share:

10,000

Total Cost Share:

20,000

## Summary Budget – Course Release, Sabbatical, and Capital Projects

### Course Release

Is the PI requesting course release?

- Yes; Course release has been approved by the Chair and Dean.  
 No

This information is for review. It is placed here, because reports can be created that will pull all awards that have these elements in them.

Please explain course release requested; semester(s) and year(s):

Here's the explanation...

### Sabbatical

Does the budget include support for Sabbatical?

- Yes; Sabbatical has been approved by the Chair and Dean.  
 No

When will Sabbatical be taken; semester(s) and year(s)?

xxxxxx

Does this project require construction or renovation costs?

- Yes; Construction/renovation plans have been approved by the Vice President for Campus Operations.  
 No

Please detail construction and renovation plans below.

ABC, 123, XYZ

## D. Regulatory Compliance

Information related to Human Subjects, Animal Subjects, and Research Materials is in this section. It is yes/no questions about each of the topics. It includes IRB study numbers and approval date.

## E. Performance Sites

Performance Sites

Will (Institution) personnel conduct any of the proposed work off-campus?

Yes  
 No

Off-Campus Location:

Is this project funded by the National Science Foundation?

Yes  
 No

Will any portion of the project be performed by a Subrecipient?

Yes  
 No

Subrecipient Name(s):

Performance site location information and add Subrecipient Name(s) are in this section. New NSF compliance for off-campus research Subaward information will be entered in the tab at the top of the award sections under Subawards.

## F. Terms and Conditions

Information can be updated as needed. ORSP will fill in as much as possible when creating the award.

Award Sections	Terms and Conditions												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">Award Information</td><td style="text-align: right; padding: 2px;">✔</td></tr> <tr><td style="padding: 2px;">Research Team</td><td style="text-align: right; padding: 2px;">✔</td></tr> <tr><td style="padding: 2px;">Budget</td><td style="text-align: right; padding: 2px;">✔</td></tr> <tr><td style="padding: 2px;">Regulatory Compliance</td><td style="text-align: right; padding: 2px;">✔</td></tr> <tr><td style="padding: 2px;">Performance Sites</td><td style="text-align: right; padding: 2px;">✔</td></tr> <tr style="background-color: #0070C0; color: white;"><td style="padding: 2px;">Terms And Conditions</td><td style="text-align: right; padding: 2px;">✔</td></tr> </table>	Award Information	✔	Research Team	✔	Budget	✔	Regulatory Compliance	✔	Performance Sites	✔	Terms And Conditions	✔	<p><b>General Terms and Conditions (Select All that Apply):</b></p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; gap: 5px;"> <span style="background-color: #0070C0; color: white; padding: 2px 5px;">Invoicing Terms</span> <span style="background-color: #0070C0; color: white; padding: 2px 5px;">Sole Source</span> <span style="border-left: 1px solid #ccc; border-right: 1px solid #ccc; padding: 2px 5px;">x</span> <span style="border-bottom: 1px solid #ccc; padding: 2px 5px;">v</span> </div> <div style="border: 1px solid #ccc; padding: 2px; display: flex; gap: 5px;"> <span style="background-color: #0070C0; color: white; padding: 2px 5px;">Intellectual Property</span> <span style="background-color: #0070C0; color: white; padding: 2px 5px;">Non-Disclosure Clause</span> <span style="border-left: 1px solid #ccc; border-right: 1px solid #ccc; padding: 2px 5px;">x</span> <span style="border-bottom: 1px solid #ccc; padding: 2px 5px;">v</span> </div> <p><b>Program Income Type (Select All that Apply):</b></p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; gap: 5px;"> <span style="background-color: #0070C0; color: white; padding: 2px 5px;">Not Applicable</span> <span style="border-left: 1px solid #ccc; border-right: 1px solid #ccc; padding: 2px 5px;">x</span> <span style="border-bottom: 1px solid #ccc; padding: 2px 5px;">v</span> </div> <p><b>Award Restrictions (Select All that Apply):</b></p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; gap: 5px;"> <span style="background-color: #0070C0; color: white; padding: 2px 5px;">Carry Forward Allowed With Prior Approval</span> <span style="border-left: 1px solid #ccc; border-right: 1px solid #ccc; padding: 2px 5px;">x</span> <span style="border-bottom: 1px solid #ccc; padding: 2px 5px;">v</span> </div> <p><b>Reporting Milestones (Select All that Apply):</b></p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; gap: 5px;"> <span style="background-color: #0070C0; color: white; padding: 2px 5px;">Annual Progress Report</span> <span style="background-color: #0070C0; color: white; padding: 2px 5px;">FFR In 45</span> <span style="border-left: 1px solid #ccc; border-right: 1px solid #ccc; padding: 2px 5px;">x</span> <span style="border-bottom: 1px solid #ccc; padding: 2px 5px;">v</span> </div> <div style="border: 1px solid #ccc; padding: 2px; display: flex; gap: 5px;"> <span style="background-color: #0070C0; color: white; padding: 2px 5px;">Quarterly Progress Report</span> <span style="border-left: 1px solid #ccc; border-right: 1px solid #ccc; padding: 2px 5px;">x</span> <span style="border-bottom: 1px solid #ccc; padding: 2px 5px;">v</span> </div> <p>Please list any additional Terms and Conditions not covered above:</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>
Award Information	✔												
Research Team	✔												
Budget	✔												
Regulatory Compliance	✔												
Performance Sites	✔												
Terms And Conditions	✔												

## B. AWARD FORM TABS

Information about the Award will also be displayed in the tabs across the top.

- 1. Routing** – will show who has been assigned to review the proposal.
- 2. Award History** – will show the ORSP staff that created the award.
- 3. Funds** – Is not used.

Award Form	Routing	Award History	Funds	Subawards	Tasks	Notes	Attachments	Links
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### Routing for Review

Review Order ▲	Team	Members
1	Principal Investigator	Lester Holt
2	Alice Martini Doyle	Kimberly Sanchez
3	Post Award Accounting Administration (PAAA)	Post Award Administration

**4. Subawards** - This is where you will find all the subaward information about the proposal. You will work through the subaward sections to review the information.

Angie Test

**5. Tasks** – Do not use.

**6. Notes** – Can be used and seen by all.

**7. Attachments** – Review attachments from the Award form. This is where you will add the award notification, terms and conditions, and any other information pertinent to the award record.

## Step 4: Select Certify Award

Once you have reviewed all the sections, navigate to **My Actions** and select “**Certify Proposal.**”

## Step 5: Select Approve and Save

Another window will pop up to certify the award. This will send the award to Post Award Accounting Administration for review and retrieval of the award. PAAA will reach out to PIs to set up an Award meeting.

**The award process is complete.**

### III. Modifications

Modifications to awards will be made at any time during the award period so that there is a record of the activity related to the active award. The system does not send out notifications about modifications. The ORSP team will notify the PI and PAAA when modifications to awards are made.

Each time a modification is made it will appear in the award record and a comment will be available to view about the modification. The documents for the modification will be uploaded in attachments.

[My Active Awards](#) / [Rachel Test 9.4.2](#) / 25-0033-A0001

#### Rachel Test 9.4.2

Common modifications may include but are not limited to no cost extensions and/or budget amendments.