kuali
RESEARCH

Kuali Research Basics:
Institute Proposal, Awards, Subawards

Table of Contents

Getting Started

Logging In
Kuali Research is available from any web browser at **http://kr.umd.edu**

On the Select Campus page, click on "UMD - College Park, UMCES"
You are required to log in with your Directory ID and Directory Password to access Kuali Research.
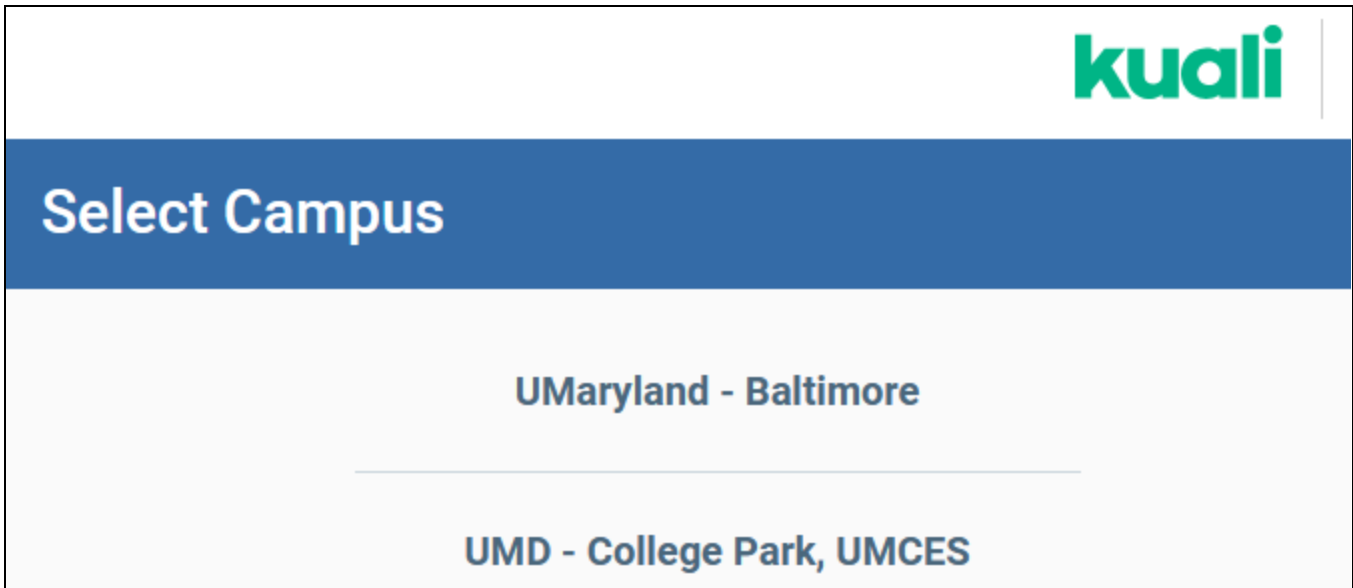
Kuali Research Home Screen
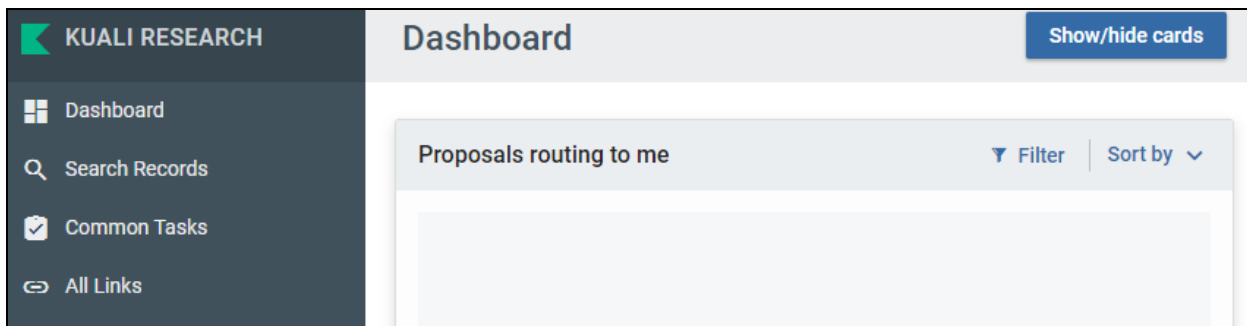
At UMD, we use Proposal Development, Institutional Proposals, Awards, and Subawards. The other modules are not used at this time. This guide focuses on Institutional Proposals, Awards, and Subawards.

Kuali Research Dashboard

The Kuali Research Dashboard is the updated user interface for KR, which provides new tools to better manage and search for relevant records based on your preferences and action list. The Dashboard also provides access to all of the original full search tools and common menu items for each module.

Dashboard Home Page

When you log in to Kuali Research, the system will display the Dashboard Home Page, which contains Dashboard cards and an expandable navigation bar that allows users to access various resources in Kuali Research.

Dashboard Cards

There are three dashboard cards that all relate to Proposal Development. For users not involved in Proposal Development these cards will be blank and may be hidden by the end-user if preferred.

Collapse Menu

Collapse Menu (located in the lower-left corner) allows you to expand or collapse the navigation bar to display or hide the descriptions for each icon.

Filter

The filter allows you to limit the items shown in the dashboard card based on criteria you have selected. When you click on Filter, you will see a dropdown list of items for filtering.
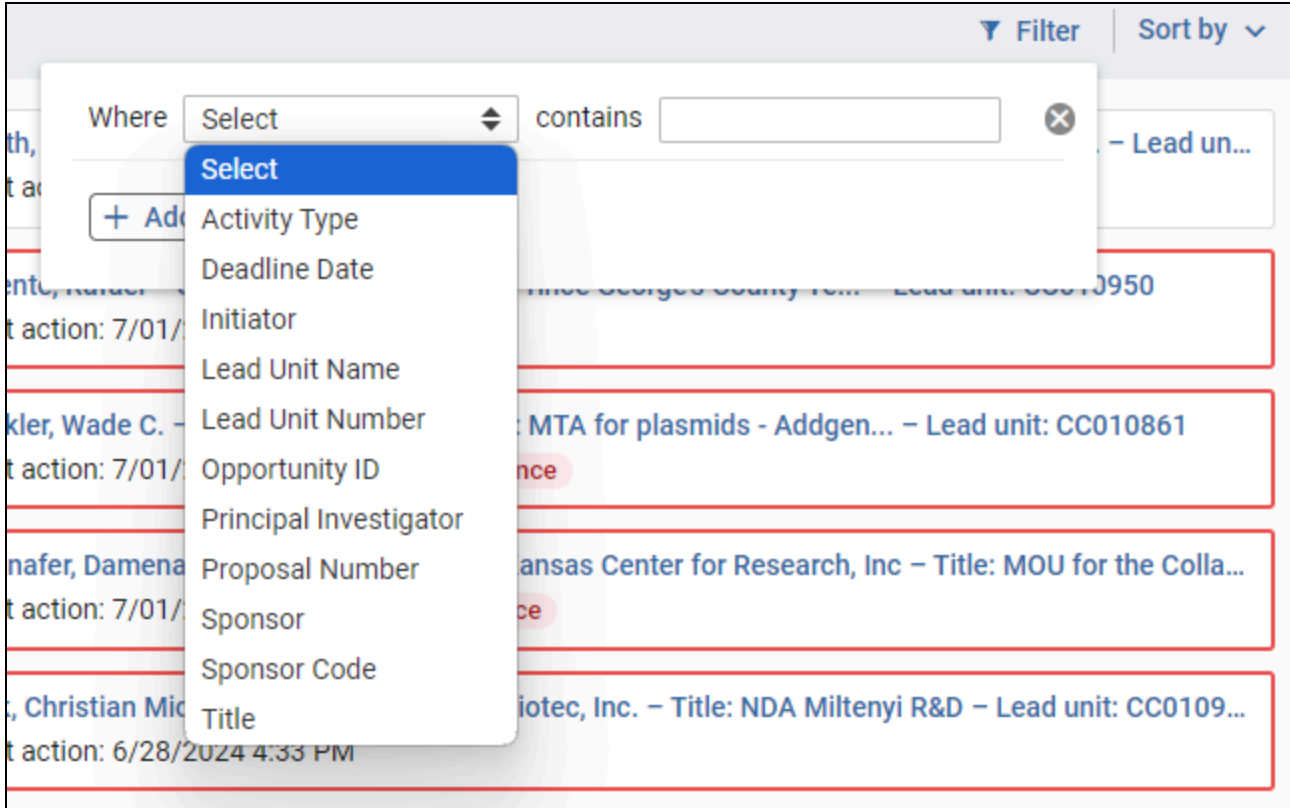
Select the item you want to filter on and type in the date desired for that item. The filter is automatically added. You can click on Add a Filter to add an additional filter. To remove a filter, click on the ⊗ on the filter line.
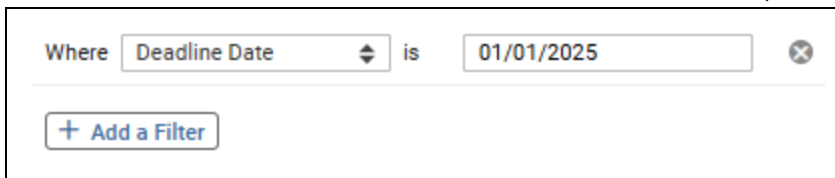
Show/Hide Cards

The Show/Hide Cards button in the upper right corner allows you to show or hide specific cards.

NOTE: If you are involved in Proposal Development creation or approval and would like more information on these dashboard cards, please see our Proposal Development resources and training opportunities on the **ORA website**.
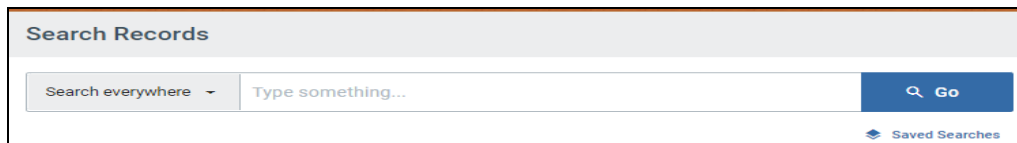
Navigation Bar

The Navigation Bar on the left allows you to navigate to various sections of Kuali Research.

Dashboard	Returns to the Dashboard Home page.
Search Records	Search provides a new, all-in-one comprehensive search of Awards, Institute Proposals, Subawards, Development Proposals and other records.
Common Tasks	Displays the most common tasks for each module in KR, which includes accessing the traditional full searches for each module, creating new records, and has a link to your action list.
All Links	Displays links to various lookup tables for sponsors, organizations, and address book records as well as for common tasks.
Help	Opens a new window with a generic help guide. Please use the customized UMD-provided guides found on the ORA website here: **Kuali Research Resources**
About	Lists the current version of Kuali Research.
Logout	Allows you to log out of Kuali Research.
Miller, Carolyn LaLumiere	Displays the current user. If you click on this accidentally it will open up a new browser tab with your user information. You may simply close this tab and return back to your previous tab. You may also return back to Kuali Research by clicking on Switch Apps > Research Home.
Switch Apps	Allows you to switch to different apps in the Kuali Suite. Please only use the Research Home and return to Kuali Research.
Collapse Menu	Collapse Menu allows you to expand and collapse the navigation bar. When you expand you can see descriptions for each icon and when you collapse the bar you only see the icons for each item.

Search Records Page

The Search Records page provides a comprehensive all-in-one search of Awards, Institute Proposals, Subawards, Development Proposals, and other records based on your search criteria. It is most useful when you need to search across multiple document types (Award, Institute Proposal, Subaward, etc.).

NOTE: The traditional full search tools are still available and useful when you want to search within each module (Award, Institutional Proposal, Subaward, Proposal Development, etc.). To utilize the full search tools, navigate to the Common Tasks page, and click on the search option under the appropriate module.

How do I search?

Type in your search criteria and click "Go" or press enter to initiate a search.
- You may type in one word or a combination of words.
- You may use the search operator "-" to remove specific values from your results.
- You may use double quotes for phrases or strings of text (e.g., "apple tree," "301000-00001").
- You cannot search multiple values of the same item simultaneously (e.g., award ID 301000-00001 and award ID 301001-00001).
- Keep in mind, when performing a search, it may return results that contain only a portion of that value (e.g., searching 10942 and will match with CC010942).
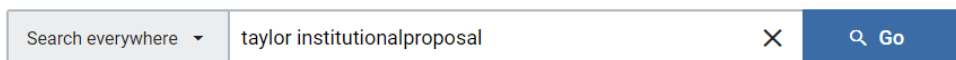
Below are some examples of simple searches:

Doing a broad search by name may result in too many results.
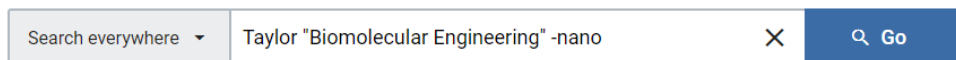
You can add the document type of the desired records in the search to help limit your results by module.

Try adding additional search terms in phrases and excluding what you don't want with a "-"

Search for award numbers using quotes or removing dash (otherwise, the search will misinterpret "-").

Search by the first 6 characters of an award family to return parent and children (-00001, -00002, etc.)

Narrow Search by category

Narrow your searches by clicking on the "Search everywhere" drop-down to see a list of all the available searchable categories and select one. This will allow you to target which field you'd like to search within using specific values instead of searching across all fields. If you are getting lots of unwanted results, using the category limits here is highly recommended.

Once you choose the category, type in the desired search value then, click enter or "Go."

You will now see that the search variable has been slotted below the search bar.

If you want, you may continue to narrow down your results further by adding additional categories. Just repeat the process of selecting a category, entering the desired value, and clicking "Go" or enter.

NOTE: If you'd rather not look through the categories, you may also filter the listing by typing keywords.

Show/Hide Columns

After you've performed a search, you will see a "Show/Hide Columns" button available, which allows you to select which columns you want to be visible in your search results. The button is located on the search results screen's far-right and appears only after displaying your initial search results.
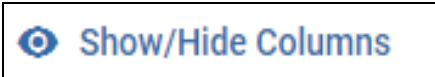
Adding Columns

If you check a column checkbox, it will be visible in your search results.   By default, "Remember my choices" at the bottom of the list is checked, which will save the columns displayed but is limited to the browser and computer you are using.

You may manually reorder your results by clicking on the six dots ⠿ by a field name and dragging and dropping to the desired location.
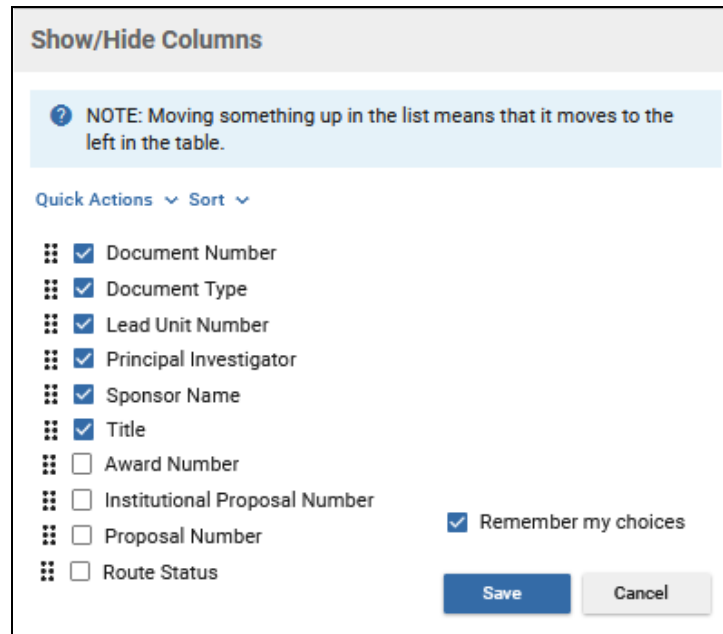
Quick Actions

If you click on "Quick Actions," you can select or deselect all columns or restore the original defaults.
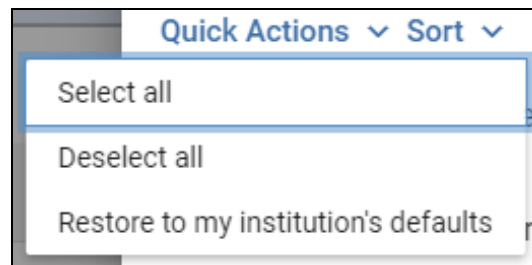
Sort Drop-Down

Clicking on "Sort" allows you to move all the checked columns together at the top for readability or sort A-Z, Z-A. The higher a column is on the list, the more leftmost it will be in your search results.
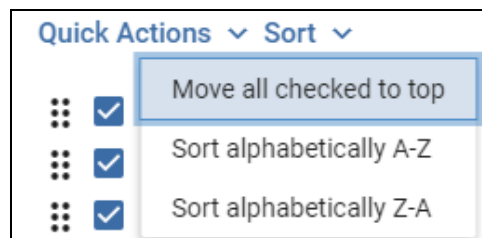
Multiple Rows for the Same Institute Proposal, Award, or Subaward

As ORA makes updates to records throughout the day on Institute Proposals, Awards, and Subawards your search results may show the same item twice in two unique situations. Below are a few tips to help you decide which one would be

best to view, but if you're unsure, you can always do a full search in the appropriate module by visiting the Common Tasks page, which will show one result per record.

Currently Being Updated

If ORA is in the process of updating a record, you will see that one item has a Route Status of "FINAL" and one item has "SAVED." You will want to view the current record in a "FINAL" route status in this case. (You can add Route Status as a column in Show/Hide Columns above your search results)

Document Type	Principal Investigator	Sponsor Name	Document Number	Award Number	Route Status
Award	Egloff, Sally Louise	NIH-National Institute of Mental Health	6033230	312266-00001	FINAL
Award	Egloff, Sally Louise	NIH-National Institute of Mental Health	6033231	312266-00001	SAVED

Recently Updated and Finalized that Day

If ORA just recently updated a record that day, you may see two results that both have a "FINAL" Route Status. In this situation, you will want to open the higher of the two Document Numbers you see listed. NOTE: This is a temporary artifact after ORA finalizes an update. A nightly process cleans these duplicate entries up, and the next day there will be only one result instead of two.

Document Type	Principal Investigator	Sponsor Name	Document Number	Award Number	Route Status
Award	Egloff, Sally Louise	NIH-National Institute of Mental Health	6033230	312266-00001	FINAL
Award	Egloff, Sally Louise	NIH-National Institute of Mental Health	6033231	312266-00001	FINAL

Search Tips!
- Use the "Search Everywhere" dropdown to limit your results by category if too many items are listed. Narrowing down results with this flexible tool will allow you to perform targeted searches.
- In your search results, click on the Column Headers to sort any column in A-Z or Z-A order.
- Based on what your criteria are, you may want to change the columns that are displayed in your results to better suit your returned results via the Show/Hide Columns button.
- Use multiple words or a phrase with quotes in the "Search Everywhere" field to narrow your search down as needed. Phrases with quotations cannot be used in Category limits.
- Using the "*" as a wildcard to search is superfluous. You can enter a short string to simulate the same type of query within the search bar OR in a category. For example, searching "cano" will return results for "Canon", "canopies", "Canonical", etc.
- Search results do not include canceled development proposals. Use the Common Tasks page to view the Proposal Development Full Search screen and retrieve a proposal that was canceled if needed.
- When searching by an award number, use the first six digits to pull all awards within a family, or leave out the dash, or enter an award number in quotes to pull results based on that single award.
- When searching for awards by account number, keep in mind some account numbers were reused in the past but only one would have an Active Status at any single time while all others are Closed.

Column Suggestions

After performing searches, you may feel that you are missing some key fields that would help you differentiate records from each other, or you may find it challenging to understand why you are getting specific results. Adding more fields to display in your search results with the "Show/Hide Columns" tool can help in successfully navigating your returned results. We have listed some suggestions below based on the document type. You can mix and match or use any of the other available fields to suit your needs better.

Awards

- ☑ Document Type
- ☑ Award Number
- ☑ Sponsor Number
- ☑ Lead Unit Name
- ☑ Principal Investigator
- ☑ Sponsor Name
- ☑ Title
- ☑ Start Date
- ☑ End Date
- ☑ Status
- ☑ Route Status
- ☑ Document Number

NOTE: Sponsor Number is the Sponsor Award ID.

Institute Proposals

- ☑ Document Type
- ☑ Institutional Proposal Number
- ☑ Lead Unit Number
- ☑ Principal Investigator
- ☑ Sponsor Name
- ☑ Title
- ☑ Start Date
- ☑ End Date
- ☑ Status
- ☑ Route Status
- ☑ Document Number

Subawards

- ☑ Document Type
- ☑ PO Number
- ☑ Subaward Id
- ☑ Subrecipient
- ☑ Requisitioner
- ☑ Lead Unit Number
- ☑ Title
- ☑ Start Date
- ☑ End Date
- ☑ Status
- ☑ Route Status
- ☑ Document Number

Development Proposals
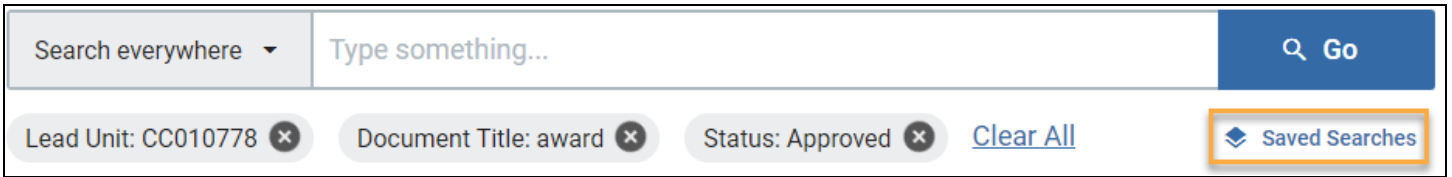
- ☑ Document Type
- ☑ Proposal Number
- ☑ Lead Unit Number
- ☑ Principal Investigator
- ☑ Sponsor Name
- ☑ Title
- ☑ Start Date
- ☑ End Date
- ☑ Status
- ☑ Deadline Date
- ☑ Document Number

Saved Searches

You can save/retrieve searches via the Saved Search button.

To save a search, put together your search criteria, then click on Saved Searches.

Type in a name for the search and click on Save
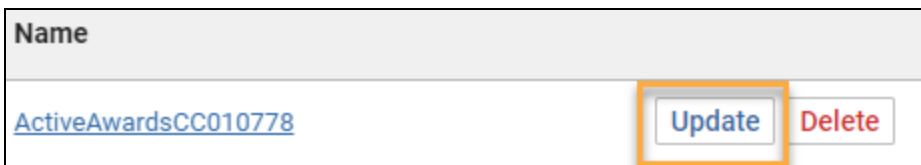
When you have one or more searches saved and you click on Saved Searches, you will see your searches. To run the search, click on the search name. To remove the saved search, click on Delete.

Update a Saved Search
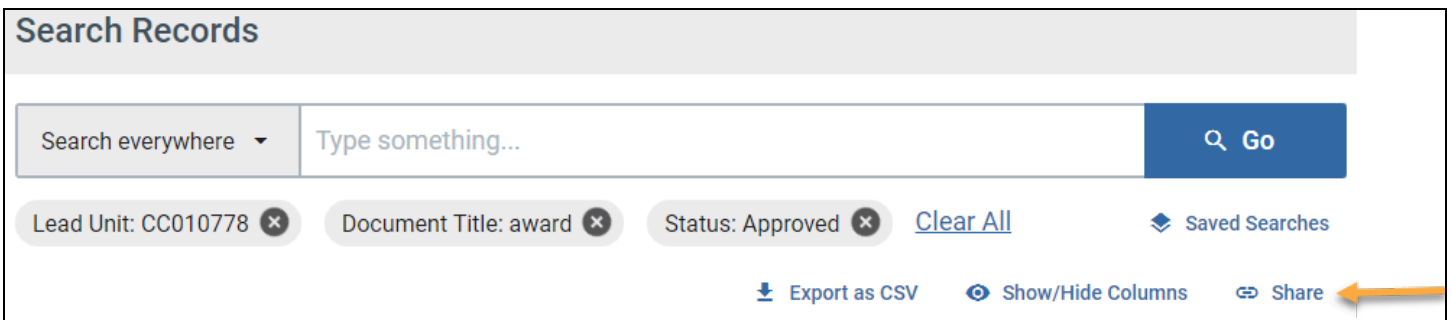
To update a Saved Search, you must first run the saved search. Note that the Update button is initially grayed out. With the saved search results, make your changes to the search. Click on Saved Searches and click on the Update button.

Share a Search

To share a search, click on the Share button.

Click on Copy URL. You can then send this URL to the others who can run it and if desired, save it to their Saved Searches. As always, any search results are limited to what permissions the user has.

Commons Tasks

The Commons Tasks page displays panels specific to each Kuali Research module (Award, Institutional Proposal, Subaward, and Proposal Development) as well as a Quick Links panel. For each, you will find the most common tasks for that module, which include search links to access the traditional full search pages. While links to each task are visible to everyone, only people with authorized access to create or view certain records will be able to do so.
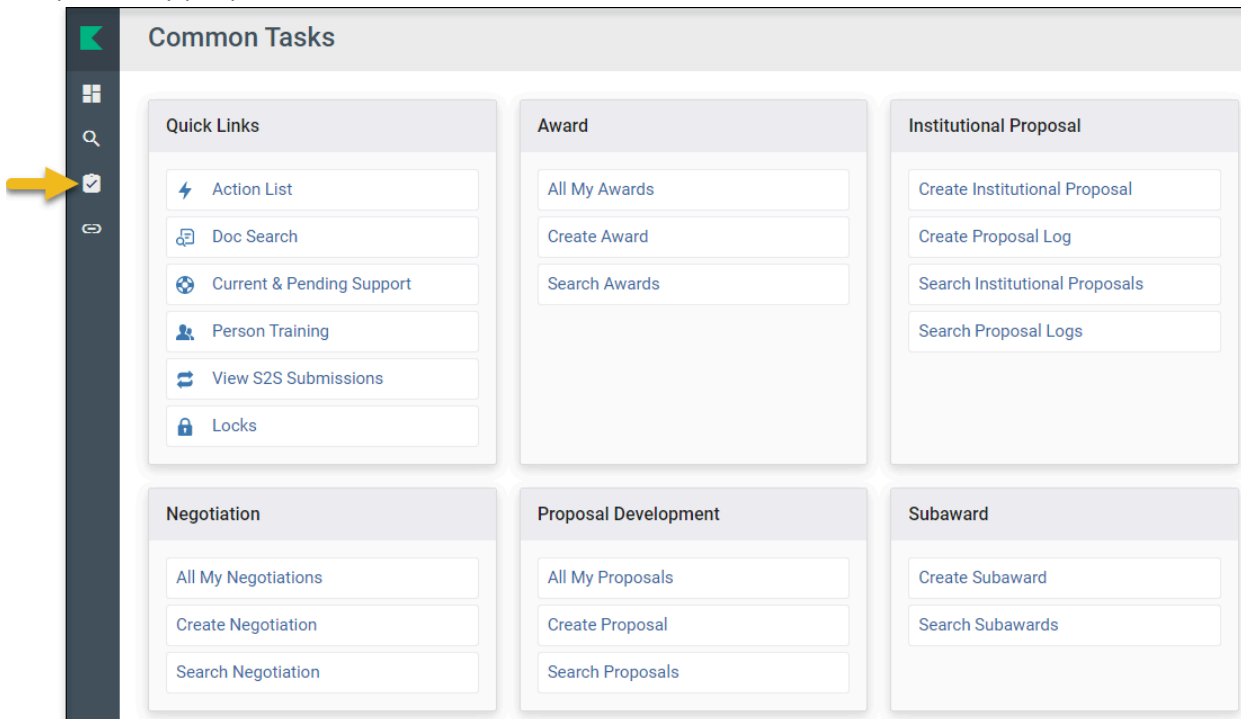
Quick Links
- Action List - Allows you to view your Action List, which contains requests for approval, proposal certification requests, FYIs, and other items.
- Doc Search - Allows you to search for any record by the document number.
- Current & Pending Support - Allows you to do a Current or Pending Report for any investigator. After selecting a person, click "Initiate Report," then choose an Export option at the bottom. You may alternatively select the "Print" option to generate a PDF of each.
- Person Training - Not used at UMD.
- View S2S Submissions - Allows you to search Proposal Development System-to-System submissions.
- Locks - Allows users who can create or edit records to search for locks left on open records.

Award
- All My Awards - Initiates a full search of awards where you are listed as the PI, CO-I, or Key Person.
- Create Award - For ORA use.
- Search Awards - Allows you to use the Full Search page to search for Award records.

Institutional Proposal
- Create Institutional Proposal - For ORA use.
- Create Proposal Log - Not used at UMD.
- Search Institutional Proposals - Allows you to use the Full Search page to search for Institutional Proposal records.
- Search Proposal Logs - Not used at UMD.

Negotiation - For ORA use.

Proposal Development
- All My Proposals - Initiates a full search of Proposal Development records where you are a Participant (person listed in the Access section of a Prop Dev record). This may be useful for proposal creators to identify proposals they've initiated.
  - NOTE: If you are interested in finding proposals where you are a PI, CO-I, or Key Person role on a proposal, you may move your username to the "Proposal Person" search field instead and search again.
- Create Proposal - Allows you to create a Proposal Development record (only for the Proposal Creators aka Aggregators).
- Search Proposals - Allows you to use the Full Search page to search for Prop Dev records.

Subaward
- Create Subaward - For ORA use.
- Search Subawards - Allows you to use the Full Search page to search for Subaward records.

Common Task Search Techniques

On only the individualized search pages for each module accessible from the "Common Tasks" page, you may use the following techniques to perform searches. Typing in search variables on multiple fields will act as an AND operator.
NOTE: These do NOT apply to the all-in-one "Search Records" page.

Clicking on the 🔍 next to a search field will do a secondary lookup for that particular item.
You may optionally use additional search operators below to further limit your results.
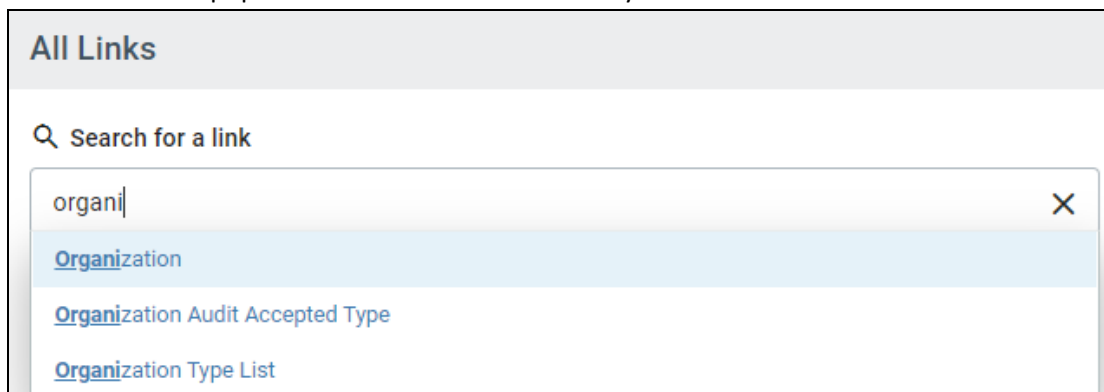
Operator	Name	Example	Comment
*	Wildcard Any Char	Title: *apple*	Search for "apple" anywhere in the title, regardless of the number of characters
		Title: apple*	Search for "apple" at the beginning of the title
		Title *apple	Search for "apple" at the end of the title
?	Wildcard One Char	Title: ?ffect*	Search for a word that has any one character that precedes "ffect" (e.g. "affect" or "effect") in the beginning of a title
| (Vertical Bar)	OR	Lead Unit: *apple*|*orange*	Search for "apple" OR "orange" in any order
&&	AND	Title: *apple*&&*honeycrisp*	Search for "apple" AND "honeycrisp" in any order
!	NOT	Title: *apple*&&!*tree*	Search for "apple" but not "tree"
>=	GREATER THAN OR EQUAL TO	Lead Unit: >=CC010005	Search records with Lead Unit Greater than or Equal to "CC010005"
>=	LESS THAN OR EQUAL TO	Lead Unit: <=CC010005	Search records with Lead Unit Less than or Equal to "CC010005"
>=&&<=	SERIES	Lead Unit: >=CC010782&&<=CC010828	Search records with Lead Unit from "CC010782" to "CC010828" (Just like combining Greater Than or Equal to and Less Than or Equal to)

NOTE: To ensure you get a complete set of UMD records returned, type in CC01*|CC09* in Unit ID. Due to KR logic and the results being limited to 500 records, leaving this field blank may cause KR not to return all records.
There are some older UMD development proposals (2007-2015) that have UMCP as their lead unit. To include them in your broad search, type in UMCP|CC01*|CC09*.

All Links

The All Links page allows you to access a large assortment of links which include common lookups for Sponsors, Organizations, and Address Book tables. It can also be used to access the same Kuali Research module links found on the Common Tasks page. All of the links are organized by category and contained in expandable panels. While all links are visible to every user, only users with authorized access will be able to view and edit certain records.

If you have an idea of what you are looking for, the easiest option may be to type a keyword into the "Search for a Link" field. It will auto-populate results based on the text you enter.

> ## Quick Tip!
> To access these common lookup tables simply type in their names in the "Search for a Link" field.
> These are also located under the Shared Across Modules and System Admin Panels.
> - Sponsor
> - Organization
> - Address Book

Link Panels
You may alternatively look for a link manually within each panel using the Category title as a guide.
- To expand each panel and display the links click on the down icon ⌄ .
- To collapse each panel and hide links in that section click on the up icon ⌃ .
- You will notice as you expand each additional section that previous sections you opened will automatically be collapsed.

Common Links
Below is a list of the most commonly used links:

Award
- All My Awards - Initiates a full search of awards where you are listed as the PI, CO-I or Key Person.
- Search Awards - Allows you to use the Full Search page to search for Award records.

Institutional Proposal
- Search Institutional Proposals - Allows you to use the Full Search page to search for Institutional Proposal records.

Miscellaneous
- Action List - Allows you to view your Action List where you will find requests for approval, proposal certification requests, FYIs, and other items.

- Current & Pending Support - Allows you to do a Current or Pending Report for any investigator. After selecting a person, click "Initiate Report" then you may select an Export option at the bottom. You may alternatively select the "Print" option to generate a PDF of each.
- Current locks - Allows you to search for one's Pessimistic Lock.
- Doc Search - Allows you to search for any record by the document number.
- Locks - Allows you to search for your Pessimistic Locks.
- Sponsor - Allows you to search the Sponsor lookup table.
- Unit - Allows you to search for any unit number/name.
- Unit Hierarchy - Allows you to view the unit organization between departments and colleges.

Negotiation - ORA use only.

Proposal Development
- All My Proposals - Initiates a full search of Proposal Development records where you are listed as a Participant (person listed in the Access section of a Prop Dev record). This may be useful for proposal creators to identify proposals they've initiated.
- Create Proposal - Allows you to create a Proposal Development record (only for the Proposal Creators aka Aggregators).
- Proposals Enroute - Allows you to perform a search for Prop Dev records that are in the review/approval process (Approval in Progress, Approval Pending…, etc.)
- Search Proposals - Allows you to use the Full Search page to search for Prop Dev records.

Shared Across Modules
- Address Book - Allows you to search the Address Book table where Proposal Creators add Non Employees and Performance Sites for use on Prop Dev records. This lookup provides an edit option within your search results should you need to update an address book record you created.
- Organization - Allows you to search the Organizations (aka Subawardee) lookup table.

Subaward
- Search Subawards - Allows you to use the Full Search page to search for Subaward records.

System Admin
- Organization - Allows you to search the Organizations (aka Subawardee) lookup table.
- Pessimistic Locks - Allows you to search for your Pessimistic Locks.
- Sponsor - Allows you to search the Sponsor lookup table.

Institutional Proposals

The Institutional Proposal module contains the records of proposals that have been submitted by ORA to an external sponsor. Data in the Institutional Proposal module originates from the Proposal Development module and may be updated as necessary.

This module is open to campus users and does not contain any proprietary or sensitive information which may have been included in the scope of work or budget of the proposal.

Click on Common Tasks in the Navigation bar.
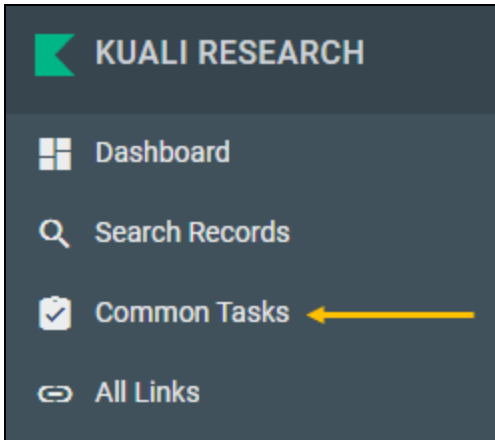
This will open the Common Tasks screen. Under Institutional Proposal, click on Search Institutional Proposals.
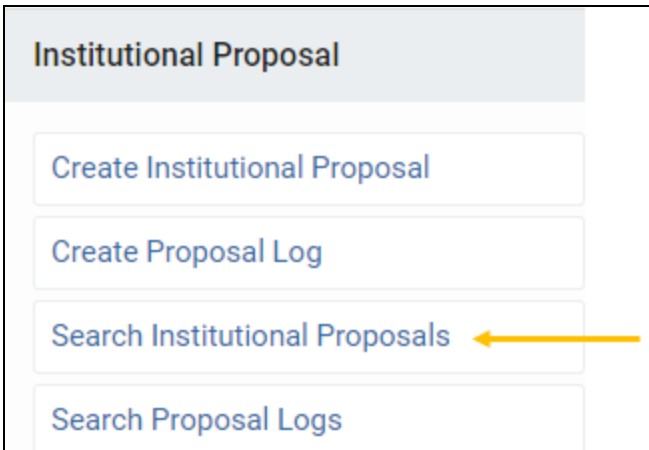
This will bring up the Institutional Proposal Lookup screen.

Institutional Proposal Lookup

Institutional Proposal Number:	[ ]
Proposal Type:	select ▼ 🔍📖
Status:	▼ 🔍📖
Account ID:	[ ]
Project Title:	[ ]
Unit ID:	CC01*|CC09* 🔍📖
Unit Name:	[ ]
Proposal Person:	[ ] 🔍
Investigator ID:	[ ] 🔍
Sponsor ID:	[ ] 🔍📖
Sponsor Name:	[ ]
Prime Sponsor ID:	[ ] 🔍📖
Prime Sponsor Name:	[ ] 🔍📖
Proposal Create Date From:	[ ] 📅
Proposal Create Date To:	[ ] 📅

(search) (clear) (cancel)

Institutional Proposal Number: assigned at the time of submission, format is FY, FM, 4 digits (where FY is fiscal year, FM is fiscal month)
Proposal Type: drop-down
Status: drop-down
Account ID: Workday GR ID, if applicable
Project Title: title assigned to proposal
Unit ID: always include CC01*|CC09*unless searching for a specific UMD unit
Unit Name: lead unit name
Proposal Person: PI, Co-I, or UMD Key Personnel assigned on the proposal
Investigator ID: PI or Co-I's UID
Sponsor ID: KR generated sponsor number
Sponsor Name: name of the sponsor
Prime Sponsor ID: KR generated sponsor number
Prime Sponsor Name: name of the originating funding sponsor
Proposal Create Date From/
Proposal Create Date To: date range for proposal create date (inclusive)

Using Kuali Research searching techniques, type in your search criteria and click on search.
See Search Records Page for more information and techniques to get the most out of searching.

Note: To ensure you get a complete set of UMD proposals returned, type in always include CC01|CC09*. Due to KR logic and the results being limited to 500 records, leaving this field blank may cause KR not to return all proposals.*

Tip: students are included in person searches. To exclude students, type !N in the Employee Type Code field.

Institutional Proposal Number Schema

The Institutional Proposal Number is assigned at the time of proposal submission to the sponsor. The proposal number consists of the 2 digit Fiscal Year, the 2 digit Fiscal Month (not calendar month), and a 4 digit Kauli Research generated sequential number. The Institute Proposal sequential number counter is reset each July 1 to indicate the new Fiscal Year (e.g. 20010223 - the proposal was submitted in FY20, the first FY month - July, and its sequential number is 0223).

For FY 24:

Fiscal Year	Fiscal Month	Calendar Year	Calendar Month	Search Prop #
25	01	24	07 - July	2501*
25	02	24	08 - August	2502*
25	03	24	09 - September	2503*
25	24	24	10 - October	2504*
25	05	24	11 - November	2505*
25	06	24	12 - December	2506*
25	07	25	01 - January	2507*
25	08	25	02 - February	2508*
25	09	25	03 - March	2509*
25	10	25	04 - April	2510*
25	11	25	05 - May	2511*
25	12	25	06 - June	2512*

Clicking on the Search button after entering search criteria will return a results list at the bottom of the lookup screen.

Click on the "open" link to open the selected proposal.

KC Institutional Proposal Screen

After opening an Institute Proposal, you will see tabs, panels within tabs, and a static box of reference information that will display on each page.

Reference Information Box

Top right of the screen

Status should always be FINAL. If it is anything other than FINAL, ORA is currently working on the record, and the data are not yet finalized or reportable.

Proposal Tabs

Institutional Proposal Tab

Contains general information about the proposal.

Document Overview Panel

This panel contains the document information for the proposal. The description references the Proposal Development record that created the institutional proposal. For older historical records, the Description will contain the IP number.

Institutional Proposal Panel

Institutional Proposal	
Institutional Proposal Number: 22010065	**Institutional Proposal Version:** 2
Fiscal Month/Year: 04/2025	**Created from Prop Log:** 22010065
Award ID:	**Lead Unit ID:** CC010925 - ENGR-Mechanical Engineering
Proposal Type: New	**Status:** Funded
Initial Contract Admin: cmoore17	**Activity Type:** Research - Basic
Updated By: cmoore17	**Proposal Create Date:** 2021-07-06
Project Title: CALCE Membership Agreement with Sandia, USMF, and UMD	**Last Update:** 2021-07-06 11:12:35.0

This panel contains general proposal information.

Institutional Proposal Number: assigned at the time of submission (format FYFM####)

Institutional Proposal Version: the version number indicates the number of changes that have occurred to the proposal after submission

Fiscal Year/Month: fiscal year and month proposal was submitted to sponsor

Created from Prop Log: blank for newer records, but historical records may display the Institute Proposal number

Award ID: if this proposal was submitted as a Continuation or Renewal, this will contain the existing award ID which is an internal tracking number generated by Kuali Research

Status: status of the proposal

> **Pending:** ORA has not received information about the status of the proposal since submission
>
> **Funded:** this proposal is tied to one or more awards in KR
>
> **Not Funded by Sponsor:** ORA has received information that this proposal will not be funded
>
> **Withdrawn:** ORA has withdrawn this proposal from funding consideration at the Sponsor
>
> **Void:** this Institute Proposal record was created in error
>
> **Expired - Sponsor No Action:** at least 18 months have passed since the proposal was submitted and the proposal has not been funded
>
> **Replaced by Later Proposal:** multiple Proposal Development records were created and submitted when there was only 1 request for funding. The duplicate Institute Proposal records will be marked as Replaced by Later Proposal
>
> **Not Awarded - Unacceptable Terms:** despite the best efforts, ORA and the Sponsor were not able to accept the terms and conditions of the award
>
> **Released to Foundation**: not used at UMD

Proposal Type: type of proposal submitted - New, Continuation, Revision, Renewal

Activity Type: type of activity as identified by the PI in development proposal

- **Research - Basic:** systematic study directed toward fuller knowledge or understanding of the fundamental aspects of phenomena and of observable facts without specific applications towards processes or products in mind.
- **Research - Applied:** research assessing and using some part of accumulated theories, knowledge, methods, and techniques for a specific driven purpose.
- **Research - Development:** systematic application of knowledge or understanding, directed toward the production of useful materials, devices, and systems or methods including design, development, and improvement of prototype and new processes to meet specific requirements.
- **Clinical Trial:** research studying the effectiveness of a particular device/therapy/drug with humans.
- **Training/Instruction:** projects, which incorporate teaching mainly.
- **Fellowship:** projects which provide a stipend to faculty or students in support of their undirected research or advanced study.
- **IPA:** Intergovernmental Personnel Assignments of personnel on temporary assignment to federal agencies.
- **Services/Other Sponsored Activities:** projects, which involve the performance of work other than instruction/training and research. Examples of such projects are health and community service projects.

Initial Contract Admin: directory ID of ORA contract administrator

Proposal Create Date: date institutional proposal was created
Updated by: directory ID of the last person who updated the proposal
Last Update: date and time proposal was last updated
Project Title: title of the proposal

Summary Comments Panel

Summary Comments	
Add:	⟳

If the proposal has been modified since it was submitted, comments about the change are shown here.

Sponsor & Program Information Panel

Sponsor & Program Information

Sponsor ID:	202508 📖 DOE - Office of Science	Sponsor Proposal ID:
Prime Sponsor ID:	📖	NSF Science Code: Agricultural Sciences - Life Sciences: D.01
Sponsor Deadline Date:	03/25/2022	Sponsor Deadline Time: 11:59 PM
Sponsor Deadline Type:	Receipt	Notice Of Opportunity: Federal Solicitation
Does this proposal include subaward(s)?:	Yes	Anticipated Award Type: Grant
Opportunity:	DE-FOA-0002601	

ALN

	Assistance Listing Number	ALN program Title Name	Actions
1	81.049 📖		

This panel contains information about the sponsor that the proposal was submitted to and the sponsor's submission requirements.

Sponsor ID: KR generated sponsor number (internal tracking ID), sponsor name below ID

Sponsor Proposal ID: not used at UMD

Prime Sponsor ID: if used, will contain internal tracking ID for sponsor, sponsor name listed below the ID

NSF Science Code: carries over from Proposal Development record

Sponsor Deadline Date: date submission was due to sponsor

Sponsor Deadline Time: time submission was due to sponsor

Sponsor Deadline Type: type of deadline, receipt or postmark

Notice of Opportunity: type of opportunity (Federal solicitation, Limited submission, Unsolicited, etc)

Does this include subawards? Yes or no

Anticipated Award Type: type of award expected

Opportunity: Opportunity ID number if applicable

Assistance Listings Number: Federal ALN (formerly CFDA) of federal agency if applicable

Financial Panel

This panel shows the proposed project periods and amounts as they were in the original submission by ORA.

Initial Period: first increment of project

Total Period: entire project

Requested Start Date: date PI identified in the proposal as the start date

Requested End Date: date PI identified in the proposal as end date

Total Direct Cost: total direct costs for increment/project

F&A Cost: indirect costs for increment/project

Total All Cost: the sum of Total Direct and Indirect costs requested of sponsor in proposal

[recalculate] button does not work in view mode

Graduate Students Panel

Not used at UMD

Notes and Attachments Panel

Not used at UMD

Delivery Info Panel

This panel contains information that was included in the Proposal Development record describing how the proposal is to be delivered.

Mail By: the group that submitted the proposal, OSP indicates ORA

Type: method of delivery - usually electronic

Mail Account ID: not used at UMD

Number of Copies: not used at UMD

Rolodex ID: name/address of sponsor of the proposal

Keywords Panel

Not used at UMD

Contacts Tab

Project Personnel Panel

This contains information about the investigators assigned to the proposal.   Basic information is from PHR and loaded into Kuali Research.

Persons: project personnel name

Unit: primary unit assigned to the person, not necessarily a unit associated with this proposal

Project Role: role assigned to the person for this project

Co-I (UMB Routing Req'd) is Co-investigator. Please ignore the (UMB Routing Req'd) for UM, College Park Users.

Office Phone and Email: phone and email for person

Person Details Subpanel

Include in Credit Allocation: yes/no

Faculty: yes/no

Effort fields: not used at UMD

Unit Details Subpanel

List of unit(s) associated with this person for this project

Lead Unit: if this is the lead unit for the proposal; only available if the Project Role is PI/Contact

Unit Name/Number: name and number of the unit

OSP Administrator: ORA contract administrator assigned to the unit

Combined Credit Split Panel

The Combined Credit Split Panel shows how the DRIF credit split is allocated per investigator and department.   Each Unit Total will equal 100% - the percent entries for individual units assigned to the investigators must add up to 100%. The Project Person's Total will equal 100% - the percent entries listed with each Investigator's name must add up to 100. If all fields are zeroes, the Credit Split information has not been entered.

Unit Contacts Panel

Not used at UMD

Central Administration Contacts Panel

	Person	Unit	Project Role	Office Phone	Email
1	Catherine Ashley Parker 📖	CC010925 📖	OSP_ADMINISTRATOR	301-405-6275	caparker@umd.edu

Lists the proposal's Lead Unit ORA Contractor Administrator contact information
Person: Name of ORA Contractor Administrator
Unit: unit ID of proposal unit
Project Role: role of ORA Contract Administrator
Office Phone: phone number of ORA Contract Administrator
Email: email address of ORA Contract administrator

Supplemental Info Tab

College Park - Other Panel

College Park - Other

Full Group Name: College Park - Other

Admin Costs Included: Not Included (or XX account)

Admin Costs Included: describes whether or not Admin Costs are included as direct costs and the reason.

Compliance Tab

Compliance Panel

	* Type	* Approval Status	Protocol Number	Application Date	Approval Date	Expiration Date	Exemption #
1	Financial COI	Approved					
	Comments:	FCOI disclosure was submitted (package ...					
2	Biological Materials	Pending					
	Comments:						
3	Chemicals	Pending					
	Comments:						

This tab displays any compliance requirements for this proposal. If nothing is listed, then there are no compliance requirements.
Type: type of compliance
Approval Status: status of compliance
Protocol Number: if issued, protocol number
Application/Approval/Expiration Dates: dates as described
Exemption #: only used on Human Subjects compliance items, indicates the reason for exemption

Distribution Tab

Cost Sharing Panel

Cost Share							
	* Project Period	Cost Share Type	Percentage	Source Account	Amount	Unit Name	Unit
Add:						(select) 🔍 📖	
1	1	Mandatory		UMD	5,000.00	ENGR-Mechanical Engineering 🔍 📖	CC010925
Total:					$5,000.00		

If Costing Sharing is requested in the proposal, one line for each source for each project period will be completed.

Project Period: the period the cost share committed

Cost Share Type: the type/reason for the cost share

Percentage: not used at UMD

Source Account: unit that is providing the cost share funds

Amount: the dollar amount the unit is providing for cost share

Unit Name: unit providing the cost share

Rates Panel

Rates Distribution List								❓
	Rate Type Code	Start Date	Institute Rate	Applicable Rate	Activity Type Code	On Campus	Fiscal Year	Amount
Add:						Yes		
1	MTDCA	07/01/2022	27.50	27.50	4	No	2023	
2	MTDCA	07/01/2022	55.00	55.00	4	Yes	2023	
3	MTDCA	07/01/2023	27.50	27.50	4	No	2024	
4	MTDCA	07/01/2023	56.00	56.00	4	Yes	2024	
5	MTDCA	07/01/2024	27.50	27.50	4	No	2025	
6	MTDCA	07/01/2024	56.00	56.00	4	Yes	2025	

Indirect Cost Rate Type and the On/Off campus indicator is displayed.

Rate Type Code: MTDC - Modified Total Direct Costs (MTDC5 - migrated from Coeus; MTDCA -on /off adjacent; MTDCR - on/off remote); TDC - Total Direct Costs; Other - 0% Indirect Costs

Start Date: start date of Fiscal Year

Institute Rate: institutional F&A rate based on rate type and FY, may not be present on older proposals

Applicable Rate: F&A rate requested for the proposal

Activity Type Code: type of activity planned listed on Institutional Proposal Panel

On Campus: Yes/No flag

Fiscal Year: first fiscal year of this project

Amount: not used

Institutional Proposal Actions Tab

Data Validation Panel

Data Validation   ▾ hide

Data Validation

You can activate a Validation check to determine any errors or incomplete information. The following Validations types will be determined:

- errors that prevent submission into routing
- warnings that serve as alerts to possible data issues but will not prevent submission into routing

turn on validation

Used by ORA only.

Funded Awards Panel

Funded Awards

Award ID	Award Version	Proposal Version	Account ID
305447-00001	1	2	GR008712

If the proposal is funded, this shows the awards which are associated with this proposal.

Ad Hoc Recipients Panel

Not used at UMD.

Print Panel

Print

▾ hide   Print Notice

Proposal Notice   print

▾ hide   Print Reports

Current Report   Person: initiate report

Pending Report   Person: initiate report

Print Notice: allow you to print a summary report of all proposal detail or do a Current or Pending Report for any investigator. From Initiate Report - you can download the report to a spreadsheet.

Route Log Panel: Institute Proposals are not routed via Kuali Research at UMD.

Medusa Tab

Please see the Medusa Section at the end of this guide for details on Medusa.

Awards

The Award module contains records of agreements that have been made to UMD from an external funding source. Data in the Award module pulls forward from Institute Proposal, and ORA updates each record with data from the sponsor. An award consists of award documents for the parent account and all child accounts as well as a single time & money document.

This module is open to campus users, and data from this module feeds into Workday for the tracking of expenditures on sponsored research accounts. Award attachments include the official award document from the sponsor, action requests from UM departments, and backup information for actions taken.

The Award module is composed of two types of documents - Award Documents and Time and Money Documents. The Award Document contains basic information about the award, sponsor, project personnel, and award attachments. The Time and Money Document contains the information about the start and end dates and obligated and anticipated funding for each individualWorkday account of an award.

Click on Common Tasks in the Navigation bar.
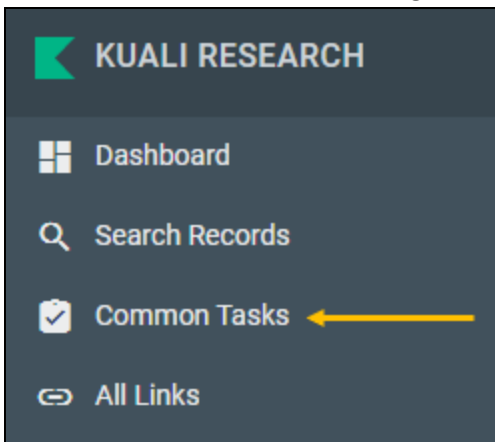
This will open the Common Tasks screen. Under Award, click on Search Awards.
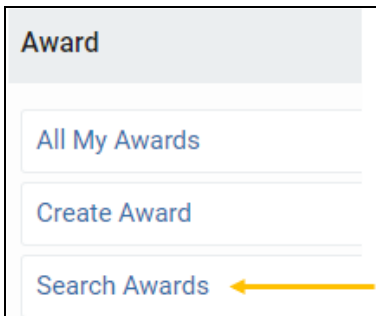
This will bring up the Award Lookup screen.

Award Lookup Screen

Award ID: KR-generated number (format: 01234-00001)
Sponsor Award ID: award identifier assigned by the sponsor (letters and numbers only)
Account ID: Workday GR ID
Award Status: drop-down (use only Approved or Closed)
Sponsor ID: KR generated sponsor number
Sponsor Name: name of sponsor
Prime Sponsor: the sponsor number assigned by KR
Prime Sponsor Name: name of the originating funding prime sponsor
Award Title: title assigned to award
Investigator ID: PI or Co-I UID
Investigator: Full Name of PI, Co-I, or Key person assigned to the award
Lead Unit ID: Unit ID: always include CC01*|CC09* unless searching for a specific UMD unit
Lead Unit: Lead unit name
OSP Administrator Username: directory ID of contract administrator for this award
Award Type: dropdown, agreement type
Project Start Date From/To: enter in date range for project start date
Document Status: radio buttons (Final – complete, Saved – in progress)

Using Kuali Research searching techniques, type in your search criteria and click on search.
See Search Records Page for more information and techniques to get the most out of searching.

Note: To ensure you get a complete set of UMD awards returned, type in CC01|CC09* in Unit ID. Due to the KR search algorithm and the results being limited to 500 records, leaving this field blank may cause KR not to return all awards.*

Search will return a results list at the bottom of the Lookup screen.

55 items retrieved, displaying all items.

Actions	Award ID	Sponsor Award ID	Lead Unit ID	Lead Unit	Account ID	Award Status	Award Title	Sponsor ID
open copy medusa View Invoices	500053-00001	W911NF2420143	CC010850	CMNS-IREAP-Quantum Technology Center	GR100169	Approved	What happens if mismatch on F&A rate vs rate agreement type -- new sp...	417560

Award Details

Click on open to view award details. View invoices is not used. Even though listed, basic users cannot copy awards.

Reference Information Box

PI: Stephen D Dowdy	**Document ID:Status:** 6031310:FINAL
Lead Unit: CMNS-IREAP-Quantum Technology	**Award ID: Account:** 500053-00001:GR100169
Sponsor Name: Glenewinkel Catering	**Last Update:** 09/27/24 by Stephen D Dowdy (sdowdy)

In the upper right corner, you will see a static box of reference information. Document ID status should always be FINAL. If it is anything other than FINAL, ORA is currently working on the record, and the data are not yet finalized or reportable.

Award	Contacts	Commitments	Budget Versions	Payment, Reports & Terms	Compliance	Supplemental Info	Comments, Notes & Attachments	Award Actions	Medusa

Tabs across the top of the page allow you to navigate to different sections of the award.

Award Tab

Document Overview Panel

Document Overview

* Description:		SD	
		Explanation:	↪
Organization Document Number:			

Description: the award ID may be listed for older records; otherwise the initials of the last modifier are used.

Funding Proposals Panel

Basic details about the funding proposal(s). Click on the show button to see extended detail about the proposal. If more than one funding proposal, proposals are shown in proposal number order.

Principal Investigator: name of person who is the assigned principal investigator for this proposal
Lead Unit: number and name of unit that is the lead for this proposal
Proposed Sponsor: sponsor on the proposal
Proposed Start/End Date: start and end dates proposed on the proposal
Total Costs: total amount requested on the proposal

Details and Dates Panel

Current Action Subpanel

Transaction Type: the latest action taken on the latest version of the award
Notice Date: the date that latest action was taken and will be reported

Institution Subpanel

Award ID: This is the KR generated award number
An award with multiple accounts will have award numbers with the same root number and different suffixes. ex: 027012-00001, 027012-00002, 027012-00003 are all account for the same award/project; -00001 is the parent account and -00002 and -00003 are the child accounts
Version: the current version number of the award, each version will represent an action ORA has taken on an award
Award Status: the status of this particular award and account
> **Approved:** this is an active award
> **Closed:** this award, and associated accounts, have been closed in Workday
> **Future**: this award is an AANA
> **Void:** this award should not have been created and is not reportable, disregard
> **DNU Pending within ORA/SPA, DNU Sent to Post award, and Returned:** not used in KR
> **Future and To Be Closed**: not used at UMD

Account ID: the Grant ID worktag for Workday on monetary awards (starts with GR) or account number for non-monetary awards (starts with XX)
Award Title: title of the award as indicated on the proposal, may have additional information prefixed to the title if necessary for reporting purposes
Lead Unit: the lead unit number and name for this particular account

Account Type: the type of account

NOTE: Historical records may not have an account type assigned and lists "DNU-Migrated Award Type"

> **Regular:** plain account
> **SBIR:** Small Business Innovation Research
> **STTR:** Small Business Technology Transfer
> **DURIP:** Defense University Research Instrumentation Program
> **MURI:** Multidisciplinary University Research Initiative
> **CRADA**: Cooperative Research and Development Agreement: RDECOM
> **NIIMBL**: National Institute for Innovation in Manufacturing Biopharmaceuticals

Activity Type: type of activity as identified by the PI in development proposal

- **Research - Basic:** systematic study directed toward fuller knowledge or understanding of the fundamental aspects of phenomena and of observable facts without specific applications towards processes or products in mind.
- **Research - Applied:** research assessing and using some part of accumulated theories, knowledge, methods, and techniques for a specific driven purpose.
- **Research - Development:** systematic application of knowledge or understanding, directed toward the production of useful materials, devices, and systems or methods including design, development, and improvement of prototype and new processes to meet specific requirements.
- **Clinical Trial:** research studying the effectiveness of a particular device/therapy/drug with humans.
- **Training/Instruction:** projects, which incorporate teaching mainly.
- **Fellowship:** projects which provide a stipend to faculty or students in support of their undirected research or advanced study.
- **IPA:** Intergovernmental Personnel Assignments of personnel on temporary assignment to federal agencies.
- **Services/Other Sponsored Activities:** projects, which involve the performance of work other than instruction/training and research. Examples of such projects are health and community service projects.

Award Type: legal instrument of the agreement between sponsor and UM

Sponsor Subpanel

This section contains the information about the sponsor who is providing the funding for this award.
Sponsor ID: KR generated sponsor number, sponsor name under ID
Prime Sponsor: if this award has flow-through funds, the originating sponsor will be listed in here
Sponsor Award ID: the number the sponsor assigns and uses to refer to the award document
Modification ID: if the Sponsor numbers their modifications, ORA will record this here
NSF Science Code: As indicated by the PI in the Development Proposal for NSF Higher Education Research and Development Survey (HERD) survey and other reporting purposes
FAIN ID: Federal Award Identification Number, which is a unique number assigned by the Federal agency
Federal Award Year: Federal fiscal year in which the award was issued to UM
Assistance Listings Number: ALN as indicated on the award document, ORA also records for all Federal or Federal flow-through agreements for Schedule of Expenditures of Federal Awards (SEFA) and other reporting purposes.

Sponsor Funding Transferred Subpanel

This subpanel is rarely populated, but if it is known that the Prime Sponsor received funding from another agency, ORA will record this information here.

Time and Money Subpanel

This subpanel shows the date information for this award.

Project Start and End Date: These dates are the dates of the entire project, the -00001 award if looking at a child account.

Obligation Start and End Date: The dates for which UM spending on this account may begin and must end. These dates are reflected in Workday.

Federal Award Date and Execution Date: The date in which the award terms and conditions applied. This is the issue date of the award. These dates will be the same and are completed regardless of sponsor type.

Modification Date: date if there is a modification

Anticipated and Obligated Direct: caution, these totals represent the Obligated and Anticipated Total amounts and may be misleading on -00001 accounts as they include the amounts for the entire project, not just the account displayed. For Account specific amounts, you must navigate to the Time and Money document.

Anticipated and Obligated F&A (Baltimore Only): not used at UMD

Anticipated and Obligated Total: caution, these totals represent the Obligated and Anticipated Total amounts and may be misleading on -00001 accounts as they include the amounts for the entire project, not just the account displayed. For Account specific amounts, you must navigate to the Time and Money document.

Additional Document Numbers and Related Accounts

- For awards that existed prior to Workday, the KFS Legacy Account Numbers and Cost Share Accounts are listed.
- Subawards are also listed with their associated Grant ID numbers

Document #: the legacy KFS Account Number assigned to this award

Show on Invoice: always false

Subawards Panel

Approved Subawards			
Organization Name	**Amount**		**Actions**
Total:	$0.00	recalculate	

Subawards where this award is a Funding source

	Subrecipient Name:	**Subaward Id:**	**Obligated Amount:**	**Subaward Status:**
Open Subaward	Parsons Brinckerhoff Inc	2702	277230.00	Active
Open Subaward	Texas A&M Transportation Institute	2710	98940.00	Active
Open Subaward	Cambridge Systematics, Inc.	2711	227230.00	Active

Approved Subawards Subpanel not used at UMD

Subaward where this award is a Funding Source Subpanel

All subawards are listed here if present. You can click on the "Open Subaward" link to see subaward details.
Subrecipient Name: legal name of the subawardee
Subaward ID: KR generated internal tracking number for the subaward
Obligated Amount: the amount that the subawardee is allowed to spend
Subaward status: status of the subaward

Sponsor Template Panel

Sponsor Template	▼ hide	
Sponsor Template		
Sponsor Template Code: 213	**Description:** ORA with Uniform Guidance 12/26/14	
Note: Award data may have changed since Sponsor Template was applied		

Sponsor Templates are used by ORA when creating the award.
Sponsor Template Code: number identifying the sponsor template
Description: description of the sponsor template

Keywords Panel
Not used at UMD

Contacts Tab

Key Personnel and Credit Split Panel

The Contacts Tab contains information about individual persons associated with the award.

Key Personnel Panel

Person: name of project personnel
Unit: units assigned to the person per PHR, not necessarily on this award, see unit details subpanel
Project Role: role assigned to the person on this award
Co-I (UMB Routing Req'd) is Co-investigator. Please ignore the (UMB Routing Req'd) for UM, College Park Users.
Office Phone and Email: phone and email for the person, from PHR

Person Details Subpanel

Include in Credit Allocation: yes/no
Faculty: yes/no, populated from PHR data
Effort fields: not used at UMD

Unit Details Subpanel

The unit(s) associated with this person for this award
Lead Unit: radio button activated for the lead unit, displayed only for the PI/Contact
Unit Name/Number: name and number of the unit

Combined Credit Split Subpanel

Combined Credit Split	
Recognition	
Eun-Suk Seo	**20.00**
CC010846 - Inst for Physical Science & Technology	25.00
CC010856 - CMNS-Physics	75.00
Unit Total:	**100.00**
Carter Hall	**20.00**
CC010856 - CMNS-Physics	100.00
Unit Total:	**100.00**
Donna Hammer	**20.00**
CC010856 - CMNS-Physics	100.00
Unit Total:	**100.00**
Jason D. Kahn	**20.00**
CC010865 - CMNS-Chemistry & Biochemistry	100.00
Unit Total:	**100.00**
Chandra Anne Turpen	**20.00**
CC010856 - CMNS-Physics	100.00
Unit Total:	**100.00**
Totals	
Project Person Total:	**100.00**

Lists each person included in DRIF credit split allocation. Credit is assigned to each person, and then each person's credit is assigned to his/her units. Credit split information is initially indicated and approved at the Proposal Development stage and carries forward through Institute Proposal and Award.

Unit Contacts Panel
Not used at UMD

Sponsor Contacts Panel
ORA does not maintain Sponsor Contacts for each award. SPAC's website, http://spac.umd.edu, is listed here to locate the accountant for the award.

Central Administration Contacts Panel

	Person	Unit	Project Role	Office Phone	Email
1	Sheyna Shiree Marcey	CC011075	OSP_ADMINISTRATOR	301-405-3706	smarcey@umd.edu

Contact information for the CA of the lead unit for this award.
Person: name of the ORA Contractor Administrator
Unit: lead unit number
Project Role: will always display OSP_ADMINISTRATOR for Contract Administrator
Office Phone: phone number of ORA Contract Administrator
Email: email address of ORA Contract administrator

Commitments Tab

Cost Sharing Panel

	Percentage	Type	* Project Period	Source	Destination	Commitment Amount	Cost Share Met	Verification Date	Unit Name	Unit	Actions
1	0.00	Mandatory	1	1110210		79,826.00			ARCH-Ctr Smart Growth Research & Educ	CC010702	
2	0.00	Mandatory	2	1110210		68,347.00			ARCH-Ctr Smart Growth Research & Educ	CC010702	
3	0.00	Mandatory Outside Sources	1	1110210		46,600.00			ARCH-Ctr Smart Growth Research & Educ	CC010702	
Total:						**$194,773.00**	**$0.00**				

Comments: Divided CS between Parent & Child per department request. RB 5/18/23

If Costing Sharing is required for this award, at least one line for each source will be completed. The Unit Name is the unit that is responsible for the cost share amount listed.

Percentage: not used at UMD
Type: the type/reason for the cost share
Project Period: the period the cost share will be done
Source: unit that is providing the cost share funds, may also indicate UMD or EXTERNAL as source
Destination: actual cost share account entered by SPAC
Commitment Amount: the dollar amount the unit is providing for cost share
Cost Share Met: not used at UMD
Verification Date: not used at UMD
Unit Name: the unit responsible for the cost share account

F&A Rates Panel

	Rate	Type	Fiscal Year	Start Date	End Date	On Campus Flag	Source	Destination	Unrecovered F&A	Actions
1	56.00	MTDCA	2025	07/01/2024	06/30/2025	on				
Total							$0.00			

Comments:

Indirect cost rate and on/off campus indicator is displayed.
Rate: percentage rate for F&A
Type: direct cost type used for F&A
Fiscal Year: beginning fiscal year that the award is entered into the system– this rate carries through the term of the award
Start Date: start date of fiscal year
End Date: end date of fiscal year
Campus: on or off
Source: not used at UMD
Destination: not used at UMD
Unrecovered F&A: not used at UMD

Benefit Rates Panel

Not used at UMD

Preaward Authorization Panel

Not used at UMD

Budget Versions Tab

Not Used at UMD

Payment, Reports & Terms Tab

This tab contains basic information for SPAC for invoicing and information about final reports.
Always refer to your award document in the Attachments for the specific requirements and terms and conditions of the award.

Payment & Invoice Panel

Primarily used by SPAC to verify schedule/type for payments and invoices.

 This refresh icon forces an update to the available options in the list based on a selection in a prior field. Also primarily used by SPAC.

Contracts and Grants Billing Panel

Not used at UMD

Reports Classes Panel

Financial SubPanel

Generally displays only final and monthly financial reports. Refer to your award document for details on specific report requirements.

Intellectual Property/Procurement/Property/Proposal Due Subpanels
Not used at UMD

Technical Management Subpanel

General displays only the final technical management report and submission schedule for this award. Refer to your award document for details on specific report requirements.

Miscellaneous Procurement/Purchasing Panel

Shows whether or not a Subcontracting Plan is required.

Terms Panel

Terms		
▼ hide Equipment Approval Terms (1)		
	Code	
1	29: Refer to your award document for details.	
▼ hide Invention Terms (1)		
	Code	
1	23: Refer to your award document for details.	
▼ hide Prior Approval Terms (1)		
	Code	
1	59: Refer to your award document for details.	
▼ hide Property Terms (1)		
	Code	
1	28: Refer to your award document for details.	
▼ hide Publication Terms (1)		
	Code	
1	16: Refer to your award document for details.	
▼ hide Referenced Document Terms (2)		
	Code	
1	72: Refer to your award document for details.	
2	77: Research Terms & Conditions 6/2011. If applicable, Subaward Appendix B and/or National Policy Requirements Appendix C	

Terms will always be "Refer to your award document for details" except for Referenced Documents Terms which will also include specialized considerations such as E-Verify Employment Eligibility Verification, past ARRA Terms and Conditions, and Uniform Guidance Requirements.

Special Approval Panel
Not used at UMD

Closeout Panel

Award Closeout				
Archive Location			**Archive Date**	
Final Report		**Due Date**	**Final Submission Date**	
1	Final Technical Report	08/31/2014		08/01/2014
2	Final Financial Report	08/31/2015		11/30/2014

When an award is closed out, the closeout information will be displayed here.
Archive Location/Date: not used at UMD
Final Report: description of report that was submitted
Due Date: date report is due according to the award's terms and conditions
Final Submission Date: date report was submitted

Compliance Tab

Compliance Panel

This is used to indicate any compliances required for the award.
Type: type of compliance
Approval Status: status of compliance
Protocol Number: if issued, protocol number
Application/Approval/Expiration Dates: dates as described
Exemption #: only used on Human Subjects compliance, indicates the reason for exemption
Only the initial information for any compliance item is recorded in Kuali Research.

Supplemental Info Tab

College Park Other Panel

This tab contains information that is customized for UMD.
Admin Costs Included: describes whether or not Admin Costs are included as direct costs and reason.
IDC Reason: the reason for the indirect cost rate on this account

Comments, Notes & Attachments Tab

Comments Panel

Comments added each time the award is changed to explain what the purpose of the change was, who made the change, and the date of the change. View History allows you to see all previous comments.

Fiscal Reports, Intellectual Property, Procurement, Property, and Notes Panels

Not used at UMD.

Attachments Panel

All attachments for the award are located here. Attachments that affect the whole award are housed in the Parent account (-00001), while attachments related to only a specific child may be housed in a child account. Click on the [view] button to view the attachment.

Award Actions Tab

Data Validation Panel
Used by ORA only.

Hierarchy Actions Panel

Shows the relationship between parent and child accounts.

Print Panel

It allows you to print the award detail information.

Award Notice: Used to print information for the latest final version of the award.

Award Modification: Used to print award notice-type documents for previous versions of the award. Select the Award Version number and Transaction that you would like to see. If you want the most recent Transaction, use the pulldown and select the highest Transaction number.

Time & Money Transaction Detail: Used to print time and money information for previous versions of the award. Select the Award Version number and Transaction that you would like to see. If you want the most recent Transaction, use the pulldown and select the highest Transaction number.

Send Button: **do not use**, this sends an award notice to the PI, Co-Is, and lead unit administrators.

Route Log Panel

Shows action history of the award.

Create Account
Not used at UMD.

Award Post History Panel

It contains the history of all actions on the award.

Time and Money Post History Panel

Shows when the Time and Money document was made available in the feed from Kuali Research to Workday.

Medusa Tab
Please see the Medusa Section at the end of this guide for details on Medusa.

Award Time and Money
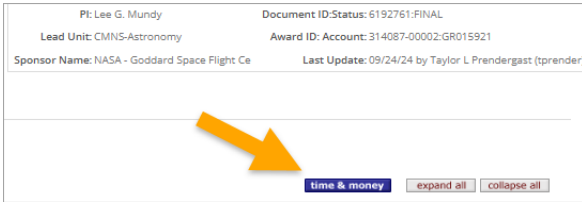
On the right side of the KC Award screen, click on the time & money button. This button is available on all tabs in the Award document. Regardless of which award account you have open in the Award Document, the Time and Money displayed will be for the parent account. You can view child/grandchild information by changing the award on the **Go To** dropdown (fully explained below).

Time and Money Tab

Award Hierarchy Panel

This shows the relationship between the parent and any child accounts for this award. Money flows from the parent account to the child accounts. Click on the + icon to see an expanded view. If there is no plus icon, there are no child accounts for this award. The gray area in the Hierarchy panel is scrollable. To see all the information, you may have to scroll down. Click on the "Expand All" button to see all accounts for this award. Change the drop-down to Distributed/Distributable. Be sure to scroll down to the account you are interested in.

The **Distributable** is the amount of funds for that account. Obligated Distributable is the amount the sponsor has obligated to date for that particular account. Anticipated distributable is the amount the sponsor has indicated in an award document that they anticipate awarding over the life of the award. The Obligated Distributable amount is the amount that is fed to Workday for this award.

The total row may provide an over-inflated amount as that indicates the amount of funds that have ever been in the account. Funds are added to the parent account and then distributed to the child account(s).

Breakdown of Items on Award Hierarchy Panel

Award Hierarchy

Transaction Type Code	Notice Date
See Comments	05/10/2018

This shows the most recent transaction for this award.

Go To: [025363-00001 ▼] [go]

5 Nodes: ⊟ Collapse All ⊞ Expand All

The number of nodes indicates how many accounts there are for this project.

Go To: [025363-00002 ▼] [go]

025363-00001
025363-00002
5 Nodes   025363-00003
025363-00004
025363-00005

This allows you to select which specific account (parent/children) you want to see in the Transactions Panel. Click on the drop-down, select the account, and click on go.

⦿ current ◯ pending   [Totals ▼]

Always select current. Current shows all transactions that have been posted in Workday.

⦿ current ◯ pending   [Totals ▼]
                        Dates Only
                        Distributed/Distributable
ct End   Obligate   Totals

The Totals drop-down allows you to select what view you want to see in the Award Hierarchy panel.

Dates Only

5 Nodes: ⊟ Collapse All ⊞ Expand All			Oblg. Start	Oblg. End	Project End
⊕ 025363-00001 : 4315531 : Michael S. Rendall : BSOS-Dean-Maryland Population Research Center			06/01/2016	05/31/2021	05/31/2021

Shows only the dates of the transaction.

Distributed/Distributable

2 Nodes: ⊟ Collapse All ⊞ Expand All	Oblg. Start	Oblg. End	Project End		Obligated	Anticipated
⊕ 309277-00001 : GR012408 : Eun-Suk Seo : CMNS-Physics	12/01/2022	11/30/2027	11/30/2027	Distributed:	1,109,871.00	1,109,871.00
				Distributable:	382,684.00	382,684.00
				Total:	1,492,555.00	1,492,555.00

Shows the distributed, the distributable, and the total amounts for the account listed to the left.

Totals

2 Nodes: ⊟ Collapse All ⊞ Expand All	Oblg. Start	Oblg. End	Project End	Oblg. Direct	Oblg. F&A	Oblg. Total	Ant. Direct	Ant. F&A	Ant. Total
📁									
🟢 309277-00001 : GR012408 : Eun-Suk Seo : CMNS-Physics	12/01/2022	11/30/2027	11/30/2027	1,492,555.00	0.00	1,492,555.00	1,492,555.00	0.00	1,492,555.00
📁									
🟢 309277-00002 : GR012409 : Eun-Suk Seo : CMNS-Physics	12/01/2022	11/30/2027	11/30/2027	1,109,871.00	0.00	1,109,871.00	1,109,871.00	0.00	1,109,871.00

Shows the project start/end dates and obligated/anticipated totals for the account listed to the left.

Click on the yellow folder 📁 to display all the child accounts under the parent.
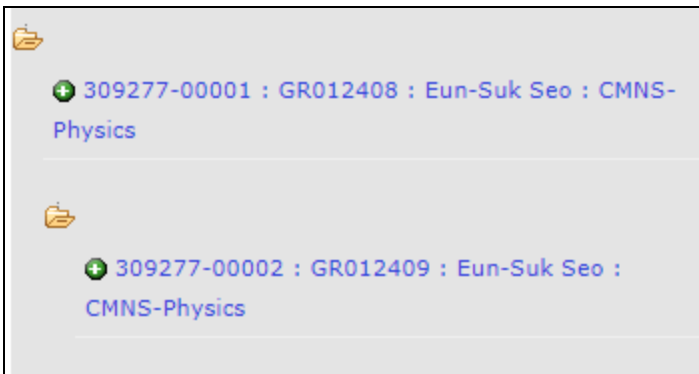
The open folder 📂 indicates that the child accounts beneath the yellow folder are open. Note that if the child account has a grandchild account underneath it, the yellow folder next to the child account can be opened as well. If you click on a 📁 and nothing appears below the account, that is an indication that there are no children under that account. The green plus 🟢 indicates that the account is active. The red negative 🔴 indicates that this account is in a void or closed status.

Transactions Panel

	Transaction	Comments	* Source Award	* Destination Award	Obligated Change	Anticipated Change
Transactions (027573-00001)		▼ hide				
Transactions						❷
1	199054	parent funds	External	027573-00001	2,758,850.00	84,635,373.00
2	199055	child funds	External	027573-00002	2,085,570.00	2,085,570.00

Shows individual funding transactions done in the most recent version of the Time and Money document for the account selected in the **Go To** above. In the example above, 2 transactions were done in this document. Transaction 1 added funds to the parent account, and Transaction 2 added funds to the child account.
Transaction: internal tracking number for this transaction
Comments: comments about this transaction, entered by CA
Source Award: where the funds for this transaction came from
Destination Award: where the funds for this transaction were placed
Obligated Change: the change to the obligated amount for this transaction
Anticipated Change: the change to the anticipated amount for this transaction

Direct/F&A Funds Distribution Panel
Not used at UMD.

Summary Panel

Summary (309277-00001)   ▼ hide

Summary   ❷

Award ID: 309277-00001		**Award Type:** Grant
Sponsor Award ID: DUE2221369		**Activity Type** Research - Basic
Account ID: GR012408		**Account Type:** Regular
Award Status: Approved		

Title: Chesapeake Scholars in the Physical Sciences

Dates & Amounts   ❷

Sponsor: 000128 - National Science Foundation

Project Start Date: 12/01/2022	**Obligation Start Date:** 12/01/2022
Project End Date: 11/30/2027	**Obligation End Date:** 11/30/2027
Anticipated Cumulative: $1,492,555.00	**Obligated Cumulative:** $1,492,555.00

Award Details Recorded   ❷

Approved Subaward? No	**Payment Schedule?** No
Approved Equipment? No	**Sponsor Funding Transferred?** No
Approved Foreign Travel? No	**Cost Share?** No
F&A? Yes	

Investigators   ❷

Investigators	Units
Eun-Suk Seo (Principal Investigator)	Inst for Physical Science & Technology CMNS-Physics CMNS-Physics (Lead Unit) CMNS-Physics
Carter Hall (Co-Investigator)	CMNS-Physics

Shows summary details of the parent/child accounts. The screen initially shows the parent account summary. The prev and next buttons on the bottom allow you to toggle through the summary panel for other accounts in the hierarchy.

Ad Hoc Recipients Panel/Route Log Panel
Not used at UMD.

Action Summary and History Tab

Action Summary Panel

Action Summary					🛈
Notice Date	**Transaction Type Code**	**Obligation Start Date**	**Obligation End Date**	**Obligated Cumulative**	**Obligated Change**
06/12/2017	Intra-Project Allocation/Redistribution of Funds	06/01/2016	05/31/2021	9,042,287.00	-423,383.00

Shows summary of each time and money action on this award. On the Time and Money tab, in Award Hierarchy, select the specific account you want to see and click Go. This shows all actions that have been done in Time and Money.

History Panel

History								🛈
Document			**Description**					
2466574	Award Version 8, See Comments, notice date: 2018-05-10, updated 10:42 AM 05/10/2018, by cwhitma1. Comments:None.							
2466578	Time And Money Document: See Comments, notice date: 2018-05-10, updated 05/10/18 by cwhitma1. Comments: None							

Transaction ID: 205405	Obligation Start Date	Obligation End Date	Project End Date	Obligated Change	Obligated Cumulative	Obligated Distributable	Anticipated Change	Anticipated Cumulative	Anticipated Distributable
	06/01/2016	05/31/2021	05/31/2021	0.00	9,042,287.00	4,366,766.00	0.00	9,042,287.00	4,366,766.00

▶show Transaction Details/Transaction ID: 865190

Award Transaction	Obligation Start Date	Obligation End Date	Project End Date	Obligated Change	Obligated Cumulative	Obligated Distributable	Anticipated Change	Anticipated Cumulative	Anticipated Distributable
	06/01/2016	05/31/2021	05/31/2021	0.00	9,042,287.00	4,742,375.00	0.00	9,042,287.00	4,742,375.00

Shows the detail history of each time and money action on this award.

If Source or Destination is 000000-00000, the funds came from/returned to an external source.

If Source or Destination is an award ID, that is the award ID which is sending/receiving the funds.
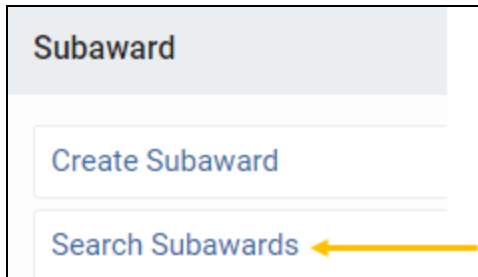
Subawards

The Subaward module contains records of agreements where UMD has an agreement with an external organization to do a portion of the work of a sponsored award. Data in the Subaward module pulls forward from the Award module, and ORA updates each record based on the individual subaward agreement.

This module is open to campus users, and some data from this module are entered into the Kuali Financials System by ORA to create the Purchase Order and pay the invoices approved by the department for work completed by the subaward organization. Subaward attachments include the subaward agreement and subaward action requests from the department.

Click on Common Tasks in the Navigation bar.
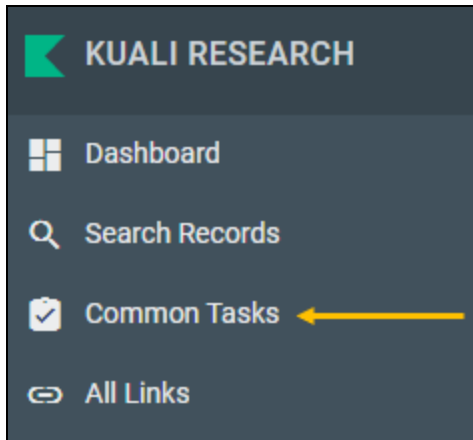
This will open the Common Tasks screen. Under Subaward, click on Search Subawards.

This will bring up the Subaward Lookup screen.

Subaward Lookup Screen

Subaward ID: KR number for subaward
Subrecipient:
Subrecipient Name: legal name of subawardee organization

Start Date From/To: date subaward begins

End Date From/To: date subaward ends

Subaward Type: pulldown, funding mechanism of subaward
Purchase Order ID: PO number per Workday
Award ID: KR award ID assigned to source award
Title: title of subaward (may be preceded by FFATA as needed)
Status: pull down, status of subaward
Account ID: Workday Grant ID number of funding award
Vendor ID: ORA subaward number; starts with Q or Z
Requisitioner User Name: directory ID of person who submitted the subaward request
Requisitioner Unit: always include CC01*|CC09* unless searching for a specific UMD unit
Archive location: not used
Closeout Date From/To: date range subaward is closed out (inclusive)
Document Status: radio buttons (Final – complete, Saved – in progress)

Using Kuali Research searching techniques, type in your search criteria and click on search.
See Search Records Page for more information and techniques to get the most out of searching.
Search will return a results list at the bottom of the Lookup screen.

Note: To ensure you get a complete set of UMD proposals returned, type in always include CC01???? (or CC09???? for UMSG). Due to the KR search algorithm and the results being limited to 500 records, leaving this field blank may cause KR not to return all proposals.

Tip: students are included in person searches. To exclude students, type !N in the Employee Type Code field.

Search will return a results list at the bottom of the Lookup screen.
Click on Open to view details of selected subaward.

KR Subaward Screen

After opening a Subaward, you will see a static box of reference information, tabs, and panels within tabs.

Reference Information Box

Top right of screen

Requisitioner ID: directory ID of person who requested the subaward
Requisitioner Unit: unit name of requisitioner
Subrecipient: legal name of subaward organization
Document ID:Status: document ID and status of the document (should always be final)
Subaward ID: internally generated unique ID for this subaward
Last Update: date, time, and directory ID of the person who last modified this subaward

Subaward Tabs

Document Overview Panel

Description: the CA's initials (new or modified subawards)

Subaward Panel

Subaward	
Subaward ID: 21318	
Version: 12	Execution Date: 02/15/2024
Start Date: 01/01/2024	End Date: 12/31/2025
Subaward Type: Grant	
Title: Regional Interdisciplinary Transportation Decarbonization Fellowship Program in Economics Engineering and Policy	Status: Active
Account ID: 4327353	Vendor ID: Q2735302
Requisitioner User Name: kkmatt Kia Kristina Matthews	Requisitioner Unit: CC010573 AGNR-Agricultural & Resource Econ
Archive Location:	Closeout Date:
Federal Award Project Description:	
F & A Rate: 16.00	De Minimis: No
Comments: UMD IDC: 4% TDC	
Obligated Amount: 81,368.00	Anticipated Amount: 165,045.00
Amount Released: 0.00	Available Amount: 81,368.00
Cost Type: select	Site Investigator:
Requisition ID:	Subrecipient: 202211 Regents of the University of Michigan 073133571
FFATA Required: No	FSRS Subaward Number:

Subaward ID: internal tracking ID
Version: number of how many actions have been done on this subaward
Execution Date: The date of final signature executing the subaward agreement between the 2 parties.
Start/End Date: dates subaward begins and ends
Subaward Type: funding mechanism for the subaward
Title: title of subaward (may be preceded by FFATA as needed)
Status: status of subaward
Account ID: Workday GR ID of funding award
Vendor ID: prefix Z – 52(Federal) or Q - 43 (non-Fed), subaward ID, followed by sequential digit of the subaward for the funding award (begin with 01)
Requisitioner User Name: name of person requesting subaward, departmental contact
Requisitioner Unit: unit of requisitioner
Archive location: not used at UMD
Closeout date: date subaward if closed out
Federal Award Project Description: blank
F&A Rate: rate of F&A, subawardee's charging rate
De Minimus: checked if using the de minimis rate, yes
Comments: contains UM F&A Rate for the first $25K, yes/no equipment indicates if subawardee is purchasing equipment, for charging code 3732 – $ amount subject to F&A, for charging code 3734 – $ amount exempt from F&A
Obligated Amount: amount obligated by UMD for the sub to spend
Anticipated Amount: amount anticipated when subaward is fully funded
Amount Released: not used at UMD
Available Amount: same as the obligated amount
Cost Type/Site Investigator/Requisition ID: not used at UMD
Subrecipient: organization name/DUNS number of subawardee
FFATA Required: if checked, yes, if not, no
FSRS Subaward Number: source award's sponsor's award number

Funding Source Panel

Funding Source						
Award Number:	**Account ID:**	**Award status:**	**Sponsor ID:**	**Amount:**	**Final Expiration Date:**	**Actions**

Current Funding Sources						
Award Number:	**Account ID:**	**Award status:**	**Sponsor ID:**	**Amount:**	**Final Expiration Date:**	
▶ show 311236-00002	GR013830	Approved	001165 : Alfred P. Sloan Foundation	547,344.00	07/31/2026	Open award medusa

Award Number: internal award number that is funding the subaward
Account ID: Workday GR ID of the source award that is funding the subaward
Sponsor ID: KR generated sponsor number of the source award
Amount: the total amount the sponsor is funding to the source award
Final Expiration Date: date source award expires
Open Award: opens a new instance that shows details of source award
Medusa: opens a new instance with Medusa information (See Medusa section for more information)

Contacts Panel

Not used at UMD

Closeout Panel

Closeout				
	Closeout Type:	**Date Requested:**	**Date Followup:**	**Date Received:**
1	Final Patent/Invention Report	02/04/2011	03/01/2011	03/01/2011
	Comments:			
2	Final Technical Report	02/04/2011	03/01/2011	03/01/2011
	Comments:			
3	Subcontractor's Assignment of Refunds, Rebates, Credits, and Other Amounts	02/04/2011	02/04/2011	03/16/2011
	Comments:			
4	Closeout Complete	06/15/2015	07/27/2015	06/15/2015
	Comments:			

If subaward is closed out, this will contain closeout information. Otherwise it is blank.
Closeout Type: indicates the type of item for this entry
Date Requested: date item was requested by ORA
Date Followup: date any follow up by ORA for item request. If there is no follow up, it is the date of the original request
Date Received: date item was received by ORA

Financial Tab

History of Changes Panels

History of Changes Panel (topmost): displays the overall latest time and money information based on all the numbered transactions listed below

- **Obligated Amount:** total obligated amount allocated to subaward
- **Anticipated Amount:** total anticipated amount allocated to subaward
- **Amount Released:** Not Used
- **Available Amount:** Not Used
- **Modification Effective Date:** latest date of the modification (if applicable)
- **Modification ID:** latest identifier of the modification (if applicable)
- **Period of Performance Start/End Date:** latest date ranges where work may occur and must end (similar to obligation dates on awards)

History of Changes Panel (transaction section): lists history of EACH individual transaction

- **Effective Date:** date of subaward action
- **Obligated Change:** obligated amount added/subtracted to/from subaward
- **Anticipated Change:** anticipated amount added/subtracted to/from subaward
- **Modification Type:** type of modification (if applicable)
- **Modification Effective Date:** date modification is effective (if applicable)
- **Modification ID:** identifier of the modification (if applicable)
- **Period of Performance Start/End Dates:** Date range where work may occur and must end (similar to obligation dates on awards)
- **Purchase Order ID:** PO ID issued in Financial system (marked pending initially, then replaced with a Purchase Order ID)
- **Comments:** ORA comments of action
- **Adobe PDF file:** attached file from ORA explaining action, click on view to see attachment

Invoices Panel

Not used at UMD

Supplemental Info Tab

College Park - Other Panel

College Park - Other	▼ hide

College Park - Other ❓

Full Group Name: College Park - Other

COI/FCOI:	No
Has the sub budgeted equipment:	No
Other Deliverables?:	As required
Payment Frequency?:	Monthly
Payment Method?:	Cost Invoice with Certification
Sub Cost Sharing?:	No
Sub CostShare Amount:	
Sub Effective Date:	
Sub Export Control?:	No
Sub IACUC?:	No
Sub IRB?:	No
Sub Participant Support Costs:	No

Shows some terms and conditions, payment and date info, cost sharing, and compliance items of the subaward. See attachments on the Financial tab if more information is needed.

NOTE: some historical fields found on older subawards will not display on newer subawards because they were retired in KR (e.g. sub file type).

Template Information Tab

Template/Contracts/Terms and Conditions/Compliance Panel

Template	▼ hide

Template ❓

Parent DUNS (if applicable) :		Parent Congressional District:
SubProposal Date:		
SOW/Budget specified in proposal :	N	Is R&D:
Includes Cost Sharing:		Sub Registered in CCR?: N
Exempt from reporting exec compensation:	N	

Contacts	▼ hide

Contacts ❓

Invoice / Payment Contact:	0	Final Statement of Costs Contact: 0
Change Requests Contact:	0	Termination Contact: 0
No Cost Extension Contact:	0	Carry Forward Requests Sent To: 0
Invoices emailed:		Email different from Financial Contact's:
Invoice Address different from Financial contact's:		

Terms and Conditions ❓

Applicable Program Regulations:		Applicable Program Regulations Date:
Copyrights:	0	
Automatic Carry Forward:	N	Treatment of Program Income Additive: N
Is an MPI award:		MPI Leadership Plan:

Compliance	▼ hide

Compliance ❓

Prime Sponsor is PHS for FCOI regulation:		Applicable FCOI policy for subrecipient:

Animals

Subjects Included:		
PTE requires verification to be sent:		Not Required Reason:

Humans

Subjects Included:		
PTE requires verification to be sent:		Not Required Reason:
Data will be exchanged under this agreement:		PTE will set forth the terms of exchange of human subjects data:

Reports (0)	▶ show

Attachments (0)	▶ show

Template information in the subaward agreement form (not currently used)

Comments, Notes & Attachments Tab

Used only for Close-out Attachments

Click on the view button to see the attachment.

Subaward Actions Tab

Data Validation Panel

Used by ORA only.

Print Panel

Print Notice: prints the subaward agreement with templates included.

Route Log Panel

Subawards are not routed at UMD

Medusa Tab

Please see the Medusa Section at the end of this guide for details on Medusa.

Medusa

When you click on the Medusa tab or link, the Medusa Panel will be displayed. Medusa can be used to navigate to related Institute Proposal, Award, Development Proposal, and Subaward records. Access to any individual record is dependent on user permissions. Each ▸ indicates that the item will open to display more detail when you click on it.

Medusa Panel

If the Proposal > Award radio button is selected, this will show the relationship between the proposal and other modules (Development Proposal, Award, and Subaward).   Alternatively, if the Award > Proposal radio button is selected, this will show the relationship between the award and other modules (Development Proposal, Institute Proposal, and Subaward).

Medusa Detail View

Clicking the Open button for a related record will open the corresponding module in a new browser tab.

Medusa Filter

The Medusa filter allows you to display specific items that are listed in the Medusa view.

The filter uses predictive text. If you type in **award**, the system will limit the items shown to those that have the word **award** in them.
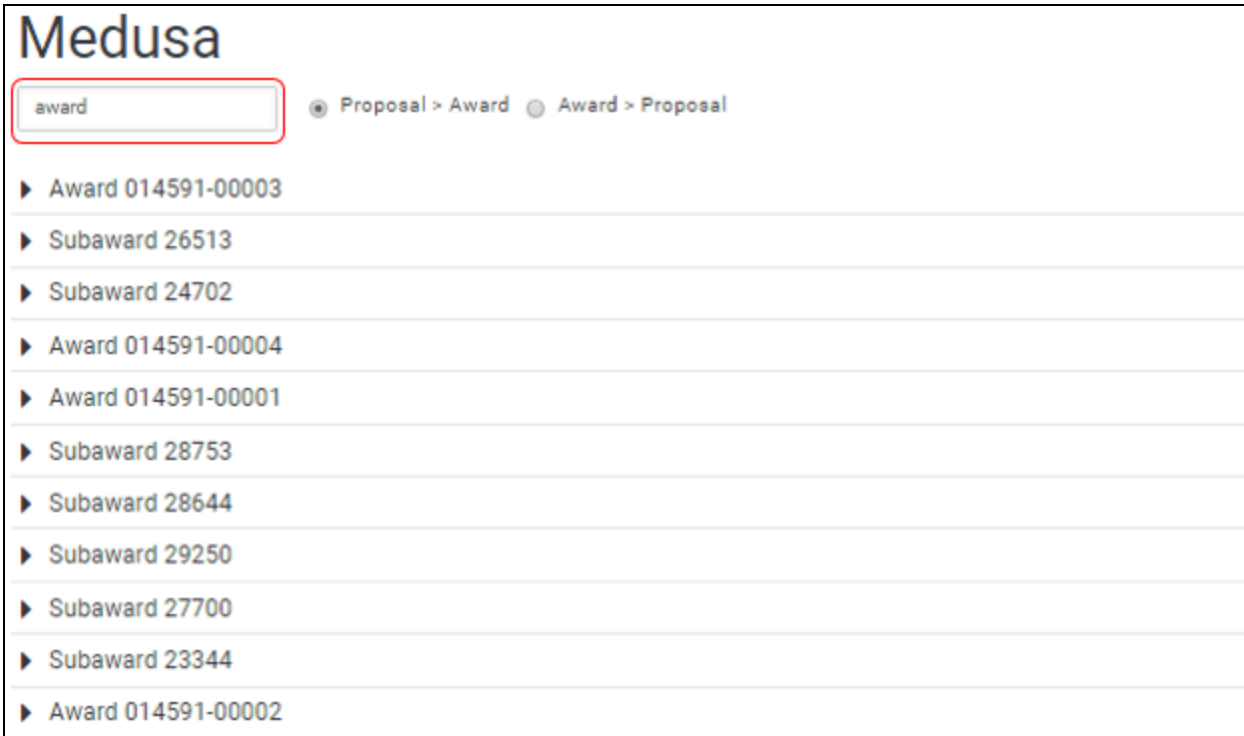
If you change the word to **sub**, the system will limit the items shown to those that have the word **sub** in them.
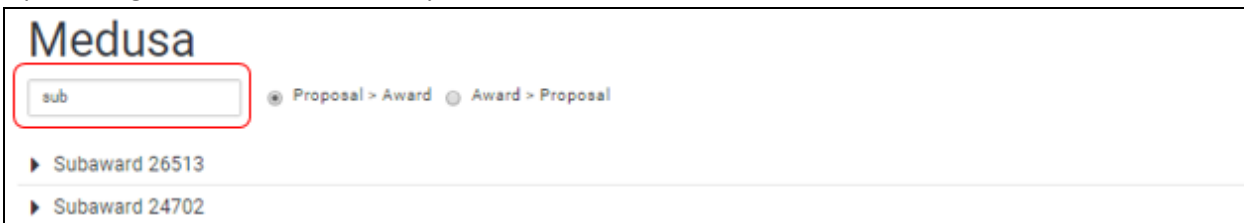
Link Icon 🔗

Throughout Kuali Research, you will see a link icon (🔗). When you click on it, you will see the URL for that item. You can then send this link as an email to another person (who will need to be authorized to view this item) who can then view the information.

Still Have Questions?

Please contact Kuali Research Help: **kr-help@umd.edu**