1. After logging in to the Award Setup E-Tool, you will be on the Home screen. Enter the proposal/award number you wish to use and click on Select. For modifications, choose the original Proposal/Award record to update. Your proposal/award record will appear at the top of the screen so you can validate that you’ve selected the right record to work on. The record may not come up if it was entered by SPA Files that same day - you will need to wait until the following morning to see the record reflected in the E-Tool.

2. To work through the E-Tool sequentially, fill out information that the screen requests and hit the Next button. To move to a certain part of the tool, use the drop down menu in the “Go to” area to advance quickly to the area you wish to see. If you forget to put in a data element and want to go back later to enter it, use this area (which appears on every screen) to easily navigate to the page you want.

3. In the Award Profile, Award tab screen (see below), click the Edit button at the bottom of the screen to change the screen from view mode to edit mode. If you see buttons marked Update and Cancel at the bottom on the screen you are already in edit mode. Once you are in edit mode, enter the

   Reference Award Number: This is the agency supplied number (e.g. 1R01HL12345-01A1). If the award number is longer than 40 characters, please include the full number in the Award Modification Comments section. (Modification Hyperlink page)

   Award Type: Use the drop down box to select the type of project (Grant, Contract, etc.) that you are working on.
**End Date:** Enter this ONLY if you need to change the end date of the Project Period from what is already entered in EFS (when you added the award) or if you are now changing the end date because of a modification.

When you are done with the edits on this screen, press the **Next** button.

---

### Award Setup

<table>
<thead>
<tr>
<th>Multi-parametric MRI Determination of Prostate Cancer A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposal/Award ID: CO1000000014001</td>
</tr>
<tr>
<td>PI Name: John Doe</td>
</tr>
<tr>
<td>Sponsor: INHRCI RALE CANCER INST</td>
</tr>
</tbody>
</table>

**Go to:** [Award Profile, Award Tab] [Prev] [Next]

**PS Navigation:** Grants > Awards > Award Profile > Award Tab

- **Reference Award:**
- **Award Type:**
- **End Date:**
  - [Edit]

---

4. You are now on the **Additional Information Hyperlink** screen (see below).

Fill out this screen ONLY if one or more of the referenced areas is applicable to your award or modification. Leave the remaining areas blank. If your award is a subagreement, enter the prime award number in the Flow Through Ref Award field. This information will print on the NOGA.

The PRF reference field needs only be filled out if there is a second PRF that references your project (other than the one that is already listed on the awarded proposal record – for example, because of a task order.) This field can also be used if there is special information on a PRF that you need to bring to the attention of the award setup team. Otherwise, leave blank.

When you are done with the edits on this screen, press the **Next** button.
5. In the Sponsor Hyperlink screen, you will need to add the contact information for your award and then press the Insert button to save the information and/or open a new Contact Info box for additional entries. Click on the Edit button to change your screen into edit mode. If you have already saved information for a person, that person’s information will appear in gray print – you will need to click on the Edit button to make further changes to that person’s information.

6. Add the name, title (e.g., Grants Management Specialist or Program Official), email, fax, and phone (if available) for each of your contacts at the sponsor. Use one box for each contact person. Click on the Insert button to obtain a fresh box to add the next contact person.

7. If you discover a mistake on a previous entry, just click on the Edit button to go back into that person’s record and you can fix the error. If an entire entry is incorrect, click on the Delete button to erase that person.

When you are done with the edits on this screen, press the Next button.
8. In the Attributes Hyperlink screen (see below), enter one or more of the following attributes in the “Type” box (this will be changed to be a drop down box but at the moment, you will need to type in the text). You may add comments about that entry if desired. This information will not appear on the NOGA. Any comments that you want to show up on the NOGA should be entered in the Notepad or Award Modifications Comments sections. Insert a fresh box for each different attribute.

The choices you should use are:
- Federal Demonstration Partnership (FDP)
- Expanded Authorities
- SNAP
- Modular
- Non-Expanded Authorities
- Other (specify)

When you are done with the edits on this screen, press the Next button.
9. Use the Notepad Hyperlink screen (see below) to add comments about the award that you want the PI/department/SFR staff to see. Click on Edit to change into edit mode for that comment. Click Insert to add a fresh comment section. Each description field is limited to 150 characters and the comments are limited to 254 characters each, but you can enter as many sets of descriptions/comments as you wish. When you are done with the edits on this screen, press the Next button.
10. On the *Modifications Hyperlink* screen (see below), enter the following:

**Issue date:** The date on the award notice that it was issued by the agency, or the date of the final signature.

**Sequence:** Ignore this. It is a system generated value and will be removed from the Award Setup Tool.

**Modification Type:** Using the drop down box, select the purpose for this particular award transaction (original, continuation, PI change, etc.) If there is more than one major purpose for this award transaction (e.g., continuation funding AND a PI change), create more than one record to capture all of the critical activities for this award or award modification.

You need not create a specific record about Program Income unless the purpose of the award transaction is specifically related to program income (e.g., a modification from the agency to add funding to the award because of Program Income.)

**Reference Award Number:** Enter the award number associated with the award or modification. If the award number is longer than 40 characters, enter it in the Comments box.

When you are done with the edits on this screen, press the [Next] button.
11. In the **Terms Tab** screen below, you have three choices:
   - Add the terms and conditions in the Award Setup E-Tool as shown below OR
   - Use a hard copy of Karen’s spreadsheet to mark the terms and conditions you want added to this award (in this case, please indicate in the Explanation field below “Hard Copy Terms and Conditions Spreadsheet included in Award File”)
   - Use the soft copy of Karen’s spreadsheet found in I:\USERS\HOLDING\Award Setup – Reference Materials\Terms Templates.
     If you use this option, please:
     1. Save the results with a file name that consists of the Award Number plus the PI’s name in the Award Submissions folder in I:\USERS\HOLDING. (E.g., File Name = CON000000014081 - Metzger) and
     2. Indicate in the Explanation field in the E-Tool that you have saved the file in Award Submissions folder and indicate explicitly which tab of that spreadsheet contains the data for this record)

     This option is preferred as it will speed up data entry for the Setup Team.

12. When you are done with the edits on this screen, press the **Next** button.

![Award Setup](image)

13. In the **Milestones Tab** screen (see below), enter information about each deliverable or each report that is due on the project, except financial reports (which will be entered by the Award Setup Team). Select both a Type and a Code for each report/deliverable. Please include the Reporting Frequency and Period Information and/or specific due dates in the Comments box. For reporting frequently, include the following:

   **XX days after expiration of**
   **XX days prior to expiration of**
For example, a final technical report might have a Type of “Technical Report” and a Code of “Final Report-Sponsor Form” and then in the Comments box would say “90 days after expiration of the project period.” In some cases, there may be more than one combination of types and codes that would convey the information. When in doubt, use the Type field to describe the type of report or deliverable is due and use the remaining fields to convey information about the report. When you are done with the edits on this screen, press the Next button.

14. In the Project screen, insert the Project ID of each project on a new award. For Award Modifications, only enter Projects needing changes. If a new Project will need to be created by the Award Setup Team, enter a unique name for the Project in the Project ID field. Use the Insert button to add additional rows as needed – this information will be used in the next several screens of the E-Tool to capture project-specific information.

When you are done with the edits on this screen, press the Next button.
15. Enter a Fund Code and Department ID for the sponsor-provided funding on each Project. Pick the project to work on via the “Choose the Project” drop down list. If there is any cost sharing on the Project, use the insert button to add a new section under the Project and enter the Fund Code, Department ID, and Program Code. You previously entered the sponsor-funded and cost share budgets in EFS, so the information need not be repeated here. (If a new Project needs to be created by the Award Setup Team, provide a detailed budget for the new Project. You may either use the Budget section here or you may use the PS-Budget template saved in I:\Users\Holding\Award Setup-Reference Materials. If using the template, please print out a hard copy of the completed budget and include it with the material sent to Award Setup or save the completed budget in I:\Users\Holding\Award Setup-Submissions with a file name that consists of the Award Number plus the PI’s name and the word Budget (E.g., File Name = CON000000014081 - Metzger - Budget)

Press the Next button when done to advance to the next page.

16. Use the Project Chartfield Attributes screen (see below) to add information about the purpose of each project, using the following values shown below. On a few awards, you might end up needing to use a different purposes for different projects; generally, however, all projects on a single award will use the same purpose attribute.
Currently the codes associated with Embryonic Stem Cells are not available in the Award Setup Tool. If they are needed, please indicate the applicable code in the Notepad section of the Award Setup Tool. Enter the words "Function Code " and then type in one of the following values:

- 1120 Organized Research–Sponsored–Federally Unapproved Human Embryonic Stem Cell Research
- 2160 Public Service-Sponsored–Clinical Trials–Federally Unapproved Human Embryonic Stem Cell Research

Press the Next button when done to advance to the next page.

17. On the Contracts Module screen (see below), select from the drop down value to indicate whether the award is cost-reimbursement or fixed-price.

Press the Next button when done to advance to the next page.

18. DO NOT USE ANY OF THE FOLLOWING 4 SCREENS – JUST CLICK Next TO ADVANCE PAST THEM. The data entry for these areas will be done by the Award Setup Team.

Screens you should not use are entitled:

UM Additional Information Page (Invoicing)
19. DO NOT USE THE CERTIFICATIONS TAB SCREEN for new awards or for modifications to existing Projects– You already entered this information directly into EFS for this area.

For any new Projects that the Award Setup Team will be establishing, provide the Certification information, if any.

Cert Code: Select a value from the dropdown (such as Human Subjects, Animals, Biosafety)

Cert Date: Enter the date you verified the approval

Indicator: Choose the appropriate value (Yes = approved, Pending = approval is pending, NA = specific approval is not required)

Approval Date: Enter the date of the Approval

Expiration Date: Enter the date the Approval expires

Assurance Number: Enter the Assurance Number

Exemption Number: Enter the Exemption Number, if applicable (for exempt human subject protocols only)

Comments: Enter any Comments related to the Certifications that you want to appear on the NOGA.

Press the Next button to advance to the next page.
20. Enter data in the Project Department tab (see below) ONLY IF you are:
   - adding a new Project to an existing award; OR
   - changing the Department ID; OR
   - changing the F&A revenue sharing from what was originally set up.

For new awards, leave this screen blank. For Award Modifications that do not involve these specific changes, leave blank. In these cases, press the Next button to advance to the next page.

If one of the conditions outlined above exists, first select a Project to work on from the drop down list, and then:

**Project Info- Department ID:** Enter the Department ID associated with the new Project or the new Department ID for an existing Project.

**Project Info- Subdivision:** Leave blank

**Department Info - Department ID:** Enter the Dept ID of a unit who will receive part of the F&A recovery

**Department Info - Percentage Pledged:** Enter the percentage (e.g. 50 for 50%) of the F&A that unit should receive.

If there are multiple units receiving F&A, insert additional rows to reflect the second and subsequent department IDs and % receiving F&A on that project.

If there are changes to F&A on another project, choose a different Project from the drop down list and add information for each project.

Press the Next button to advance to the next page.

21. The Project Team tab (see below) should be left blank for new awards. For award modifications, it should be used if you are adding a new project to an existing award, or changing key personnel on existing projects. If neither of those issues is happening on your award modification, leave this screen blank. Select the project on which you need to add new individuals, and then:
Resource Name: Enter the name of the person who should be added.

ID Number: Enter that person’s EMPLID, if known. If not, leave blank. If you must leave this field blank, it is extremely important that you enter the full name (including middle initial, if known) of the individual who is being added, so that the Award Setup team can locate the correct individual.

Primary Role: Enter one of the following values into this field:
- Principal Investigator
- Co-PI
- Co-Investigator
- Consultant/Collaborator
- Grad Student
- Key Personnel
- Project Manager
- Other Role

Project Manager: Click this box ONLY if the person you are entering will serve as the Principal Investigator of that project.

If you have multiple projects on the award that need personnel changes, you will need to select each one of the impacted on the pull down menu and enter the appropriate changes for those projects as well.

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Press the [Next] button to advance to the next page.

22. Leave the Project Activity screen blank for new awards (you have already entered this information in EFS.) For award modifications that are changing their F&A rate or base for one or more projects, you will need to enter data in this screen as described below. Otherwise, leave this screen blank. If this change is not effective as of the start date of your transaction, enter an effective date in the Instructions field to tell the Award Setup team when to establish the new rate.

Select the project you will modify, and then enter:

Facilities Admin Rate:
- RSRCH = Research – On Campus
- OSA = Other Sponsored Activities - On Campus
- OFF = Off Campus – All Programs
- TRAIN = Training Grants
- STATE = State of MN and Local Governments
Job Aid: How to Use the Award Setup Tool

CLNTR = Non-federal Clinical Trial  
DOD = DOD Research Contracts – On Campus (if using 62% rate, otherwise code as RSRCH)  
CREES = USDA-CSREES  
EQUIP = Equipment Grants  
HORML = Hormel Institute – On Campus  
INSTR = Instruction – On Campus  
MNFDN = MN Council on Foundation Members only  
PHAS1 = SBIR/STTR Phase 1 Only  
SAFL = St. Anthony Falls Lab – On Campus  
TIL4E = Instruction – Title IV-E On Campus

FA Base (bolded are ones used most often):  
MOD1 = MTDC Less Travel and Consultant  
MOD2 = MTDC Less Subcontracts (all subaward costs)  
**MTDC** = Modified Total Direct Costs  
NSF = MTDC less Participant Costs  
REU1 = Salary/Wage, Fringe & Stipends  
REU2 = Participants  
SPEC1 = Equipment & Supplies  
SPEC3 = Subcontracts subject to indirect cost  
SPEC4 = Participant Stipend & Student Assts.  
S W = Salary & Wages  
S WFB = Salaries/Wages & Fringe Benefits  
**TDC** = Total Direct Costs  
TDC1 = TDC less Consultant, Subcontracts, and Equipment  
TDC10 = TDC less Subcontracts and Equipment  
TDC11 = TDC less Patient Care and Rent  
TDC2 = TDC less Equipment  
TDC3 = TDC less Grad Fringe  
TDC4 = TDC less Grad Fringe, Subcontracts, and Equipment  
TDC5 = TDC less Participants & Travel  
TDC6 = TDC less Participants, Travel and Subcontracts  
TDC7 = TDC less Patient Care  
TDC8 = TDC less Stipends, Subcontracts, and Equipment  
TDC9 = TDC less Subcontracts  
**TRAIN** = TDC less Stipend, Alterations & Renovations, and Equipment

Repeat for other projects (select from Choose a Project drop down list) on the award as needed

Press the Next button to advance to the next page.

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**Award Setup**

Multi-parametric MRI Determination of Prostate Cancer A  
Proposal/Award ID: C0000000014081  
Sponsor:  
Go to: Project Activity  
PS Navigation: Grants > Awards > Project Activity > FA Rates

Choose a Project: 00004674

Instruction:  
Insert | Clear

---

Last updated: 7/15/08
23. Leave the Contract Amendments screen blank. The Award Setup Team will enter this data.

24. If there is other information you think the Award Setup team needs about the award or modification, include it with your award documents when sending the award file to the Award Setup team.

25. You are done! There is presently no “Congratulations, you have successfully navigated the Award Setup E-Tool” screen (we’ll ask for that to be changed) and there is no “Save” button, but if you go out and back in, you should still see your information posted for that award. To do a fresh award in the E-Tool, use the “Go To” field at the top of the screen and select ‘Home” and key in a new Award/Proposal award record. DO NOT simply start entering new data without doing this new search, or you will simply overwrite the data for the award you just completed.

26. Assuming you completed your award entry in EFS before starting the Award Setup E-Tool, you will now need to go back into EFS and change the status on this award to “4AWRDF Contract Entry” to signify that you are handing off the award file to the Award Setup team (Contract Entry was the old name of the team). You should not change this status until both halves of the GA Award work (EFS + Award Setup Tool) are complete. If you haven’t already completed your award entry into EFS, do that next and then change the status.

27. Organize your award file into a ready-to-image file as follows, and hand-carry it to the Award Setup inbox for your team.

Documents should be ordered as followed (this is also listed in the E-Award Distribution procedure found on the EFS-SP web site):

- Printed agency award documents (if you received them electronically, you will need to print them)
- Agency guidance documents that you believe the PI and dept or SFR should see (guidelines, the agency’s general terms and conditions packet that came with the award, RFP, etc.)
- INSERT AN AWARD IMAGING DIVIDER PAGE
- Some agency guidance documents may not need to be sent to the PIs and just retained in our file for reference. These should be placed after the divider page.
- Proposal documents that should be included in the award file.
- Organize correspondence or negotiation notes that should be retained in the award file
- Discard duplicate, obsolete, or unnecessary documents.

YOU'RE DONE!