1. Process Overview

NOTE: The purpose of this document is to describe the future process at MSU. This is the defined procedure, AFTER the implementation of the Kuali Coeus Research Administration system.

NOTE: the Principal Investigator is referred to throughout this document by the term, “PI.” This term is intended to include the PI and/or anyone designated by the PI.

This process begins when an award requires an award hierarchy in KC and ends when notification of the created subdivided accounts and hierarchy are sent.

The purpose of this document is to describe award hierarchies and how they are used at MSU for research. This document specifically addresses the process of creating a child award and account number for a research project when CGA has received a notice of award from a sponsor.

Assumptions: This process is part of the standard award (AWD2: Standard Award) setup when the award needs to be divided into smaller allocations (child awards) for award management. A child award has the same requirements as a standard (parent) award.

A standard award assumes that:

- A KC Institutional Proposal document has been submitted for the project.
- Compliance approvals (e.g. conflicts of interest, human subjects, animal use, and export control certifications), if necessary, have been secured.
- If the potential sponsor requires cost sharing, the details of how the cost sharing will be met are provided to CGA so the appropriate information can be captured from the beginning of the project.
- An approved budget has been included.
- Acceptable terms and conditions have been included.
- If there are any subawards, the budget and scope of work for each should also be included.

These requirements are the same for child awards.
2. Process Flow – Diagram

KC-AWD20 Create Award Hierarchy – Future State

PI (and/or designee)

GSP

CIA

Dept/College

Start

1. Set up award in KC, AWD2: Standard Award

2. Set up award hierarchy in KC

3. Are separate financial accounts required?  
   - Yes
   - No

4. Set up accounts and link in KFS

5. Set up Time and Money document in KC

6. Create Award Budget document(s) in KC

7. Submit budget reallocation document in KFS

8. Send notification of subdivided accounts and award

9. Receive notification of award w/ subdivided accounts

10. Receive notification of subdivided accounts and award

Stop
3. Process Flow - Steps

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<tbody>
<tr>
<td>1</td>
<td>Set up award in KC, AWD2: Standard Award</td>
<td>CGA will set up the standard award in KC, see AWD2: Standard Award.</td>
<td>Receive notice of award</td>
<td>Standard Award created</td>
<td>CGA</td>
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<tr>
<td>2</td>
<td>Set up award hierarchy in KC</td>
<td>CGA will set up the award hierarchy in the Hierarchy Actions panel of the Award Actions tab in the parent award in KC.</td>
<td>Finalized award</td>
<td>Award hierarchy created</td>
<td>CGA</td>
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<td>3</td>
<td>Are separate financial accounts required?</td>
<td>CGA makes a determination whether separate financial accounts are required.</td>
<td>Need for separate accounts</td>
<td>Decision</td>
<td>CGA</td>
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<td>4</td>
<td>Set up accounts and link in KFS</td>
<td>CGA will set up a new account KFS that is linked to the parent via the control account field.</td>
<td>Decision</td>
<td>Account set up</td>
<td>CGA</td>
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<td>5</td>
<td>Set up Time and Money document in KC</td>
<td>CGA will create a Time and Money document associated with an award.</td>
<td>Award distribution requirement</td>
<td>Time and Money document created</td>
<td>CGA</td>
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<td>6</td>
<td>Create Award Budget document(s) in KC</td>
<td>CGA creates the individual Award Budget documents for the hierarchy.</td>
<td>Time and Money document created</td>
<td>Award Budget documents created for hierarchy</td>
<td>CGA</td>
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<td>7</td>
<td>Submit budget reallocation document in KFS</td>
<td>CGA verifies budget reallocation documents in KFS.</td>
<td>Need to reallocate funds</td>
<td>Budget Reallocation documents submitted</td>
<td>CGA</td>
</tr>
<tr>
<td>8</td>
<td>Send notification of subdivided accounts and award</td>
<td>CGA sends notification to the PI and the department administrator of the subdivided award, including the account numbers, terms, and any relevant cost share or effort data related to the award for confirmation.</td>
<td>Hierarchy setup complete</td>
<td>Notification sent</td>
<td>CGA</td>
</tr>
<tr>
<td>9</td>
<td>Receive notification of subdivided accounts and award</td>
<td>Notification received by the department administrator of the subdivided award, including the account numbers, terms, and any relevant cost share or effort data related to the award for confirmation.</td>
<td>Notification sent</td>
<td>Notification received</td>
<td>Dept./College</td>
</tr>
<tr>
<td>10</td>
<td>Receive notification of subdivided accounts and award</td>
<td>Notification received by the PI of the subdivided award, including the account numbers, terms, and any relevant cost share or effort data related to the award for confirmation.</td>
<td>Notification sent</td>
<td>Notification received</td>
<td>PI (and/or designee)</td>
</tr>
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