



Creating a New Award

SmartForms

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1. From the Funding proposal WorkSpace select Create Funding Award.

Create Funding Award

The General Award Information SmartForm

1. Review all data that has populated from the Funding Proposal. Revise as necessary.
2. Complete the required fields.

*** Direct sponsor's award ID:** ?

3. Provide all other data that is available.

Department administrator:

The Related Items SmartForm

1. Verify that the correct funding proposal is being awarded.

Proposals funded by this award: ?

ID	Name	Principal Investigator	Primary Sponsor
FP00021439	Creating a New Award	Eric Larson	Pittsburgh Curling Club

The Financial Setup SmartForm

1. Review, complete, and if necessary, edit the Financial Account created by MyFunding by selecting Update.

Financial accounts:

	Name	PI	Responsible Unit
<input type="button" value="Update"/>	Creating a New Award	Eric Larson	Office of Sponsored Programs

2. Click +Add to create other anticipated financial accounts, Year 2, 3, 4 etc.

The Budget Allocations SmartForm

1. Review and edit a Budget Allocation by selecting its name.

Add / edit and remove bud

Financial Account Name	Period Number	Name
	1	Pittsburgh Curling Club Award Period 1

2. Select the Financial Account to be associated with the allocation.
3. The allocation to be activated will need to be updated to Authorized by Sponsor.

Authorized:

☒ Authorized by Sponsor

☐ Advance Account

☐ Not Authorized

4. Items such as the breakdown of Direct and Indirect Costs **may need to be provided by the department** if not available to OSP on the notice of award.

Direct:

Indirect:

5. New allocations can be added by clicking +Add. Create only one budget allocation for each award period or modification.

The Budget Reconciliation SmartForm

1. **This is to be completed by the department.** The entire awarded dollar amount should be reconciled into Subcode 8130.

Budget
Unallocated-
Sponsored Projects 8130
Only

The Personnel SmartForm

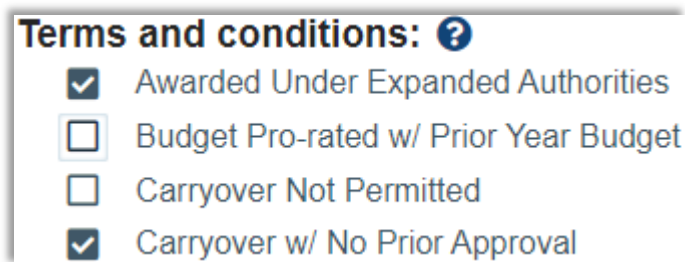
1. **This is to be completed by the department** and can be used by OSP as a reference to check compliance and education modules.

The Effort SmartForm

1. This page is to be skipped.

The Terms and Conditions SmartForm

1. Check any terms and conditions and add any special terms and conditions as defined by the sponsor in the official award documents.

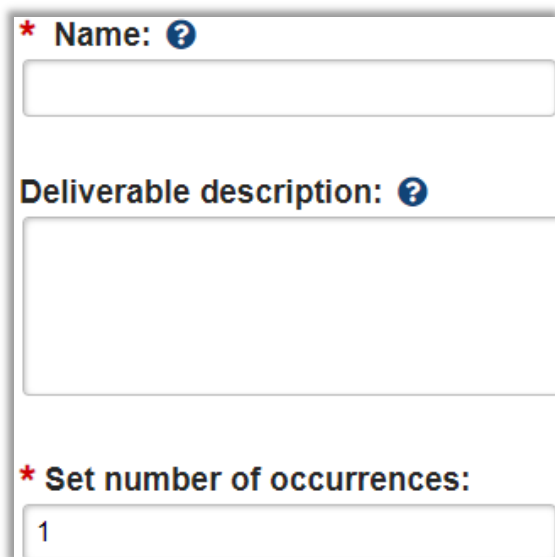


Terms and conditions: ?

- ☒ Awarded Under Expanded Authorities
- ☐ Budget Pro-rated w/ Prior Year Budget
- ☐ Carryover Not Permitted
- ☒ Carryover w/ No Prior Approval

The Deliverables SmartForm

1. Optional. **At the discretion of the department.**
2. Click Add to define a Deliverable for the Award. Deliverables are activities or work assignments that must be completed to comply with the award's terms and conditions.



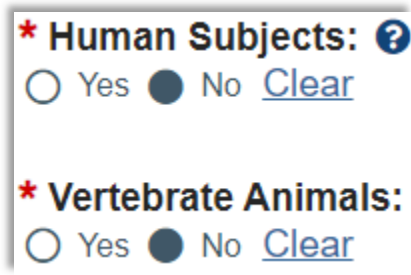
*** Name: ?**

Deliverable description: ?

*** Set number of occurrences:**

The Compliance Review SmartForm

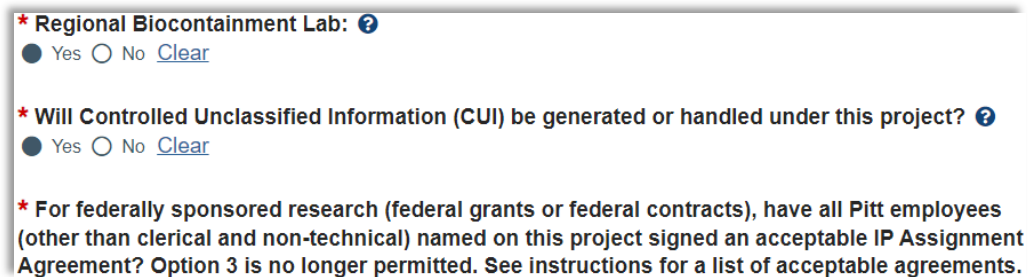
1. Review the inclusion of Human Subjects, Vertebrate Animals, Recombinant DNA, Hazardous Materials, and Human Stem Cells. **The department will need to provide additional information for items marked in the affirmative.**



* **Human Subjects:** ?
☐ Yes ☒ No [Clear](#)

* **Vertebrate Animals:**
☐ Yes ☒ No [Clear](#)

2. Review the selection of the remaining compliance items.



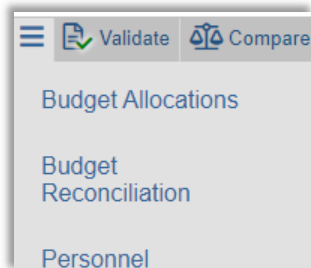
* **Regional Biocontainment Lab:** ?
☒ Yes ☐ No [Clear](#)

* **Will Controlled Unclassified Information (CUI) be generated or handled under this project?** ?
☒ Yes ☐ No [Clear](#)

* For federally sponsored research (federal grants or federal contracts), have all Pitt employees (other than clerical and non-technical) named on this project signed an acceptable IP Assignment Agreement? Option 3 is no longer permitted. See instructions for a list of acceptable agreements.

The Complete Award SmartForm

1. Click Validate at the top of the navigation pane to verify that the forms are complete. Update any errors or incomplete sections.



≡ [Validate](#) [Compare](#)

Budget Allocations

Budget Reconciliation

Personnel


Award WorkSpace Activities

1. Select Assign Specialist to appoint appropriate OSP staff to the award.



 [Assign Specialist](#)

2. Select Send Email and choose All Editors to alert the Department Administrator that an award is ready for their review and input. Include in the Email anything that you would like to bring their attention to and any items that they need to complete.

 Send Email

*** Email subject line:**

AWD Ready for Review and Input

*** Select at least one group of recipients:**

☐ All team members

☒ All editors

☐ All readers

☐ Specialist

Select any other recipient for this email:

...

First Name	Last Name
There are no items to display	

*** Comments to be included in the email:**

Please review. Complete the following:

1. A
2. B
3. C

3. **The Department Administrator** will use Send Email and select Specialist when their review and tasks are complete.

*** Email subject line:**

AWD review and entry complete

*** Select at least one group of recipients:**

☐ All team members

☐ All editors

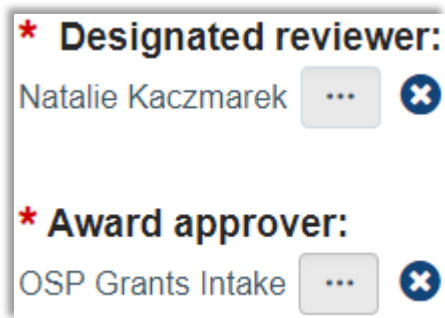
☐ All readers


☒ Specialist


4. Once notified of completion the Specialist will review the award SmartForms. If they are satisfactory the award can be routed to the School for approval. Select Submit for Designated Review.

 Submit for Designated Review

5. Add the School/Center Designated Review and if necessary, update the OSP award approver.




*** Designated reviewer:**
Natalie Kaczmarek ... 

*** Award approver:**
OSP Grants Intake ... 

6. The School/Center Designated review selects Submit for Final Review once they approve.



 [Submit for Final Review](#)

7. Once approval is received the OSP Specialist selects Activate and then Email SPA to complete the process.



 [Activate](#)  [Email SPA](#)