

Prime Award Quick Guide

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1 What is the Prime award structure?

Award

- Stores administrative information (i.e. title, sponsor, lead PI, anticipated award start/end dates, protocols, terms, milestones, attributes) and forms the basis of billing and revenue recognition.
- Each Award must have at least one Project and one Activity.
- Award is not a ChartField but it is useful number to know. For example, the NOA can only be run by the PS Award ID.

Award
AWD0001001

Project

- Organizes an Award's funding. Most awards will have just one project.
- Additional projects are created for reasons such as:
 - Fabricated Equipment
 - Different F&A Rates on an Award
 - Different PIs
 - Different Departments
 - NSF REUs
 - Simons Foundation Investigator Awards (where additional money is provided for dept use)
 - NIH supplements when the terms of the supplement are different from the terms of the award.
- Depts can request additional projects on the OPAR.
- Project dates for the primary Project are generally the anticipated dates for the award.
- Project dates for non-primary Projects may be less than or equal to the award start and/or end dates.
- Project is a ChartField.

Project
10002547

Activity

- Activity is the PS term for budget. Almost all awards at Princeton will have just one activity (budget) per project. The Activity ID is 101.
- Multiple activities will only be added for awards with the restricted carryforward requirement that also require SRA to bill by year (like NIH T, P, U grants awarded directly by NIH) or where the GCA determines it would help the department manage restricted carryforward spending. (Just because an award has the restricted carryforward requirement does not mean activities necessarily need to be created.)
- Depts will never request additional activities as the award determines if multiple activities are required.
- The earliest activity start date and latest activity end date across all activities and projects are the obligated dates for the entire award.
- Activity is a ChartField.

Activity
101

2 What does the Prime COA look like for Sponsored Research projects?

Business Unit GRANT	Department 23307	Fund G0001	Project 10003229	Activity 101
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3 Numbers for Sponsored Research

	Number of Digits/Letters	Example
Business Unit	5	GRANT
Department	5	23307 (MOL – Research/Teaching)
Fund	5	G0001 (Government) G0002 (Non-government)
Project	8	10007002
Activity	3	101
Award*	10	AWD1004000

*Award is not a ChartField, but it is a handy number to know.

For example, the NOA can only be run by the PS Award ID.

Note: if any awards and project IDs for new awards have the same last three digits, it's a coincidence.

4 How can I find an award's anticipated and obligated dollars and dates?

Item	Field in Award Structure	FIN025-NOA	FIN021-Sponsored Award Summary	FIN022-Sponsored Project Summary (SPR)	FIN023-Award Management Summary	FIN028-Award Inventory
Anticipated Award Dates	Award Dates	Award Specifications section > Start & End Date fields	Anticipated Award Dates field	n/a	n/a	Anticipated Period column
Anticipated Award Dollars	Anticipated Dollars	Project Information section > "Total Anticipated Award Funding" field	Total Anticipated Funding field	n/a	n/a	Anticipated Amount column
Obligated Award Dates	Earliest Activity Start Date and latest Activity End Date across all activities and projects on the award	Obligated Funding section > Earliest Activity Start Date and latest Activity End Date across all activities and projects on the award	n/a	n/a	Earliest Activity Start Date and latest Activity End Date across all activities and projects on the award	Obligated Period column
Obligated Award Dollars	Sum of posted budgets for all Projects on the award	Obligated Funding section > Total (at bottom of Obligated Amount column)	Inception to Date Budget (A) column, "Total Sponsored" row	Sum of "Total Project" amount in column A "inception to date budget" for all projects on that award.	Sum of obligated amounts for all projects on award	Obligated Amount column

5 What do the award, project and activity statuses mean?

Status	Definition
Award status: Pre-award	Award has not arrived in house yet. Pre-award spending authority granted and backup chartstring provided.
Award status: Accepted	Award status is active.
Award status: Closed	SRA has filed the final financial report and closed the award.
Project status: In GCA Review	ORPA has just started setting up this project; commitments cannot be made to this project yet. Equivalent to the pre-Prime Coeus Award "Draft" status.
Project status: Open	The project is open; commitments can be made and spending can occur against the project if the commitment and/or charge is also between the KK (Commitment Control) start and end dates.
Project status: Ended (90 days after award end date if Princeton is not a subrecipient; 60 days after award end date if Princeton is a subrecipient.)	No new commitments (i.e. new POs) can be created but spending can occur against existing POs as long as the charge is also between the KK (Commitment Control) start and end dates.
Project status: Closed	The project is closed; no financial activity is allowed.
Activity status: Active	Activity is active.
Activity status: Inactive	Activity is inactive.

6 Where can I find Award, Project and Activity status?

Status	FIN025-NOA	FIN021-Sponsored Award Summary	FIN022-Sponsored Project Summary (SPR)	FIN023-Award Management Summary	FIN028-Award Inventory
Award	Award Specifications section > Status	Award Status field	Award Status field	n/a	Report can be run by award status; results are then displayed for status selected.
Project	n/a	n/a	Project Status field	Project Status field	n/a
Activity	n/a	n/a	n/a	Activity status field	n/a

7 Where can I see my Award's attachments?

See the ["How to View Award and Subaward Attachments"](#) guide for all the info!

8 What allows spending to occur against a project?

8.1 What allows new commitments (new POs) to be created?

All of the following must be true:

1. The project status is Open
2. The project processing status is Active
3. The commitment is between the KK Start and End dates.

8.2 What allows spending to occur against existing POs on a Project?

All of the following must be true:

1. The project status is Open or Ended
2. The project processing status is Active
3. The charge is between the KK Start and End dates.

8.3 Notes about Project Status and commitments and spending

1. No new commitments can be created against projects in Ended status.
2. The Ended status date is equal to the project end date or project end date plus one day.
3. By default, Projects with Open or Ended status should have a Project Processing status of Active.

8.4 What is a KK date?

1. A KK date is a Commitment Control date (PS prefers to use KK instead of CC because it could be confused with “credit card.”)
2. The commitment control date is one item, in conjunction with project status that allows spending and/or commitments to be made.
3. The KK end date is 60 days after the project end date if Princeton is a subrecipient and 90 days after the project end date if Princeton is not a subrecipient.