

Award Attachment Types

DOCUMENTS NOT UPLOADED TO COEUS:

- Kuali Coeus (KC) input forms
- KC COI hold releases and other hold releases
- Email communication within OSP (CA/ACA/data team) regarding KC changes
- SAP Summary Statements and Detailed Transaction Reports
- Unsigned KC NOAs or Change Notices

Shared

Non-Shared (OSP only)

| DOCUMENT TYPE | DESCRIPTION ² [Required field. Only ~60 characters are visible. Recommended text below. More may be included if space permitted.] | What is it? |
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| Agreement | For Fed awards: [full award #. <i>Example: 1R01GM12345-01]</i> For non-fed awards: [agreement type - e.g., SRA; Subaward; Grant; Master; Consortium; No-Cost Collaboration; DUA; NDA; MOU/LOI; Affiliate; Facility or Equipment use; In-license; Teaming; Pre-award Billable Letter Agreement; Research Project Plan; Task Order] For subawards from National Labs: ["Subaward #"; <i>Example: "Subaward B603090"]</i> | Executed agreement; Intended for both funded and unfunded (x-file) agreements. Research Project Plans and Task Orders should be attached to child accounts. Subaward indicates a subaward to MIT from another entity; if the award has a Prime Sponsor, the Description text should begin with "Subaward". |
| Amendment/Modification | For Fed awards: [full award # including suffix #. If no unique suffix, include issue date. <i>Example: 1R01GM12345-01Rev12312013]</i> ⁴ For non-fed awards: [agreement type and mod number - e.g., SRA Amendment 1.] ⁴ | Executed amendments/modifications. |
| OSP-Sponsor communication: Approval/Request ³ | PI or Key Person change | Requests from MIT(OSP,DLC,etc) to sponsor or approvals from sponsor to MIT for change in PI or Key Person |
| | SOW change | Requests from MIT(OSP,DLC,etc) to sponsor or approvals from sponsor to MIT for change in SOW |
| | Equipment | Requests from MIT(OSP,DLC,etc) to sponsor or approvals from sponsor to MIT that are related to equipment |
| | POP extension | Requests from MIT(OSP,DLC,etc) to sponsor for extension of Period of Performance. (Sponsor Approval should be attached separately as an Amendment/ Modification.) |
| | Travel | Requests from MIT(OSP,DLC,etc) to sponsor or approvals from sponsor to MIT that are related to travel |
| | [simple, clear description] | Requests from MIT(OSP,DLC,etc) to sponsor or approvals from sponsor to MIT that do not fall under the categories above |

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| OSP-Sponsor communication: Other | Check payment | Copies of checks sent to OSP for sponsored projects. |
| | Invoice change | Requests from sponsor to MIT to make changes related to invoicing. |
| | Stop Work Order | |
| | Contact Update | Communication from Sponsor requesting update to award contacts, not included in a modification. |
| | <i>[simple, clear description]</i> | Communications between MIT(OSP,DLC,etc) and Sponsor that do not fall under the categories above |
| Internal Approvals/Requests ³ | Child Account Distributions | Communications between OSP and DLC related to requests for allocation of funds to/from/between child accounts |
| | KC Changes - DLC requests | Requests by DLC related to changes to data in Quali Coeus, <u>except not:</u> child account distribution requests. |
| | Signed KC NOA/Delta report | Signed Quali Coeus Notice of Award or Change Notice; shared unless sensitive information included |
| | Purchasing/Allowability | Communication between DLC, VPF, OSP regarding allowable costs |
| | Fab Equipment | Internal approvals/requests related to Fabricated Equipment WBS. Should be attached to FabE child WBS. |
| | Pending WBS | Internal approvals/requests related to setting up / continuing an account using the Pending status. Should include back up account authorization. |
| | Animal Subjects | Internal approvals/requests related to IACUC protocols and approvals. (Note: Attachments will not include the full, approved protocols.) |
| | Human Subjects | Internal approvals/requests related to COUHES protocols and approvals. (Note:Attachments will not include the full, approved protocols.) |
| | <i>[simple, clear description]</i> | Other post award approvals not covered by specific approvals/requests document types. |

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| NS Agreement | <i>[agreement type - e.g., SRA, Consortium; Master; No-Cost Collaboration; DUA; NDA; MOU/LOI; Affiliate; Facility or Equipment use; In-license; Teaming; Pre-award Billable Letter Agreement]</i> | Executed agreement that contains sensitive information; Intended for both funded and unfunded (x-file) agreements; expected to be used sparingly , but useful for anonymous non-federal sponsors. |
| NS Amendment/Modification | <i>[agreement type and mod type & number - e.g., SRA Amendment 1]</i> | Executed amendments/modifications; Also see comments above for NS Agreement. |
| NS Other Documents | <i>[simple, clear description]</i> | Other award-related documents not covered by specific document types. May include: Questionnaire for NDAs/DUAs |
| NS Negotiation: Agreement: Draft | <i>[date draft was received at OSP or sent to sponsor - e.g. OSP sent 1/1/14]</i> | Draft agreement provided by sponsor and not signed by MIT. Multiple drafts may be saved for future reference on negotiations, notes and terms sponsor was willing to change. |
| NS Negotiation: Amendment/Modification: Draft | <i>[date draft was received at OSP or sent to sponsor - e.g. OSP sent 1/1/14]</i> | Draft amendments/modifications provided by sponsor and not signed by MIT. Multiple drafts may be saved for future reference on negotiations, notes and terms sponsor was willing to change. |
| NS Internal Approvals/Requests: Includes sensitive information | KC Changes - DLC requests | Requests by DLC related to Funds distribution or other changes to data in Kuali Coeus - that include sensitive information. |
| NS Internal Approvals/Requests: Includes sensitive information | Cost Sharing Template | Request to enter or update cost sharing plan via template or otherwise; Approvals from DLCs, Deans, etc. to provide cost sharing. Salary info is contained in template, so it needs to be NS. DLC users should contact the OSP CA for the award to request electronic files as needed. |
| | DLC Change | Internal approvals/requests related to change in DLC associated with award/WBS - that include sensitive information. |
| | Fab Equipment | Internal approvals/requests related to Fabricated Equipment WBS - that include sensitive information. Should be attached to FabE child WBS. |
| | Pending WBS | Internal approvals/requests related to setting up / continuing an account using the Pending status - that include sensitive information. Should include back up account authorization. |
| | File Memo | Justification for unusual award conditions should be documented for the file, but should not necessarily be included in Kuali Coeus comments. |
| | Backfill Budget | Documentation for backfill of Sponsor-Approved Budget (SAB) for awards created prior to the SAB Go-Live (May 4, 2015). Includes: budget or DLC confirmation that no detailed budget was submitted to sponsor. |
| | <i>[simple, clear description]</i> | Other post award approvals/requests - that include sensitive information. |

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| NS Other Documents | <i>[simple, clear description]</i> | Scanned documents from files other than awards, modifications, approvals/requests. This may include emails between DLC and OSP. |
| NS Interim Reports | Fiscal | Cost-sharing reports; DLC fiscal reports or transmittal docs |
| | Intellectual Property | Patent and/or copyright reports or transmittal docs |
| NS Interim Reports | Procurement | |
| | Property | Property report and/or transmittal docs |
| | Technical/Management | Progress/status report and/or transmittal docs |
| | Progress Report/Continuation Proposal | Progress report which requires OSP signature or submission and/or transmittal docs |
| | <i>[simple, clear description]</i> | |
| Close-out Documents | Fiscal | Final reports or transmittal docs |
| | Intellectual Property | Final reports or transmittal docs |
| | Procurement | Final reports or transmittal docs |
| | Property | Final reports or transmittal docs |
| | Technical/Management | Final reports or transmittal docs |
| | VPF Closeout | Final reports or transmittal docs |
| | VPF Revised Closeout | Final reports or transmittal docs |
| | VPF Closeout and Final Report | Final reports or transmittal docs |

¹Decisions on whether a document is shared/non-shared should be based on whether it includes sensitive information that should not be distributed broadly. Sensitive information examples include: salary information of employees, information that is Privileged (e.g. legally protected against disclosure).

²Description should not include sensitive information because it is viewable by all users.

³Approvals/Requests are communications regarding various post award subjects. Sponsor approvals/requests are communications between MIT (via OSP, DLC, etc) and the sponsor. Internal approvals/requests are communications within MIT.

⁴Descriptions that include sequence numbers (Example: DE-SC0000789-007 Seq. 11) refer to the sequence of the Quali Coeus delta report that corresponds to changes made as a result of the Amendment/Modification.