Overview:

This Quick Reference Card will introduce you to the Award document in Kuali Coeus. It covers basic navigation and documents elements at a high level. For a more detailed overview of the award please see the All About Awards Training Guide.

Notes:

For additional information on KC Awards, also see:

https://kc.mit.edu/quick-reference-cards

Procedure:

What is Kuali Coeus?

The Kuali Coeus system has been developed based on MIT's Coeus system to assist the Office of Sponsored Programs, Departments, and Laboratories in proposal development and pre- and post-award management. The purpose of the system is to simplify and make it more efficient, award acquisition and administration for all offices within the Institution. With its comprehensive proposal development module and post award functionality, Kuali Coeus is a cradle-to-grave award management tool. This software makes it possible to prepare proposals, route them internally to obtain proper approvals, and submit them to sponsors electronically. The main modules in Kuali Coeus are: Proposal Development, Institutional Proposals, Awards, Subawards, Negotiations, Conflict of Interest, IRB, and Award Report Tracking.

The Award Module

The Award Module maintains detailed information on awards and subawards including a complete history of every change made to an award and subaward from notice through closeout. The Kuali Coeus system stores all agency contacts (in the electronic address book), maintains all reporting requirements (financial, technical, property, patents), maintains the terms and conditions, required cost sharing, special reviews (animals, human subjects, biohazards, etc.), F&A rates (whether limited by agency of fixed for the life on Federal awards), as well as the required approvals for equipment, foreign travel, and subawards.

For general questions send email to ra-help@mit.edu

Main Menu

When you log on to Kuali Coeus, you will see the **Main Menu** bar, which is always visible, consisting of the following tabs: **Home, Dashboard, Maintenance**, **System Admin Portal**, **Doc Search**, **Action List**, and **GET HELP**.

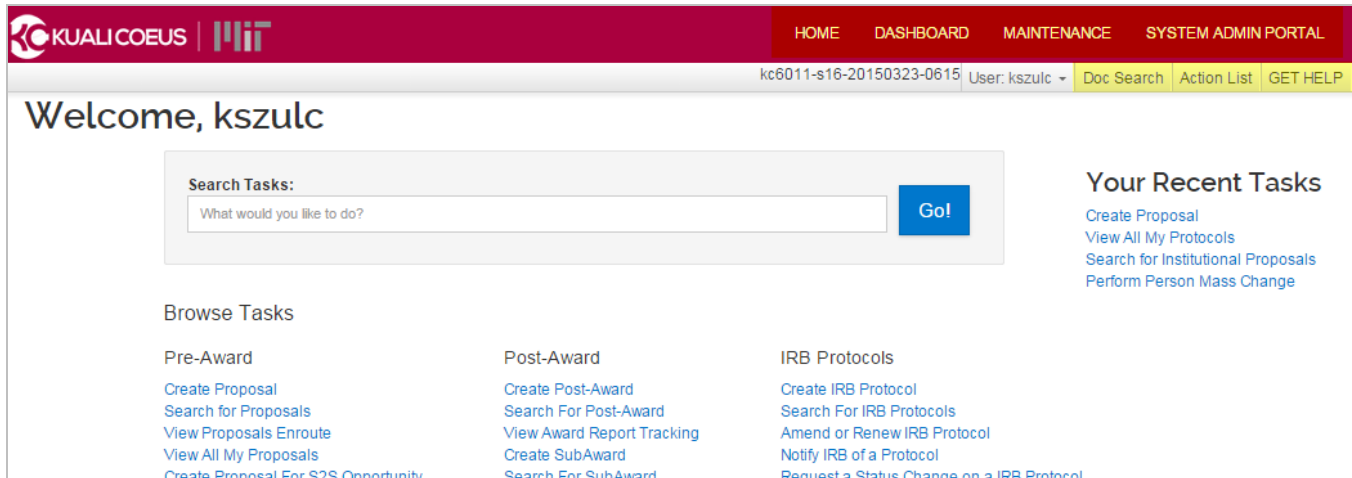Figure 1 – Kuali Coeus Home Page

The top tabs represent a user group and functions associated with those users:

Home Screen – All Users
Dashboard – PI, Institute or DLC support activities
Maintenance – Office of Sponsored Programs Personnel (Generate & Maintain SAP Feeds, Workload Balancing)
System Admin Portal – Data Stewardship, Master Data Maintenance, and IT System Administration

The **Action List** and **Doc Search** are quick access buttons at the top of most screens which allow users to see communications, other documents, and workflow actions users are being requested to perform.

Action List – opens a communications "**inbox**" and "**outbox**".

Doc Search – allows users to search for any documents they are authorized to access. By default, if no date is entered, a document search will only return current day's documents

Note: There are over 300 document types in KC, and a **Doc Search** may be used to locate any document in KC. An award record may be made up of several linked Documents. The Doc Search does not allow you to search by account number, PI name, or Unit. To find Awards by these types of search criteria, the **Award Lookup** search is recommended instead**.**

Basic Guidelines

- Departmental/Faculty users will have **View-only** capabilities of the Awards in KC. Award modification is performed at RAS.

- When viewing an award, you will see the current status of the award. A timestamp of the last update is found on the Award Document Header (Last Update field). (Award History can be accessed by clicking the view history button on the **Award tab → Details & Dates** panel.)

Figure 2 – Last Update Timestamp

- The **Award ID** (Number) and the **Version** Number is shown on the **Award** tab → **Details & Dates** panel → **Institution** subpanel.

Figure 3 – Award ID & Version Number

Note about Kuali Coeus Award IDs

Award IDs (Numbers) are generated by Kuali Coeus and consist of a six-digit award base number, for example, **013696**. The digits following the award base number (**-xxxxx**) identify the award node. The first award created will always have the node '**-00001**.' This may be the only node in the award, but will become a Level 1 – or 'Parent' - award if additional awards are added to the structure, thereby creating an Award Hierarchy.

There can only be one Level 1 - or Parent - award, there can be one or multiple Child awards created under the Parent award. Child awards are new nodes that are added sequentially under the Parent award and are numbered **-00002**, then **-00003**, and so on. Once a Level 2 award is established, additional Child awards can be added to the Level 2 branch, or a Level 3 branch, etc., under the Level 2 Child award.

Navigating the Award Module

Users can access Awards (depending on your roles and permissions) from the **Home** link, the **Dashboard** link and/or the **Doc Search**.

Figure 4 – Accessing Awards

The **Home** tab contains links to **Search for Post-Award** and **View All My Awards** in the **Post-Awards Menu** Group. **Search for Post-Award** and **View All My Awards** links take you to the **Award Lookup** screen.

- The **Search for Award** option displays tools for entry and selection of various award-related criteria, which allows you to refine and conduct a search for Awards. From the search result table, you are then able to open or view medusa information about each Award displayed.
- The **View All My Awards** option displays Awards where you are listed as an Investigator and allows you to conduct a search for other Awards you have access to. From the search result table, you are then able to open or view medusa information about each Award displayed.
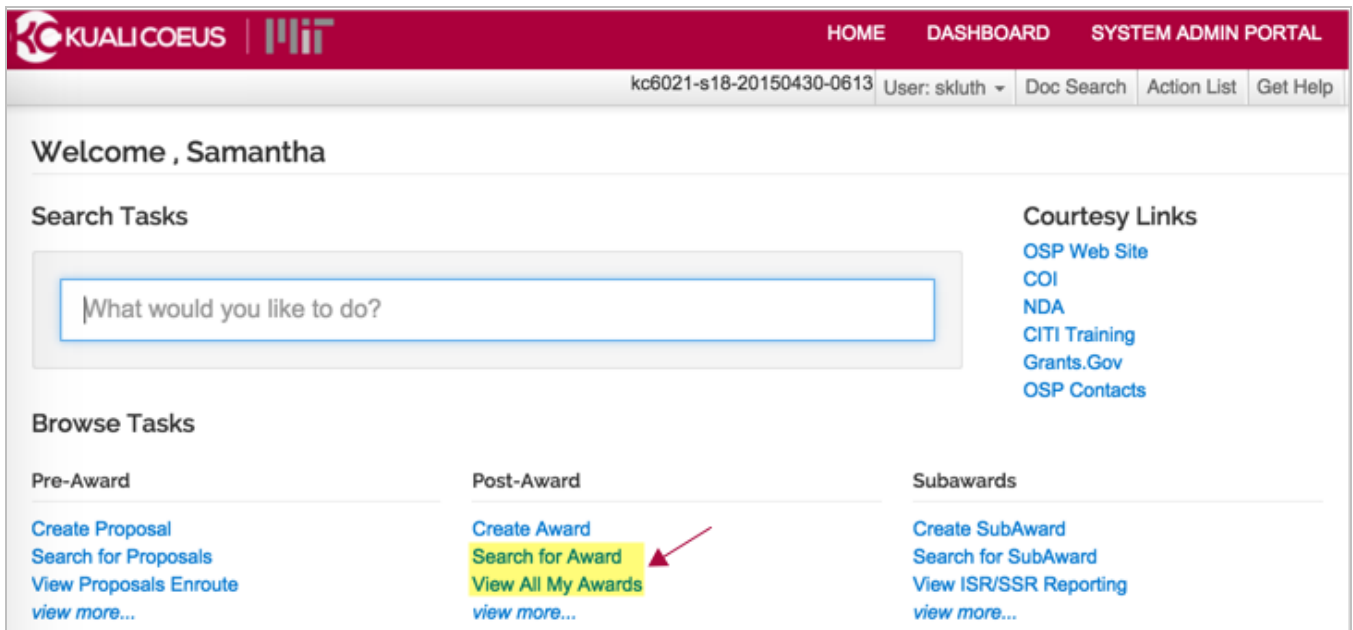

Figure 5 –Search for Award & View All My Awards

Using the Award Kuali Coeus Lookup Screens

To open/display an existing award, you will use the applicable **Lookup Screen** to enter your search criteria. The **Award Lookup** screen is displayed automatically when you click on a particular search link (**Search for Post-Award** or **View All my Awards**).

In the **Award Lookup** screen:
- You can search by ID number, status, PI name, title, and more.
- You can combine searches (i.e. searching for all 'Active' Awards for Investigator 'Haskell').
- The Lookup fields will accept requests in both alpha and numeric formats. For a numeric request or a request that combines numbers and letters, enter the argument exactly as it is stored in the database and the correct result will be returned.
- To enter partial values, you must use a **Wildcard** placeholder.

Note: Wildcards are characters that are used when entering search criteria in place of one or more unknown characters. The asterisk (*****) wildcard is especially helpful when searching names, titles, organizations, etc. Since the data is entered in a very specific format, you must search using the same format to retrieve the desired results.

Figure 6 – Award Lookup Screen

The **Award Lookup** screens in KC are built with various data fields:

- **Drop-down**: some fields in KC have drop-down lists associated with them to select a value from the list.

Figure 7 – Drop-Down Field

- **Lookup Icon**: Some fields have search icons associated with them, this allows you to search for and select a value from a search table.


Figure 8 – Lookup Icon

- **Calendar**: Some fields have a calendar tool associated with them to select a date.

Figure 9 – Calendar Tool

- **Text Fields**: Some fields are free text fields.

Figure 10 – Text Field

Once you enter your search value (or select from the drop-down list or search for it), you can click on the **Search** button or hit the <**Enter**> key to yield the results, which will appear at the bottom of the screen. Depending on your browser settings, you may need to scroll down to see the results.

Note: If your search is too general, the resulting list may be quite long and Kuali Coeus will take a moment to compile the list.

Kuali Coeus Search Operators

In the fields that do not contain a drop-down list or a search icon, you will need to enter all or part of a value you are searching for.

Note: Searches are not case-sensitive, so you can enter search terms in upper-, lower- or mixed-case.

Additionally, the following operators can be used to search in KC:

Operator	Used to Locate	Examples
No Operator	All values that equal the text entered in the search field	Entering: **1234567** in the **Account ID** field. *(Account ID must be exact otherwise no search results will be returned.)*
* (Asterisk)	You can use the wildcard ***** at the beginning or end of a text string, to indicate that there may be any number of characters before or after the text.	Entering: **123*** in the **Account ID** field. *(This will display all Awards with Account ID starting with 123.)*
< (Less Than)	All the values are <u>less than</u> the value that follows. For numeric values, include any leading zeros.	Entering: **<1000000** in the **Account ID** field. *(This will display all Awards with Account ID <u>less than</u> 1000000.)*
<= (Less Than or Equal To)	All values are <u>less than or equal to</u> the value that follows.	Entering: **<=1000000** in the **Account ID** field. *(This will display all Awards with Account ID <u>less than or equal to</u> 1000000.)*
> (Greater Than)	All the values are <u>greater than</u> the value that follows	Entering: **>1000000** in the **Account ID** field. *(This will display all Awards with Account ID <u>greater than</u> 1000000.)*
>= (Greater Than or Equal To)	All values are <u>greater than or equal to</u> the value that follows.	Entering: **>=1000000** in the **Account ID** field. *(This will display all Awards with Account ID <u>greater than or equal to</u> 1000000.)*
&& (And)	And	Entering: **>0000108&&<=0000208** in the **Account ID** field. *(This will display all Awards with Account ID <u>greater than 0000108</u> **and** <u>less than or equal to 0000208</u>.)*
! (Not Equal To)	All values are <u>not equal to</u> the value(s) entered.	Entering: **!1000000!** in the **Account ID** field. *(This will display all Awards <u>except</u> those with Account ID 1000000.)*
? (Like)	The '**?**' will match any one characters before and/or after the values entered.	Entering: **100?000** in the **Account ID** field. *(This will display all Awards with Account ID <u>1001000, 1002000, 1003000, etc</u>. The **?** will match any one character with 100 before it and 000 after it.)*
| (Or)	Or	Entering: ***108|*208** in the **Account ID** field. *(This will display all Awards with Account ID that end with 108 <u>or</u> 208.)*

Table 1 – Search Operators

Sorting Search Results

Often a search will result in returning a large list of records. To organize the data, you can sort the results by clicking on any column heading in the Award Search Result list.

To sort a long list of returns, click once on a column heading to sort in ascending order; click again for descending.

Figure 11 – Sorting Search Results

Saving Search Results

The results of any search can be exported to several different file formats. After you perform a search that you would like to save, click on the applicable file format buttons to download the results:

Figure 12 – Results Export Options

There are three different ways that you can download/save your results. The following methods are listed below:

Download Option	Description
CSV CSV	**Comma Separated Values** file. Will download/open in Excel but will look and function slightly different than the XLS file.
XML XML	**Extensible Markup Language** file. XML is a markup language that defines a set of rules for encoding documents in a format, which is both human-readable and machine-readable.
Spreadsheet spreadsheet	**Excel** file. Will download as an Excel file and creates a worksheet that is modifiable.

Table 2 – Search Results Download Options

Viewing Award

To access an Award in Kuali Coeus, users should perform a search for the award.

Actions	Award ID	Sponsor Award ID	Lead Unit ID	Lead Unit	Account ID	Award Status	Award Title	Sponsor ID	Sponsor Name	Investigator	OSP Administrator	Obligated Amount	Anticipated Total Amount
open copy medusa EDS	023864-00001	1R01MH085793-01	000001	Massachusetts Institute of Technology		Active	All About Awards	000340	NIH	Haskell, Edward	Egan, Thomas W	702,524.08	702,524.08
open copy medusa EDS	023864-00002	1R01MH085793-01	000001	Massachusetts Institute of Technology		Active	All About Awards	000340	NIH	Haskell, Edward	Egan, Thomas W	0.00	50,000.00
open copy medusa EDS	023864-00003	1R01MH085793-01	000001	Massachusetts Institute of Technology		Active	All About Awards	000340	NIH	Haskell, Edward	Egan, Thomas W	0.00	50,000.00

Figure 13 – Award Search Results

From the displayed search results you can click on the following Action links:

Action	Description
Open	Opens the Award.
Copy	Allows users with appropriate authorization to copy the Award.
Medusa	Displays the Medusa Information for the Award.
EDS	Displays the Electronic Documents Storage where authorized users have a one-stop access to documents linked to an award across modules (Development Proposal, Institute Proposal, and Award).

Table 3 – Search Results Award Actions

To open the Award, users should click the **open** link. This will open the **Award Document**, which contains links to the other documents that make up an award: **Time & Money Document**, and one or more **Award Budget Documents**

The KC Award Document record is comprised of **Document Header**, **10 Tabs** (each with expandable / collapsible **Panels**), and **Action** buttons. Each section of the award breaks out important award details. For all but RAS users (RAS users can modify the content), the information displayed on each tab is **View/Read-Only**. If you see information that is incorrect or needs updating, it can only be changed or updated by those authorized to maintain the award.

Figure 14 – KC Award Document

Award Status

It is important to note the Awards module always displays the current award status. Available status options are:

- **Active**: Award is billable. A fully executed award document or modification has been received for the award period entered. At MIT, any KC updates to this award will feed to SAP.
- **Inactive**: Administrative deletion of award.
- **Pending**: Award setup is not complete. Not yet billable – used for 90-day pre award cost or extension pending. At MIT, any KC updates to this award will feed to SAP.
- **Hold**: Being reviewed for various regulatory reasons. At MIT, changes to awards with **Hold** status are not fed to SAP. New awards created in Hold status are not fed to SAP.
- **Terminated**: The award has expired. Used only for Consortia Members.
- **Closed**: File is complete, all reports submitted and received.

- **Restricted-No Postings**: The account is active but only certain transactions will be allowed to post on this account.

Note: Clicking the help icons (❓) found throughout the Award Document (tabs, panels, etc.), will bring you to the online help information for the applicable section.

Award Document Overview

Award Document Header

The Award document header contains a date and time stamp, document number, and other important information that can be searched on later, such as the Initiator of the document, Sponsor Name, and the Principal Investigator.

PI:	Haskell Edward	**Document ID:Status:**	1111838:FINAL
Lead Unit:	Massachusetts Institute of Tec	**Award ID: Account:**	023864-00001:
Sponsor Name:	NSF	**Last Update:**	12/08/14 07:07 PM by kszulc

Figure 15 – Document Header

This document header information also shows the '**Status**' of the document as it travels through the workflow:

Status	Description
Approved	The document is approved.
Canceled	The document is denoted as void and should be disregarded. Canceled documents cannot be edited.
Committed	The document has been committed to the database. You do not normally see the '**COMMITTED**' status. The only time it might show is when there is a system error or performance issue.
Disapproved	The document is disapproved by an approver as a valid research administration transaction. Disapproved documents cannot be edited.
Enroute	The document has pending approval requests.
Exception	The document has been routed to an exception queue because workflow has encountered a system error when trying to process a rule.
Final	The document has been routed and has no pending approval or acknowledgement requests. Documents in '**Final**' status are considered approved.
Initiated	The document is created.
Processed	The document has no pending approval requests but still has one or more pending acknowledgement requests. Processed documents are considered approved.
Saved	The document has been started but not completed or routed yet. The '**Save**' action allows the initiator of a document to save their work and close the document. The document may be retrieved from the initiator's action list for completion and routing at a later time.

Table 4 – Document Workflow Status

Award Document Tabs and Panels

Each **tab** in the Award Document represents a different area of information within the award. The current tab will be highlighted in white as shown in the figure.

Figure 16 – Award Document Tabs

Panels are the drop-down areas within a document tab, where data is maintained. Additionally, the **show** and **hide** buttons will open and close the panels to help the user concentrate on one area of data at a time.

Figure 17 - Panels

Additionally, there is a **Time & Money** button at the top of award document which tracks award transactions and contains the distribution and management of project funds within the award hierarchy.

Figure 18 – Time & Money Button

Award Actions
Actions buttons are always positioned at the bottom of the page.

Figure 19 – Action Buttons

Award Tab

The **Award** tab provides a summary of award information that is populated with data from the Institute Proposal record, an award template, hand-selected data, and custom text comments, which are then organized for consistent and quick summarization. Each award is crafted by RAS to capture the uniqueness of the award agreement. It includes information about funding proposals, subawards, dates, the project's sponsor, and includes the following 6 panels:

- Document Overview
- Funding Proposal
- Details & Dates
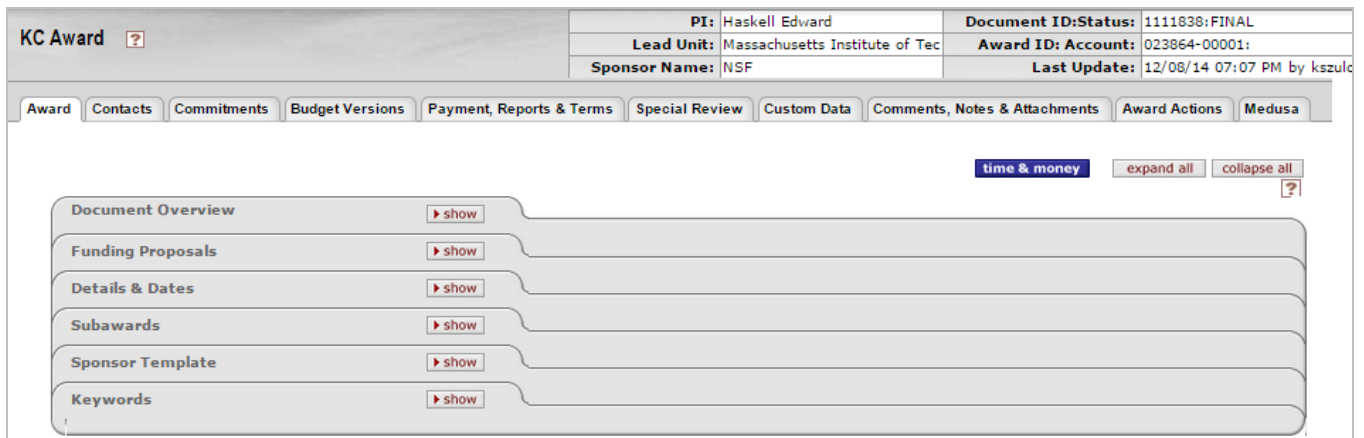- Subawards
- Sponsor Template
- Keywords

Figure 20 – Award Tab

Contacts Tab

The **Contacts** tab of the Award document has four panels that specify and maintain contact information for key personnel, unit, sponsor, and the administration contacts for the award. It provides a single, convenient location for contact information of institutional and sponsor personnel with roles in award administration, including organization (or unit), relationship with the project, address, email, and telephone numbers.
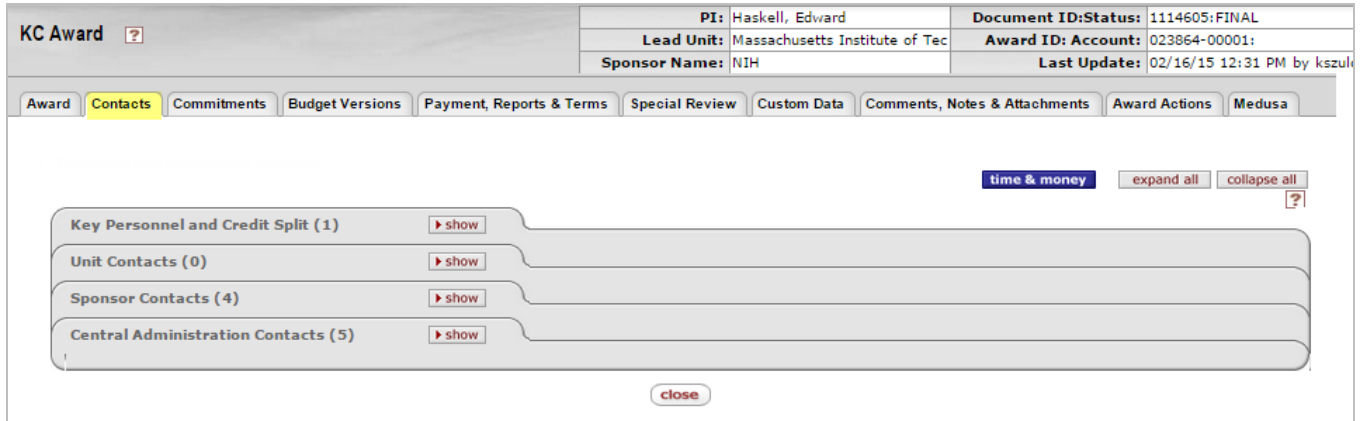
Figure 21 – Contacts Tab

Commitments Tab

The **Commitments** tab contains three panels that identify financial commitments for the award:
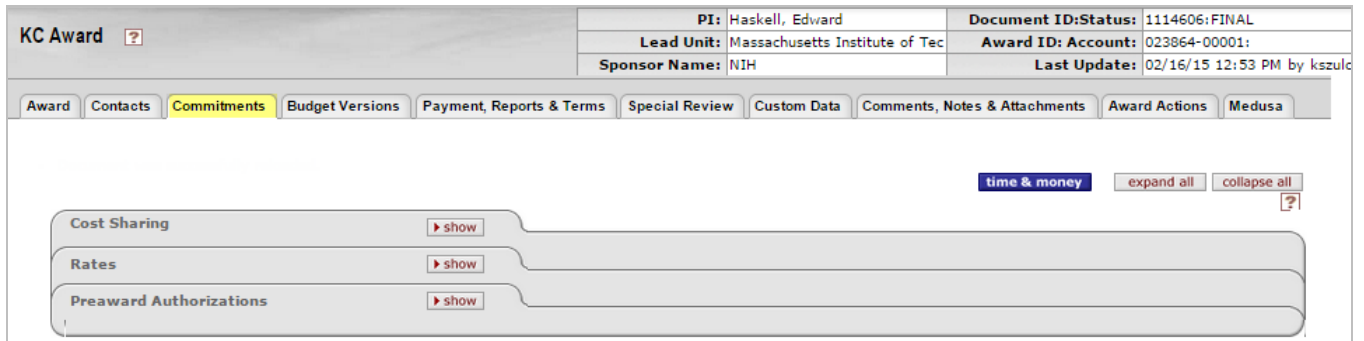- Cost Sharing
- Rates
- Preaward Authorizations

Figure 22 – Commitments Tab

Budget Versions Tab

The **Budget Versions** tab will display Award Budget(s) created for the award. The **Budget Versions** tab consists of three panels: **Budget Overview**, **Budget Versions**, and **Budget Limits.**
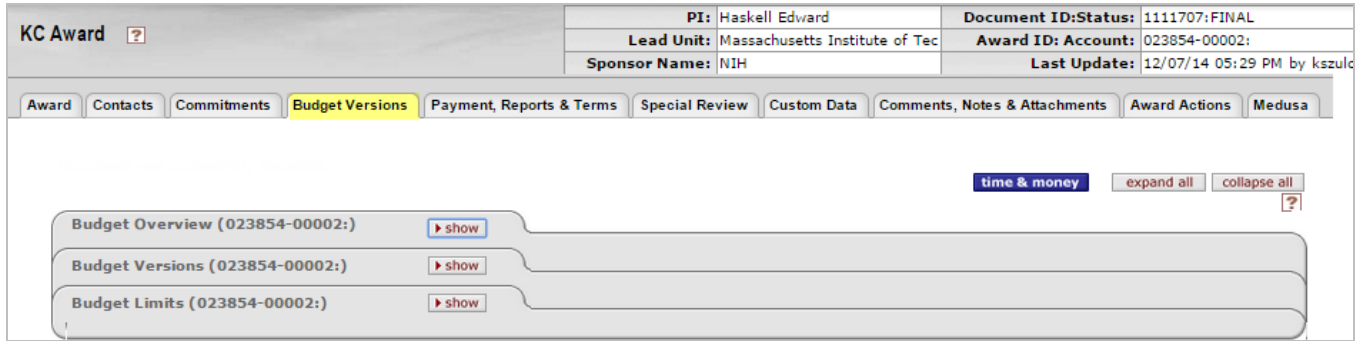
Figure 23 – Budget Versions Tab

Payment, Reports & Terms Tab

The **Payment, Reports & Terms** tab provides the means, in accordance with federal regulations and/or institutional polices, to maintain detailed invoice, payment schedules, reports, terms, and other related information about the award.

There are six panels on the **Payment, Reports & Terms** tab:

- Payment & Invoices
- Contract And Grants Billing (not used at MIT)
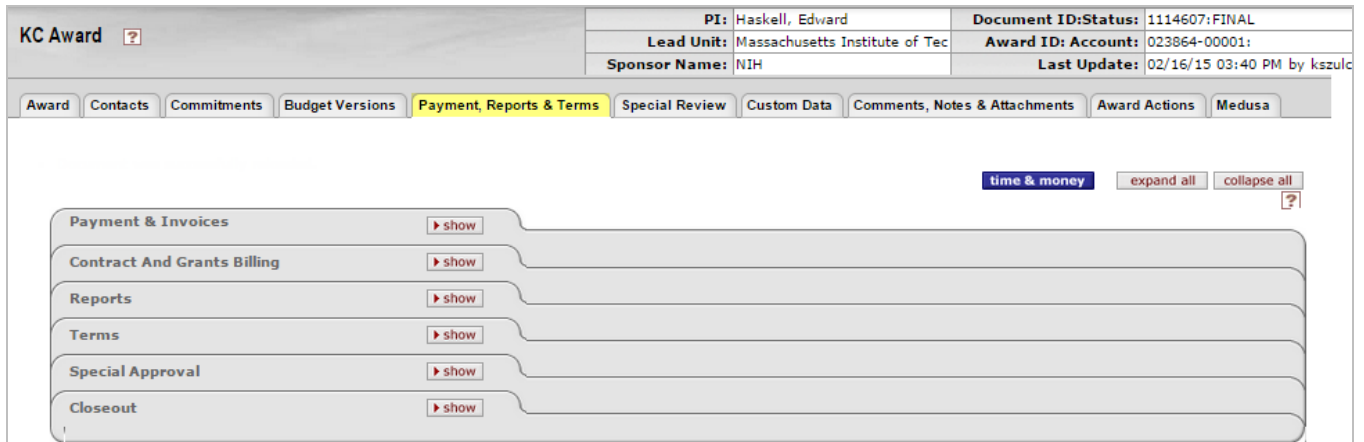- Reports
- Terms
- Special Approval
- Closeout

Figure 24 – Payment, Reports & Terms Tab

Special Review Tab

The **Special Review** tab contains information required for regulatory compliance. Special review types, approval status, relevant protocol number, and key date information is displayed, along with access to any comments provided by reviewers.

Figure 25 – Special Review Tab

Note: PI's and their DLC administrators should notify their RAS Contract Administrator of any required maintenance to the special reviews for this project, especially adding new approved protocols. Maintenance to protocols should be processed through requests to the appropriate IRB (Internal Review Board) office (COUHES or the CAC).

Custom Data Tab

The **Custom Data** tab is where any award specific information is maintained from custom elements created in the system. It is used for internal processing to support data processing requirements.
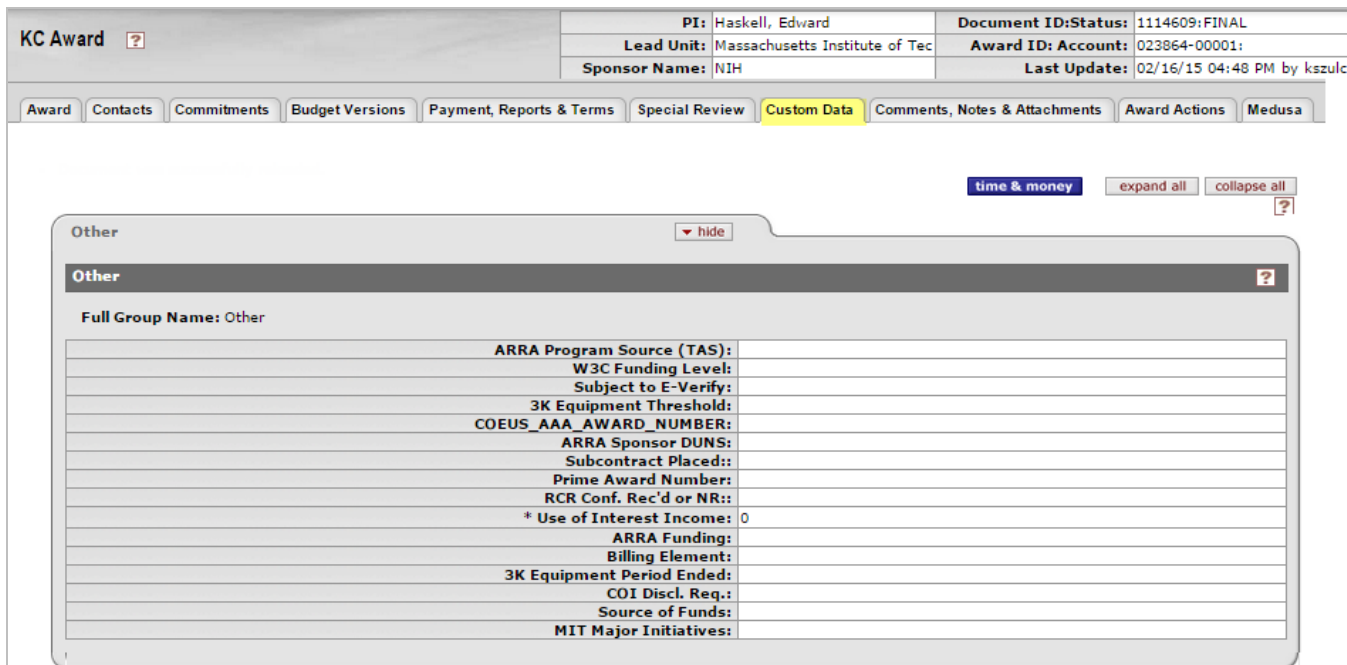
Figure 26 – Custom Data Tab

Comments, Notes & Attachments Tab

Comments, Notes & Attachments tab displays comments, notes, and the attachments associated with the award. Attached documents may be restricted and unrestricted to viewing.

There are three panels on the **Comments, Notes & Attachments** tab:
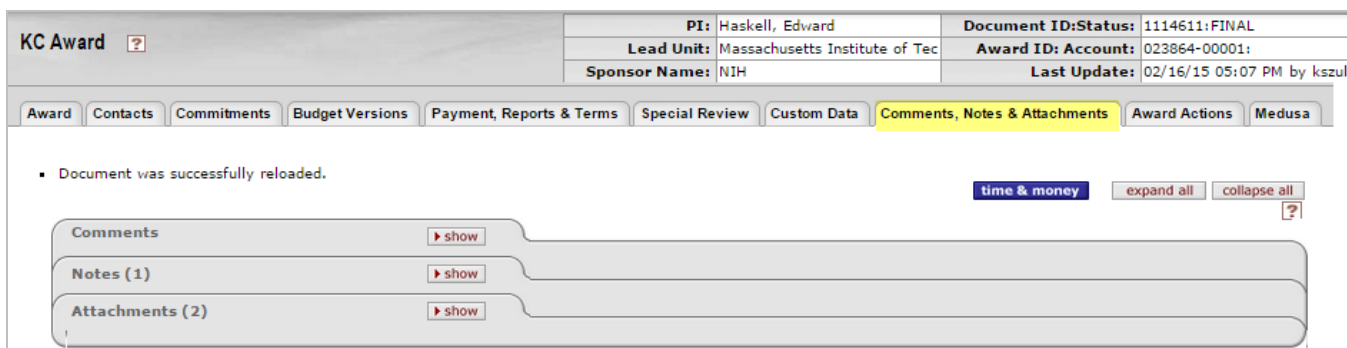- Comments
- Notes
- Attachments

Figure 27 – Comments, Notes & Attachments Tab

Awards Actions Tab

Awards Actions tab includes information on the Award Hierarchy the Award is part of, as well as it allows you to Print award notices containing all or selected award components, including award modifications, if any, as well as award time and money transactions. Additionally, the Award document workflow status, actions take, and future action requested can be viewed in this section.

There are four panels on the **Award Actions** tab:
- Data Validation
- Hierarchy Actions
- Award Hierarchy Sync (only if Award Hierarchy exists; if the award is single level award then this panel will not be shown)
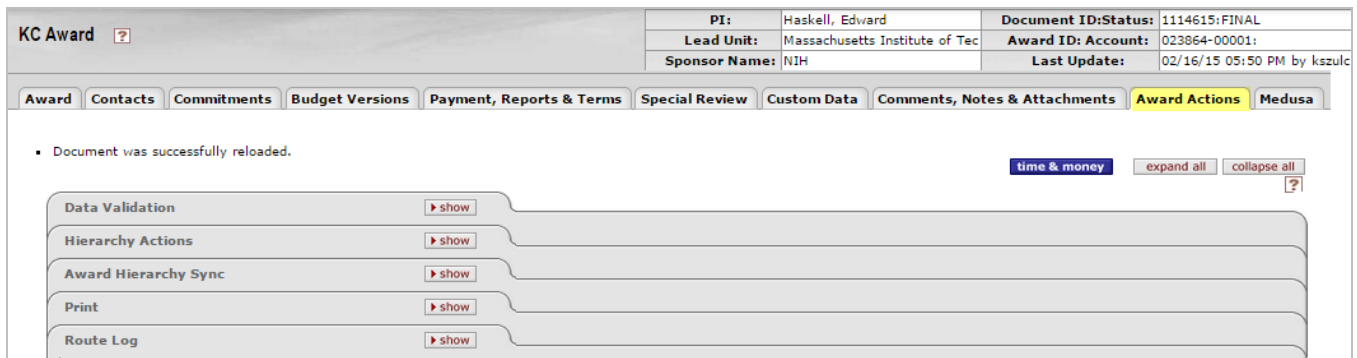- Print
- Route Log

Figure 28 – Award Actions Tab

Medusa Tab

The **Medusa** tab displays the entire project lifecycle. It is a snapshot/overview of an award and proposal structure showing all of the KC module relationships in a simple, expandable/collapsible tree format. Not only can you research back in time the lifecycle of a project, but also Medusa has the added capability of allowing you to link into the details that are maintained in Kuali Coeus, so you can research the complete record. Access Medusa to better understand the relationship between Kuali Coeus modules and to seamlessly navigate to and from the award and the proposal details.

There are two distinct sections in the page display:

- **View**: Allows for selection of **Proposal>Award** or **Award>Proposal** options and a **refresh** button that refreshes the tree view below based on your selection.

- **Tree**: Displays a hierarchical view of related documents that you can expand and collapse to see their relationships
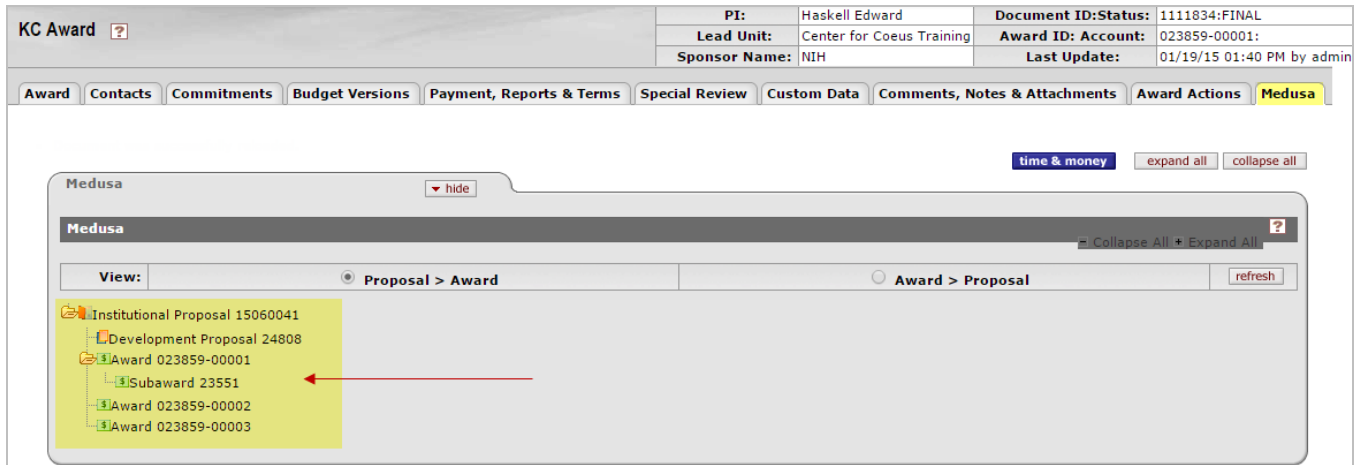
Figure 29 – Medusa Tab

Getting Help:

RAS Contract Administrator
To help with questions regarding Proposals and Award details, contact your RAS Contract Administrator.

Kuali Coeus Support Team
ra-help@mit.edu

KC system issues and authorizations - include your **Name**, **Contact information**, and the **Award Number** you are working on.