

## Overview:

The Award Hierarchy can be viewed in the **Hierarchy Actions** panel (in the Award Actions tab). The section of the Award record will display the relationships among the parent and child accounts, if any. In summary, there are two types of awards in Kuali Coeus – **Parent Awards** and **Child Awards**. The Parent award reflects the Notice of Grant Award and is linked to the main Account ID. Child awards are sub-accounts associated with the Parent award that are funded by the Parent NGA and have a separate MIT Account ID. Sub-accounts may be created to track specific spending, equipment purchases, cross-departmental award administration, or differing Indirect Cost Rates from the Parent Award.



**Note:** It is important to note the relationship between KC Award ID numbers in the Parent and Child Award Documents. The first six digits or root of the Award ID (**090628**-00001) remain the constant between the Parent and Child. The suffix of the Award ID number increments by one each time a level is added to the hierarchy. Therefore, the suffix **-00001** would always represent the Parent Award and any number **greater than -00001** (e.g. -00002, -00003, etc.) represents a Child, Grandchild, etc. Award.

## Procedure:

### Viewing Award Hierarchy

After opening the award, complete the following steps to view the Award Hierarchy:

1. While in the Award, click on the **Award Actions** tab and then click the **show** button in the **Hierarchy Actions** panel to expand that section.

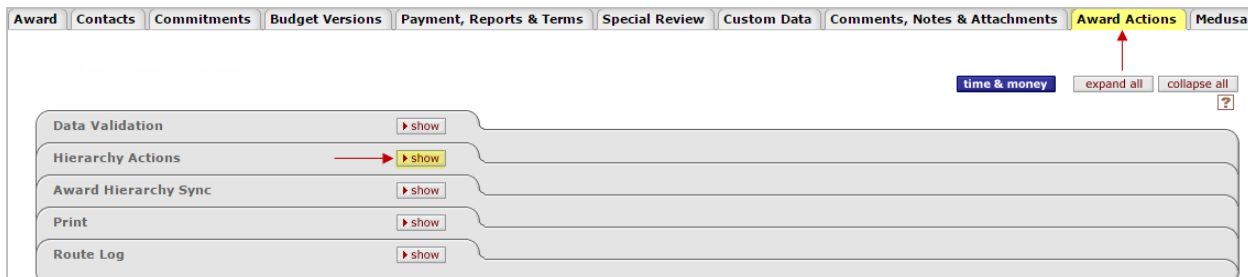


Figure 1 – Award Actions → Hierarchy Actions Panel


2. When you first access the **Hierarchy Actions**, you will see the **Parent level in the Hierarchy only** (regardless of where you accessed the Award Actions tab – in the parent or the child). To view additional levels that may be present, click on the **Expand All** link (to display all nodes at once) or the individual **folder** symbols (e.g. ) next to each **Award ID** number.







Figure 2 – Expand All


The **Award Hierarchy** will display.



Figure 3 – Hierarchy Actions – Displaying All Nodes

You will see a round symbol next to **Award ID** (of each node of the hierarchy) that represents the Award Status:

-  - Award is in **Active** Status *(Check the Project End Date to see if an account is truly valid. Accounts may remain in active/valid status up to 90 days after closeout, because the closeout process may not yet have been completed.)*
-  - Award is in **Pending** Status *(The account is waiting for authorization. There may be no terms or dollars committed until the official confirmation is received. Some sponsor terms allow ~90 days to receive the award letter and during that time, the account may be used. Pending accounts are sent to SAP.)*
-  - Award is in **Hold** Status *(The account must be compliant or authorized before funds are released.)*
-  - Award is in **Closed/Terminated/Restricted** Status *(No revenue can be transferred into a restricted account and no journal vouchers can be posted against the account.)*

 **Note:** You can click the **open** button for each award in the hierarchy from within this subpanel and the new window will open displaying that award details. Additionally, you can click the **medusa** button for each award to display the medusa for that award.

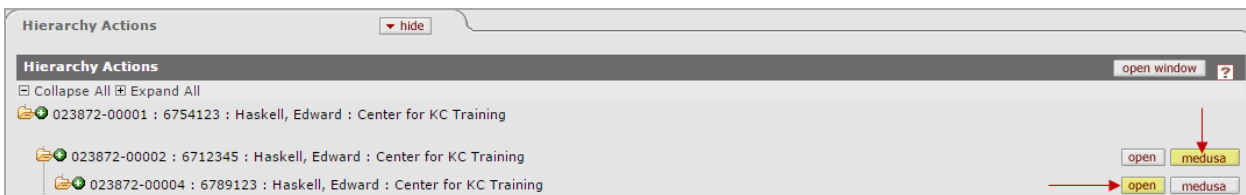

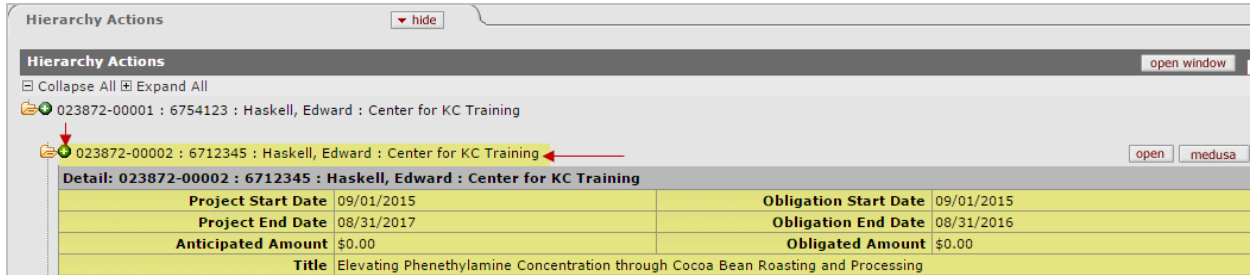


Figure 4 – Open and Medusa Buttons

Clicking on the **symbol** (e.g. ) next to the **Award ID** number (or the adjacent text containing the Award ID, Account Number, PI, and Unit) of the award will display summary information about that particular award (i.e. Award Details).



Hierarchy Actions

Hierarchy Actions

023872-00001 : 6754123 : Haskell, Edward : Center for KC Training

023872-00002 : 6712345 : Haskell, Edward : Center for KC Training

Detail: 023872-00002 : 6712345 : Haskell, Edward : Center for KC Training

Project Start Date	09/01/2015	Obligation Start Date	09/01/2015
Project End Date	08/31/2017	Obligation End Date	08/31/2016
Anticipated Amount	\$0.00	Obligated Amount	\$0.00
Title	Elevating Phenethylamine Concentration through Cocoa Bean Roasting and Processing		

Figure 5 – Award Details

## Getting Help:

For questions or problems using this Quick Reference Card, email the Support Team at [kc-help@mit.edu](mailto:kc-help@mit.edu). Include your **Name**, **Contact Information**, and the **Award/Account Number**.