Renewal Awards

Purpose

This document describes the process for establishing renewal awards.

Renewal Award Process

A renewal provides additional funding for a new period in an existing sponsored program. Renewals can be established by creating new awards, projects, or tasks or by extending period on existing one. The determination on how renewals are established depends on the sponsor reporting requirements. The following table outlines the renewal award process:

Step	Action
1	Establish renewal award, project, or task.
2	Run the "RF: Transfer Labor Schedule for Renewal Awards" process.
3	View "RF: Transfer Labor Schedules for Renewal Awards Audit Report"

Each step is described in the sections that follow.

Establish Renewal Award

Once the renewal has been received, review sponsor reporting requirements to determine whether the renewal should be processed by creating a new award, project, or task or by extending the period on the existing award, project, or task. Any part of the account relationship can be new (i.e., project, task, or award) or all parts of the account relationship can be new (i.e., project, task, and award). Examples of different award, project, and task combinations are provided in "Transfer Labor Schedules Scenarios" section of this procedure.

For detailed instructions, refer to Oracle process help:

- Create an Award - Process Help (R12)
- Create a Project - Process Help (R12)
- Create a Task - Process Help (R12)

Transfer Labor Schedule for Renewal Awards

Once the award/project/task is established, the "RF: Transfer Labor Schedule for Renewal Awards" process is run. The process automatically transfers the labor schedules for those employees with both an assignment end date (from the People File) that is either blank or within the current pay period and a labor distribution end date that is either blank or within the current pay period.

Prerequisites

The following criteria must be met for the "RF: Transfer Labor Schedule for Renewal Awards" process to be successful:

- Renewal award/project/task must be active.

- Renewal award/project/task (the differentiating factor) start date must be the next calendar day following the predecessor end date.
- Assignment must have active labor schedule lines on the predecessor award, project, and task.
- Assignment end date on the predecessor labor schedule lines must be in the future of the renewal award, project, and task start date.
- Assignment start date on the renewal award, project, and task labor schedule lines may never be set to a date prior to the last LD payroll cycle import. Refer to "Payroll and Labor Distribution Schedule for RF and SUNY" in EPSS under Grants Management, procedures and Guidance. The LD payroll cycle import is listed as "LD PROCESSES RUN OVERNIGHT" on the schedule.

Note: If the employee's people file record has a term date that precedes or has passed the current pay period when the labor distribution process is run (normally Wednesday night of payroll week), the campus will be responsible for transferring the labor schedule for the pay periods that have passed.

For detailed instructions, refer to Oracle process help Transfer Labor Schedules for Renewal Awards - Process Help (R12).

RF: Transfer Labor Schedules for Renewal Awards Audit Report

Once the process is complete, the "RF: Transfer Labor Schedules for Renewal Awards Audit Report" is produced. The report shows the people who have successfully transferred from one award to the renewal award.

Transfer Labor Schedules Scenarios

Same Project (extend project), New Task on Existing Project and New Award

When the Award Number and Task are the different factors, the renewal award start date must be the next calendar day following the preceding award end date. The new task must start the next calendar day following the preceding task end date. The LD effective date on the new line created will be the renewal award start date or the next payroll date whichever is the later.

Note: This is the process used at central office for renewals.

Project	Task	Award	Action
1007853	1	009970	Extend project end date 4/30/04, leave task 1 end date 4/30/03award termed at 4/30/03
1007853	2	28095	Created task 2 with start date 5/1/03, new award start date 5/1/03

Same Project and Task (extending both) and New Award

When the Award Number is the different factor, the renewal award start date must be the next calendar day following the preceding award end date. The LD effective date on the new line created will be the renewal award start date or the next payroll date, whichever is the later.

Project	Task	Award	Action
1007461	1	005199	Extend project and task to 4/30/04, leave award termed at 4/30/03
1007461	1	28093	New award starts 5/1/03, ends 4/30/04

Same Award (extend award) but Fund New Project

When the Project Number is the different factor, the renewal project and task start date must be the next calendar day following the preceding project and task end date. The LD effective start date on the new line created will be the renewal project and task start date or the next payroll date, whichever is the later.

Project	Task	Award	Action
1007524	1	010615	Extend award to 4/30/04
1020913	1	010615	New project and task starts 5/1/03, ends 4/30/04

Same Project and Award (extending both) with a New Task Funded by Same Award on Existing Project

When the Award Number and Project Number remain the same and the task number is the different factor, the renewal task start date must be the next calendar day following the preceding task end date. The LD effective date on the new line created will be the renewal task start date or the next payroll date, whichever is the later.

Project	Task	Award	Action
1001354	1	009887	Extend project and award to 4/30/04
1001354	3	009887	Created task 3 with start date 5/1/03 and term date of 4/30/04

New Award, Project, and Task

When the Award Number, Project Number, and Task Number are the different factors, the renewal award, project, and task start dates must be the next calendar day following the preceding award end date. The LD effective date on the new line created will be the renewal award start date or the next payroll date whichever is the later.

Project	Task	Award	Action
1001385	1	010765	Preceding award, project, and task end dates are 4/30/03
1030916	1	28096	Renewal award, project, and task start dates are 5/1/03

Change History

- **December 27, 2018** - Deleted EPSS references and added links to Oracle process help.
- **November 26, 2004** - Updated link to Payroll and LD Schedule.
- **July 21, 2003** - New document.