

## Rescind an Award or Project

### When to Rescind an Award or Project

If an award is created in error, or an "at risk" award does not receive funding, or a protected attribute on an award is incorrect, the expenses will have to be transferred to a new Project, Task and Award and the old Project, Task, Award will have to be rescinded. This is due to the inability to change protected fields once expenditures have been processed against an award.

### How to Rescind an Award or Project

The following table outlines the process for rescinding an award or project:

Step	Action
1	Identify the new award to which expenditures and encumbrances are to be transferred, and then transfer the expenditures and encumbrances.
2	If applicable, process a labor distribution adjustment to move payroll and adjust certification of effort.
3	Adjust purchase orders, if applicable.
4	Reduce the award budget. Note: Reducing the F and A budget will relieve the F and A encumbrance.
5	Reduce project funding; change end date to start date.
6	Move cash, if applicable.
7	Cancel invoices, if applicable.
8	Close the award.
9	Close the project, if applicable.

### Change History

- July 8, 2002 - Revised to include note for Step 4.