

## Close an Award - Process Help

Use these instructions to close an award. Refer to the procedure and guidance documents for criteria to close an award.

## Prerequisites

- You must have one of the following responsibilities to close an award:
  - o ORG OGM Billing Specialist
  - o ORG Account Establishment Specialist
  - ORG Account Establishment Specialist with Budget Approvals
  - o ORG Account Establishment Administrator
- The award number does not have any carry forward.
- The award number does not have any open encumbrances, purchase orders, or receivables against it.
- All reports and deliverables have been submitted to the sponsor, if required, and the reports tab in the Award Management screen has been updated.
- Award has termed.
- All closing edit requirements have been met.

## To close an award:

- 1. Navigate to Awards to open the Find Award form.
- 2. Enter the number for the award that needs to be closed.

3.	Click Find to open the Award Management Folder
	form.

Award			Key Member	
	<b></b>			
Search For	Templates, Awards	<b></b>	Name	
Number	000001		Number	
Short Name			Role	
Түре				
Status				
Organization				
Funding Source				
Number				
Name				
		Clear		Find

				Funding Source	Name	
Operating Unit Number	Short Name	Туре	Status		Start Date	Ten
The Research F <mark>000001</mark>	010 IDC Revenu	Nonsponsored	Active	Corporate Funde	01-JUL-2000	□.
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4. Click **Open** to open the **Award Management** form.

5. In the **Status** field, select **Closed** from the drop-down menu.

Award Statuses		×
Find %		
Status		Description
Active		Award is Active : Allows to ente
At Risk		Award is at Risk : Allows to ent
Closed 🔫		Award is Closed : Neither allov
On Hold		Award is On Hold : Allows to ac
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	Eind	QK Cancel

Award Management										_	
Operating Unit	The Research F	Foundatic									
Number	000001		Template		Funding Source	e Name	Corporate	Funded			
Short Name 010 IDC Revenue				Funding	Source Award I	Number	na				
Full Name	010 University	Center at	Albany Indi		Pre-Awa	rd Date					
Start Date	01-JUL-2000				Er	nd Date	30-JUN-2	017			
Close Date	30-JUN-2017				Awa	rd Type	Nonspons	ored			
Purpose	RF Funded Rev	/enue	Revenue I	Hard Limit	$\rightarrow$	Status	Active				
Organization	010 RF Operati	ions Corp	Invoice Ha	rd Limit	Funded	Amount			1.00		
Award Amount		1.00								[ Ge ]	
		(	Cost Shari	ng Matchin	g Information		Funding	Summa	ry	)	
Installments Term	ns and Condition	s Budge	etary Control	Funding \$	Source Details	Contac	ts Perso	nnel			
Number Issu	ie Date	Туре	Descrip	tion			Active	Billable	LI		
1 01-J	UL-2000	Award	First Ins	tallment			⊻.	✓ .		A	
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					Reports		Proje	ct Fundir	g		

6. Choose **File > Save** or click on the **Save** icon.

The **Status** field displays closed and the **Flexfield** indicates the Closure Date.

Operating U	Jnit The Research	n Foundatic						
Num	ber 000001		Template	Funding Source	e Name	Corporate	Funded	
Short Na	me 010 IDC Reve	nue		Funding Source Award	Number	na		
Full Na	me 010 Universit	y Center at	Albany Indi	Pre-Aw	ard Date			
Start D	ate 01-JUL-2000			E	nd Date	30-JUN-2	017	
Close D	ate 30-JUN-2017			Aw	ard Type	Nonspons	sored	
Purpo	ose RF Funded R	levenue	Revenue H	lard Linte	Status	Closed		
Organizat	tion 010 RF Oper	ations Co-	Invoice Ha	rd Limit Funded	d Amount			1.00
Award Amo	unt	1.00				-		ם ا 🔶
stallments 1	Terms and Condition	ins Budge	Cost Sharir tary Control	ng Matching Information Funding Source Details	Contac	Funding ts Perso	Summar nnel	У
Number	Issue Date	Түре	Descript	tion		Active	Billable	L
1	01-JUL-2000	Award	First Inst	tallment		✓.	☑.	
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				Reports		Proje	ct Fundin	g

- 7. Click File > Save to save your changes.
- 8. Click **File > Close** Form.

Awards Descriptive	Flexfield				×
NACUBO	General Ad	ministration			
On/Off Campus	On	On			
Property Title	No Property	Purchased			
Closure Date	06-MAR-201	9 09:33:53			
IDC Calc Period	N			No IDC	
Invoice Certification					
Override Rate	0.00				
IDC Rate Type					
Funding Type					
Disencumber IDC					
Interest Income	No Require	ment to Report or Pay Interest	t		
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