



Reopen an Award - Process Help

Use these instructions to reopen an award. If an award is reopened, the corresponding project that this award funds must also be reopened.

Prerequisites

- You must have one of the following responsibilities to reopen an award:
 - ORG OGM Billing Specialist
 - ORG Account Establishment Specialist
 - ORG Account Establishment Administrator
 - ORG Account Establishment Specialist with Budget Approval
- The award must have a status of closed.
- You must know the award number.

To reopen an award:

1. Navigate to **Awards**, click **Open** to open the **Find Awards** form.
2. Enter the **Award** number.
3. Click **Find** to open the Award Management Folder form.

Find Award - ORG Account Establishment Administrator @ TRAINX - 20-MAR-2019

Award

Search For: Templates, Awards

Number: 72160

Short Name: [dropdown arrow]

Type: [text box]

Status: [text box]

Organization: [text box]

Key Member

Name: [text box]

Number: [text box]

Role: [text box]

Funding Source

Number: [text box]

Name: [text box]

Clear Find

4. Click **Open** to open the Award Management form.
5. In the Status field, select **Active** from the drop-down menu.
6. Click **File > Save** to save your changes.
7. The Flexfield containing the close date will be cleared when the status is changed to active.

The screenshot shows the 'Award Management' form with the following details:

- Operating Unit: The Research Foundatic
- Number: 72160
- Short Name: CS, Crump-Ownes
- Full Name: Cost sharing for Award 72159
- Start Date: 01-JUL-2015
- Close Date: 30-JUL-2020
- Purpose: Cost Sharing
- Organization: 030 Center for Acade...
- Award Amount: 438,974.00
- Funding Source Name: SUNY Cost Share
- Funding Source Award Number: A-72159
- Pre-Award Date:
- End Date: 30-JUN-2020
- Award Type: Nonsponsored
- Status: Active
- Funded Amount: 438,974.00

Below the form is a table with the following data:

| Number | Issue Date | Type | Description | Active | Billable | I | J |
|--------|-------------|-------|---|--------|----------|---|---|
| 1 | 14-JUL-2015 | Award | Cost sharing for A72159 / P1126563 - Year 1 | ✓ | ✓ | . | . |
| 2 | 13-OCT-2016 | Award | Cost sharing for A72159 / P1133743 - Year 2 | ✓ | ✓ | . | . |
| 3 | 14-JUN-2017 | Award | Cost sharing for A72159 / P1140257 - Year 3 | ✓ | ✓ | . | . |

A red arrow points to the 'Save' button in the bottom right corner of the form.

8. Click **File > Close Form**.

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- Number: 72160
- Short Name: CS, Crump-Ownes
- Full Name: Cost sharing for Award 72159
- Start Date: 01-JUL-2015
- Close Date: 30-JUL-2020
- Purpose: Cost Sharing
- Organization: 030 Center for Acade...
- Award Amount: 438,974.00
- Funding Source Name: SUNY Cost Share
- Funding Source Award Number: A-72159
- Pre-Award Date:
- End Date: 30-JUN-2020
- Award Type: Nonsponsored
- Status: Closed
- Funded Amount: 438,974.00

Below the form is a table with the following data:

| Number | Issue Date | Type | Description | Active | Billable | I | J |
|--------|-------------|-------|---|--------|----------|---|---|
| 1 | 14-JUL-2015 | Award | Cost sharing for A72159 / P1126563 - Year 1 | ✓ | ✓ | . | . |
| 2 | 13-OCT-2016 | Award | Cost sharing for A72159 / P1133743 - Year 2 | ✓ | ✓ | . | . |
| 3 | 14-JUN-2017 | Award | Cost sharing for A72159 / P1140257 - Year 3 | ✓ | ✓ | . | . |

A red arrow points to the 'Save' button in the bottom right corner of the form.

The screenshot shows the 'Awards Descriptive Flexfield' form with the following details:

- NACUBO: Public Services
- On/Off Campus: On
- Property Title: No Property Purchased
- Closure Date:
- IDC Calc Period: L
- Invoice Certification:
- Override Rate: 0.00
- IDC Rate Type:
- Funding Type:
- Disencumber IDC:
- Interest Income: No Requirement to Report or Pay Interest

A red arrow points to the 'Save' button in the bottom right corner of the form.