



## Create a Project for an Award that Crosses Locations

Use these instructions to create a project that involves more than one location, i.e., when a campus receives an award that requires a portion of the project work to be conducted at another campus location.

For project relationships across locations, the location awarded the **primary award** can **view all award and project information**.

The **subaward** location can do the following for their location can **view project and task information for their project(s) only** and **process all expenditures for their project(s) only**.

### To create a project for an award that crosses locations

Note: The location awarded the primary award should complete all the steps in this process.

#### Create a project for the primary award location

1. Select **Projects > Find** to open the **Find Projects** form. Use the [Create a Project](#) process help to create the primary location's project.

Note: Make sure you enter the primary location's **Organization** on the **Project Quick Entry** form.

#### Create a project for the subaward location

1. Select **Projects > Find** to open the **Find Projects** form. Use the [Create a Project](#) process help to create the subaward location's project.

**Warning:** Make sure you enter the primary location's **Organization** on the **Project Quick Entry** form (even though this is a project for the subaward location). The organization information for both projects must be the primary location in order to fund the projects. If the organization information doesn't match, the project number won't appear in the List of Values and you won't be able to fund the project.

### **Create an award for the primary award location**

Use the [Create an Award](#) process help to create an award for the primary location.

### **Fund the projects with the new award**

Use the [Create an Award](#) process help to fund your projects.

### **Create the budget for the projects**

Use the [Create a Budget](#) process help to establish a budget for the two projects.

### **Modify the subaward location's organization information**

Use the [Modify Project or Task Information](#) process help to change the **Organization** field on the **Projects, Templates** form to an organization at the subaward location.