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.