

Post Award Action Requests

Instructions

1. On the Award Summary page click on the 'Request Post Award Action', located under the 'Tools' menu on the upper right hand side of the screen.
 - a. If you do not see this link you are not in the staff group for that award. To be added to the staff group, please email your 'uscera@mailbox.sc.edu'.

The screenshot shows the USCORA website interface. At the top is a dark red navigation bar with the USCORA logo on the left and navigation links for Home, Awards, Faculty Expertise, and Proposals. On the right of the bar, there is a user profile indicator 'Dr. [redacted]'. Below the navigation bar, the page title is 'Award #1 [redacted]' with a 'Summary' link. The main content area displays award details: Title 'Radiocarbon Estimates of Microbial Activity and Carbon Accumulation Surrounding the Princess Elisabeth Station (REMACA)', Department '216100 - School of Earth, Ocean & Environment', Account Numbers, Dates (Budget and Project Periods), and PeopleSoft Project #. On the right side, there is a 'Tools' menu with three options: 'Request Post Award Action' (highlighted with a red arrow), 'Print Account Memorandum', and 'View Award Documentation'.

2. The two post award action request options are to 'Extend Budget End Date' and/or 'Re-budget'. **You are able to request both changes in one request by answering 'Yes' to both Yes or No question for end dates and rebudgets.**

Budget End Date

Do you want to extend the end date of this account?

Yes

No

Re-Budget

Do you want to re-budget the existing funds in this account?

Yes

No

End Date Extension/ No-Cost Extension Requests

1. Click 'yes' to request approval to extend the end date. Enter the new end date you are requesting. The current award end date is displayed for reference.

Budget End Date

Do you want to extend the end date of this account?

Yes
 No

Current Budget End Date
7/31/2019

End Date
7/31/2020

End Date Extension Justification Documents

End_Date_Justification.docx 10/27/2019 04:33 PM

Re-Budget

Do you want to re-budget the existing funds in this account?

Yes
 No

2. After entering your requested end date, you are required to upload a justification statement document explaining the following points:

- a. Is this the first extension request for this project?
- b. Explain why a new end date is needed.
- c. What remaining deliverables or objectives are left to be completed during the extension period?
- d. Estimate the total amount of unencumbered funds for the project and how you intend to expense them by the new end date.
- e. Any other important information or documents that is needed to justify this request, and/ or specific documents that the sponsor requires for the prior approval of a No-Cost Extension.

After entering the new end date and uploading justification document(s), the 'continue' button will turn green and it will take you to review/comments and submit.

If this request was not entered by the PI, the PI will receive a notification in USCERA to review and approve the request, prior to it being submitted to SAM. Please go to page 5 for PI review/approval instructions.

Re-budget Requests

- Click 'yes' to re-budget. The current budget will be displayed on the screen after choosing 'yes'. The sponsor column displays the total budgeted for each expenditure code. If the budget has cost share you will see an additional column named 'USC' to the left of the Sponsor column. **The current budget indicates the amount budgeted, not what is currently available. Please make sure funds are available in the financial system before re-budgeting.**

Re-Budget

Do you want to re-budget the existing funds in this account?

Yes 

 No

Current Budget 

Expenditure Code	Exempt from F&A	Sponsor
51000 - PERSONAL SERVICES		\$23,297
53000 - SUPPLIES		\$181
54600 - FRINGE BENEFITS		\$6,126

- Scroll down the page to 'Proposed Budget' to make your budget revisions.
 - To add an expenditure code, click the red 'Add Expenditure Line'. If the expenditure code is exempt from F&A, you will see a 'Check' in that column.
 - Please make sure funds are available in the financial system before re-budgeting. Please note that USCERA does not accept decimals. Please round your budget appropriately.**
 - To reduce an expenditure code, place a minus sign in front of the amount you want that code to be reduced by.
 - To add funds to an expenditure line, just enter the amount to increase the code.
 - The total balance of adjustments must be zero.**

Proposed Budget

Expenditure Code	Exempt from F&A	Existing Sponsor Cost	Proposed Budget Adjustment
<input type="checkbox"/> 50000 - EXPENDITURES	✓	\$20,000	\$ -7,325
<input type="checkbox"/> 51000 - PERSONAL SERVICES		N/A	\$ 5,000
+ Add Expenditure Line		Total Direct	(\$2,325)
Indirect Costs (F&A)		46.5%	\$2,325
Total Award			\$0

3. Once you have finished the rebudget changes, you are required to upload a rebudget justification statement. This statement must include the following information:

- f. Has been a change in scope of work or deliverables?
- g. Is there a significant change in project member’s effort or change in PI or key personnel?
- h. Are you adding or reducing any of the following categories that commonly require sponsor prior approval: equipment, participant support costs, other capital expenditures, subawards or contractors, travel.
- i. For each budget category changed, please explain why the funds are no longer needed in the original category and why they are necessary in the new category. Reasons such as “revised budget to accommodate expenditures”, “budget category out of balance”, “money left over”, or “correct projected shortfall”, are not sufficient justification to re-budget funds.
- j. Add other important information or documents that is needed to justify this request, and/ or specific documents that the sponsor requires for the prior approval of a budget revision.

4. The ‘Continue’ button will then turn green.

Rebudget Justification Documents

Re-budget_Justification.xlsx 11/15/2019 04:03 PM

5. Click ‘Continue’ and a review of the action will be displayed along with a ‘Comments’ text box.

Re-Budget			
Current Budget			
Expenditure Code	Exempt from F&A	Sponsor	
50000 - EXPENDITURES	✓		\$20,000
Total Direct			\$20,000
Indirect Costs (F&A)	46.5%		\$0
Total Award			\$20,000
Proposed Budget			
Expenditure Code	Exempt from F&A	Sponsor	
50000 - EXPENDITURES	✓		(\$7,325)
51000 - PERSONAL SERVICES			\$5,000
Total Direct			(\$2,325)
Indirect Costs (F&A)	46.5%		\$2,325
Total Award			\$0

Rebudget Justification Documents

Re-budget_Justification.xlsx 11/15/2019
No Revisions

Submit Post Award Action

i Submitting this form will first send this post award action to the Lead PI for their approval. If approved it will then be sent to a SAM administrator for review to determine whether the requested changes are allowed.

i If approved a re-budget will take additional time to process before the changes are effective in the financial system.

Comments

Business Manager comments

Submit

6. Click 'Submit' and the proposed re-budget will route to your SAM Administrator. **If the re-budget is submitted by the business manager, the request will be routed to the PI prior to the SAM Administrator for approval.**

a. You will receive an USCERA email indicating the request was either 'Approved' or 'Returned to Submitter'.

7. To remove any unwanted 'Un-submitted' post award action request from your 'Outstanding box', go to the 'award summary' page of the project. On the lower left hand side of the page, you will see the header labeled 'Post Award Actions':

Post Award Actions

Requires Action

Edit
 Evaluate
 Delete

Status
Unsubmitted

Date Created
 12/06/2019

8. 'Click' the 'Delete' button to permanently remove the un-submitted request.

PI Approval of Post Award Requests

1. The USCeRA Home tab, will display any outstanding items (blue clickable link) as well as a link under the 'Notifications' section.

The screenshot shows a notification banner at the top: "You have one current outstanding item." Below this, there are sections for "Announcements" (No currently active announcements), "Notifications" (with an "Options" dropdown), and a specific notification: "Post award action for Award #10007905 (11520-FB61) requires your approval to be submitted" with an "Archive" button and a "Show Details" link. The timestamp is "12/05/2019 03:44 PM". To the right, a calendar snippet shows "Dec 1" and "8".

2. 'Click' on the Post Action blue horizontal link "You have one current outstanding item" to review and approve your pending Post Award Action Requests.

3. After clicking, the Project Summary page is displayed. The PI can click 'Edit Change Request Item' or 'Evaluate' in order to review/edit and approve the request or return it to the submitter.

Post Award Actions

The "Requires Action" section contains two buttons: "editChangeRequestItem" (with a pencil icon) and "Evaluate" (with a magnifying glass icon). Below the buttons, the status is "Awaiting Lead PI Approval". The submitter is "Ms. Gaye Christmus", the date created is "12/03/2019", and the changes requested include "End Date".

4. The PI will be able to review and edit the request and justification documents as needed. To Edit the request 'click' on the 'Edit Post Award Action' budget at top of page.

Evaluate Post Award Action

[Award Summary](#) / [Evaluate Post Award Ac](#)

[← Edit Post Award Action](#)

Account

Title

The TEDDY Study - 2018 Continuation

5. After all edits are finished, the PI will choose 'Approve' or 'Return to Submitter', add comments and then click 'Continue' to submit.

Evaluation

Action

- Approve
- Return to Submitter

Comments

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Post Award Actions

Requires Action

 Edit  Evaluate  Delete

Status
 **Unsubmitted**

Date Created
12/06/2019

7. 'Click' the 'Delete' button to permanently remove the un-submitted request.