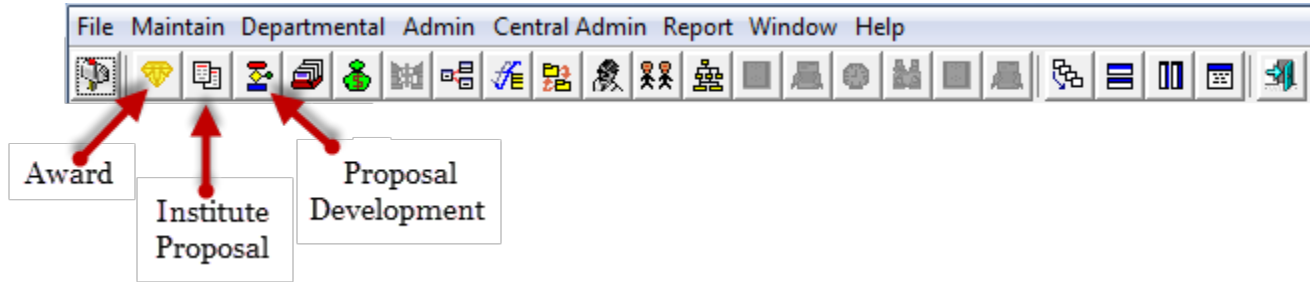
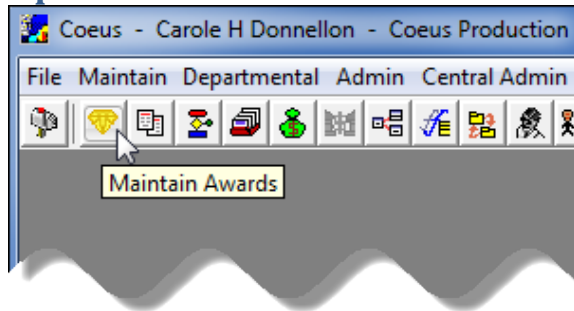


Budget Modification Instructions for Departmental GA's

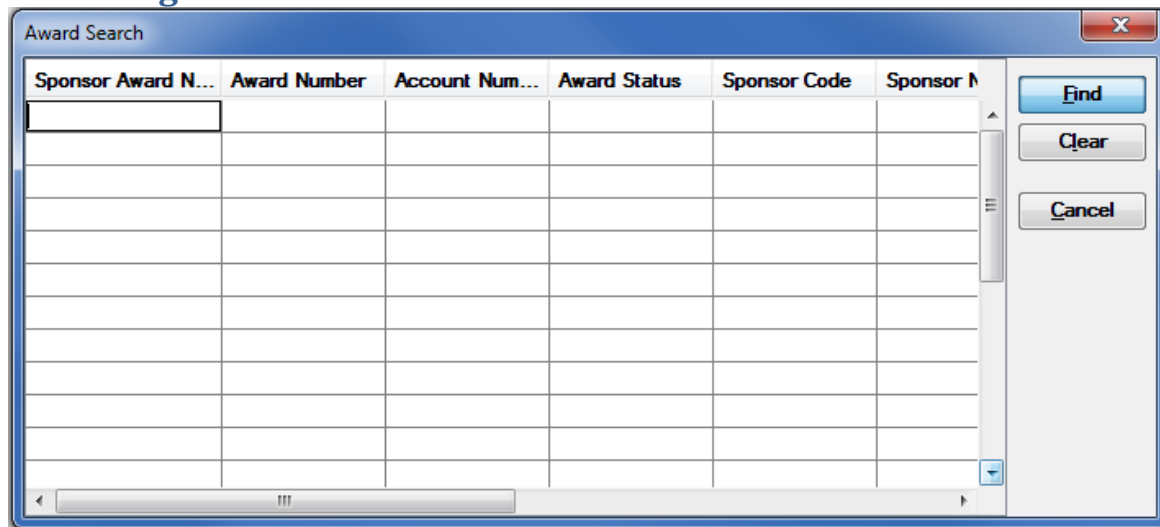
Icons



Open Coeus AWARD MODULE



Searching



Using handout – Example 1

Sponsor Award Number - *1341789*

Award Number (Coeus Number) – 008787* or *8787*

Account Number (SAP Number) – 1010658

Sponsor Code – H00001

Sponsor Name – National Science Foundation or National Science*

Principal Investigator - *Cahay

Results for Search of Coeus Number

Award Number	Sponsor Award N...	Lead Unit	Lead Unit Name	Account Number	Status	Title
008787-001	NSF IIA-1341789	60002880	CEAS - Elec Eng & Co...		Active	Sp...
008787-002	NSF IIA-1341789	60002880	CEAS - Elec Eng & Co...	1010658	Active	

-001 is the total of everything (notice no SAP number)

-002 is year one

Each child after that represents an amendment – could be a new year, additional funding, non-monetary amendment, carry-over, NCE.....

Grandchild represents different SAP numbers for the same amendment.

Example of grandchildren:

	Obligated Total	Anticipated Total	Obligation Effective Date	Obligation Expiration Date	Final Expiration Date
[1] 005926-001	\$3,800,000.00	\$4,055,000.00	01-Sep-2008	31-Aug-2014	31-Aug-2014
[2] 005926-002	\$700,000.00	\$700,000.00	01-Sep-2008	31-Aug-2009	31-Aug-2014
[2] 005926-009	\$770,000.00	\$770,000.00	01-Sep-2009	31-Aug-2010	31-Aug-2014
[2] 005926-010	\$0.00	\$0.00	01-Sep-2009	31-Aug-2010	31-Aug-2014
[2] 005926-017	\$770,000.00	\$770,000.00	01-Sep-2010	31-Aug-2011	31-Aug-2014
[2] 005926-018	\$780,000.00	\$780,000.00	01-Sep-2011	31-Aug-2012	31-Aug-2014
[2] 005926-031	\$780,000.00	\$780,000.00	01-Sep-2012	31-Aug-2013	31-Aug-2014
[2] 005926-039	\$0.00	\$0.00	01-Sep-2013	31-Aug-2014	31-Aug-2014

Click on + to see grandchildren

Display Award : 005926-001: Sequence : 4

Award Detail | Other Header | Money and End Dates | Contacts | Reports | Terms | Special Review | Investigator | Key Person | Comments | Subcontract

Award Transaction Type : No Cost Extension Notice Date:

Comments :

	Obligated Total	Anticipated Total	Obligation Effective Date	Obligation Expiration Date	Final Expiration Date
[1] 005926-001	\$3,800,000.00	\$4,055,000.00	01-Sep-2008	31-Aug-2014	31-Aug-2014
[2] 005926-002	\$700,000.00	\$700,000.00	01-Sep-2008	31-Aug-2009	31-Aug-2014
[3] 005926-003 : 1006680	\$125,000.00	\$125,000.00	01-Sep-2008	31-Aug-2009	31-Aug-2014
[3] 005926-004 : 1006681	\$170,000.00	\$170,000.00	01-Sep-2008	31-Aug-2009	31-Aug-2014
[3] 005926-005 : 1006682	\$150,000.00	\$150,000.00	01-Sep-2008	31-Aug-2009	31-Aug-2014
[3] 005926-006 : 1006683	\$170,000.00	\$170,000.00	01-Sep-2008	31-Aug-2009	31-Aug-2014
[3] 005926-007 : 1006684	\$20,000.00	\$20,000.00	01-Sep-2008	31-Aug-2009	31-Aug-2014
[3] 005926-008 : 1006813	\$65,000.00	\$65,000.00	01-Sep-2008	31-Aug-2009	31-Aug-2014
[2] 005926-009	\$770,000.00	\$770,000.00	01-Sep-2009	31-Aug-2010	31-Aug-2014
[2] 005926-010	\$0.00	\$0.00	01-Sep-2009	31-Aug-2010	31-Aug-2014
[2] 005926-017	\$770,000.00	\$770,000.00	01-Sep-2010	31-Aug-2011	31-Aug-2014
[2] 005926-018	\$780,000.00	\$780,000.00	01-Sep-2011	31-Aug-2012	31-Aug-2014
[2] 005926-031	\$780,000.00	\$780,000.00	01-Sep-2012	31-Aug-2013	31-Aug-2014
[2] 005926-039	\$0.00	\$0.00	01-Sep-2013	31-Aug-2014	31-Aug-2014

Highlight the child level you are setting the account number up for, and double click on that line.

Coeus - Amanda M Lampson - Coeus Training

File Edit Maintain Departmental Admin Central Admin Tools Report Window Help

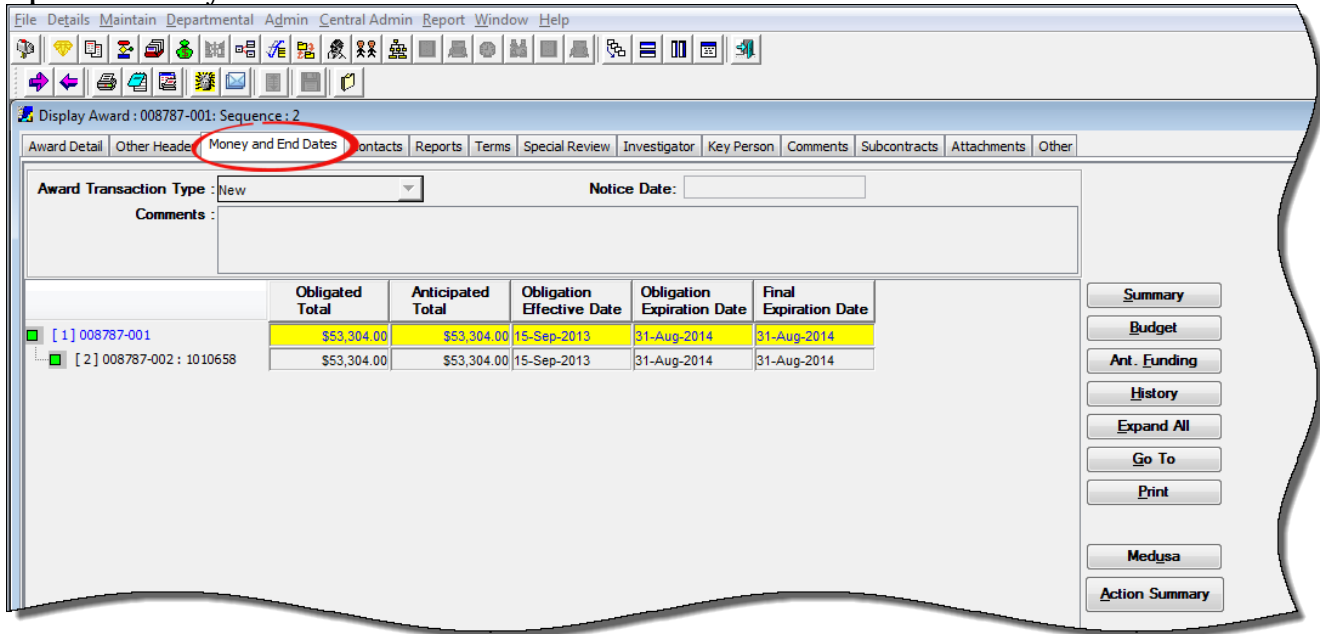
Award List

Award Number	Sponsor Award N...	Lead Unit	Lead Unit Name	Account Number	Status
007694-001	TRUser01	50000004	Training Unit COM Child		Awarded
007694-002	TRUser01	50000004	Training Unit COM Child	99999990	Active

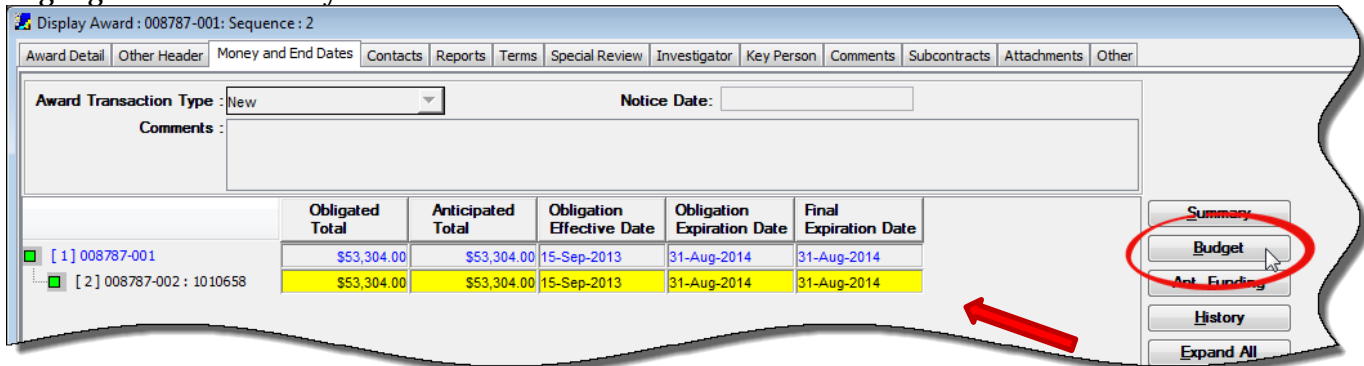


Money and End Dates

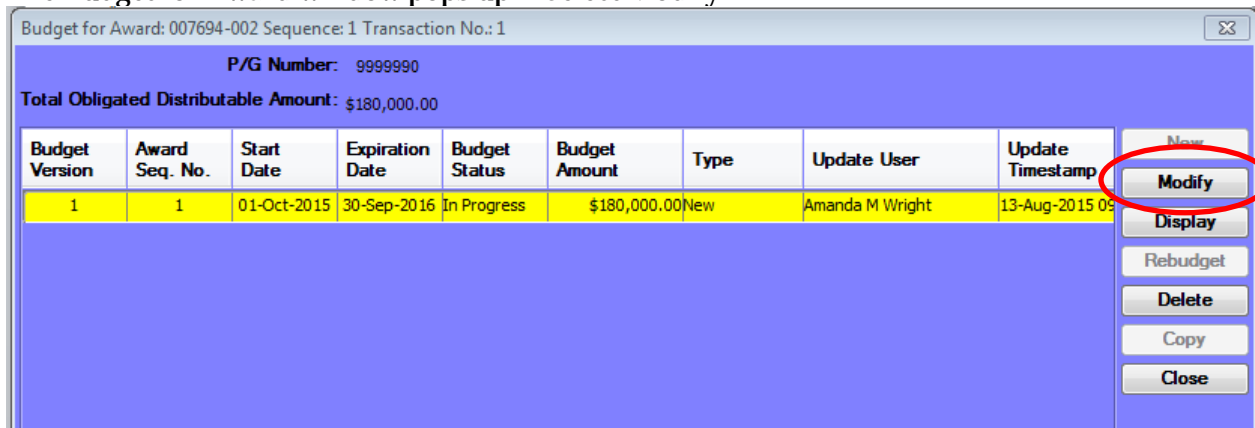
Open the Money and End Dates Tab



Highlight the child level you need then Select BUDGET



The Budget for Award window pops up – Select Modify



Start by clicking the Calculate Button to update the F&A and FB to current rates. Make adjustments to the budget lines in the direct cost lines in the middle section to match the desired direct charges minus the fringe benefits. When you have the direct amount done, click the calculate button and it will update the F&A and FB accordingly.

Award Budget: New In Progress

Account No:	9999990	Obligated Amount:	\$180,000.00	Budget Status:	In Progress	Save
Budget Version:	1	Budget Amt:	\$180,000.00	On Off Campus Flag:	<input type="checkbox"/>	Submit
Award No:	007694-002	Start Date:	01-Oct-2015	End Date:	30-Sep-2016	Reject
Award Seq. No.:	1	Type:	New	OH Rate Type:	MTDC	Approve
Description:						Post
Comments:						Close

Line Number	Cost Element	Cost Element Description	Change Amount	Obligated Amount	Total Amount
1	530500	Travel - domestic	\$5,000.00	\$0.00	\$5,000.00
2	531900	Lab Expenses	\$195,142.17	\$0.00	\$195,142.17
3	549100	Equipment, Capital -- value over \$5000	\$10,000.00	\$0.00	\$10,000.00
4	EXPFTFED	Ex Staff FT - Federal Fringe Rates	\$16,240.00	\$0.00	\$16,240.00
5	FACFTFED	Faculty FT - Fed Fringe Rates	\$34,609.79	\$0.00	\$34,609.79
6	STUGSFED	Grad Student - Fed Fringe Rates	\$19,285.00	\$0.00	\$19,285.00
Total:			\$280,276.96	\$0.00	\$280,276.96
1	AWEBOF	Award Budget Fringe Costs - Off Cam...	\$0.00	\$0.00	\$0.00
2	AWEBON	Award Budget Fringe Costs - On Campus	\$19,613.80	\$0.00	\$19,613.80
3	AWOHOF	Award Budget F&A Costs - Off Campus	\$0.00	\$0.00	\$0.00
4	AWOHON	Award Budget F&A Costs - On Campus	\$168,136.64	\$0.00	\$168,136.64
Total:			\$468,027.40	\$0.00	\$468,027.40

Buttons: Add, Delete, Print, Calculator, Calculate

When the Total at the very bottom matches the budget amount listed at the top, click the SAVE button (Step 1), then the SUBMIT button (Step 2) to send it back to the Grants Management GA for Approval and to be marked for transfer to SAP. The system does NOT generate an email to the SRS GA so you will need to send a separate email to let them know you have completed the budget adjustment.

Account No:	9999990	Obligated Amount:	\$375,000.00	Budget Status:	In Progress
Budget Version:	1	Budget Amt:	\$375,000.00	Off Campus Flag:	<input type="checkbox"/>
Award No:	007694-002	Start Date:	01-Oct-2015	End Date:	30-Sep-2016
Award Seq. No.:	2	Type:	New	OH Rate Type:	MTDC

Save
Submit
Reject
Approve
Post
Close

Step 1
Step 2

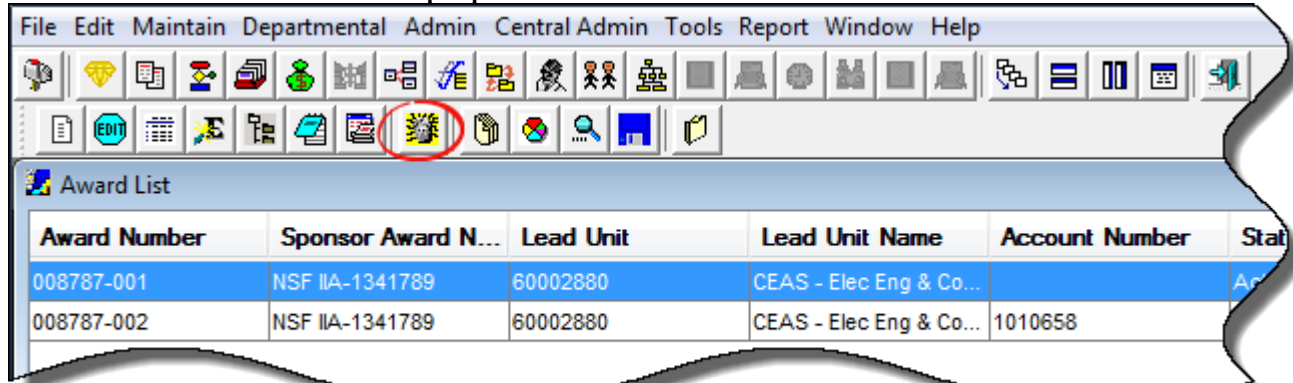
Line Number	Cost Element	Cost Element Description	Change Amount	Obligated Amount	Total Amount
1	530500	Travel - domestic	\$2,000.00	\$0.00	\$2,000.00
2	531900	Lab Expenses	\$140,338.07	\$0.00	\$140,338.07
3	549100	Equipment, Capital -- value over \$5000	\$10,000.00	\$0.00	\$10,000.00
4	EXPFTFED	Ex Staff FT - Federal Fringe Rates	\$16,240.00	\$0.00	\$16,240.00
5	FACFTFED	Faculty FT - Fed Fringe Rates	\$34,609.79	\$0.00	\$34,609.79
6	STUGSFED	Grad Student - Fed Fringe Rates	\$18,285.00	\$0.00	\$18,285.00
Total:			\$221,472.86	\$0.00	\$221,472.86
1	AWEBOF	Award Budget Fringe Costs - Off Cam...	\$0.00	\$0.00	\$0.00
2	AWEBON	Award Budget Fringe Costs - On Campus	\$19,539.80	\$0.00	\$19,539.80
3	AWOHOF	Award Budget F&A Costs - Off Campus	\$0.00	\$0.00	\$0.00
4	AWOHON	Award Budget F&A Costs - On Campus	\$133,987.34	\$0.00	\$133,987.34
Total:			\$375,000.00	\$0.00	\$375,000.00

Add
Delete
Print
Calculator

Calculate

Medusa

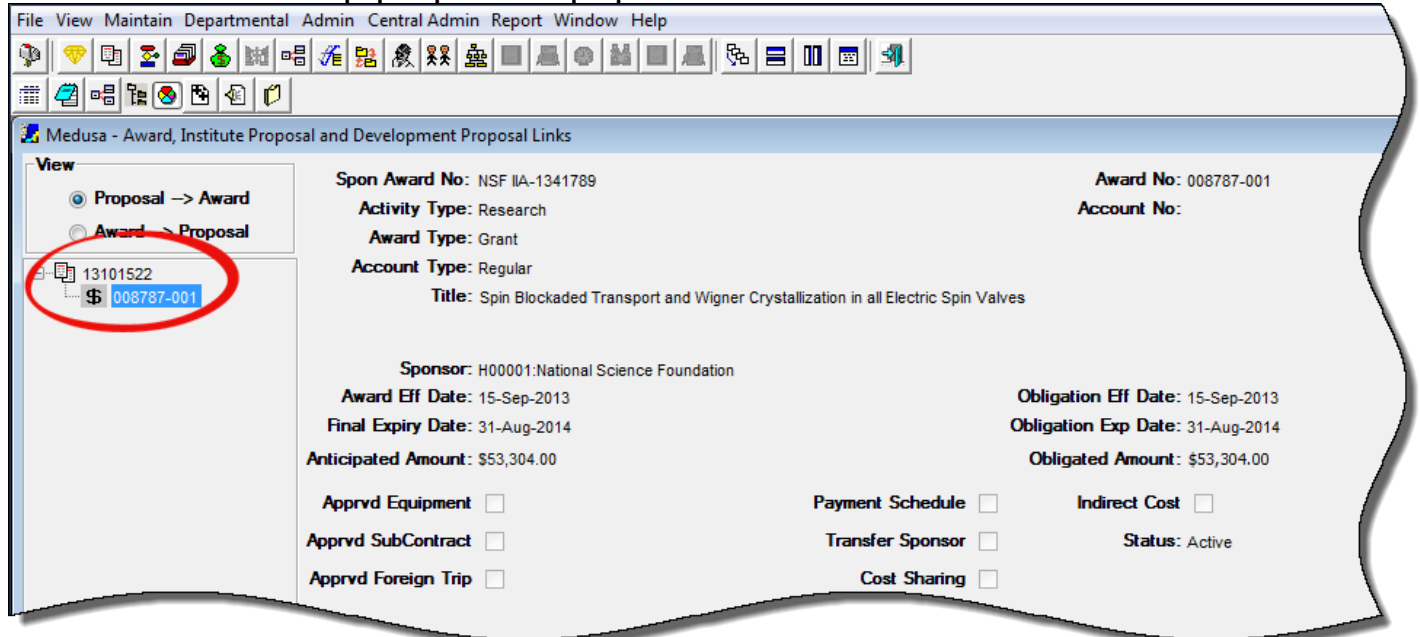
Use the Medusa icon to find the proposal associated with the award.



The screenshot shows the Medusa software interface with the following menu items: File, Edit, Maintain, Departmental, Admin, Central Admin, Tools, Report, Window, Help. The toolbar contains various icons, with the Medusa icon (a stylized figure) circled in red. Below the toolbar is the "Award List" table:

Award Number	Sponsor Award N...	Lead Unit	Lead Unit Name	Account Number	Stat
008787-001	NSF IIA-1341789	60002880	CEAS - Elec Eng & Co...		Ac
008787-002	NSF IIA-1341789	60002880	CEAS - Elec Eng & Co...	1010658	

An overview of the award pops-up with the proposal links:



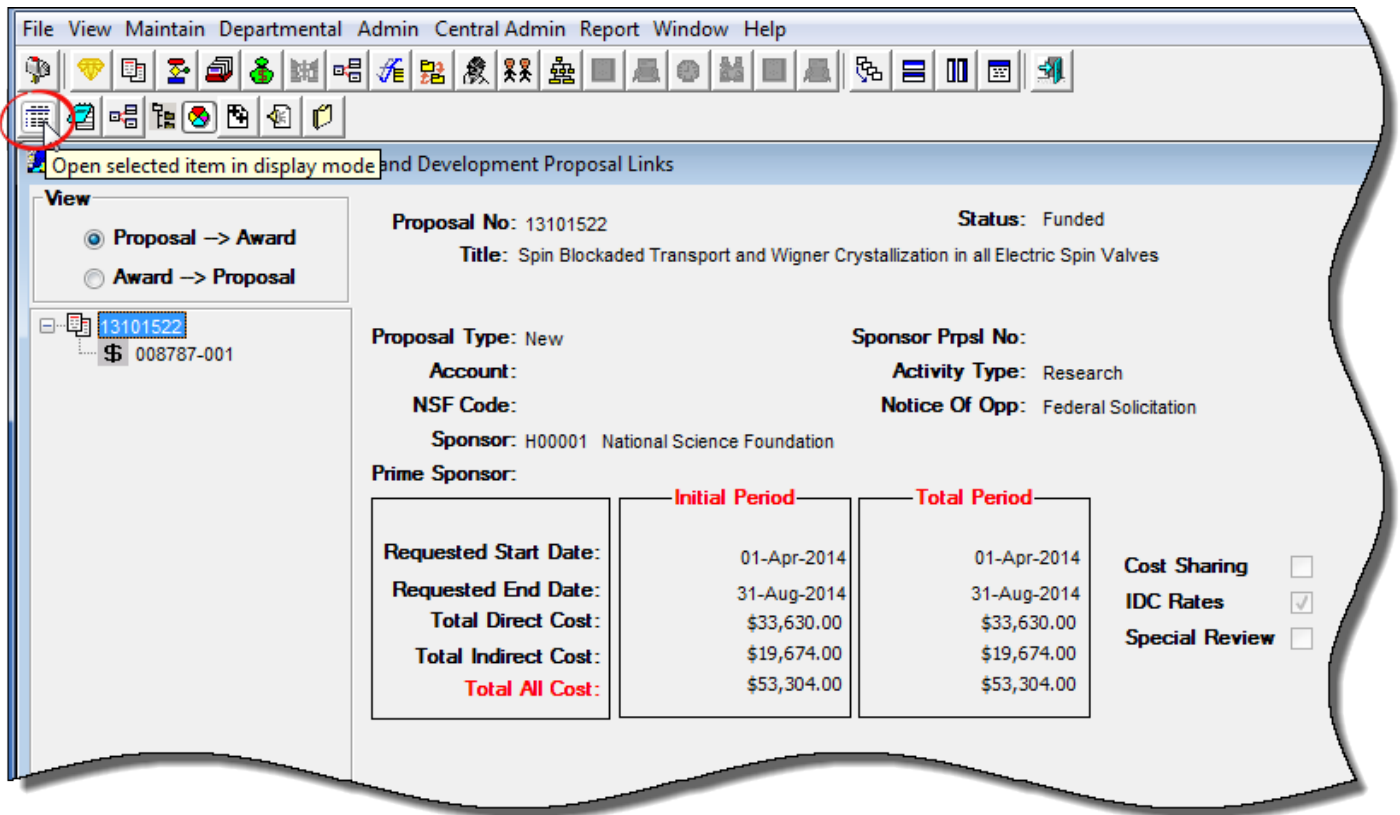
The screenshot shows the Medusa software interface with the following menu items: File, View, Maintain, Departmental, Admin, Central Admin, Report, Window, Help. The toolbar contains various icons. Below the toolbar is the "Medusa - Award, Institute Proposal and Development Proposal Links" window. The window has a "View" section with two radio buttons: "Proposal -> Award" (selected) and "Award -> Proposal". Below these are two links: "13101522" and "\$ 008787-001", with the latter circled in red. The main content area displays the following information:

Spon Award No: NSF IIA-1341789
Award No: 008787-001
Activity Type: Research
Award Type: Grant
Account No:
Account Type: Regular
Title: Spin Blockaded Transport and Wigner Crystallization in all Electric Spin Valves

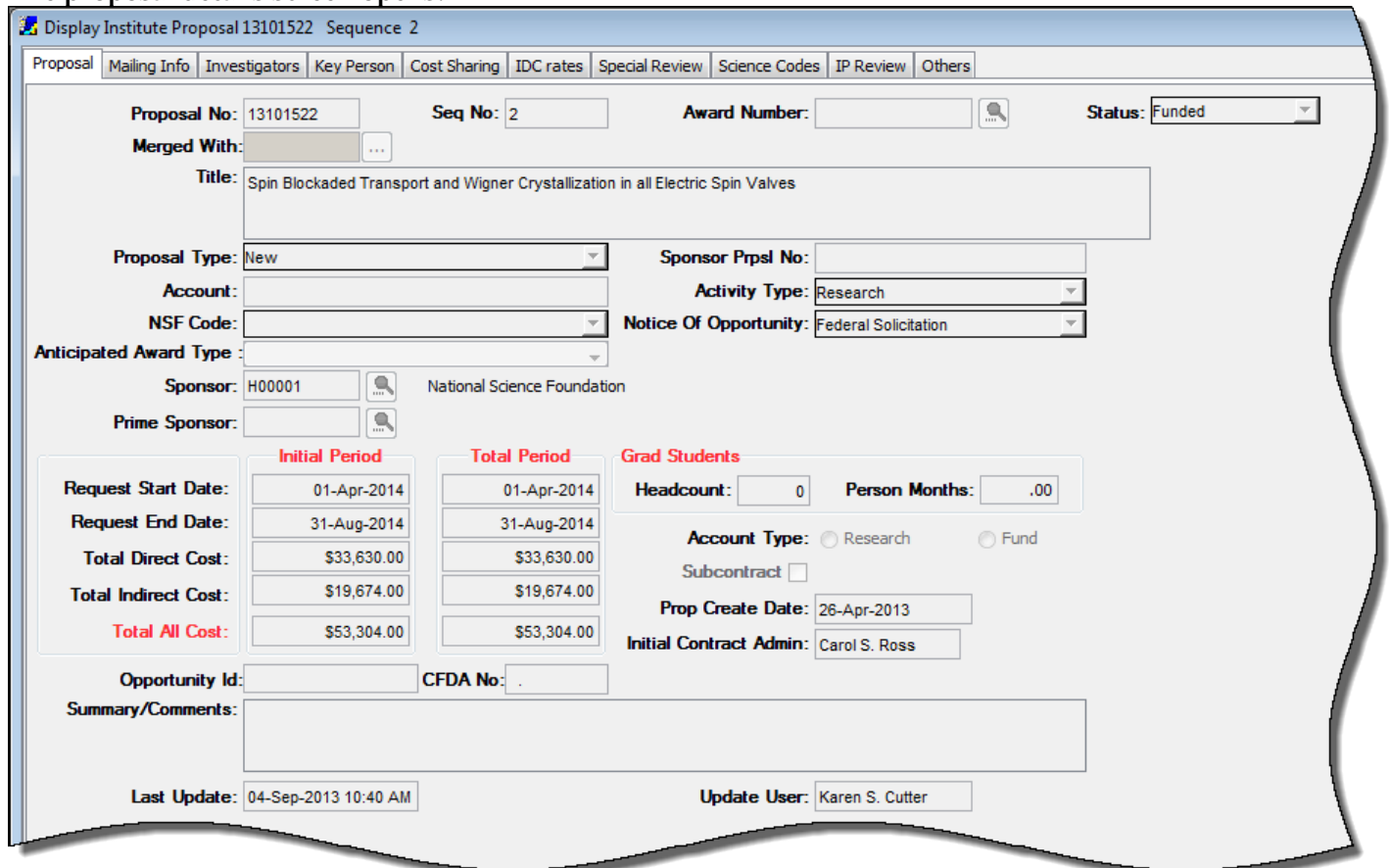
Sponsor: H00001:National Science Foundation
Award Eff Date: 15-Sep-2013
Obligation Eff Date: 15-Sep-2013
Final Expiry Date: 31-Aug-2014
Obligation Exp Date: 31-Aug-2014
Anticipated Amount: \$53,304.00
Obligated Amount: \$53,304.00

Apprvd Equipment **Payment Schedule** **Indirect Cost**
Apprvd SubContract **Transfer Sponsor** **Status:** Active
Apprvd Foreign Trip **Cost Sharing**

To view the proposal, select the proposal, then open:



The proposal details screen opens:



Documents are stored in the Proposal Development Module, which will also be in Medusa where applicable:

File View Maintain Departmental Admin Central Admin Report Window Help

Medusa - Award, Institute Proposal and Development Proposal Links

View

- Proposal -> Award
- Award -> Proposal

13111856
00000955
008758-001

Spon Award No: OH-R13-086 **Award No:** 008758-001
Activity Type: Instruction **Account No:**
Award Type: Grant
Account Type: Regular
Title: Pursuing Justice: Jewish Law in the 21st Century

Sponsor: 000131:Ohio Humanities Council
Award Eff Date: 01-Sep-2013 **Obligation Eff Date:** 01-Sep-2013
Final Expiry Date: 31-Aug-2014 **Obligation Exp Date:** 31-Aug-2014
Anticipated Amount: \$3,000.00 **Obligated Amount:** \$3,000.00

Apprvd Equipment **Payment Schedule** **Indirect Cost**
Apprvd SubContract **Transfer Sponsor** **Status:** Active
Apprvd Foreign Trip **Cost Sharing**