1.0 Overview
This document will provide guidance for setting up awards in RAMSeS using the “Anticipated” reporting designation. An award should be placed in Anticipated status when an informal notice of award is received from the sponsor. This reporting designation is a placeholder that will trigger a notification in a daily report to the Vice Chancellor (VC) of REDE. Setting up an award as anticipated can help diminish some of the processing steps when the award documentation is executed.

For any award modifications that result in $0.00 toward the project total, the award should be processed in RAMSeS as an “Obligated” award and processed to OGC following usual procedures. These award modifications may include, but are not be limited to: No cost extensions, budget realignments, PI changes, and deobligations.

2.0 Scenarios

2.1 New Award Documentation Received and Fully Executed – In the case that OSP receives the award fully executed, the OSP officer should set up the award in RAMSeS as “Obligated” and route to OGC following usual procedures. There is no need to set this award up as anticipated at this point in the process.

2.2 Informal Notice of Award Received with Anticipated Dollar Amount – When an informal notice is received, the award should be set up in RAMSeS with a reporting designation of “Anticipated.” In the award amount fields, the anticipated dollar amount that was informally noted should be entered. Upon receiving the fully executed award, the reporting designation should be changed to “Obligated” and processed to OGC.

2.3 Informal Notice of Award Received with No Dollar Amount – Like the scenario above, the award should be set up with an “Anticipated” status. If the dollar amount is unknown, fill in $1.00 for the Direct Award Amount as a placeholder. Any amount below this number will be filtered out of reports, and consequently, the VC will never be notified of the pending award. Upon receiving the fully executed award, the reporting designation should be changed to “Obligated,” the dollar amount updated, and processed to OGC.

2.4 Award Previously Set up as Anticipated but then Declined –

2.4.1 Award is the first of a New Project – Any documents attached to the award screen should be moved to the proposal attachments to keep record of all correspondence. The project and award under that project should be deleted. At that time, the proposal should be changed to a status of “Not Funded.”

2.4.2 Award on Existing Project - If the anticipated award was an award action on an existing project, two actions could occur after consulting with the Information Manager:

2.4.2.1 Any attachments can be moved to the project screen and the award action can be deleted, or
2.4.2.2 The award can be changed to a reporting designation of “Obligated,” the award amount changed to $0.00, and a comment placed in the “Sponsor Award No” field noting the reason (i.e. Year 2 not funded). At that time the Information Manager will distribute the award using the existing or old fund number, ensuring that the end date is updated to reflect the close out of the award.