

GM 3.0 GENERATE AWARD

PEOPLESOFT 8.4

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GM 3.1 Copy Proposal, F Version for Funding

Key points to remember:

- The top of the Copy Proposal page displays the ID number of the proposal being copied and displays the Proposal ID of the new proposal as NEXT. When you are ready to make an award you will copy the submitted version (V1) proposal to a funded version (F1). You will insert the Proposal ID and update the version designation to F1. This will make a copy of the proposal and it will be ready for you to update with the information necessary to generate the award.
- The **All/No Projects** button and the **All/No Budgets** button allow you to select all projects or budgets for copying or to de-select all projects or budgets.

Copy Proposal

1. From the menu, select **Grants > Proposals > Copy Proposal**

Copy Proposal
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: =

Proposal ID: begins with

Version ID: begins with

EmplID: begins with

Sponsor ID: begins with

Proposal Type: =

Proposal Status: =

Department: begins with

[Basic Search](#)

2. Type in the appropriate search criteria (proposal number, employee ID, etc.) and click the search button.
3. Click the ID number of the proposal you would like to copy.

Copy Proposal

	To
Business Unit: UND01	Business Unit To: UND01
Proposal ID: UND0000053	Proposal ID To: <input type="text" value="UND0000053"/> <input type="button" value="Q"/>
Version ID: V1	Version ID To: <input type="text" value="F1"/> <input type="button" value="Q"/> <input type="button" value="Copy"/>

Proposal Find | View All First 1 of 1 Last

Proposal UND0000053 **Copy** **Project:**

Project: **Primary**

Budget Find | View All First 1 of 1 Last

Budget ID:

4. If you are copying multiple projects, you should click the **view all** button to see all the projects.
5. The top of the page will display the ID number of the proposal being copied and display the **Proposal ID To:** of the new proposal as **NEXT**. In the **Proposal ID To:** field enter the Proposal ID value. When you exit that field the **Version ID To:** field will be blank. Enter the value of **F1** in the **Version ID To:** field to represent the funded version of this submission.
5. The All/No Projects button allows you to select all the projects for copying or, by clicking again, de-select all projects. If you want to copy only particular projects, you can check the Copy box **Copy** for that project.
6. Click the Primary check box for the project that will be the primary project.
7. After you select a project, or multiple projects, for copying, you can choose to copy the budget(s) for each project. You can click the All/No Budgets to select all of the budgets within a project for copying or, by clicking again, to de-select all of the budgets within a proposal. You can also check the Copy box **Copy** for a budget to select it for copying. When a budget is selected for copying, the Budget ID defaults in. In the current business process this portion of the copy functionality will not be relevant since the initial proposal entry will not include the budget header nor the budget line summary functionality.

- Once the correct projects and budgets are selected for copying, click the Copy button.

Copy Proposal

From	To
Business Unit: UND01	Business Unit To: UND01
Proposal ID: UND0000053	Proposal ID To: <input type="text" value="UND0000053"/> <input type="button" value="Q"/>
Version ID: V1	*Version ID To: <input type="text" value="F1"/> <input type="button" value="Q"/>

Proposal Find | View All First 1 of 1 Last

Proposal UND0000053 **Copy** **Project:**

Project: **Primary**

Budget Find | View All First 1 of 1 Last

Budget ID:

- After you click the Copy button it will fade and is no longer active.

GM 3.2 Update Proposal Information

- From the menu, select **Grants > Proposals > Proposal > Find an Existing Value**

Proposal
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value [Add a New Value](#)

Business Unit: =

Proposal ID: begins with

Version ID: begins with

EmpID: begins with

Sponsor ID: begins with

Proposal Type: =

Proposal Status: =

Department: begins with

[Basic Search](#)

2. Enter search criteria (such as business unit and proposal ID – F Version) and click Search button.

Header Page

Header [Projects](#) [Resources](#) [Location](#) [Reports](#) [Documents](#) [Certification](#) [Component](#)

Proposal: UND0000053 **Version:** F1 **Title:** **Unit:** UND01

Due Date: **Date Type:** **Time:** **Time Zone:**

PI: **Name:**

Short Title: [Long Title](#)

Sponsor: U.S. Forest Service [Budget Express](#)

Type: **Purpose:** **Status:**

From: **To:** **Currency:**

Contract: **Submit Status:** Not Submitted

Additional Information [Find](#) | [View All](#) First 1 of 1 Last

Type: **Comments:**

[Header](#) | [Projects](#) | [Resources](#) | [Location](#) | [Reports](#) | [Documents](#) | [Certification](#) | [Component](#) | [Gender and Minority Study](#) | [Trainee](#) | [Key Words](#)

3. Review award and make necessary changes to the following:
 - a. **From** and **To** Date must match the award start and end date from the agency as these dates populate the budget header page. If it is necessary to change these dates

remember to change the **To** date first on the proposal and budget header page and then change the **From** date on the proposal and budget header page.

- b. **Sponsor** listed on the award must match sponsor listed on header page. If this value is incorrect, change to appropriate sponsor.

Project Page

- 4. If there are changes to the department managing the award these changes would be made on this page.
- 5. Following are instructions to add additional projects on the F version of the proposal.
- 6. Click the Project Tab on the F version of the proposal.

Proposal Projects Find | View 1 First 1-3 of 3 Last

Proposal Project: **Primary** Project: + -

Short Title: [Long Title](#)

Department: Geography

Institution ID: University of North Dakota

Dept Contact:

Dept Rep:

Subdivision: Geography

BU-DEPT Percent Find First 1 of 1 Last

'Department: Budget Office Cost Share %: + -

Proposal Project: **Primary** Project: + -

Short Title: [Long Title](#)

Department: Biochemistry

Institution ID: University of North Dakota

Dept Contact:

Dept Rep:

Subdivision: Biochemistry

- 7. Click the sign located in the upper right of the project page. Notice a proposal project is added to the page and the proposal project ID field = NEXT_1. Enter the Short Title, Department, Institution ID and Subdivision values. The short title can be the same as the title of the proposal and primary project or it can be different.
- 8. Click the plus sign and continue adding projects until the F version of the proposal contains the appropriate number of projects for the award to be processed correctly.
- 9. Go to the Resources tab. Enter Co-PI for projects added to the proposal. Add other professional resources as necessary to have correct information for the generate process.

Project: NEXT_1

Resources		Find View All	First	1 of 1	Last
Res Nbr	1	Type: <input type="text"/>	Comments: <input type="text"/>		<input type="button" value="+"/> <input type="button" value="-"/>

Subrecipients		Find View All	First	1 of 1	Last
Seq Nbr:	10	ID: <input type="text"/>	Name: <input type="text"/>		<input type="button" value="+"/> <input type="button" value="-"/>

Professionals		Customize Find View All	First	1 of 1	Last
Seq Nbr	ID	Name	Role	Edit Details	
10	0064635	Mita,Dath	Co-PI	<input type="button" value="+"/> <input type="button" value="-"/>	

10. Go to the Location Tab and select a location for each project you added to the F version of this proposal. Click the Save button on the bottom of the page. The projects that have been added to the proposal will be assigned Proposal Project ID numbers.

Proposal Project:	UND0000036	<input type="checkbox"/> Primary	Project:	<input type="button" value="+"/> <input type="button" value="-"/>
Short Title:	Project 2 for F version		Long Title	
Department:	8055	Biochemistry		
Institution ID:	UND01	University of North Dakota		
Dept Contact:	<input type="text"/>			
Dept Rep:	<input type="text"/>			
Subdivision:	8055	Biochemistry		

BU-DEPT Percent		Find	First	1 of 1	Last
Department:	1060	Budget Office	Cost Share %:		100.00

Proposal Project:	UND0000037	<input type="checkbox"/> Primary	Project:	<input type="button" value="+"/> <input type="button" value="-"/>
Short Title:	Project 3 for F version of proposal		Long Title	
Department:	2020	Cntr Instr & LearningTech		
Institution ID:	UND01	University of North Dakota		
Dept Contact:	<input type="text"/>			
Dept Rep:	<input type="text"/>			
Subdivision:	2020	Cntr Instr & LearningTech		

Resources Page

11. The resources page stores the personnel resources for this award. If there were changes in the personnel make these changes in the Professionals section of this page.

Using the plus/minus functionality you can add additional personnel resources at this point or make other changes necessary for the award to have correct information. Be sure to update the professional resources for additional projects if you add projects to the F version of the proposal.

Certification Page

- This page will track the certifications necessary to process for appropriate institutional compliance issues. The **Certification Code** indicates the compliance issue being addressed. The **Certification Date** indicates the date the appropriate compliance issue was approved. The **Indicator** indicates that the compliance issue chosen in the Certification Code field is a part of this research work. The **Approval Date** indicates the date the compliance expires. These dates will be used to produce queries so the appropriate certification compliance issues can be tracked appropriately. These fields are the only fields required to appropriately complete this information.

Header | Projects | Resources | Location | Reports | Documents | Certification | Component

Proposal: UND0000053 PI: Tjokroamidjojo, Darsono
 Version: F1 Gravely Training for System Unit: UND01

Proposal Projects Find | View All First

Project: UND0000053 Gravely Testing for System

Certification Customize | Find | First 1 of 1 Last

Certification Info Review and Status

Certification Code	Certification Date	Indicator	Certified By	Approval Date	Assurance Number	Exemption Number
IRB01	11/01/2004	Yes		11/01/2005		

- Save the version F1 of the proposal. You have completed the updating of the proposal file with the award information necessary for this part of the award process.

GM 3.3 Create Proposal Budget Header

Once you have completed the update process for the basic administrative information for the submission you must create the proposal budget header and the proposal budget line summary. These two tables record the activity ID, the budget periods and the F&A rate and base on the budget header and the budget lines for the awarded budget on the budget line summary. In order to establish a budget line summary for the funded proposal you must first complete the budget header information.

1. From the menu, select **Grants > Proposals > Budget Header**

2. The **Business Unit, Proposal ID** and **Version ID** will be carried forward from the **Proposal Header**.
3. Click on **Search**.

Budget Header Page

4. Add **Budget ID**.

The Budget ID will always equal the Activity ID. For NDUS the Budget ID = 1.

5. Enter the **Description** is desired. The description is not a required field and it will default to a configured value if left blank. The current business practice is to leave the budget id description field blank.

6. Enter **Target Sponsor Budget** value of 1.00

At NDUS a Target Sponsor Budget of 1.00 is all that will be entered at this time. This amount serves as a placeholder for the total budget which will be calculated on the budget line summary pages.

7. Check the **Include in Proposal** checkbox. It should be checked (this value should default in appropriately).

Selecting Include in Proposal allows you to add together multiple budget headers for each project in a proposal. For example, you could have separate budgets for on-campus and off-campus activities. The budget printed on the proposal form is the sum of all amounts for budget IDs marked as Include in Proposal.

8. The **From** and **To** dates default from the [Proposal Header](#).

9. Click on the **Facility and Admin Set Up** button. Facility and Admin Set Up

Unit: UND01	Proposal: UND0000053	Version: F1	Budget ID: 1
Project: UND0000053	Sponsor: U.S. Forest Service		

Details Find | View All First 1 of 1 Last

'Rate Type: ORON Res On + -

<p>Institution</p> <p>FA Base MTDC Modified Total Direct Cost</p>	<p>Institution Rates Find View All First 1 of 1 Last</p> <p>Effective Date: 07/01/2002 FA Rate % 40.20</p>
--	--

<p>Sponsor</p> <p><input checked="" type="checkbox"/> Same as Institution</p> <p>FA Base </p>	<p>Sponsor Rates Find View All First 1 of 1 Last</p> <p>Effective Date: FA Rate %</p>
--	---

<p>Budget</p> <p>FA Base MTDC Modified Total Direct Cost</p>	<p>Budget Rates Find View All First 1 of 1 Last</p> <p>Effective Date: 07/01/2002 FA Rate % 40.20 + -</p>
---	--

OK Cancel

This page enables you to establish the basis for the FA calculation for the budget for this project. Each project should be assigned one F&A Rate Type. If you have an award with multiple F&A Rate Types you should establish multiple projects, one for each F&A Rate Type

10. Select the correct **Rate Type**. The NDUS Rate Types will be established for each institution based on their individual requirements.
11. The **Institution FA Base** and **Institution Rates** default from the [Institution – Facilities Admin Rates](#) configuration page. NDUS FA Bases will be established for each institution based on their Federal Rate Agreements.

Note: If the budget rate is something other than the institution rate select the correct **FA Base** value using the magnifying glass to look up the appropriate values available, delete defaulted **effective date** and **F&A rate** by clicking the minus button on the right side of the **Budget Rates** window for budget and add **effective date** and **F&A rate** appropriate to your budget.

12. Click on **OK**

Budget Periods Page

13. Select the **Periods** tab when you are returned to the **Budget Header** page.

Header		Periods	
Proposal ID:	UND0000053	F1	Gravely Training for System
Project:	UND0000053		Gravely Training for System
Currency:	USD		
Budget Header Find View All First 1 of 1 Last			
Budget ID:	1		
From:	11/01/2004	To:	10/31/2005
Target Sponsor Budget:	1.00		
Budget Period Info Find View All First 1 of 1 Last			
Period	'Begin Date	'End Date	Target Sponsor Budget
1	11/01/2004	10/31/2005	1.00
			Program Income

14. Budget **Begin** and **End Dates** will default from the [Proposal Header](#).
15. Enter the **Target Sponsor Budget**. Again, 1.00 should be entered as a placeholder for the budget that will be entered later in the document. This value must equal the value on the Header page.
16. Click on the **+** in the Budget Period Info to add a new row if this is a multi-year Grant.
17. Budget **Begin** and **End Dates** will default from the [Proposal Header](#).

NOTE: The system assumes each budget period is exactly 12 months. If you have a non-standard budget period you must delete the dates the system prepopulated and enter the appropriate begin and end dates for each period. Remember, you cannot exceed either the begin or the end date from the proposal header dates.

18. If you have multiple budget periods the **Target Sponsor Budget** for each new period will be blank. Do not enter a value.
19. Click on the **Save** button.

GM 3.4 Create Proposal Budget Line Summary Data

1. From the menu, select **Grants > Proposals > Budget Line Summary**

Budget Line Summary
Enter any information you have and click Search. Leave fields blank for a list of all values

Find an Existing Value

Business Unit: = [v] [UND01] [Q]

Proposal ID: begins with [v] [UND0000053] [Q]

Version ID: begins with [v] [F1] [Q]

Proposal Project: begins with [v] [UND0000053] [Q]

Budget ID: begins with [v] [] [Q]

Description: begins with [v] [] [Q]

EmpID: begins with [v] [] [Q]

Sponsor ID: begins with [v] [] [Q]

Proposal Type: = [v] [] [v]

Proposal Status: = [v] [] [v]

Department: begins with [v] [] [Q]

Case Sensitive

[Search] [Clear] [Basic Search](#) [Save Search Criteria](#)

2. The **Business Unit, Proposal ID, Version** and **Proposal Project ID** will carry forward from the **Budget Header**.
3. If there are multiple periods for the budget you need to build they will display below. Select **Budget Period 1**.

Budget Line Summary

Proposal: UND0000053 Gravely Training for System **PI:** Tjokroamidjojo,Darsono
Version: F1 **Project:** UND0000053
Budget: 1 **Budget Period:** 1 11/01/2004 / 10/31/2005
Currency: USD **Target Sponsor Budget:** 1.00 Modular

Budget Line Summary Customize | Find | First 1-4 of 4 Last

Summary Line Data [More Summary Line Data](#)

Line #	Category	Description	Details	Total Direct	Sponsor Direct	Cost Share	Institution C/S	Third Party C/S
10	PERSON	Personnel - Salary & Bene		25,000.00	25,000.00	<input type="button" value="Cost Share"/>		<input type="button" value="+"/> <input type="button" value="-"/>
20	SUPL	Supplies		15,000.00	15,000.00	<input type="button" value="Cost Share"/>		<input type="button" value="+"/> <input type="button" value="-"/>
30	EQUIP	Equipment		15,000.00	15,000.00	<input type="button" value="Cost Share"/>		<input type="button" value="+"/> <input type="button" value="-"/>
40	ANIMAL	Animal		5,000.00	5,000.00	<input type="button" value="Cost Share"/>		<input type="button" value="+"/> <input type="button" value="-"/>

Sponsor Direct: 60,000.00 **Sponsor FA:** 18,090.00 **Total Sponsor Budget:** 78,090.00
Institution C/S: 0.00 **Inst C/S FA:** 0.00 **Total Inst C/S Budget:** 0.00
Third Party C/S: 0.00 **Total TP C/S Budget:** 0.00
Total Direct: 60,000.00 **Total FA:** 18,090.00 **Total Budget:** 78,090.00

4. Enter the desired Budget **Categories** and **Total Direct** amount.
5. If the budget category has a Cost Share amount, click on the **Cost Share** button on that row. .

Summary Cost Sharing

Budget Period: 1 11/01/2004 / 10/31/2005 **Currency:** USD
Budget Line Number: 30 **Category:** EQUIP Equipment

Cost Sharing

Total Direct: 15,000.00 **Cost Share Percent:**
Sponsor Direct: **Cost Share Direct:**

Cost Sharing Distribution

Institution Find | View All First 1 of 1 Last

'Department' <input type="text" value="2070"/> <input type="button" value="Q"/>	International Programs	C/S Pct	<input type="text" value="100.00"/>	C/S Direct	<input type="text" value="5,000.00"/>	<input type="button" value="+"/> <input type="button" value="-"/>
---	------------------------	---------	-------------------------------------	------------	---------------------------------------	---

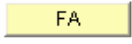
Third Party Find | View All First 1 of 1 Last

Description	<input type="text"/>	C/S Pct	<input type="text"/>	C/S Direct	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>
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Distribution Totals: 100.00 5,000.00

Note: Total Direct from **Budget Line Summary** per line should include the amount requested from the sponsor as well as any amounts to be cost shared. **Sponsor Direct** line is

the amount per category requested from sponsor and the **cost share direct** is the amount per category designated as cost share.

6. Enter amount to be cost shared into the **cost share direct** box, **sponsor direct** and **cost share percent** will automatically be calculated. **(DO NOT POPULATE THE COST SHARE PERCENT FIELD.)**
7. Enter **Department** and c/s pct under Institution **Cost Sharing Distribution**. If there are multiple departments contributing to department cost share, click on the **+** button. **Total c/s Direct** must add to 100%. If there is Third Party cost share enter cost share information under **Third Party** section. The Distribution Totals on the bottom of this page must be 100.00 percent before clicking the OK button can successfully save this page.
8. Review the **FA** setup by clicking on the **FA** button.  .

F&A Calculation

Proposal Project: UND0000053
Budget Period: 1 11/01/2004 / 10/31/2005

Scroll Area Find | View All First 1 of 1 Last

Rate Type: ORON Res On **Waived FA Meth:** Institution Minus Funded

Institution Defaults


FA Base	Base Amount	FA Amount	Institution Rates Find View All First 1 of 1 Last	
MTDC	45,000.00	18,090.00	Eff Date	FA Rate %
			07/01/2002	40.20

Sponsor Defaults

FA Base	Base Amount	FA Amount
	0.00	0.00

Budget

FA Base	Base Amount	FA Amount	Budget Rates Find View All First 1 of 1 Last	
MTDC	45,000.00	18,090.00	Rate_effdt	FA Rate %
			07/01/2002	40.20
	Waived FA:	0.00		

9. Click OK.
10. Click on the Details button  for any of the categories to go to the details page. The information stored on the details page for each budget category is informational. It does not drive any functionality in the system.

Personnel Detail

Budget Line Number: 20 Category: SRPERS SENIOR PERSONNEL

Scroll Area Find | View All First 1 of 1 Last

Row_Number: ID:

Job Code: Empl Class:

Role: Rate Type: Regular

Appointment Type: Calendar Academic Summer

Begin / End: / Months: 10.700 Effort Pct:

COL Incr Pct: Dt: Merit Incr Pct: Dt:

Salary	Fringe
Annualized Salary: <input type="text"/>	Annual Fringe Amt: <input type="text"/>
Fixed Salary Amt: <input type="text" value="100,000.00"/>	Fringe Rate: <input type="text"/>
Budget Salary: 100,000.00	Fixed Fringe Amt: <input type="text"/>
	Budget Fringe: 0.00

Total Salary: 100,000.00 **Total Fringe:** 0.00 **Avg Effort Pct:** 50.00

11. Enter the necessary data then click **OK**. For you to be able to enter personnel using the personnel detail page you must have entered these individuals on the proposal resources page under the professional section.

12. Click on the **Save** button.

A warning message will pop up. Ignore this message. This occurs due to the fact that the Target Sponsor Budget and the Budget Line Summary do not match. If you recall from earlier, the Target Sponsor Budget was set to 1.00 as a placeholder for the budget. It is not necessary to go back and correct the budget in the Target Sponsor Budget fields. Click the OK button and save the budget line summary page one more time.

Warning -- Total Sponsor Budget does not equal Target Sponsor Budget. (9395,126)

Adjust the budget as required to make Total Sponsor Budget (sum of Sponsor Direct and Sponsor F&A) equal to Target Sponsor Budget. You may need to rerun Cost Sharing and F&A calculations after changing summary lines.

GM 3.5 Submit Proposal



1. From the menu, select **Grants > Proposals > Submit Proposal**


Submission Page

Submission
Official



Proposal: UND0000053 **PI:** Tjokroamidjojo,Darsono

Version: F1 Gravelly Training for System **Unit:** UND01


Proposal Valid From:  **Proposal Valid To:** 

Transmission Code: 




Sponsor Proposal ID:

***Submit Status:** Submitted  **Received:** 

Sponsor: U.S. Forest Service

Location: 

Mailing Instructions:

 Save
 Return to Search
 Notify

[Submission](#) | [Official](#)


2. The **Submit Status** should be changed to **Submitted**.
3. Click on the **Official** tab.



Official Page



Submission
Official

Proposal: UND0000053 **PI:** Tjokroamidjojo,Darsono


Version: F1 Gravelly Training for System **Unit:** UND01


***Proposal Status:** Approved 


Proposal Submission Official Find | View All First  1 of 1  Last




Sequence: 1 **Event Date:** 12/05/2004  

Submit for Approval

Admin Official:  **Approved**

Financial Official:  **Approved**

Signing Official:  **Approved**

 Save
 Return to Search
 Notify

[Submission](#) | [Official](#)

4. **Proposal Status** should be changed to Approved. This means the F1 version of the proposal has been submitted and is approved for awarding.
5. Click on the **Save** button.

GM 3.6 Generate Award

1. From the menu, select **Grants > Proposals > Generate Award**

Generate Award
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: =

Proposal ID: begins with

Version ID: begins with

EmplID: begins with

Sponsor ID: begins with

Proposal Type: =

Proposal Status: =

Department: begins with

[Basic Search](#) [Save Search Criteria](#)

2. Enter search criteria (such as business unit and proposal ID) and click Search button.

Generate Award

Business Unit: UND01

FROM **Proposal:** UND0000053 **TO** **Award:** UND0000053

Version: F1 **Pre-award Spending**

Proposal Mapping Find | View All First 1 of 1

Proposal Project: UND0000053 **Include In Award** **Project:**

Primary Project

Budget Mapping Find | View All First 1 of 1

Budget: 1 **Include In Award** **Activity:**

To set up an award, you must send information into the award profile. The award generation process brings over specified information from the proposal to tables in PeopleSoft Contracts and PeopleSoft Projects. This award generation process maps proposal-related fields to fields in PeopleSoft Contracts and PeopleSoft Projects. The proposal number will default as the award number – do not change.

3. Select the first **Select All or None** button.

This button adds all proposal projects associated with a proposal to the generate process. You cannot run the Award Generation process until the status on the proposal is Submitted. And you can only generate the award one time. For this reason it is very important to correctly complete the information required here.

Generate Award

Business Unit: UND01

FROM **TO**

Proposal: UND0000053 **Award:**

Version: F1 **Pre-award Spending**

Proposal Mapping Find | View All First 1 of 1

Proposal Project: UND0000053 **Include In Award** **Project:**

Primary Project

Budget Mapping Find | View All First 1 of 1

Budget: 1 **Include In Award** **Activity:**

4. Select Include In Award on the Budget line.
5. Note when the Select All or None button under the Pre-Award Spending check box was checked the Project ID field was populated with the Proposal Project ID. Note also the Budget Activity field had not yet been populated. By checking the **Include In Award** check box you will be selecting the budget for the selected project for award generation and the Activity field will be populated appropriately. It is very important to be sure to select all budgets for all projects you wish to award. If the proposal includes multiple projects click the [View All](#) button on the Proposal Mapping header so you can see all the projects and their related budgets. This is the only method that will assure you select all appropriate budgets for the award process.
6. Click on **MOVE**.

This initiates the award administration process, which inserts information from the proposal pages to the award pages. There has to be at least one proposal project within the proposal you are moving or you will get an error message. **You cannot run the process more than once.**