

# Award Financial Setup

To set up a new fund in the financial system (WORKDAY), THE OSP Grant & Contracts Analyst will utilize information provided by the Principal Investigator (PI), Executed Award, and the actual Streamlyne Proposal details.

**Streamlyne Proposal Details:** The information in the Streamlyne proposal will provide OSP with the Project name, PI, Sponsor, type of grant (federal, state, private, etc.), project cost, match required, if any, project period and indirect cost rate applicable, if any. The budget is used to set up the budget in the financial system by account number. The budget narrative provides the OSP analyst with the detail needed to help determine what category an expenditure should fall in.

**Executed Award:** Generally, the fund is not set up until an executed copy of the Award is received by the OSP analyst. If the approved budget, project cost, project period, IDC's or any other details differ from the proposal, the Award document dictates what information is used to setup the fund.

The Award generally includes an approved budget and reporting and billing requirements. This information is relayed to the PI during the Bridge Conference and used to set up the fund in the billing system. Only OSP analysts are permitted to send official invoices to the sponsor.

**Subawards:** If there is a subaward in connection with the Award, OSP will need a copy of the subaward documents with relevant contact information, budget, a detailed statement of work and a Letter of Commitment.