

KC Award Viewer

Awards, Amendments, GoldSheet, program guidelines and award budget for funded projects are accessible in the KC Award Viewer.



KC Award Viewer Manual

For instructions on how to navigate the KC Award Viewer, we have provided a **KC Award Viewer Manual** on the OSPA website @ Quick Links (right side of home page) OR at the following link:

<https://www.ospa.iastate.edu/sites/default/files/imported/award/KC%20Award%20Viewer%20Manual%20-%20February%202017.pdf>

Quick Links

- [Contacts](#)
- [NSF Data Management Plan Info](#)
- [Cayuse login](#)
- [GoldSheet login](#)
- [Institutional Information for Proposal Submissions](#)
- [Tuition rates](#)
- [Fringe benefit rates](#)
- [F&A Agreement](#)
- [pivot Funding Opportunities](#)
- [New User Registration](#)
- [Unit Administrator Change Request](#)
- [Grant Coordinator E-Mail Change Request](#)
- [Requesting Access to KC Award Viewer](#)
- [KC Award Viewer Manual](#)

If you currently do not have access to the KC Award Viewer there is a 2 step process to gain access.
Step:

- 1) **Requesting Access to the KC Award Viewer** - follow instructions provided – complete/submit IT Administrative Systems Request.
- 2) Submit **Unit Administrator Change Request** form. Permission must be provided from the unit head (Chair, Director or Dean) or RRC fiscal officer. Submit form as instructed.

Negotiation reports:

e-Data / Custom Reports / University Wide / KC-Sponsored Programs Reports / Negotiation Reports / Negotiation Summary

Select by: Account Number or Proposal Number

Hints:

- You may need to select by KC Award number or ISU Account Number (old account numbers have not been updated to corresponding KC Award Number).
- If you are not able to find by proposal number search by account number.

OSPA SAMPLE AWARD NOTICE

From: from.kc_email_service@iastate.edu <from.kc_email_service@iastate.edu>

Sent: Date/Time

To:

Subject: KC Award Notice xxxxxx-00001-1; <GS#> <RRC> new award

Congratulations, an award with new or additional funding has been finalized by OSPA/OIPTT.

PI: <name>

LEAD UNIT: <Lead Unit-RRC>

TITLE: xxxxxxxxxxxx

SPONSOR: <sponsor name>

SPONSOR AWARD #: <sponsor agreement number>

TOTAL OBLIGATED FUNDS: \$ _____.00

PROJECT PERIOD: <start date>-<end date>

ACCOUNT: *<KC Award number>

**If this is a new award and an account number is not listed above, you should receive a new SPA account notice email.*

KC AWARD #: xxxxxx-00001

The award package has been sent to Sponsored Programs Accounting (SPA) for additional processing (*e.g. account assignment, KFS budget entry*). A KC Award Notice summary is available at the following print link:  **You must be logged into AccessPlus to access this summary.**

The KC Award Viewer link on the uBusiness tab in AccessPlus may also be used to view KC Award xxxxxx-00001 and to obtain attachments of the award documents and approved GoldSheets for this project. Step by step instructions may be found under Quick Links on the OSPA website at <http://www.ospa.iastate.edu>.

If this award includes indirect costs, please contact ospa-awards@iastate.edu if you wish to make any changes to the PI incentive. Any changes to the IDC distribution must be coordinated through the lead RRC administering unit. If you have any other questions regarding this award, contact ospa-awards@iastate.edu or if this is an industry or commodity award, contact industry-contracts@iastate.edu.

Please do not reply to this email.

(You may also get an additional KC Action notice with the same message)

Business Process from KC to Workday:

Nightly an integration process runs to bring KC actions into the Workday Inbox of the SPA Accountant from items processed by OSPA/OIPTT during the day. The SPA Accountant works those actions and determines what needs to be updated/created by the notes listed in the action from OSPA/OIPTT. Once the SPA Accountant submits the award into a completed status a notification will occur. This is sent to the notifications are of Workday for the following individuals: Grant Coordinator, PI, GFS, Cost Center Manager

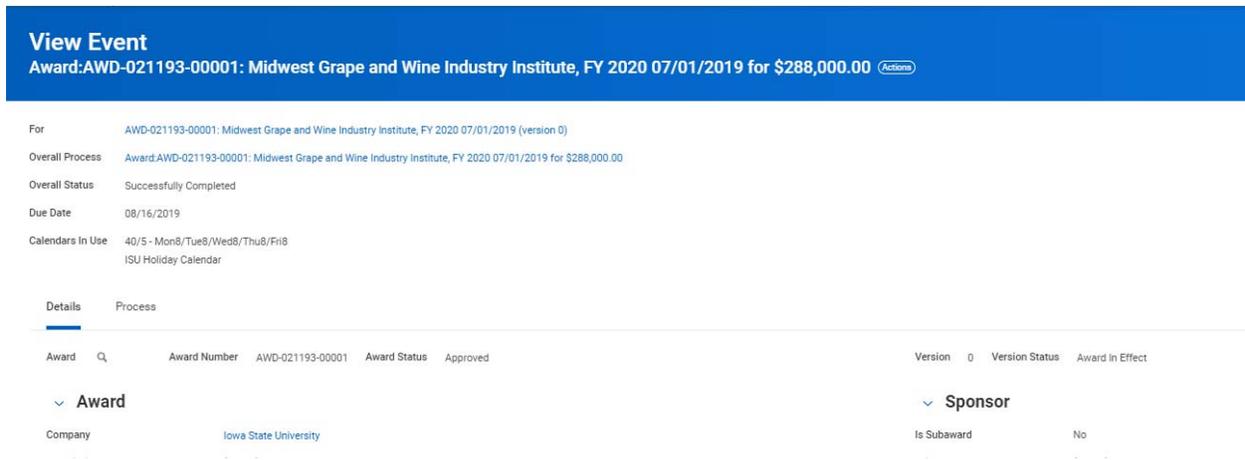
Workday Notice:

Item is listed in notifications (bell icon in Workday)

Example:



To see more information on what occurs select the blue link on the notification. It will show the following:



Scroll down to the Award Notes and the comments will outline what action occurred.

Looking at the Budget:

Enter the award number in the search box and select Enter. The result below will render. Select the item labeled as Budget.

Q awd-021193

Results

Search Results 2 items

All of Workday

AWD-021193-00001: Midwest Grape and Wine Industry Institute, FY 2020 07/01/2019 (version 1) Award

AWD-021193-00001: Midwest Grape and Wine Industry Institute, FY 2020 07/01/2019 (version 1) Budget

The following will result:

View Budget

Budget AWD-021193-00001: Midwest Grape and Wine Industry Institute, FY 2020 07/01/2019 (version 1)
Company Iowa State University
Budget Structure Award Budget Cumulative
Budget Name AWD-021193-00001: Midwest Grape and Wine Industry Institute, FY 2020 07/01/2019 (version 1)
Budget Template Award Budget Cumulative_AWD-021193-00001_Midwest Grape and Wine Industry Institute, FY 2020 07/01/2019 (version 1) [...](#)
Budget Status Available
Default Balanced Amendment No
Enable for Allocations No
Translation Currency USD
Account Translation Rule Set Account Translation Rule Set

Ledger Account/Summary Period

Ledger Account/Summary 5 items

| Ledger Account/Summary | Original Amount | Amendment Amount | Current Amount |
|---|-------------------|------------------|-------------------|
| ISU Standard Account Set (Parent) AB_Other Direct Costs | 43,088.00 | 0.00 | 43,088.00 |
| ISU Standard Account Set (Parent) AB_Payroll Benefits | 42,790.00 | 0.00 | 42,790.00 |
| ISU Standard Account Set (Parent) AB_Salaries/Wages | 143,324.00 | 0.00 | 143,324.00 |
| ISU Standard Account Set (Parent) AB_Supplies/Materials | 30,798.00 | 0.00 | 30,798.00 |
| ISU Standard Account Set (Parent) AB_Travel - Domestic | 26,000.00 | 0.00 | 26,000.00 |
| Total: | 288,000.00 | 0.00 | 288,000.00 |

The first column is the original budget centered, second column is any amendments, third column is the total budget which should match the total award.

Relationship between KC Award Updates and Workday Updates:

| <u>KC Award Change</u> | <u>Workday Change</u> |
|--|--|
| 1. Sponsor or Prime Sponsor | ISU Fund of Sponsor and/or ISU Resource Type (IRT) |
| 2. KC Lead Unit ID (Lead Org Dept and/or Lead Org Unit in eData) | Cost Center/Business Unit |
| 3. KC Principal Investigator | Assignee |
| 4. KC Activity Type | Function |