

Award Group Guidelines

To reduce administrative burden, Iowa State allows certain sponsored projects to be grouped together by type. These types of projects are known as Award Groups and are typically used for projects that are of low risk and similar type, including memberships, cash match and field trials.

After determining that an Award Group can be utilized, Sponsored Programs accounting (SPA) establishes a prime sponsor in Kuali Coeus (KC) that links together the individual sponsored awards with a single prime sponsor identifier (prime sponsor ID). After the award set-up in KC, SPA establishes an Award Group in Workday that combines all the grant worktags for the specific project. The Award Group consists of a single grant worktag for the sponsor budgets and where all spending occurs (spending worktag), and worktags for each member/sponsor agreement where invoices are generated, and receipts are deposited (invoicing worktag).

An Award Group may remain active for a maximum of five years, or the duration of the current phase of an associated federal grant (e.g., NSF Industry/University Cooperative Research Center I/UCRC). If an award group invoicing worktag (reflects GoldSheet/individual agreement) end date surpasses the initial Award Group (spending worktag) end date, a new Award Group will need to be established. SPA will create a new Award Group and close the previous Award Group worktags once existing Award Group projects are complete. SPA will work with the Lead Unit to close the Award Group and move any remaining balance to a new Award Group spend account.

Current Award Group types include:

1. **Industry Consortium/Center Memberships** – The membership Award Group type is typically set up for cooperative support from multiple industry sponsors in the form of membership fees that provide funding for an industry consortium, and may be in addition to federal funds to help with a center start-up or sustainability. This Award Group can include funding from multiple, separate membership agreements from different sponsors.

Criteria:

- The membership fee is a fixed-price annual payment in support of the consortium/center and invoiced by SPA.
- The sponsor may receive varying benefits depending on the level of membership selected.
- Membership support may be used for center grant required cost share.

Membership Agreements from Federal Sponsors - Unlike other memberships, memberships from a federal source requires actual expenditures to be charged to a federal grant worktag. Historically this has been completed with a transfer to move expenses from the spending worktag (spend/no-bill) to the single federal award grant worktag.

2. **Field Trials - Multiple Sponsors** - This Award Group type is used for multiple, separate field trial agreements from multiple sponsors, prescribed by the Field Trial guidelines at

<https://www.techtransfer.iastate.edu/wp-content/uploads/2018/01/6a.-Field-Trial-Guidelines-and-Procedures.pdf>.

Criteria:

- The agreement may not include any confidentiality clauses or restrictions on publications.
- ISU must either receive the full payment at the time the agreement is signed OR receive payment in full after Sponsored Programs Accounting sends an invoice for the full amount.
- Projects must be fixed price contracts, not cost reimbursable.
- Projects must not have financial reporting or deadline requirements.
- Projects must not have cost share requirements.
- Award Group is set-up for a single PI.
- Payment must not be dependent upon deliverables, meaning that payment could not be withheld as leverage for meeting deliverables.

3. **Field Trials - Single Sponsor** - This Award Group type is used for multiple field trials consisting of separate agreements from one sponsor for one individual PI. As prescribed by the Field Trial guidelines at <https://www.techtransfer.iastate.edu/wp-content/uploads/2018/01/6a.-Field-Trial-Guidelines-and-Procedures.pdf>

Criteria:

- All the criteria of Field Trials-Multiple Sponsors apply except that Field Trial-Single Sponsor type includes agreements with confidentiality clauses or restrictions on publications. (e.g. tasks under a master agreement).

4. **Cash Match** – This Award Group type is used for funding from multiple partners that are providing cash match in support of a sponsored research project. A separate sponsored agreement is executed for each sponsor contributing cash match.

Criteria:

- Three or more sponsors providing cash match for a specified project are required to establish an Award Group.
- Projects must be fixed price contracts, not cost reimbursable.