

## Requesting a Pending Award for a Sponsored Project in the Grants Portal

Sometimes a faculty member needs access to funds to start a project before the award is finalized. Pending awards can be entered into at the risk of the department and require dean and department head approval via the Administrative Action Request Form.

A pending award request for a Sponsored Project may be requested via the [Grants Portal](#) using the steps below, or you can contact your [SPA Pre-Award Representative](#) to determine what is needed.

1. Log in to the [Grants Portal](#) using your **UGA MyID** and **Password**.



**Login as:**

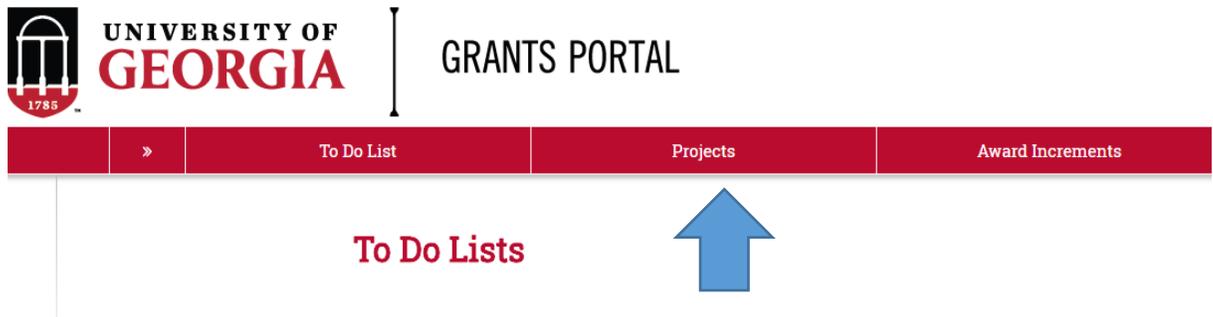
User Name:

Password:

**Login**

Login using your UGA MyID and password.

2. Click on the “**Projects**” link in the red menu bar to search for the specific project that will be modified.



3. Projects that require action, such as approving the transmittal form, are in your “**Projects To Do List**” at the top of the page. To search for a specific project and initiate a modification request, scroll down to the “**Projects**” section of the page.

### Projects To Do List

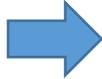
Click on the Name or the Action Required to open the project and complete the required action.

Filter  Enter text to search for  + Add Filter ✕ Clear All

ID	PI	Project Title	State	OSP Rep	IMS Prop #	Action Required	Grants Assistant
FP00012624	test-copi4	test-test	Awarded	test-deptappr11		Approve Transmittal Data as Investigator	test-deptappr16

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If you cannot find the project you are looking for in the list below try the Detailed Project Search Page.



### Projects

Filter  ID  Enter text to search for  + Add Filter ✕ Clear All

ID	Project Title	State	PI	Modified Date	OSP Rep	Primary Sponsor	Application Type	Due Date	IMS#
FP00012624	test-test	Awarded	test-copi4	4/23/2018 2:20 PM	test-deptappr11	GA COMMODITY COMM FOR BEEF	New	7/5/2018	
FP00012566	test award with sub	Award Modification Requested	test-pi1	3/19/2018 9:00 AM	test-deptappr11	NATIONAL INSTITUTES OF HEALTH	New	2/16/2018	

- Click the arrow in the **Filter** dropdown box to select the available search criteria. You can search in a variety of ways, such as by Project Title, PI, etc. Enter the text to search, and click the **“Go”** button. If you want to search using multiple filters, click **“+Add Filter”** and enter additional search parameters.

Projects

Filter  ID  Enter text to search for  + Add Filter ✕ Clear All

ID	Project Title	State	PI	Modified Date	OSP Rep	Primary Sponsor	Application Type	Due Date	IMS#
FP00012624	test-test	Awarded	test-copi4	4/23/2018 2:20 PM	test-deptappr11	GA COMMODITY COMM FOR BEEF	New	7/5/2018	
FP00012566	test award with sub	Award Modification Requested	test-pi1	3/19/2018 9:00 AM	test-deptappr11	NATIONAL INSTITUTES OF HEALTH	New	2/16/2018	

- Once the correct project is located, click on the project title. This takes you to the project workspace where you will find the **“Request Pending Award”** activity.

Proposal Not Funded Workflow Status:

View Transmittal and Background Info

Federal Application Package

General Actions

Communications

Transmittal Actions

Update Permissions List

## Do, or do not. There is no “try”

MONSANTO

<b>PI:</b>	test-pi1 test-pi1	<b>Management Unit:</b>	Daniel B. Warnell School of Forestry and Natural R - (25000000)
<b>Initiator:</b>	test-pi1 test-pi1	<b>DLSA:</b>	Jennifer Culbertson
<b>Sponsor:</b>	MONSANTO	<b>Pre-Award Proposer:</b>	test-deptappr5 test-deptappr5
<b>Proposal Start Date:</b>	1/1/2019	<b>Pre-Award Awardee:</b>	MaryAnn Deom
<b>Request Pending Award Date:</b>	12/31/2021	<b>Post-Award Accountant:</b>	Jay McGarity
<b>Award Begin Date:</b>		<b>Post-Award Invoicing Accountant:</b>	Brittany Taylor
<b>Award End Date:</b>			

- Click the **“Request Pending Award”** button and a pop-up appears. This is where you will add comments and attach the Administrative Action Request Form. A comment is required. The comment can be as simple as see attached or can provide additional info about the request, such as ‘needed for payroll deadline.’

You can either drag/drop files or click the add button to upload files. Once the signed administrative action request form is uploaded, click ok to send to Sponsored Projects Administration. The request is automatically routed to the Pre-Award Awardee assigned to this project.

**Do, or do not. There is no “try”**

MONSANTO

Project ID# FP00012679

PI:	test-pl1 test-pl1	Management Unit:	Daniel B. Warnell School of Forestry and Natural R - (25000000)	Project Status:	Pending Sponsor Review
Initiator:	test-pl1 test-pl1	DLSA:	Jennifer Culbertson	PHS FCOI Rules Apply (prime/orig.)	no / no
Sponsor:	MONSANTO	Pre-Award Proposer:	test-deptappr5 test-deptappr5	Total Proposed:	\$450,000
Proposal Start Date:	1/1/2019	Pre-Award Awardee:	MaryAnn Deom	Approvals Status:	Pending
Proposal End Date:	12/31/2021	Post-Award Accountant:	Jay McGarity	PTLII:	
Award Begin Date:		Post-Award Invoicing Accountant:	Brittany Taylor		
Award End Date:					

- Please note the Approvals Status on the project workspace. This refers to the approvals for the transmittal data. The pending award can not be processed by our office until all transmittal approvals are in place. We also must have all compliance approvals in place before the pending request can be processed.
- The project history tab at the bottom of the project workspace shows that the pending award was requested.

Project History	Transmittal Data	Franklin College	Award Increments	Permissions	Follow-On Submissions	Versions
Filter: Activity <input type="text" value="Enter text to search for"/> <input type="button" value="Go"/> + Add Filter ✖ Clear All						
Activity	Description	Author	Activity Date			
Pending Award Requested account number required to post position <small>(3) pending award request</small>		test-pi1, test-pi1	6/15/2018 9:31 AM			
Submission to Sponsor via Proposal Team Approved		test-deptappr11, test-deptappr11	6/15/2018 9:16 AM			
Final Review		test-dcptappr11, test-dcptappr11	6/15/2018 9:16 AM			
DLSA Submit to SPA Pre-Award		test-pi1, test-pi1	6/15/2018 9:09 AM			
Approved by PI or CoPIs	UGA - Institutional Routing Approval by PI & Co-PIs	test-pi1, test-pi1	6/15/2018 9:09 AM			
Submit to DLSA by PI	Submit to DLSA by PI	test-pi1, test-pi1	6/15/2018 9:08 AM			



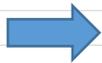
- There is now an award listed in the award increments section with Pending Award: Pre-Award Review listed as the state. This state will change to Pending Award: Activated when pending request has been approved and processed by Pre-Award and Post Award. Additionally, you will receive an email confirming your request has been processed.

**Do, or do not. There is no "try"**

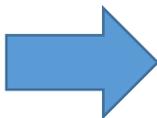
MONSANTO

Project ID# FP00012675

<b>PI:</b>	test-pi1 test-pi1	<b>Management Unit:</b>	Daniel B. Warnell School of Forestry and Natural R - (25000000)	<b>Project Status:</b>	Pending Sponsor Review
<b>Initiator:</b>	test-pi1 test-pi1	<b>DLSA:</b>	Jennifer Culbertson	<b>PHS FCOI Rules Apply (prime/orig.)</b>	no / no
<b>Sponsor:</b>	MONSANTO	<b>Pre-Award Proposer:</b>	test-deptappr5 test-deptappr5	<b>Total Proposed:</b>	\$450,000
<b>Proposal Start Date:</b>	1/1/2019	<b>Pre-Award Awardee:</b>	MaryAnn Deom	<b>Approvals Status:</b>	Pending
<b>Proposal End Date:</b>	12/31/2021	<b>Post-Award Accountant:</b>	Jay McGarity	<b>PTL#:</b>	
<b>Award Begin Date:</b>		<b>Post-Award Invoicing Accountant:</b>	Brittany Taylor		
<b>Award End Date:</b>					



Award Increments													
ID	Name	Modified Date	State	Current Increment Amount	Primary Account	IMS Number	PTL Number	Subaward ID	Subaward Name	Subaward State	Award Amount	Encumbrance	
AWD00007879	Do, or do not. There is no "try"	6/15/2018 9:31 AM	Pending Award: Pre-Award Review										



1 items

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