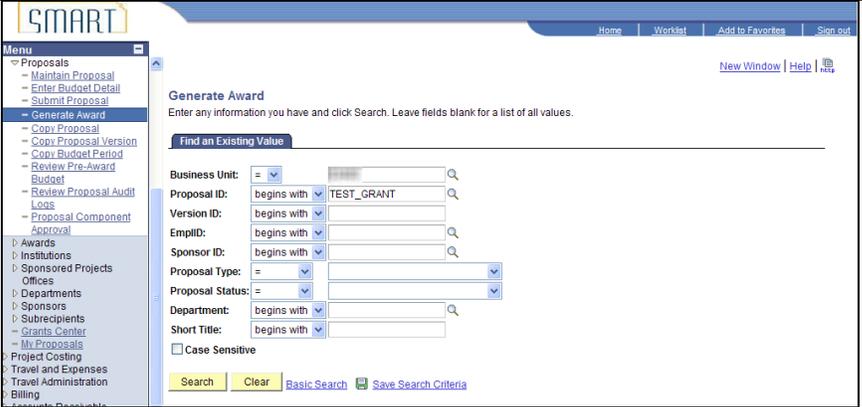
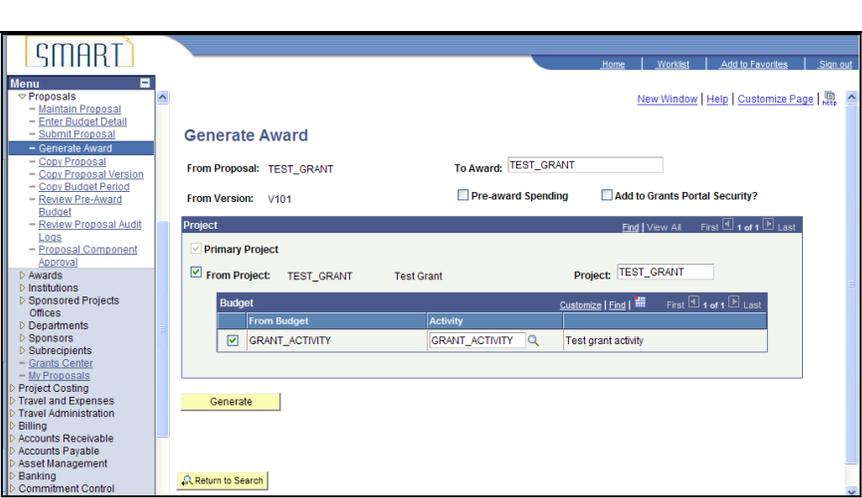




# State of Kansas

## How to Generate an Award

*Statewide Management, Accounting and Reporting Tool*

<b>Date Created:</b>	02/06/2013
<b>Version:</b>	1.0
<b>Scenario:</b>	<p>When a submitted grant proposal is awarded, the <i>Generate Award</i> process must be run in SMART. This process does several things:</p> <ol style="list-style-type: none"> <li>1. Creates an <i>Award Profile</i> in the Grants module where information such as Terms &amp; Conditions can be stored.</li> <li>2. Creates an award budget in the Grants module that, when finalized, creates <i>Budget Journals</i> in the Commitment Control module.</li> <li>3. Creates <i>Projects</i> and <i>Activities</i> in the Project Costing module, based on the proposal set-up.</li> <li>4. Creates a <u>pending</u> <i>Contract</i> in the Customer Contracts module that can be activated if reimbursement processing is desired.</li> </ol>
<p>1. Navigate to: <i>Grants &gt; Proposals &gt; Generate Award</i></p> <p>Enter the search criteria for the proposal to be awarded and click <i>Search</i>.</p>	
<p>2. Review the various IDs that will be used in the award generation process. Make any updated, as needed to the editable IDs. Then, click the <i>Generate</i> button.</p> <p>Note: the <i>Pre-award Spending</i> checkbox is available if the award notification has not been received, but the agency needs to begin spending. This will create the required <i>Projects/Activities</i>, but not the</p>	

Contract. The award generation process must be run a second time to create the contract, when needed.

3. Once the process is complete, the *Generate* button will turn gray. The user can validate the process ran successfully by searching for the award profile at *Grants > Awards > Award Profile*

