******State of Kansas**

**How to Generate an Award**

***Statewide Management, Accounting and Reporting Tool***

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| **Date Created:** | | **02/06/2013** |
| **Version:** | | **1.0** |
| **Last Updated:** | | 3/12/2019 |
| **Scenario:** | | When a submitted grant proposal is awarded, the Generate Awardprocess must be run in SMART. This process does several things:   1. Creates an *Award Profile* in the Grants module where information such as Terms & Conditions can be stored. 2. Creates an award budget in the Grants module that, when finalized, creates *Budget Journals* in the Commitment Control module. 3. Creates *Projects* and *Activities* in the Project Costing module, based on the proposal set-up. 4. Creates a pending *Contract* in the Customer Contracts module that can be activated if reimbursement processing is desired. |
| 1. | Navigation: Projects and Grants Homepage > Grants > Creating a Grant > Generate Award **or** Navigator > Grants > Proposals > Generate Award.  Enter the search criteria for the proposal to be awarded and click Search. |  |
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| 2. | Review the various IDs that will be used in the award generation process. Make any updates, as needed to the editable IDs. Then, click the Generatebutton.  Note: the Pre-award Spendingcheckbox is available if the award notification has not been received, but the agency needs to begin spending. This will create the required Projects/Activities, but not the Contract. The award generation process must be run a second time to create the contract, when needed. |  |
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| 3. | Once the process is complete, the Generatebutton will turn gray. The user can validate the process ran successfully by searching for the award profile at Projects and Grants Homepage > Grants > Creating a Grant > Award Profile **or** Navigator > Grants > Awards > Award Profile. |  |
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