



Guide Contents

Purpose & Use	2
Information Needed	2
Required	2
Recommended	2
Form Routing	2
Statuses	2
• DRAFT	2
• SUBMITTED	2
• REVIEWED	2
• ENTERED	2
• COMPLETED	2
General Instructions	3
Email To	3
Export Control Restrictions	3
Agency-Specific Instructions	3
• U.S. Department of Health & Human Services, including National Institutes of Health (NIH)	3
• National Science Foundation (NSF)	3
• All federal grants or contracts >\$30,000 including pass-through	4
Task Entry Instructions	4
Pre-Populate (Optional)	4
Principal Investigator	4
Proposal	5
Award	5
Schedule of Tasks	5
General Task Entry	6
Attachments	6
Comments (Optional)	6
Form Signatures & Reviews	7
Workday Signatures & Reviews	7
Contacts	8
Technical Issues	8
Research Policy/Scenario Questions	8
Document Notes	9

Purpose & Use

This internal form is used to ensure that all tasks relevant to an award are entered into Workday correctly.

Information Needed

Required

- PI name
- Required tasks
- Email address of next recipient

Recommended

- Form ID for award proposal form or proposal routing form
- PI email
- PI college and department
- Award number
- Sponsor
- Award start and end dates
- Relevant attachments
- Due dates for necessary tasks

Form Routing

The Award Task Compliance form does not route automatically. You must enter an email address in the "Email To" field in order to send the form to another staff member.

Statuses

DRAFT

The form opens in **Draft** status and can be edited by the initiator. Once the form is submitted, it will no longer be in **Draft** status.

SUBMITTED

If the form is submitted without a signature from the form reviewer, the form will enter **Submitted** status. The form will remain in **Submitted** status until the form reviewer signs the form.

REVIEWED

If the form is submitted with a signature from the form reviewer, the form will enter **Reviewed** status. The form will remain in **Reviewed** status until signatures are added into the Workday section.

ENTERED

If the form is submitted with a data entry signature, the form will enter **Entered** status. The form will remain in **Entered** status until the Workday reviewer signs the form.

COMPLETED

If the form is submitted with a signature from the Workday reviewer, the form will enter **Completed** status. Though the form can still be edited at this point, **Completed** status indicates that the form will not need to be changed again.


General Instructions

Enter the due dates for all tasks as required in the contract (unless task due dates do not follow a set calendar schedule).

Set "Notify how many days prior?" to **15** days, unless something else is needed.

When entering into Workday, the "Award Task Type" should match the items marked "Yes" below.

Email To

 <p>THE UNIVERSITY of NEW ORLEANS OFFICE OF RESEARCH</p> <h1>Award Task Compliance</h1>	<p>Form ID: jelandr1-20211130121136</p> <p>Status: DRAFT</p>
<p>Email To: <input type="text"/></p> <p>Please use the "Email To" field to pass this form on to other members of the Office of Research.</p> <p>Do not send to external audiences.</p>	

1. **Email To:** Enter the email address of a desired recipient in order to route the form to a reviewer or other staff member.

Export Control Restrictions

If a report involves control restrictions, do not upload the report into Workday. Instead, upload a document that contains the following statement:

Final report was turned in by the PI. Since the award has export control restrictions, the report was given to the Director of External Collaboration to maintain the file in a secure location.

Certified by RA: XX/XX/XXXX.

In the comments section of the task, write:

Report is in the care of the Director of External Collaboration, not in Workday.

Agency-Specific Instructions

U.S. Department of Health & Human Services, including National Institutes of Health (NIH)

- Requires RCR training.

National Science Foundation (NSF)

- Requires RCR training.

All federal grants or contracts >\$30,000 including pass-through

- Requires FFATA unless a vendor agreement is in place

Task Entry Instructions

Pre-Populate (Optional)

Pre-Populate (Optional)

If desired, enter the SharePoint Form ID from the original Award Proposal routing form to pre-populate this form with some previously-entered information.

All information can be changed or removed as necessary.

Award Proposal Form ID:

Proposal Routing Form ID:

1. **Award Proposal Form ID:** If known/desired, enter the Form ID from a previously-created Award Proposal SharePoint Form. This will pre-populate many fields in the Award Task Compliance form.
2. **Proposal Routing Form ID:** If known/desired, enter the Form ID from a previously-created Proposal Routing SharePoint form. This will pre-populate many fields in the Award Task Compliance form.

NOTE: All auto-populated information can be changed or removed as necessary. You should never need to enter *both* an Award Proposal and Proposal Routing form ID.

Principal Investigator

Principal Investigator

First Name:

Last Name:

Email:

College:

Department:

1. **First Name:** Enter the first name of the principal investigator.
2. **Last Name:** Enter the last name of the principal investigator. This field will determine the Form ID for the Award Task Compliance form.
3. **Email:** Enter the UNO email address for the principal investigator. The PI will not receive any emails about this form.
4. **College:** Select the PI's college from the dropdown menu.
5. **Department:** Select the PI's department from the dropdown menu.

Proposal

Proposal	
SharePoint Link:	
Workday Number:	<input type="text"/>
Title:	<input type="text"/>

1. **SharePoint Link:** If you enter a Form ID for a previously-created Award Proposal or Proposal Routing form, a link to that form will appear here. Otherwise, you may ignore this line.
2. **Workday Number:** Enter the Workday number for the Award Proposal.
3. **Title:** Enter the title of the proposal.

Award

Award	
Award Number:	<input type="text"/>
Sponsor	<input type="text"/>
Award Start Date:	<input type="text"/> 
Award End Date:	<input type="text"/> 
<input type="checkbox"/> Revise end date with extension?	

1. **Award Number:** Enter the Workday number for the Award.
2. **Sponsor:** Enter the sponsor for the award.
3. **Award Start Date:** Enter or select the start date for the award.
4. **Award End Date:** Enter or select the end date for the award.
5. To revise the end date with an extension, click the “Revise end date...” link.
 - a. Enter or select the revised end date.
 - b. You may revise the end date on one Award Task Compliance form up to three times.

Schedule of Tasks

SCHEDULE OF TASKS	
Pre-Award	
Compliance Reports	
Animal subject approval?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Conflict of interest?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Data share?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Export control documents?	<input type="radio"/> Yes <input checked="" type="radio"/> No

1. Scroll through the Pre-Award, Post-Award, and/or Sub-Award lists of possible tasks.
2. Select **Yes** to add information about a task.

General Task Entry

Progress report - interim?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Task Due Date:	<input type="text"/>
Notify how many days prior?	15
Notification Date:	<input type="text"/>
<input checked="" type="checkbox"/> Add more if necessary	

NOTE: Most task entry items will generally resemble the above once **Yes** is selected.

1. **Task Due Date:** Enter or select the date when the task is due to be complete.
2. **Notify how many days prior?** Set to 15 unless something else is needed.
3. **Notification Date:** Will auto-populate based on the above two fields.
4. Add more task items if necessary.
5. For most compliance report tasks, you will also need to enter a protocol number.

Attachments

Attachments	
Attach any relevant documents as needed.	
Description	Attachment
<input type="text"/>	<input type="button" value="Click here to attach a file"/>
<input checked="" type="checkbox"/> Add another attachment	

1. **Description:** Enter a name or description for the document you are attaching.
2. **Attachment:** Click the button to browse to the file on your computer and attach it.
3. You may add additional attachments as necessary.

Comments (Optional)

Comments
I have entered a test comment into the form.
Submitted by: jelandr1 on 12/7/2020
<input checked="" type="checkbox"/> Add more comments

1. **Add comments:** If relevant, click the **Add comments** link to add a comment to the form.
2. Type your comment in the box that appears. Your username and the date will auto-populate beneath the comment.

3. **Add more comments:** If necessary, click the **Add more comments** link to add more comments.

Form Signatures & Reviews

This section should be used **BEFORE** the tasks have been entered into Workday.

Form Signatures & Reviews		
If you needed to add a second task schedule above, or if you need to re-sign the form for any other reason, you may clear out a previous signature and re-sign to update the date and username. Contact the Office Manager for assistance with this.		
Pre-Award Signature		
Completed by:	<input type="text" value="Julie Landry"/>	
	jelandr1	11/30/2021
Post-Award Signature		
Completed by:	<input type="text"/>	
Sub-Award Signature		
Completed by:	<input type="text"/>	
Form Reviewer Signature		
Reviewed by:	<input type="text"/>	

1. Enter your name in the appropriate place to sign the form.
2. When you click away from the field, your username and the date will auto-populate beneath your signature.

Workday Signatures & Reviews

This section should be used **AFTER** the tasks have been entered into Workday.

Workday Signatures & Reviews	
If you needed to add a second task schedule above, or if you need to re-sign the form for any other reason, you may clear out a previous signature and re-sign to update the date and username. Contact the Office Manager for assistance with this.	
Data Entry Signature	
Completed by:	<input type="text"/>
Workday Reviewer Signature	
Reviewed by:	<input type="text"/>

1. Enter your name in the appropriate place to sign the form.
2. When you click away from the field, your username and the date will auto-populate beneath your signature.

Contacts

Technical Issues

If you encounter a technical issue with the SharePoint form or if you need to unlock the signatures, contact Julie Landry at jelandr1@uno.edu.

Research Policy/Scenario Questions

If you have a question about recommended policies for using this form, contact Carol Lunn at clunn1@uno.edu.

Document Notes

Developed by:

Julie Landry, Office Manager
Office of Research
(504) 280-6836
jelandr1@uno.edu

Created: November 30, 2021

Last updated by:

Julie Landry, Office Manager
Office of Research
(504) 280-6836
jelandr1@uno.edu

Updated: December 2, 2021