RESEARCH ADMINISTRATION PORTAL (WRAP)

Award Setup Quick Guide

This quick guide is designed specifically for this training session, providing step-by-step instructions for creating and completing awards in the WRAP system. It covers how to create a funding award, notify sponsored programs of proposal status changes, and manage the award setup after sponsor approval. The guide also includes steps for managing award allocations, reconciling award budgets, establishing advance accounts, creating sub-awards, and managing related agreements. The steps are intended for training purposes, and participants are encouraged to make their own adjustments during the session as needed.

Steps

Access

Training (Staging) Access

1. Navigate to WRAP Electronic Research Administration Systems: https://researchoperations.wvu.edu/resources/administration-and-compliance-systems
2. Click the **WRAP Test** button.
3. Click the Client Login button.
4. Sign in with your SSO credentials

Production Access

1. Navigate to WVU Research Operations Website: https://researchoperations.wvu.edu/home
2. Click the **WRAP** button.
3. If prompted sign in with your SSO credentials

Exercise #1: Create a Funding Award

1. From My Inbox or the Grants Funding Proposal page, click the name of the proposal for which award notification has been received.
2. From the proposal workspace, click **Award Letter Received**.
3. Fill out the resulting form and click **OK**.
4. The proposal transitions to the **Award Notification Received state** and sends the proposal owner a notification.
5. Open the relevant funding proposal.
    - Click **Funding Anticipated**.
    - Select **Create Funding Award**.
    - On the **General Award Information** page
        - For this training open the award letter to review the award details.
        - Fill in any missing required data points that are not already autofilled. For this training include your initials in the title for easy identification later.
        - Manually update any autofilled information that has changed since the proposal.

- If the PI has requested an advanced account to begin spending, this will be indicated here.
- Click **Save** and then **Exit**.

Exercise #2: Complete Award

1. After receiving a Notice of Award (NOA) from the sponsor and creating the funding award project, navigate to the award in WRAP. The system will auto-populate data from the proposal and budget. Modify any pre-filled information and supply additional required details.
2. Verify **Direct Sponsor's Award ID**. This should be populated from the award letter. Adjust if necessary. If it's a sub-award, the **Direct Sponsor's Award ID** identifies the institution dispersing funds. Enter the **Prime Sponsor's Award ID** for the agency granting the primary award.
3. For NIH awards, enter the **Letter of Credit** number from the Notice of Award. Provide the **Federal Award Identification Number (FAIN)** if applicable.
4. Verify the **Sponsor Award Date** (auto-filled from the award letter) and the **Notice of Award Date** (the date your institution received the award). Confirm that the Notice of Award document is attached under **Official Award Documents**.
5. Review the **personnel permissions**. By default, the same edit and read-only rights from the funding proposal apply to the award. Adjust personnel access if necessary.
6. Confirm the correct **Start Date** and **End Date** for the award. Click **Continue** to save changes and generate a unique **Award ID**, which will appear at the top of the award pages.
7. On the **Related Items** page, the proposal from which the award was created will be listed. Add any other related proposals if needed.
8. On the **Financial Setup** page, set up **financial accounts** that correspond to **Tasks in MAP Oracle.**
9. **Budget Allocations** capture the amounts authorized for spending from the Notice of Award. This is a key step in authorizing research expenses.
    - You will see an allocation already created for each period defined in the proposal budget.
    - **In this scenario, only the first year is authorized for spending.**
    - Open the **Period 1 Allocation** by clicking on its name.
    - Fill in any missing information:
        1. **Financial Account:** Select the financial account you set up on the **Financial Setup** page.
        2. **Committed Direct Costs:** Enter the amount specified in the award letter for direct costs for Period 1.
        3. **Committed Indirect Costs:** Enter the amount specified in the award letter for indirect costs for Period 1.
        4. **Installment Close Date:** Set this to the last day of Period 1, as specified in the award letter.
        5. **Authorization:** Select **Advanced Account** to authorize spending before funds are officially released.
        6. **Description:** Add any notes relevant to this allocation.

- Click **OK** to save the allocation.
- Open the allocations for subsequent periods (e.g., Periods 2 and 3):
- **Committed Direct Costs:** Enter the amounts from the award letter.
- **Committed Indirect Costs:** Enter the amounts from the award letter.
- **Installment Close Date:** Set to the end date of each period.
- **Authorization:** Leave as **Not Authorized** since these funds are not yet available for spending.
- Click **OK** to save each allocation.

10. On the **Award Authorized Budget Reconciliation** page, reconcile the funding proposal's budget data with the amount released by the sponsor.
    - Select your **Advanced Account** allocation (Period 1 Allocation) from the dropdown menu.
    - Click **Import Budget** to import budget data from the proposal associated with this allocation.
    - Review the imported budget categories and amounts.
    - Manually adjust the amounts if necessary to match the authorized spending amount:
        i. **For example,** if the sponsor has authorized less funding than was proposed, you may need to reduce certain budget categories.
        ii. **Capitalized Equipment:** Manually enter the appropriate dollar amount allocated for equipment over $5,000, if applicable.
    - At the top of the page, check the **Difference** between the **Authorized Amount** and the **Reconciled Amount**.
        i. **The goal is to have a $0 difference**, indicating that the budget is fully reconciled.
        ii. Adjust budget categories as needed until the **Difference** is $0.
    - Ensure that the **Total Reconciled Amount** equals the **Total Authorized Amount** specified in the allocation.
    - **Example Steps:**
        i. After importing the budget, you may see that the **Difference** is not zero.
        ii. Adjust the **Capitalized Equipment** category by entering the correct amount to reduce the difference.
        iii. Continue adjusting other budget categories (e.g., **Other Expenses**, **Travel**) as necessary.
    - Click **Save** to save your reconciliation work.
    - If you need to undo any changes, you can use the **Undo All Changes** button to revert to the last saved state.
    - Once the budget is fully reconciled and the difference is $0, click **Continue** to proceed to the next section.
11. On the **Personnel** page, review the personnel flagged as **FCOI investigators** from the funding proposal. Add, remove, or adjust personnel roles and **FCOI** status if needed.
12. On the **Effort** page, the effort will be automatically pulled from the proposal and does not need to be updated.
13. On the **Terms and Conditions** page, select predefined or add special **terms and conditions** for the award.
    - Indicate **Equipment – Equipment >$5000**.
    - Enter a **Pre-Award Spending Date** of today.

14. Use the **Deliverables** page to specify tasks required to comply with the award terms, such as **progress reports**. Assign responsible personnel and set notification schedules.
15. Access deliverable definitions via the **Manage Deliverables** activity in the award workspace. Mark deliverables as complete and upload required documents.
    - Add a deliverable for yearly reports:
        - Set **Occurrences** to **3**.
        - Set **Frequency** to **Annual**.
        - Set the **Due Date** to **90 days after the first period end date**.
        - Assign yourself as the **Responsible Party**.
16. On the **Compliance Review** page, note that foreign nationals are involved in this project, and review by the Export Control office will be required on this award.
17. Click **Validate** at the top of the Left Navigator to ensure all required information is complete.
18. Submit the award for review

Exercise #3: Validate SmartForm Data

1. Ensure that you are logged into the system and working within a smart form.
2. The left side of the screen displays the navigator, listing all the steps in the smart form.
3. At the top of the navigator, you will see two buttons: **Validate** and **Compare**. Click on the **Validate** button.
4. The system will begin validating all steps relevant to your project based on the data you have entered.
5. Steps that pass validation will show a **green check mark**. If there are errors, they will be displayed under the relevant steps in the navigator.
6. Click on the step with the error, and the system will take you directly to the problem area in the form. The field with the issue will be **highlighted**.
7. Correct the errors by entering the required data or making necessary changes.
8. After making corrections, click **Save**. The list of validation issues will not refresh automatically; you must save the project for the updates to take effect.
9. If needed, click **Refresh** to validate the project again until all issues have been resolved.
10. Once validation is complete and all issues are addressed, click the **menu icon** at the top left of the navigator to return to regular navigation.

Exercise #4: Manage Award Allocations

Budget allocations characterize the funding details specified in the award notification, including:

- Available funds for each budget period.
- Authorized spending periods.
- Other essential financial details.

1. Ensure the award has been created.
2. Navigate to the **Budget Allocations page** of the award.

- The system automatically creates allocations corresponding to budget periods defined in the funding proposal.
- You may modify these allocations to suit your needs:
  - Delete system-generated allocations.
  - Create multiple allocations per budget period, if necessary.

Editing a Budget Allocation

1. Locate the allocation for the budget period (e.g., Period 1).
2. Click the allocation name to open the **Edit Budget Allocation Form**.
3. **Complete the Allocation Details:**
   - **Financial Account:**
     - Choose the account for expenses from the options listed.
     - If only one account is configured on the financial setup page, it will be the only option.
   - **Allocation Name and Description:**
     - Retain the default name or update it as needed.
     - Use the description box to add notes about this allocation.
   - **Dates:**
     - Verify the **Issue Date** (usually defaults to the sponsor award date).
     - Check or update the **Start Date** and **End Date** to align with the award terms.
   - **Authorization Status:**
     - Select **Authorized by Sponsor** if funds are available.
     - Choose **Advance Account** if spending begins before sponsor funds are released.
   - **Cost Sharing:**
     - Indicate whether cost-sharing applies (default: No Cost Share).
   - **Direct and Indirect Costs:**
     - Enter the values for direct and indirect costs.
     - The total cost is calculated automatically.
   - **Indirect Rate:**
     - Verify or update the rate imported from the funding proposal.

4. Click **OK** to save your changes.

Budget Reconciliation and Authorized Amount

- After defining allocations, the **Authorized Amount** remains at 0.
- During budget reconciliation, you:
  - Enter a detailed budget for the allocation.
  - Automatically update the **Authorized Amount** column.

Additional Features

Copying Allocations

- If multiple allocations share similar details:

- Complete one allocation.
- Use the **Copy** button to duplicate it.
- Update only the unique details for the new allocation.

Multi-Year Spending

- If sponsor authorization limits spending to one year at a time:
  - Update future allocations with anticipated amounts.
  - Adjust details as funds become available.

Exercise #5: Reconcile the Award Budget

1. Navigate to the **Award Authorized Budget Reconciliation Page**.
2. Select the budget allocation to reconcile. Only allocations characterized as **Authorized** or **Advance Account** are available for reconciliation. Selecting an allocation displays a table of **Award Budget Categories** and updates the **Total Sponsor Awarded** field with the awarded amount for the selected allocation.
3. Review the header information:
   - **Current Allocation Figures** reflect the selected allocation's awarded and reconciled amounts. The **Difference** value shows the gap between the awarded amount and the detailed budget total.
   - **All Allocations Figures** sum up all authorized and advance account allocations. These may differ from the **Current Allocation Figures** if multiple allocations are being reconciled.

Approaches to Budget Reconciliation

4. **Direct Entry of Budget Amounts**
   - Use this approach if the notice of award requires significant changes. Enter positive or negative amounts directly in the **Adjustments** column. Adjust amounts until the **Difference** value is zero.
5. **Import Proposal Budget Data**
   - Use this approach for minor adjustments. Click the **Import** button, select the allocation to reconcile, and confirm. Budget amounts from the funding proposal will populate the budget categories. Adjust as needed to reconcile.
6. Adjust amounts in the **Adjustments** column based on the provided funding information. Reductions in expenses will also trigger adjustments in indirect costs (FNA recovery) for eligible categories. Non-FNA eligible categories can be adjusted directly to match the remaining difference.
7. Verify that the **Total Sponsor Awarded** matches the **Total Reconciled Amount**, the **Difference** is zero, and the **Active Allocation Total** aligns with the awarded amount for this allocation.

Using the following features to make adjustments

- **Undo All Changes:** Restores the last saved values on the page.

- **Clear:** Removes all amounts from the budget categories list.

Exercise #6: Setting Up Advanced Spending

Setting up advanced spending involves three main steps:

1. Creating a funding award or award modification.
2. Identifying the financial account for funds.
3. Updating the budget allocation to reflect advanced spending.

Create a Funding Award or Award Modification

- **First Budget Period:**
  - If advanced spending is for the first budget period, create a **Funding Award**.
- **Subsequent Budget Periods:**
  - If advanced spending is for a subsequent period after award activation, create an **Award Modification** (typically of type **Continuation**).

Identify the Financial Account

1. Navigate to the **Financial Setup Page** of the award or award modification.
2. Update the financial account:
   - Click **Update** for the system-created financial account.
   - On the **Edit Financial Account Form**, supply a descriptive name.
   - Confirm the **Start Date** and **End Date** match the project's performance period.
   - Ensure **True** is selected in the **Active Field** to allow budget allocations to reference this account.
   - Click **OK** to save the changes.

Update the Budget Allocation

1. Go to the **Budget Allocations Page**.
2. Click the name of the allocation for the relevant budget period (e.g., **Period 1 Allocation**).
3. On the **Edit Budget Allocation Form**:
   - **Reference the Financial Account:** Select the financial account updated in Step 2.
   - **Update the End Date:** Modify the default **End Date** to reflect the advanced spending timeframe (e.g., adjust the end date to cover a 90-day advanced spending period).
   - **Set Authorization Status:** In the **Authorized Field**, select **Advance Account**.
   - **Enter Direct and Indirect Amounts:** Specify the amounts allowed for advanced spending (e.g., direct amount of $22,000 and indirect amount of $8,000).
   - Click **OK** to save the changes.

Reconciling the Budget

1. Navigate to the **Budget Reconciliation Page**.
2. Select the updated allocation (e.g., **Period 1 Allocation**).

3. Adjust the budget:
    - Rather than importing the entire proposed budget, enter adjustments directly that sum to the total allowed for advanced spending.
    - Allocate amounts to specific expense categories as needed.

Finalizing the Award

- Complete the remaining award pages.
- On the final page, validate the award:
    - Resolve any errors that appear during validation.
    - Click **Finish** to complete the setup.
- The award is now configured to allow advanced spending and is ready for submission.

Submitting for Review

- Once submitted, the assigned approver will review and activate the award.
- Upon activation, the award transitions to the **Advanced Account** state.

Exercise #7: Create a Subaward

1. From the award workspace, click on **Create Sub-Award** to initiate the process.
2. Fill out the details on the first page of the smart form.
3. Select the **Sub-Award Recipient Organization**: The organization must be selected manually, as it is not automatically imported from the parent award.
4. Verify that the **Sub-Award Start Date** does not precede the parent award's start date.
5. Once the first page is complete, click **Continue** and fill in the remaining pages of the form.
6. After completing all the required pages, on the final page, click **Finish**.
7. The newly created sub-award will appear in **Draft** with a status of Award Setup in Progress.

Exercise #8: Manage Related Agreements

Because this award has an outgoing subaward, you need to create an Agreement record. Use the **Create Agreement** activity to initiate this.

- **Select Outgoing Subaward** in the dropdown.
- **This automatically links the Agreement record to the award and notifies the appropriate stakeholders (PI, admin contact, AN inbox).**

1. As a specialist, navigate to the workspace of the project for which you want to associate an agreement.
2. In the project workspace, select the **Manage Relationships** option.
    - If **grants are integrated** with the agreements solution, you will be able to select an **existing agreement** from the agreement system.
    - If **grants are not integrated**, you will need to **manually enter** the details of the agreement.
3. In the Manage Relationships form, click the **Add** button to start associating a new agreement.
4. Fill in the required fields on the form:

- **Agreement Name**
- **Agreement Type**
- **Owner** (person authorized to sign the agreement)

5. Provide optional information as needed:
   - **Status**
   - **Reciprocal Organization**
   - **Last Modified Date**
   - **Upload** the current draft or final version of the agreement.
6. Once all necessary information is entered, click **OK** to save or **OK and Add Another** to associate additional agreements.
7. Back on the Manage Relationships form, you can add any relevant **comments and supporting documents**.
8. To verify that the agreement has been successfully associated, go to the **Related Projects** tab and check under **Related Agreements**.

Exercise #9: Initiate Award Review

When an award or award modification in the Draft state is complete, as the assigned specialist, you can either:

- Submit the project for a designated review and have the designated reviewer determine whether the project is ready for final review
- Submit the project directly for final review yourself.

Submitting an Award for Designated Review

1. As the Assigned Specialist **Confirm the award is in the Draft state.**
2. Click on **Submit for Designated Review.**
3. **Select the designated reviewer:**
   - The award may already have an assigned reviewer.
   - To assign an alternate reviewer, select their name from the list.
4. **Add comments and supporting documents** if needed:
   - Use the comment box to provide any relevant details.
   - Attach any supporting documentation required for the review.
5. **Click OK** to complete the submission.
6. **Verify that the award moves to the Designated Review state.**
   - The designated reviewer will receive a notification to examine the award.

Submitting an Award Directly for Final Review

1. As the Assigned Specialist **Confirm the award is in the Draft state.**
2. **Click** on **Submit for Final Review.**
3. **Verify the assigned award approver:**
   - The award may already have an assigned approver.
   - To assign an alternate approver, select their name from the list.
4. **Add comments and supporting documents** if needed:
   - Use the comment box to provide any relevant details.

- Attach any supporting documentation required for the review.

5. **Click OK** to complete the submission.
6. **Verify that the award moves to the Final Review state.**
    - The award approver will receive a notification to review the award.

Exercise #10: Request Changes During Designated Review

1. As the designated reviewer open the funding award.
2. Click **Review Award**.
3. Add a reviewer note to the Administrative Contact:
    - Comment: Replace the current Administrative Contact with the correct person.
    - Check **Response Required**.
4. Click **Request Changes**.

Exercise #11: Request Changes During Final Review Review

As the assigned approver, you can request changes to an award during the final review. For minor errors, you may choose to make corrections yourself. For errors requiring specialist input, follow the steps below to request changes.

1. As the assigned reviewer open the funding award.
2. Click **Review Award**.
3. Add a reviewer note to the Administrative Contact:
    - Comment: Replace the current Administrative Contact with the correct person.
    - Check **Response Required**.
4. Click **Request Changes**.

Exercise #12: Respond to a Change Request

1. As an award specialist open the funding award.
2. Click **Edit Award**.
3. Update the Administrative Contact.
4. Reply to the reviewer note.
5. Click **Submit Changes**.

Exercise #13: Assign Ancillary Review

1. Navigate to the relevant workspace (Funding Proposal, Award, or Award Modification).
2. Click on **Manage Ancillary Reviews**.
3. Click the **Add** button to start the process of assigning an ancillary reviewer.
4. Choose to assign either an **Organization** or an **individual Person** as the ancillary reviewer.
    - If an organization is selected, all reviewers associated with that organization will receive the request.
    - **Note:** You cannot select both an organization and a person; choose one.
5. Select the **Review Type** from the available options.
6. For the question **Response Required**, select **Yes** if the ancillary reviewer must submit a review.

7. You may include **comments and documents** to be sent with the notification to the ancillary reviewer.
8. Click **OK** to complete the process.
9. Alternatively, click **OK and Add Another** if you need to add more ancillary reviewers.
10. After confirming, the ancillary reviewer will automatically receive a notification about the request.
11. To track the progress of the ancillary review, go to the **Reviewers Tab**.

Exercise #14: Modify an Ancillary Review

1. As a specialist access the Project Workspace for the specific project.
2. Click on **Manage Ancillary Reviews** from the project workspace menu.
3. Locate the Ancillary Review you want to modify.
4. Click **Update** next to the ancillary review you wish to change.
5. On the **Edit Ancillary Review** form, change the **Response Required** question to **No**.
6. **Click OK** to confirm the change.
7. **Click OK** again to save the modifications.
8. **Verify the change** by navigating to the **Reviewers tab**. The response for the ancillary review should now show as **No longer required**.
9. The project can now move forward in the workflow.

    - To track the progress of the ancillary review, go to the **Reviewers Tab**. Here, you can see details such as:

        - Review Type
        - Assigned Reviewer (Person or Organization)
        - Whether the ancillary review is required

The completion and acceptance status of the review

Exercise #15: Submit an Ancillary Review

1. From My Inbox or My Reviews tab, open the agreement you want to review.
2. From the Agreements workspace, click **Submit Ancillary Review**.
3. In the **Submit Ancillary Review form**, select the ancillary review to submit.
4. Select whether the reviewed project is acceptable as-is.
5. Select **Yes** if the ancillary review is complete, and **No** if the ancillary review is not complete and requires corrections or clarifications in the **Is the ancillary review complete?** field. Add any comments and supporting documents you think necessary, then click **OK**.

Exercise #16: Submit an Award for Final Review

1. Open the funding award.
2. Click **Review Award**.
3. Verify updates.
4. Click **Submit for Final Review**.

Exercise #17: Submit a Final Review

1. Open the funding award.
2. Click **Edit Award**.
3. On the Terms and Conditions page, make the following selection:
   - **1. Terms and Conditions:** Pre-award Spending Permitted
4. Click **Exit** and then click **Save Changes & Exit**.
5. On the workspace, click **Activate.**

Exercise #18: Close Out an Award

1. Check that all **deliverables** for the award have been completed.
2. Navigate to the award that is currently in the **Active** state.
3. When the award is in the active state, the **Complete** activity will be available.
4. Click on the **Complete** button.
5. Provide any necessary **comments**.
6. Attach any **supporting documents** related to the closeout process.
7. After adding comments and documents, click **OK**.
   - The status of the award, along with all associated **funding proposals**, will now move to **Completed**.

No further operations can be performed on the award or its associated proposals.

Exercise #19: Update Advance Spending to Authorized Spending

1. Open your funding award.
2. Upload Award Documents.
3. Create Award Modification:
   - Name: Period 1 Authorized by Sponsor (add your initials).
   - Description of Changes: Update allocation from Advance Account to Authorized by Sponsor. Adjust dates and reconcile the budget.
   - Sponsor's Modification ID: Enter sponsor's ID.
   - Modification Type: **NGA Revised**.
   - Select relevant changes (Personnel Change, Sponsor Change, Other Changes).
   - Click **Save**.
4. Update Budget Allocations:
   - Adjust the budget to reflect authorized spending.
5. Reconcile the Budget:
   - Adjust costs as needed.
   - Click **Save**.
6. Make Personnel Changes:
   - Update personnel and effort commitments as necessary.
7. Sponsor Changes:
   - Update sponsor information.
8. Submit for Final Review:

- Click **OK** to finalize.

9. Approval and Activation:
   - Log in as a grant specialist.
   - Approve the award modification.
   - Activate the Parent Award.

Exercise #20: Add Continuation Funding

1. Navigate to the award:
   - Go to **Grants** and select **Awards**.
2. Click **Create Award Modification**.
3. Complete the modification pages:
   - Name: Period 2 Continuation (add your initials).
   - Modification Type: **Continuation**.
   - Budget Allocations: Input necessary budget information.
4. Reconcile the Budget:
   - Adjust allocations and validate fields.
5. Submit for Final Review.
6. Log off and Re-log in as Approver.
7. Approve the Award Modification:
   - Confirm the total project amount and modifications.

Exercise #21: Request an Award Modification

1. From My Inbox or the Active Awards tab on the Grants Awards page, click the name of the award to modify.
2. From the award workspace, click **Create Award Modification**.
3. On the first page of the modification, give the modification a meaningful name.
4. Select the modification type. (Only modification types not already in process are shown.)
5. Select a demographic change if needed. (You can select a demographic change in combination with a modification type, or by itself if you select Demographic Changes Only as the modification type.)
6. Select whether the modification will impact any subaward. (If you select Yes, when the modification gets approved, all subawards transition to the Subaward Review/Update Required state, and must be approved by a Contract Specialist before they can be activated.)
7. Enter any optional information needed.
8. When you've completed this page, click **Continue**.
9. Continue through the other modification pages, specifying the needed changes to the award. (The modification type selected on the first page determines which subsequent pages appear.)
10. When satisfied with the modification, click **Finish** on the last page.
11. Submit the modification for review.

Note: When the modification gets approved, the parent award updates to reflect the changes specified in the modification.

Exercise #22: Update Personnel

1. Navigate to the Award Modification:
   - Open the relevant funding award.
2. Create Award Modification:
   - Name: Period 2 Personnel Update (add your initials).
   - Description of Changes: Update personnel.
   - Modification Type: **Demographic Changes Only**.
3. Update Personnel and Effort:
   - Make the required personnel updates and effort changes.
4. Submit for Final Review.
5. Log in as the award approver.
   - Approve the personnel update.
   - Verify the personnel changes in the award details.