Preparing People to Lead Extraordinary Lives
**LOYOLA
UNIVERSITY
CHICAGO**

Stritch School of Medicine

Postaward Process

When a grant proposal has been funded, the postaward process must be completed in order to establish a new accounting unit. This manual with step you through entering the required information.

The postaward process begins with you informing the Office of Research Services that you (or your PI) have recieved a new award. Send the notice of award to ORS. ORS will mark the award as received and contact HSD Finance for them to activate the appropriate year's budget within the Research Channel.

In order for an individual to work on the postaward process in Research Channel, the PI will have to assign rights to that individual.

1. Log into the Research Channel and choose the LU number that has been funded.
   When the LU number is pulled up, this is what the menu frame will look like:
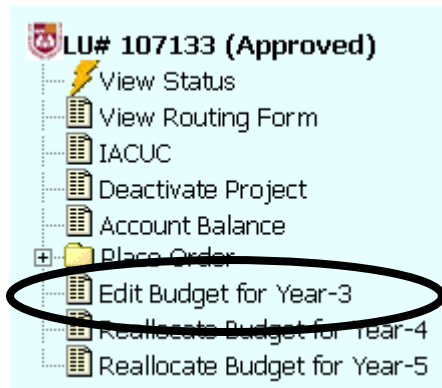
2. You will see the budget year that has been funded, which will read **Edit Budget for Year-X**. Choose Edit Budget for Year-X to enter the budget information for that period.

3. If a budget had been entered for this project period during the preaward stage (when the routing form was generated), that information will be prepopulated.

4. You may edit any of the information from the preaward as needed by choosing the Edit button next to the specific line item you want changed. If a new object code needs to be entered, that may be done as well at this stage.

This shows you that you are working on the postaward process

post....

Submit Post-award Budget

Budget Details

	Lu Number	Project Year	Object Code	Preaward	Postaward	Person
Edit	105015	2	5010: TENURE TRACK FT FACULTY SAL (F:0)	15,450.00	15,450.00	
Edit	105015	2	5110: STAFF SALARY- FT EXEMPT (S:0)	15,450.00	15,450.00	
Edit	105015	2	5110: STAFF SALARY- FT EXEMPT (S:0)	15,450.00	15,450.00	
Edit	105015	2	5130: STAFF SALARY- PART TIME (S:0)	10,300.00	10,300.00	
Totals:				56,650.00	56,650.00	

You are entering a new record!

You will need to fill in the appropriate boxes as you did in the preaward process and then hit Save/Add Budget.

*LU Number	105015
*Project Year	2
*Object Code	
*Preaward	
*Postaward	

Salary Specific Details (Required for salary entries)

Faculty	[ ] Search Delete
	For faculty salary object codes, enter faculty here. Type in the first few letters of the faculty's last name. Then click on Search. Select the faculty and click Select Faculty.
Faculty Name	
	If you cannot locate the faculty using the above field, enter the full name of the faculty.
Staff	[ ] Search Delete
	If this object code is for staff salary, enter staff here. Type in the first few letters of the staff's last name. Then click on Search. Select the staff and click Select Person.
Staff Name	
	If you cannot locate the staff using the above field, enter the full name of the staff here.
Staff Percent Effort	
	Enter the percent effort if this line item is for staff. For instance, to enter 40% enter 40.
Comment	

Save/Add Budget

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5. By choosing the Edit button, your screen should look like:

6. You will not be able to change the preaward dollar amount, only the postaward dollar amount.
7. Remember when entering any salary changes, the faculty/staff will need to be identified along with their percentages of effort.
8. Choose Save/Add Budget.
9. When the postaward process is complete, click Submit Post-Award Budget at the top of the screen.
10. If you are not the PI, the budget will go to the PI for approval; otherwise, if you are the PI, it will automatically be submitted to HSD Finance.