Sponsored Projects Specific Case B
Revised 9-22-2011

Master agreements with Task Orders/Amendments/Modifications to Add or Obligate Increments of Funding

KEY TERMS

Science Code will note: MASTER; Administrative Supplement; Competitive Supplement

SAP Grant Value= Obligated $ Amount =Budgeted revenue in the IOs ($amount available to spend/authorized to bill)
SAP Funded Amount = Anticipated Award Amount = Award Year breakdown

Task Order is [***This definition is from the COEUS "HELP" User's Guides***]
Proposal requesting funds for work or services conducted under an existing Master Agreement (a type of contract that does not procure or specify a firm quantity of services except through the issuance of individual Task Orders)

Work Assignments are issued under individual Task Orders for a specific amount and SOW. One Task Order may have several Work Assignments, each of which is a separate obligated action.   Work Assignments are one level down from Task Orders.

Master Agreements may be contracts, grants, or subawards
In general, if the billing will be handled via unique PO #s or there will be separate reporting on each Task Order (amendment, mod, etc.), then we will need to set up unique SAP grants for each Task Order under the Master

Scenario 1: Master agreement with **$0 Grant Value; $0 Funded Amount.** (will be assigned a new IPN, but not a Master SAP Grant; therefore this IPN will serve as a "holding IPN" to archive the Master Agreement documents for retrieval at the time Amendments are processed per description that follows.)   Each Task Order adds $ and each gets a new IPN, SAP grant #, IO#

- Master that is awarded with no funding ($0) level in the master = Proposal Type Negotiation Only
- Science Code will note: MASTER.
- This will get a new COEUS IP number (IPN); and will be scanned in to Oculus, but <u>NOT</u> sent to SPSS WORK FLOW.
- Because this award has $0 Grant value an SAP Grant cannot be set up. For this scenario, each Amendment/Task Order will be set up as a separate SAP Grant (1 Task Order = 1 SAP Grant).

- Amendment #1
  Proposal Type is Task Order #1; when PD is approved it will get a new COEUS IP number.

  When scanning into Oculus, the Task Order #1 documents along with a copy of the original Master Negotiation Only Agreement will be scanned as a single PDF under the new COEUS IP number and it will be sent to WORK FLOW; SPSS will create the SAP grant # and assign an IO #.

The PD record should reference the COEUS IP number for the MASTER.   Task Order award docs will be linked in COEUS as a child under the parent master award.

- Amendment #2
  Proposal Type is Task Order #2; when PD is approved it will get a new COEUS IP.

  When scanning into Oculus, the Task Order #2 documents along with a copy of the original Master Negotiation Only Agreement will be scanned as a single PDF under the new COEUS IP number and it will be sent to WORK FLOW; SPSS will create the SAP grant # and assign an IO #. The PD record should reference the COEUS IP number for the MASTER.   Task Order award docs will be linked in COEUS as a child under the parent master award.

- Work Assignments under a Task Order

- Proposal Type is "Administrative Action" if there is no new funding awarded by this action;

  When the PD is approved this action does not get a new COEUS IP number but this Administrative Action Proposal Type will require the PD to be associated with the existing Task Order award in COEUS. Note the IPN for the Task Order on the Administrative action PD

- Proposal Type is "Supplement" if there is new funding awarded by this action (Science Code = Administrative or Competitive). This supplement will be adding $ to the SAP Grant of a specific Task Order.

  When the PD is approved this action gives a new COEUS IP number and will require the IPN for the existing specific Task Order to be noted under the "Previous Proposal #" field of the PD record. If this is an Administrative Supplement it will be scanned under the Task Order IPN. If this is a Competitive Supplement and a new SAP GRANT is needed for this action, it will be scanned under the IPN of the Supplement PD record.

- Continuations of a given Task Order that add new $ will have the Proposal Type "Supplement" (Science Code = Administrative or Competitive); continuations of Task Orders that do not add $ will be "Continuation".

- No cost extensions will have the Proposal Type "Administrative Action"

- Changes in the Master Agreement terms: If the sponsor determines the terms of the Master Negotiation Only Agreement need to be modified (this is referring to changes in specific terms of the master agreement not the "Amendments" defined above, then this type of change will be processed using a PD record with the Proposal Type = Revision. NOTE: Because we will not have an SAP Grant # for a Negotiation Only Master award, we are using the Proposal Type

Revision and not Administrative Action. Since Administrative Actions have the SAP Grant field as a required field we are not able to use Administrative Action for amendments on Negotiation Only awards. ALSO NOTE: If the changes impact the tasks already set up as SAP Grants, this master Revision will need to be sent to work flow as an Administrative Action for each Task Order, as applicable. ALSO NOTE: Any Task Order sent to work flow must include the current, most up-to-date Master Agreement + related modified terms.

- **NOTE 1:** The Task Orders under the $0 Master Agreement IP # will be linked in COEUS. Please see the guidelines for linking IP numbers provided by Ron Schulz (Master Agreement Exhibit A)

- **NOTE 2: Award $ amounts will be tracked by Task Orders, also at the time of supplement**

Scenario 2: **$0 Grant Value but Master has anticipated (awarded) ceiling $ Funded Amount**. Each Amendment (or Modification or Option) obligates an increment of the anticipated ceiling $ Funded Amount. Financial reporting will be done on the overall award and not individual Amendments. Master and Amendments will have the same IPN, grant #, IO#.

- Master with $0 but has an identified anticipated ceiling $ amount awarded = Proposal Type NEW
- Science Code will note: MASTER
- Master Proposal Type New will get a new COEUS IP number when the PD is approved
  For this scenario, the Master agreement will not be sent to work flow until the first Amendment that awards Grant Value is ready to be sent to work flow. Shared Services is not able to set up an SAP Grant with 0 Grant value. An SAP Grant will be set up with the Master and Amendment #1; subsequent Amendments will add Grant Value to the same SAP Grant. Allocation IOs can be set up. (1 Master Agreement = 1 SAP Grant).

- Amendment #1
  Obligating the first incremental $; Proposal Type is Revision; when the PD is approved this action does not get a new COEUS IP number . Revision Proposal type will require the IPN for the existing Master award in COEUS to be noted under the "Previous Proposal #" field of the PD record.

- The Master Agreement along with Amendment #1 will be scanned to Oculus and sent to WORK FLOW:
  Will be set up as a new SAP grant and get an IO #.
  The SAP Grant Value= Obligated Amount = $0 from the Master and $ from Amendment #1
  The SAP Funded Amount = Anticipated Awarded ceiling Amount

- Amendment # 2
  Obligating additional $; Proposal Type is Continuation ; when the PD is approved this action does not get a new COEUS IP number Continuation Proposal type will require the IPN for the existing Master award in COEUS to be noted under the "Previous Proposal #" field of the PD record.

  When scanning into Oculus, it will be scanned under the Master COEUS IP number. Sponsored Projects Shared Services will enter the increment of funding to the Master Award SAP grant value. Departments can request allocation IO # under the Master SAP grant.   Requests for an allocation IO could be noted in the comments section of the Coeus PD. Note: The concurrent, separate submission of the Coeus Award Change Web Form will initiate the work flow for allocation IO account set up by SPSS.

  (SAP Grant Value will be updated to= Obligated $ amount for this award action)

- Amendment #3 obligating additional $ to Grant Value (Proposal Type is Continuation)

  Process as in Amendment #2

- Continuations of a given Amendment that add $ but they are anticipated by the Master Funded Amount will have the Proposal Type "Continuation"; No cost extensions will have the Proposal Type "Administrative Action"

- If an award action adds an increment of funding not anticipated by the Master Funded Amount, the Proposal Type will be "Supplement" (Science Code = Administrative or Competitive)

  When the PD is approved this action gives a new COEUS IP number and will require the IPN for the original SAP grant & master award IPN to be noted under the "SAP grant" and "Previous Proposal #" fields of the Supplement PD record. If this is an Administrative Supplement it will be scanned under the existing SAP grant & master award IPN. If this is a Competitive Supplement and a new SAP GRANT is needed for this action, it will be scanned under the IPN of the Supplement PD record.

- **Note 1:** Award $ amounts will **be tracked by Master anticipated ceiling $ amount at time of award; also at the time of Supplement**

Scenario 3: **Master with $ Grant Value, with anticipated (awarded) ceiling $ Funded Amount;** Amendments obligate an increment of the anticipated ceiling $ Funded Amount (Each Amendment adds incremental $ to Master IPN, SAP grant #, IO# (new allocation IO is an option)

- Master awarded with $, = Proposal Type NEW

- Science Code will note: MASTER
- Master Proposal Type New will get a new COEUS IP number when the PD is approved
- Will be scanned to Oculus and sent to WORK FLOW:
  Will be set up as a new SAP grant and get an IO #
  The SAP Grant Value= Obligated $ Amount
  The SAP Funded Amount = Anticipated Awarded ceiling Amount

- Amendment #1
  obligating additional $; Proposal Type is Continuation; when the PD is approved this action does not get a new COEUS IP number but this Continuation Proposal type will require reference to the IPN & SAP Grant # associated with the existing Master award in COEUS

  When scanning into OCULUS, it will be scanned under the Master COEUS IP number. At the time the award is sent to work flow, it can be noted that department wants to request new allocation IO # under the Master SAP grant instead of adding the increment to the Master IO Requests for an allocation IO could be noted in the comments section of the Coeus PD. Note: The concurrent, separate submission of the Coeus Award Change Web Form will initiate the work flow for allocation IO account set up by SPSS.

  (SAP Grant Value will be updated to= Obligated $ amount for this award action)

- Amendment #2 obligating additional $ (Proposal Type is Continuation)

  Process as in Amendment #1

- Continuations of a given Amendment that add $ but they are anticipated by the Master Funded Amount will have the Proposal Type "Continuation"; No cost extensions will have the Proposal Type "Administrative Action"
- If an award action adds an increment of funding not anticipated by the Master Funded Amount, the Proposal Type will be "Supplement" (Science Code = Administrative or Competitive)

  When the PD is approved this action gives a new COEUS IP number and will require the IPN for the existing SAP grant & master award IPN to be noted under the "SAP grant" and "Previous Proposal #" fields of the Supplement PD record. If this is an Administrative Supplement it will be scanned under the existing SAP grant & master award IPN. If this is a Competitive Supplement and a new SAP GRANT is needed for this action, it will be scanned under the IPN of the Supplement PD record.

- **NOTE 1:** If the billing will be handled via one PO or reporting will be a single report for Master and all Amendments then the account will be set up under one SAP grant that will be updated with additional funds as the Amendments (may also be called Modification, Task orders, or increments of funding by the sponsor) are awarded to JHU.
- **NOTE 2:** Award $ amounts will **be tracked by Master anticipated ceiling $ amount at time of award; also at the time of Supplement**

Scenario 4: **Master with $ Grant Value = $ Funded Amount;** Amendments add additional increments of funding NOT anticipated or obligated in Master Funded Amount (Each Task Order adds incremental $ to Master IPN, SAP grant #, IO# (new allocation IO is an option)

- Master awarded with $, Proposal Type is NEW
- Science Code will note: MASTER
- Master Proposal Type New will get a new COEUS IP number when the PD is approved
- Will be scanned to Oculus and sent to WORK FLOW:
  Will be set up as a new SAP grant and get an IO #
  The SAP Grant Value= Obligated $ Amount
  SAP Funded Amount = Obligated Amount at time of Award

- Amendment #1
  adding additional $; Proposal Type is Supplement (Science Code = Administrative or Competitive) ; when the PD is approved this will get a new COEUS IP number

  When the PD is approved this action gives a new COEUS IP number and will require the IPN for the existing SAP grant & master award IPN to be noted under the "SAP grant" and "Previous Proposal #" fields of the Supplement PD record. If this is an Administrative Supplement it will be scanned under the existing SAP grant & master award IPN. If this is a Competitive Supplement and a new SAP GRANT is needed for this action, it will be scanned under the IPN of the Supplement PD record.

  Departments can request an allocation IO # under the Master SAP grant Requests for an allocation IO could be noted in the comments section of the Coeus PD. Note: The concurrent, separate submission of the Coeus Award Change Web Form will initiate the work flow for allocation IO account set up by SPSS.

- Amendment #2 obligating additional $ (Proposal Type is Supplement; (Science Code = Administrative or Competitive))
- Process as in Amendment #1

- No cost extensions will have the Proposal Type "Administrative Action"

- **NOTE 1:** If the billing will be handled via one PO or reporting will be a single report for Master and all Supplements, then the account will be set up under one SAP grant that will be updated with additional funds as the increments of funding are awarded to JHU as described under Scenario 4, Amendment #1
- **Note 2: If Amendments need to be set up as separate SAP grants for financial reporting purposes**, then Amendments #1 and #2 above will be sent to SPSS WORK FLOW using the new COEUS IP number assigned to the Supplement and not the Master COEUS IPN. SPSS will then know to set up a separate grant and new IO for each Revision.
- **Note 3:** Award $ amounts will be tracked by Master and Supplements