

Award Budget Setup (ABS) Form Guide

The ABS should be used for the following types of awards: New, Supplements, Pilot funding, and Add-Ons. Upon receiving a sponsor award notice or update, the Office of Research & Sponsored Program Development (RSPD) initiates award set-up by reviewing the notice of award or agreement and negotiating the terms and conditions, if necessary. Once the review is complete or the agreement is fully executed, RSPD will notify the PI and department by email of the award and will include a reminder to complete the ABS and send it to the G&C Grants Officer to complete award setup in PeopleSoft (PS).

Please note the following:

- Incomplete ABS forms will be returned to the department.
- If requesting a temporary project number, an ABS form is required. Once the award is fully active, a revised ABS form may be required if the temporary budget differs from the sponsor approved budget.
- If there are any compliance holds such as IRB, IACUC or COI the grants officer may not be able to set up the award until the hold is lifted.
- Only one project number will be generated per Sponsored Funding Worksheet. *If this is a collaborative award between multiple UND departments or more than one project number is needed, a Sponsored Funding Worksheet must be completed for each additional project. The Sponsored Funding Worksheet may be copied and pasted into a new tab for each project request.*
- Sponsored Funding Worksheet(s) must equal the total amount awarded for the life of the award.

The ABS includes the following worksheet tabs:

1. Sponsored Funding Worksheet (**required**):
 - a. Complete the top portion of the worksheet (i.e., Proposal ID, Name of Requestor, PI, etc.). Do not leave any fields blank.
 - b. Enter detailed budget information on the lines provided according to the award from sponsor. If the budget was decreased by sponsor from what was originally proposed, the PI must determine the new funding amount for each line of budget.
 - c. Column N must equal the amount awarded for the life of the award.
2. UND Cost Share Worksheet:
 - Complete this worksheet if UND is committing required cost share.
 - a. Cost share may be either or both of the following:
 1. Effort (salary/fringe)
 2. Operating expenses paid with department funds.
 - b. Complete the top portion and the Effort Table, if applicable. Do not leave any fields blank.
 - c. Column N must equal the UND cost share committed for the life of the award.
3. Third Party Cost Share Worksheet:
 - Complete this worksheet if a third party is committing required cost share.
 - a. Cost share will be in the form of cash to the University. A project number will be generated for these funds.
 - b. Column N must equal the third party cost share committed for the life of the award.
4. Third Party In-Kind Worksheet:
 - Complete this worksheet if a third party is committing required in-kind (i.e. expending third party funds on behalf of the award).
 - a. Column N must equal the third party in-kind committed for the life of the award.
 - b. The third party will be required to submit financial reports to G&C so in-kind may be entered and tracked in PS.