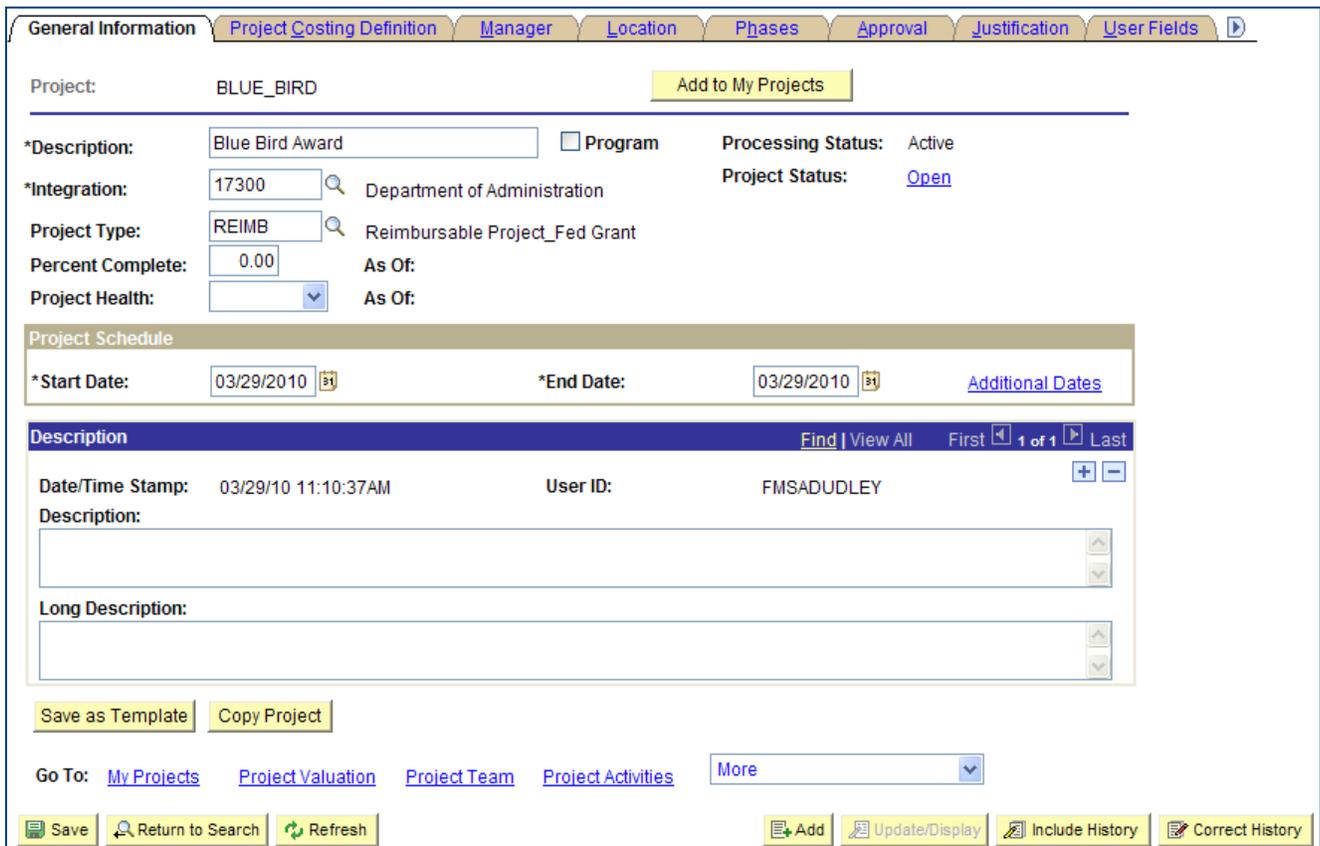


- A blue bird award is granted without initiating a proposal. You must enter all of the information related to the award in the Contract Header pages in Contracts.

Page Name	Navigation
General Information	Project Costing>Project Definitions>General Information

- Create a project with at least one activity in Project Costing to later be assigned to the Blue Bird Award through Contracts



**General Information** | Project Costing Definition | Manager | Location | Phases | Approval | Justification | User Fields

Project: BLUE\_BIRD Add to My Projects

\*Description: Blue Bird Award  Program Processing Status: Active  
 \*Integration: 17300 Department of Administration Project Status: [Open](#)  
 Project Type: REIMB Reimbursable Project\_Fed Grant  
 Percent Complete: 0.00 As Of:  
 Project Health: [Dropdown] As Of:

**Project Schedule**

\*Start Date: 03/29/2010 \*End Date: 03/29/2010 [Additional Dates](#)

Description	Find   View All	First	1 of 1	Last
Date/Time Stamp: 03/29/10 11:10:37AM	User ID: FMSADUDLEY	+ -		
Description:				
Long Description:				

[Save as Template](#) [Copy Project](#)

Go To: [My Projects](#) [Project Valuation](#) [Project Team](#) [Project Activities](#) [More](#)

[Save](#) [Return to Search](#) [Refresh](#)

[Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

Figure 1. Project General Information Page

- Create the Contract

Page Name	Navigation
General Information	Customer Contracts>Create and Amend>General Information

General

Lines

**Contract Number:** BLUE\_BIRD      **Sold To Customer:** US Dept of Education  
**\*Contract Status:**

---

Copy From Contract
Add to My Contracts

**Description:**

**Contract Admin:**

**Region Code:**

**Contract Type:**

**Currency Code:** USD

**Exchange Rate Type:**

**Contract Signed:**

**Processing Status:** Pending

**Amendment Status:**

**Business Unit:** Department of Administration

**Contract Classification:** Standard

**Last Amended:**

**Last Update Date/Time:** 03/29/2010 11:14:07AM

**Last Update User ID:** FMSADUDLEY

▶ Other Information

▶ Summary of Amounts

Go To: [Billing Plans](#)   [Revenue Plans](#)   [Milestones](#)   [Renewals](#)   [Amount Allocation](#)  

[Return to Customer Contracts](#)

Save
Notify

Add
Update/Display

[General](#) | [Lines](#)

Figure 2. Contract General Information Page

- On the **Lines** tab of the contract click on the **Contract Terms** link to relate the Project to the Contract

Page Name	Navigation
Related Projects	Customer Contracts>Create and Amend>General Information>Lines Tab>Contract Terms Link

Related Projects

---

**Contract Number:** BLUE\_BIRD  **Sold To Customer:** US Dept of Education  
**Amendment Number:** **Contract Status:** PENDING

---

**Contract Line:** 1 **Price Type:** Rate  
**Product:** GRANTS\_AS\_INCURRED  
**Description:** Grants rate-based contract

---

**PC Business Unit:**   [Transaction Limits](#) [Review Limits](#)  
**Billing Limit:**  Perform Limit Checking  
**Discount ID:**   **Retainage ID:**    
 Tiered Pricing [Tiered Pricing](#)

**Associated Rates** Find First 1 of 1 Last

Effective Date	Status	Rate Selection	Rate Set	
1 03/29/2010 	Active 	Rate Set 	REIMBURSABL 	Rate Set  

**Associated Projects & Activities** First 1 of 1 Last

*Project	*Activity	Description	Description	
 BLUE_BIRD 	BLUE_BIRD 	<a href="#">Blue Bird Award</a>	<a href="#">Blue Bird Act</a>	 

Create Project
Create Activity
All Activities

[Return to General Information](#)

 Save
 Return to Search
 Notify
 Refresh

 Update/Display
 Include History
 Correct History

Figure 3. Related Projects Tab

- Return to the **General** tab of the Contract and change the **Contract Status** to “Active”
- Verify that the Billing and Revenue Plans are marked with a Status of “Ready” on the **Details** tab
- Click the **Other Information** drop down, which expands the section, then click on the **Create Award Profile** button

General

Lines

Amendments

Contract Number: BLUE\_BIRD

Amendment Number: 0000000000

Sold To Customer: US Dept of Education

\*Contract Status:

Amend Contract

Add to My Contracts

Description:

Contract Admin:

Region Code:

Contract Type: CONTRACTS

Currency Code: USD

Exchange Rate Type: CRRNT

Contract Signed: 03/29/2010

Processing Status: Active

Amendment Status: Complete

Business Unit: Department of Administration

Contract Classification: Standard

Last Amended:

Start Date: 03/29/2010

End Date: 03/29/2011

Last Update Date/Time: 03/29/2010 11:23:11AM

Last Update User ID: FMSADUDLEY

▼ Other Information

Template Contract

Master Contract

Legal Review Complete

Credit Check Complete

Contains Cotermination Lines

Parent Contract:

Master Contract:

Legal Entity: STATE

Purchase Order:

Proposal ID:

Create Award Profile

▶ Summary of Amounts

Go To: [Billing Plans](#) [Revenue Plans](#) [Milestones](#) [Renewals](#)

More ▼

[General](#) | [Lines](#) | [Amendments](#)

Figure 4. Contract General Information Page

[General](#)
[Lines](#)
[Amendments](#)

Contract Number: BLUE\_BIRD

Amendment Number: 0000000000

Sold To Customer: US Dept of Education

Contract Status: ACTIVE

Amend Contract

**Contract Lines**
[Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

[General](#)
[Detail](#)
[Amount Detail](#)

Line	Product	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name
1	GRANTS_AS_INCURRED	<a href="#">Ready</a>	<a href="#">Ready</a>	<a href="#">Contract Terms</a>	<a href="#">Distribution</a>	<a href="#">Internal Notes</a>	<a href="#">US Dept of Education</a>

Go To: [Billing Plans](#) | [Revenue Plans](#) | [Milestones](#) | [Renewals](#) | More

Save | Return to Search | Notify

Add | Update/Display

Figure 5. Lines/Detail Tab

- Click the **OK** button to continue to the **Award Profile**
- Click the **View Award Profile** link and you are taken to the award and information from the existing Project and Contract populate to the Award

General
Lines
Amendments

Contract Number: BLUE\_BIRD

Amendment Number: 0000000000

Sold To Customer: US Dept of Education

\*Contract Status: ACTIVE

Amend Contract
Add to My Contracts

Description: Blue Bird Award

Contract Admin: STATE

Region Code:

Contract Type: CONTRACTS

Currency Code: USD

Exchange Rate Type: CRRNT

Contract Signed: 03/29/2010

Processing Status: Active

Amendment Status: Complete

Business Unit: Department of Administration

Contract Classification: Standard

Last Amended: 03/29/2010

**Windows Internet Explorer**

Award Profile successfully created. (9395,503)

This Award can be viewed by clicking the View Award Profile hyper-link.

11AM

OK

Other Information

Template Contract

Master Contract

Legal Review Complete

Credit Check Complete

Contains Cotermination Lines

Parent Contract:

Master Contract:

Legal Entity: STATE

Purchase Order:

Proposal ID:

[View Award Profile](#)

Summary of Amounts

Go To: [Billing Plans](#) [Revenue Plans](#) [Milestones](#) [Renewals](#) More

Save Return to Search Notify

Add Update/Display

General | [Lines](#) | [Amendments](#)

Figure 6. Contract General Information Page

Award
Funding
Resources
Certifications
Terms
Milestones
Key Words
Funding Inquiry

Award ID: BLUE\_BIRD

Reference Award Number:

---

Title:  [Description](#)

Award PI:  [Reporting Role](#)

Sponsor: US Dept of Education

Purpose:  [Status:](#) Accepted

Award Type: Grant

Proposal ID:  [Version ID:](#)  [Start Date:](#)  [End Date:](#)

[View Contract](#) | [View Proposal](#) | [Additional Information](#) | [Grant Administrator](#) | [Sponsor Website](#) | [CFDA](#)

---

Primary Project PI:

Associated Project			<a href="#">Customize</a>   <a href="#">Find</a>
PC Business Unit	Project	Description	First <input type="button" value="◀"/> 1 of 1 <input type="button" value="▶"/> Last
17300	BLUE_BIRD	Blue Bird Award	

Go To: [Sponsor](#) | [Protocols](#) | [Attributes](#) | [Department Credit](#) | [Notepad](#) | [Award Modifications](#)

[Return to General Information](#)

[Award](#) | [Funding](#) | [Resources](#) | [Certifications](#) | [Terms](#) | [Milestones](#) | [Key Words](#) | [Funding Inquiry](#)

Figure 7. Award Profile Page

- Enter any additional required information
- Save your Award