

Stanford University



STANFORD ELECTRONIC RESEARCH ADMINISTRATION

Sponsored PTA Manager Early/Extend Transactions

Post Award Administration User Guide

Version 1.1

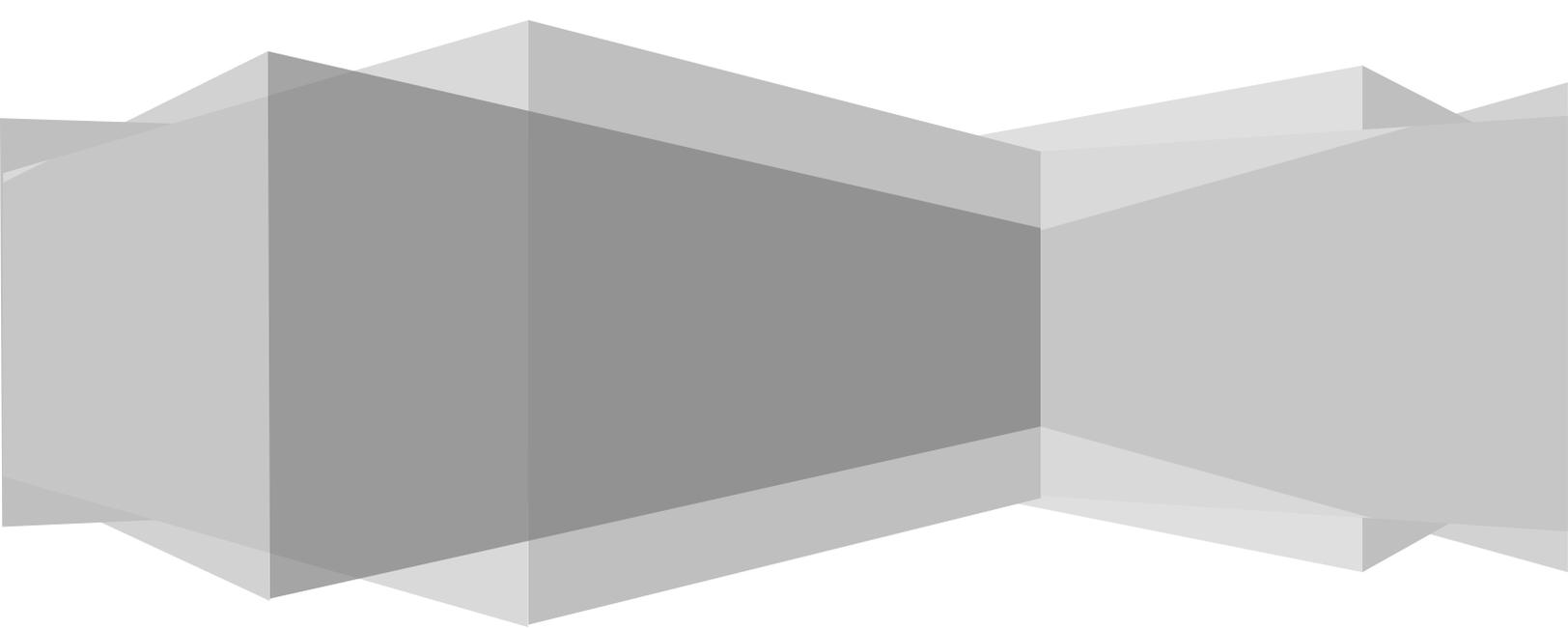


Table of Contents

Overview	3
Confirming the PTA Configuration, Projects and Tasks	4
1. Confirming Approvals	4
2. PTA Configuration	5
3. Award Details	6
4. Project Details	7
5. Task Details	8
Submit to Oracle	9
Accountant Tasks	11
Other Functions	13
Reassigning a Record to a Post-Award Recipient.....	13
Returning a Record to a Department.....	14
Frequently Asked Questions	16

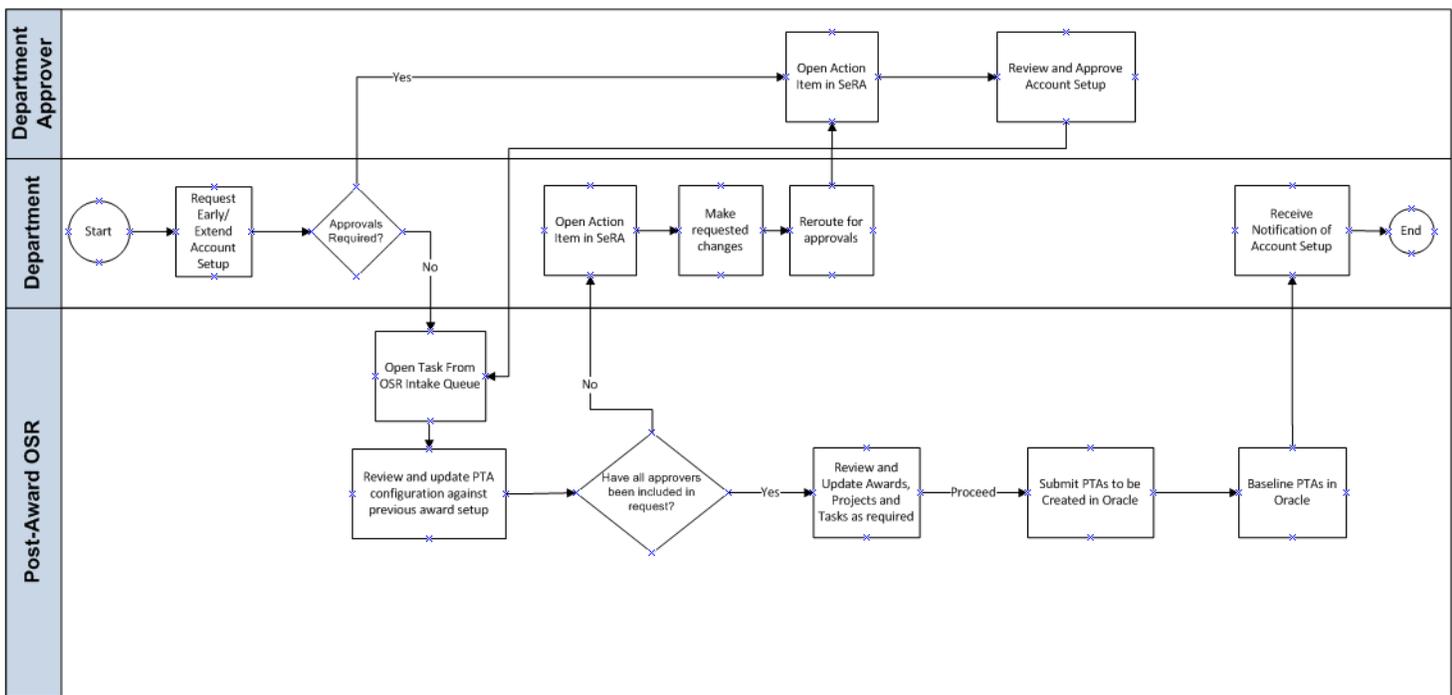
Overview

Purpose

The purpose of this guide is to provide post award administrators with instructions on how to process Early/Extend PTA setup requests initiated in PTA Manager (also referred to as SeRA). This document should be used in conjunction with the *Oracle Guide to Setting up Projects, Tasks and Awards* as it contains more detailed information on how to appropriately fill out required data fields.

Due to the ongoing maturation of this system, the information in this document is subject to change.

Process Flow



Confirming the PTA Configuration, Projects and Tasks

Choose an Early/Extend Transaction from your Account Setup Intake queue.

Dashboard

- Initiate New Proposal
- OSR Proposal Intake
- Account Setup Intake**
- Clinical Trials Intake
- Create New Notification
- CT Notification Archive

Other Agreements

Reports

MY DASHBOARD

My Action Items | My Pipeline | Proposals | Awards | Clinical Trials | Other Transactions

Click on Trans ID/PDRF# below to open your Action Item

Trans ID/ PDRF#	Action Item	Process Type	SPO #	PI	Sponsor
PTA544389	PTA Configuration Review - OSR	Account Setup - New	111394	Gore-Felton, Cheryl	University of California, Berkeley (UCALIF)
PTA544384	Prepare Account - Dept	Account Setup - Early/Extend	108567	Hollberg, Leo	Defense Advanced Research Projects Agency (DARPA)
PTA544358	Prepare Account - OSR	Account Setup - Early/Extend	111475	Gore-Felton, Cheryl	University of California, Berkeley (UCALIF)

1. Confirm the Approvals Tab in SeRA to confirm that the following approvals are received prior to processing an early/extended request: If approvals are not complete, return the transaction to the department
 - a. From your Dashboard, click on the PTA transaction that is assigned to you
 - b. Click on **Approval** tab. This will show you all users that have reviewed and approved the account setup.

Dashboard

Transaction

- Project
- Transaction Home
- View PTA Details

Actions

- Reassign Task
- Send Back to Department
- Close Current Task
- Terminate Transaction

Unit Testing Dashboard

SPO #111475
Gore-Felton, Cheryl E.
Biology Department

Agreement Number: 1234
Agreement Type: Grant

Sponsor: University of California, Berkeley
Prime Sponsor:

Early/Extend Account Request

PTA Transaction ID: PTA544358
Assigned to: Davis, Francine E.
Status: Prepare Account - OSR

Approval (highlighted with red arrows)

Routing History

Action Item	Assignee	Status	Date Assigned	Date Completed	Assignee Comments
Prepare Account - Dept	Jones, Caroline E.	Completed	19-APR-2013 05:53 AM	19-APR-2013 07:17 AM	
Review & Approve Account Setup	Jones, Caroline E.	Approved	19-APR-2013 07:17 AM	19-APR-2013 07:17 AM	
Review & Approve Account Setup	Gore-Felton, Cheryl E.	Approved	19-APR-2013 07:17 AM	19-APR-2013 07:19 AM	
Prepare Account - OSR	Davis, Francine E.	Received	19-APR-2013 07:19 AM		

1 - 4

Engineering* & Humanities and Sciences(For all schools except SoM):**

Contracts and Subwards

Dept → PI → IO /CGO → OSR Set-up Intake

With Industry Sponsored Contracts ONLY

Dept → PI → IO /ICO → OSR Set-up Intake

Grants

Dept → PI → OSR Set-up Intake

School of Medicine

Contracts and Subwards

Dept → PI → DFA → RMG → SoM Budget Office → IO/CGO → OSR Set-up Intake

Industry Sponsored Contracts ONLY (excludes clinical trials)

Dept → PI → DFA → RMG → SoM Budget Office → IO/ICO → OSR Set-up Intake

Grants

Dept → PI → DFA → SoM Budget Office → IO/RMG → OSR Set-up Intake

The SoM Budget Office = Debbie Scheuch

*For all early/extend PTA requests initiated by the Independent Labs, the Dean of Research (Ken Merritt /Gayle Campbell) would like to approve all requests immediately following the PI.

**For all early/extend PTA requests initiated by the departments in H&S approval must also be received from Margaret Fox (Finance Office) immediately following the PI

2. PTA Configuration(early awards only)

Check PTA Configuration to ensure the appropriate award range was generated. If the inappropriate award range was used, please update the award range when verifying the award details.

SPO #111475
Gore-Felton, Cheryl E.
Biology Department

Agreement Number: 1234
Agreement Type: Grant

Sponsor: University of California, Berkeley
Prime Sponsor:

Early/Extend Account Request

PTA Configuration	Compliance	UAFEF	Approval	Submit PTA
Award (UAFEF)	Sponsor	Add Project	Remove Award	
Project (TBD1)	Testing Module 3 PTA M_433559	Non-Capital	Add Task	Remove Project
	Task 10	pp	Sponsor	Remove Task

3. Award Details

Updating an award, please select the award tab and then click “Edit Award.” Complete the entry of required fields (asterisked fields). Verify the information and update all information as needed for both early and extended awards (e.g. start date, end date, award range, sponsor, allowed cost schedule, etc.).

Early/Extend Account Request

PTA Transaction ID: PTA544358
Assigned to: Davis, Francine E.
Status: Prepare Account - OSR

PTA Configuration | Compliance | **UAFEF** | Approval | Submit PTA

Award (UAFEF) - Sponsor

Guarantee Account AAABC 1059972 1
Award Project Task

Guarantee Amount 1000k

Award Full Name Testing Module 3 PTA Manager :PR544357

Award Manager Jones, Caroline E.(cejones)

Owning Organization AAMS-President Office Misc Op

Award Start Date 05-JAN-2011

Award End Date 05-APR-2011

Projects and Tasks

Project (TRP1) - NONCAP - Testing Module 3 PTA M. 422550

Edit Award

Award Range: If you see that the incorrect award range was pre-selected the corrections can be made by accessing the award tab and clicking on *Edit Award* and change to the appropriate award range. Please note, if you select an award number that has already been assigned, the system will generate an error message when you attempt to save, if this happens please find a new available award range. .

Start and End Dates: For early awards confirm the dates for extends add 90 days to the end date and close date.

Once complete, Click “Save” to save your changes.

Edit Award (UAFEF)

* **Guarantee Amount** 1000k

* **Guarantee PTA** AAABC-Outside Users SCs Not C... 1059972-Outside Users SCs Not CIT 1-Outside Users SC

Award **Project** **Task**

* **Award Number** UAFEF

* **Select Oracle Award template** - Select Award Template -

* **Award Short Name** 111475

* **Award Full Name** Testing Module 3 PTA Manager :PR544357

* **Award Manager** Jones, Caroline E. (cejones)

* **Owning Organization** AAMS-President Office Misc Op

* **Award purpose** - Select Award Purpose -

* **Award Type** - Select Award Type -

Award Config Code SPONSOR

Pre-Award Date

* **Start Date** 05-JAN-2011

* **End Date** 05-APR-2011

* **Close Date** 05-APR-2014

* **Funding Source Name** - Select Funding Source -

* **Customer Number**

* **Allowed Cost Schedule** - Select Allowed Cost Schedule -

* **IDC Cost Rate Schedule** FY11_RSCH_OFF_NON_GOV

Award A-Z Free Form Field

Award Level of Control -- Select Award level of Control --

Award Level of Restriction -- Select Award level of Restriction --

Cancel Save

TIPS:

- If the funding source does not appear in drop down menu request a new customer setup from A/R (while waiting a response from A/R, reassign transaction to self noting that A/R has been contacted for new customer setup)
- If your award has an associated costshare, it should show up
- For extends, make sure to update the end date and close date

4. Project Details

Review and update the project details by clicking on the blue project line from the Award tab.

SPO #111475		Agreement Number: 1234		Sponsor: University of California, Berkeley	
Gore-Felton, Cheryl E. Biology Department		Agreement Type: Grant		Prime Sponsor:	

Early/Extend Account Request

PTA Configuration	Compliance	UAFEF	Approval	Submit PTA
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Award (UAFEF) - Sponsor

Guarantee Account	AAABC 1059972 1 Award Project Task
Guarantee Amount	1000k
Award Full Name	Testing Module 3 PTA Manager :PR544357
Award Manager	Jones, Caroline E.(cejones)
Owning Organization	AAMS-President Office Misc Op
Award Start Date	05-JAN-2011
Award End Date	05-APR-2011

Projects and Tasks

Project (TBD1) - NONCAP - Testing Module 3 PTA M_433559	Task 10
	pp Sponsor

For early awards select the appropriate project template and verify the department filled in the other required fields. If needed, update other fields as necessary. Click Save to save the project information.

Edit Project ✕

*** Amount Funding to this Project** \$0.00

*** Project Template Id** - Select Project Template - ▼

*** Project Name** Testing Module 3 PTA M_433559

*** Project Description** Testing Module 3 PTA Manager :PR544357_433559!

Project Config Code NONCAP

*** Principal Owner** Gore-Felton, Cheryl E. (cgore) ✕ ▲

*** Project Manager** O'Neill, Julie (julieo) ✕ ▲

*** Owning organization** AAHH-Hoover House Operations ✕ ▲

Project A-Z Free Form Field

5. Task Details

Edit the task by clicking on the blue task number from the Award tab.

SPO #111475
Gore-Felton, Cheryl E.
Biology Department

Agreement Number: 1234
Agreement Type: Grant

Sponsor: University of California, Berkeley
Prime Sponsor:

Early/Extend Account Request

PTA Configuration Compliance **UAFEF** Approval Submit PTA

Award (UAFEF) - Sponsor

Guarantee Account AAABC 1059972 1
Award Project Task

Guarantee Amount 1000k

Award Full Name Testing Module 3 PTA Manager :PR544357

Award Manager Jones, Caroline E.(cejones)

Owning Organization AAMS-President Office Misc Op

Award Start Date 05-JAN-2011

Award End Date 05-APR-2011

Projects and Tasks

[Project \(TBD1\) - NONCAP - Testing Module 3 PTA M_433559](#)

[Task 10](#) pp Sponsor

Update the task information as needed.

Edit Task [X]

*** Task Number** 10

*** Task Name** pp

*** Long Task Name** Testing Module 3 PTA Manager :f

Task Configuration Code Sponsor

*** Start Date** 05-JAN-2011

Completion Date

*** Task Activity** SPONSORED_RESEARCH

*** Task Off Campus** Yes

*** Task Description** 20000

*** Principal Owner** Gore-Felton, Cheryl E. (cgore)

*** Task Manager** Aanjaneya, Mridul (aanjneya)

*** Owning Organization** AAMS-President Office Misc Op

Task A-Z Free Form Field

Does ISC apply? No

*** Will sponsor pay ISC?** No

Cancel Save

Click Save to save the task information.

NOTE:

There should never be a completion date in the task field unless it is one of the following CIRM Grants and NIH Grants: P, U, I

Submit to Oracle

1. Click the “Submit PTA” tab.
2. Enter comments for accountants, as needed
3. Send to Oracle

SPO #111475 Gore-Felton, Cheryl E. Biology Department	Agreement Number: 1234 Agreement Type: Grant	Sponsor: University of California, Berkeley Prime Sponsor:
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Early/Extend Account Request

PTA Configuration | **Compliance** | **UAFEF** | **Approval** | **Submit PTA**

You have completed details necessary for creating a financial account in Oracle.

Click on the View PTA Details link in the navigation panel to review all PTAs and its associated details being setup in this transaction.

Click on the PTA Configuration tab and/or individual award tab(s) to make any edits.

Comments

Check For Errors | **Send To Oracle Financials**

4. Go to Oracle, verify that data has transferred correctly, and complete required fields.
5. Submit Oracle record

If there are no errors the transaction will be pushed into Oracle where the Set Up associate will complete the transaction in Oracle. Once the associate ‘submit’s budget’ in Oracle, the transaction will show up in the PTA setup queue where it will be picked up by an Accountant to baseline.

Accountant Tasks

Review status of transaction from Transaction Home Page, as necessary

OSR ACCOUNT INTAKE

- Click on Transaction ID to assign account setup Action Item to yourself.
- All columns are sortable by clicking on the column name.

OSR ACCOUNT INTAKE

Trans ID	Action Item	Process Type	SPO#	PI	Sponsor	Department (Org)	Previous OSR Assignee	Received
PTA546289	PTA Baselined in Oracle	Account Setup - New	109593	Padilla, Amado M	National Security Agency (NSA)	School of Education(TFAA)	Roa, Vilma S.	0
PTA546273	PTA Baselined in Oracle	Account Setup - New	108310	Dupas, Pascaline	National Science Foundation (NSF)	Stanford Institute for Economic Policy Research (SIEPR) (NOSM)	Roa, Vilma S.	0
PTA546263	Prepare Account - OSR	Account Setup - New	110234	Nolan, Garry Philip	Entertainment Industry Foundation and Melanoma Research Alliance ()	Baxter Labs(WZII)	TBA	1
PTA546199	Prepare Account - OSR	Account Setup - New	107497	Srinivas, Sandy	Pharmaceutical Product Development, Inc. (PPD)	Med/Oncology(WUZG)	TBA	1
PTA546187	Prepare Account - OSR	Account Setup - Early/Extend	107579	Shen, Kang	National Institutes of Health (NIH)	Biology Department(QANB)	TBA	0
PTA545792	PTA Baselined in Oracle	Account Setup - New	108808	Zhang, Shoucheng	University of California, Los Angeles (UCLA)	Geballe Laboratory for Advanced Materials(MWCJ)	Dimba, Ram	0
PTA545673	Prepare Account - OSR	Account Setup - Early/Extend	47512	Robinson, Thomas	National Institutes of Health (NIH)	Peds/Disease Prevention (XLSU)	TBA	0
PTA545414	PTA Baselined in Oracle	Account Setup - Early/Extend	52406	Luthy, Richard G.	Eni (ENI)	Civil and Environmental Engineering(RMCA)	Dimba, Ram	0

Dashboard	SPO #100401 (Segment 1)				
Transaction	Frank, Michael C. Psychology	Agreement Number: Agreement Type: Grant	Sponsor: The John Merck Fund Prime Sponsor:		
Project Transaction Home « View PTA Details	TRANSACTION HOME Process Account Setup - Early/Extend		PTA Transaction ID: PTA546438 Assigned to: Luc, Lynora S. Status: Baseline PTA in Oracle		
Actions	Award (UAFCM) - Project (1144786) Task 100 FRANK 100401				
Unit Testing Dashboard	Award (WAMER) - CST_SHARE Project (1144786) Task 700 FRANK 100401 C/S				
Transaction Details					
Transaction Id PTA546438					
SPO # 100401					
PI Frank, Michael C.					
Project title Social Attention and Word Learning to Typical Development and Autism Spectrum Disorders					
Start Date 01-MAY-2011					
End Date 31-JUL-2013					
Sponsor The John Merck Fund					
Prime sponsor					
Agreement					
Installment amount \$150,000.00					
Account Setup Status					
Action Item	Status	Assignee	Date Assigned	Date Completed	Assignee Comments
Initiate Early/Extend Account	Completed	Wong, Jeffrey K.	26-APR-2013 03:41 PM	26-APR-2013 03:44 PM	
Review & Approve Account Setup	Approved	Wong, Jeffrey K.	26-APR-2013 03:44 PM	26-APR-2013 03:44 PM	
Review & Approve Account Setup	Approved	Frank, Michael C.	26-APR-2013 03:44 PM	26-APR-2013 05:07 PM	
Prepare Account - OSR	Completed	Acquaah-Arhin, Ericka N.	26-APR-2013 05:07 PM	29-APR-2013 10:33 AM	
Oracle PTA Setup	Completed		29-APR-2013 10:33 AM	29-APR-2013 10:33 AM	
Complete Account Setup	Completed	Acquaah-Arhin, Ericka N.	29-APR-2013 10:33 AM	29-APR-2013 10:45 AM	
Baseline PTA in Oracle	Reassigned	Mui, Marie S.	29-APR-2013 10:45 AM	29-APR-2013 01:08 PM	Reassigned By: Mui, Marie S. -
Baseline PTA in Oracle	Received	Luc, Lynora S.	29-APR-2013 01:08 PM		Reassign
FY1		Wong, Jeffrey K.			
FY1		Housholder, Candy			

1 - 10

1. Obtain record from intake queue
2. Go to Oracle and verify all information correct in Oracle; update as necessary
3. Baseline in Oracle
4. The task should clear from your dashboard and no further action will be required*

**All transactions should clear within 24 hours, if you are seeing transactions that have not cleared please do the following two things: 1. Check to see if a NOA has been issued with the correct changes, 2. Submit a HelpSU to SeRA to remove the transaction from your dashboard(HelpSU: Administrative Applications→SeRA)*

Other Functions

Reassigning a Record to a Post-Award Recipient

There may be times when you need to reassign work to a post-award colleague (setup associate → accountant; accountant → setup associate) or to request that an account setup be corrected (budget, IDC, Funding Source Award Number, etc). To do this, use the following steps:

1. Click Reassign Task .
2. Select the appropriate person.
3. Enter comments explaining why record is being reassigned.
4. Click Reassign.

The screenshot shows the Oracle PTA system interface. On the left is a navigation menu with sections: Dashboard, Transaction, Actions, and Unit Testing Dashboard. The 'Actions' section is expanded, and a red arrow points to the 'Reassign Task' option. The main content area displays details for SPO #111475, including the contact name (Gore-Felton, Cheryl E.), agreement number (1234), and sponsor (University of California, Berkeley). Below this is the 'Early/Extend Account Request' section with tabs for PTA Configuration, Compliance, UAFF, Approval, and Submit PTA. A table lists awards with columns for Award (UAFF), Sponsor, Add Project, and Remove Award. The table contains one row with details for Project (TBD1), Testing Module 3 PTA M_433559, Non-Capital, and Task 10. An 'Add Award' button is visible at the bottom left of the table area.

The 'Reassign' dialog box is shown. It has a title bar 'Reassign' and a 'Select OSR Name' field with a dropdown menu currently showing 'Select Person'. A black arrow points to the dropdown arrow. Below the dropdown is a large text area labeled 'Comments'. At the bottom of the dialog are two buttons: 'Cancel' and 'Reassign'. A black arrow points to the 'Reassign' button.

When this function is used, the system will also send an email notification to the recipient. Within the email there will be a link that will take him/her directly to the record. It is important to note that reassigning a task does NOT change the status. This means if the status indicates that an award is in Oracle PTA Setup it will remain the same. In order to show a status change has occurred (i.e., moving

an item from “setup” to “department review/correction”), you will need to use the “Send Back to Department” feature below.

Please Note: If a task is reassigned from an accountant to the Setup Associate corrections will need to be made in Oracle. To do this, the associate will open the award in oracle and make the necessary changes. If the associate is making changes to the budget, go to the award budget screen, click on the *Rework* button on the record so the budget will be sent to the accountant for baseline. At this point, SeRA will NOT know a change has been made. The Associate will then need to go back into SeRA and reassign the task back to the Accountant with a comment specifying that the requested change(s) have been made and the record is ready for baseline review. The Accountant will also receive a system generated email notification.

Returning a Record to a Department

There may be times when a record needs to be returned to the department for additional information or corrections. To do this, use the following steps:

1. Access the record you want to return.
2. Using the left hand menu (noted below), select the appropriate entity.
3. A comments box will appear allowing you to select the appropriate person and to describe the issue preventing the PTA setup.
4. Click Reassign.

The screenshot shows the Oracle interface for an 'Early/Extend Account Request'. On the left, a navigation menu is visible with the following sections:

- Dashboard**
- Transaction**
 - Project
 - Transaction Home
 - View PTA Details
- Actions**
 - Reassign Task
 - Send Back to Department** (highlighted with a red arrow)
 - Close Current Task
 - Terminate Transaction
- Unit Testing Dashboard**

The main content area displays the following information:

- SPO #111475**
- Gore-Felton, Cheryl E. **Agreement Number:** 1234
- Biology Department **Agreement Type:** Grant
- Sponsor:** University of California, Berkeley
- Prime Sponsor:**

The title of the page is **Early/Extend Account Request**. Below this, there are several tabs: **PTA Configuration**, **Compliance**, **UAFEF**, **Approval**, and **Submit PTA**. The **UAFEF** tab is currently selected.

Under the **UAFEF** tab, there is a table with the following columns: **Award (UAFEF)**, **Sponsor**, **Add Project**, and **Remove Award**. The table contains one row of data:

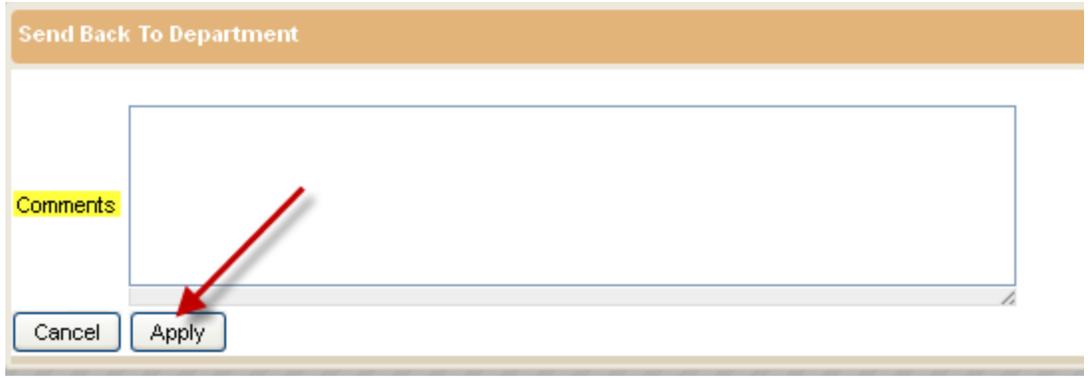
Award (UAFEF)	Sponsor	Add Project	Remove Award
Project (TBD1)	Testing Module 3 PTA M_433559	Non-Capital	Add Task Remove Project

Below the table, there is an **Add Award** button. The **Task 10** and **pp Sponsor** information is also visible in the table's data area.

Send Back To Department

Comments

Cancel Apply



An email notification will be sent to the recipient.

Frequently Asked Questions

Oracle relate questions:

1. **Why don't I see an issue date on the installment line in Oracle after a transaction has passed through SeRA?** Because this field does not drive any other functions. In Oracle it is no longer necessary to populate.
2. **If changes are made to a record in Oracle, will this immediately be reflected in SeRA?** Manual changes in Oracle will only be reflected in SeRA when a subsequent amendment to that agreement is processed via SeRA.
3. **As follow-up to question #3, will these changes be reflected on the Notice of Award?** Currently, No. The NOA will only include information that was originally entered into SeRA at the PTA setup stage. In these cases, the Accountant must send an email to the department with copies of the 216 and 180 ReportMart documents to ensure accurate PTA information is received.
4. **If I receive an error message that my transaction does not balance is there a general rule of thumb?** Yes.

Funded amount on the AAN = sum of the values of the awards on the PTA configuration
(excluding cost share) = sum of values for each project within each award on the PTA
configuration = sum of the values allocated to each task on the Budget screens

5. **Can I make an update to a budget after it has been submitted in Oracle but not baselined?**
Yes. After accessing the record in Oracle you can click on the *Rework* button on the Award Budgets screen. This will allow you to make the necessary updates. Once completed, the record can be resubmitted and baselined.
6. **How are the billing and revenue rules populated in Oracle?** These rules are based on the default values associated with the award template selected in SeRA
7. **How can one tell if the appropriate approvals have been received?**
 - a. From your Dashboard, click on the PTA transaction that is assigned to you
 - b. From the Left Hand Navigation Menu, click on **Transaction Home**.

i. This will show you all users that have reviewed and approved the account setup.

Account Setup Status					
Action Item	Status	Assignee	Date Assigned	Date Completed	Assignee Comments
Initiate Early/Extend Account	Completed	Stanfill, Dara	18-APR-2013 02:24 PM	18-APR-2013 02:49 PM	
Review & Approve Account Setup	Approved	Stanfill, Dara	18-APR-2013 02:49 PM	18-APR-2013 02:49 PM	This is an early PTA request for the T-32 Neonatal Biology Training Program grant for
Review & Approve Account Setup	Approved	Stevenson, David K.	18-APR-2013 02:49 PM	18-APR-2013 09:19 PM	
Review & Approve Account Setup	Approved	Toth, Ildiko	18-APR-2013 09:19 PM	22-APR-2013 04:00 PM	
Review & Approve Account Setup	Approved	Fisher, Karen C.	22-APR-2013 04:00 PM	23-APR-2013 11:42 AM	

8. How can one determine the guarantee amounts and PTA entered in SeRA is accurately reflected in Oracle?

- a. From your Dashboard, click on the PTA transaction that is assigned to you
- b. From the Left Hand Navigation Menu, click on **View PTA Details**.

The screenshot shows the Oracle system interface. On the left is a navigation menu with options: Dashboard, Transaction, Project, Transaction Home, View PTA Details (highlighted with a red arrow), Actions, and Unit Testing Dashboard. The main content area displays 'TRANSACTION HOME' for 'Process Account Setup - Early/Extend' and 'Award (PABPS) - Project (1018585)'. Below this, a list of tasks is shown: Task 138 (Commitment-SegE), Task 142 (5 T32 HD007249-28), Task 140 (Seg F-Yr 26), Task 141 (SEGMENT F YR27), Task 143 (5 T32 HD007249-29), and Task 144 (5T32 HD007249-30 Sponsor). At the bottom, the 'Transaction Details' section provides information for Transaction ID PTA545942, including SPO # 1969, PI Stevenson, David K., Project title Developmental and Neonatal Biology Training Program, Start Date 01-MAY-2009, End Date 30-APR-2014, Sponsor National Institutes of Health, and Agreement 5 T32 HD007249-30.

c. This will download the PDF file of the Setup Details and under the **References** section, you can cross check the guarantee amounts with what is in Oracle

References

9.

Reference	Value
SP_GUARANTEE_AMT	80692.00
SP_CFDA_NUMBER	93.865
SP_EARLY_AWARD_PERIOD	5/1/11-6/30/11
SP_EARLY_AWARD_PERIOD	5/1/12-6/30/12
SP_GUARANTEE_AWD	1008467-100-HAESD
SP_SERA_AWARD_SEGMENT_NO	1969/S8
SP_SPO_NUMBER	1969