This quick guide highlights how to check the status of an award setup in IRES Proposal Tracking (PT).

When tracking the progress of an award setup, the following four tabs/folders are key to finding information:

I. **Activity Log** – Used to track workflow and actionable items logged to and from someone in that record. Logged items are documented to indicate specific actions required and timeframe for completion. *The Activity Log is not sortable, but Open activities will always appear at the top.*

II. **Communications** – Displays emails (listed by date with the most recent at the top) sent from OSP (Office of Sponsored Projects), (e.g., Award Managers, ASU (Award Setup Unit)), to:

   - OSP Accountants when awards are ready for setup in Workday
   - DBOs (Department Business Office), when awards are put on hold for compliance reasons and/or required documentation is missing, e.g. Award Budget Setup form
   - DBOs, for review of Special Terms and Conditions

   The Communications tab also contains notes related to the PT record, e.g., status updates regarding sponsor, reviewer, dept, PI, or other offices within Yale.

III. **Agreements** – Contains all contract, subaward (incoming and outgoing), grant (assistance) agreements, and other types of agreements for the record. This Agreements tab is primarily used by those managing clinical trials, outgoing subawards and contracts. **Note:** Agreements are documents that require signature before becoming effective. All other documents are considered Attachments.

IV. **Attachments** – Stores all documents related to the PT record. Use the Sort, Group and Filter tools to locate a particular document. The attachments list can be sorted into date order.

<table>
<thead>
<tr>
<th>STEP</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Search for the PT Record by the Proposal number.</td>
</tr>
<tr>
<td>2.</td>
<td>Open the applicable PT Record.</td>
</tr>
<tr>
<td>I.</td>
<td>Navigate to the Activity Log tab</td>
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<tr>
<td>1.</td>
<td>Open the Activity Log folder of the Parent Record. The Activity Log always displays (0), even when there are items in the folder.</td>
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<tr>
<td>2.</td>
<td>Check for Open activities.</td>
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<td>a.</td>
<td>If there is an Open activity for the award you are inquiring about, this means your award is still pending setup. Review the comments section to find out why the log is still open. <strong>Note:</strong> The ASU goes through compliance checks. If something is missing (training, IACUC, HRPP, etc.), ASU will open a log with an Activity Description of ‘HRPP Hold’, ‘IACUC Hold’, etc. indicating the award has been put on hold. The log item will remain in open status until the hold is resolved. ASU will also send an email, via the Communications tab, to the DBO regarding the award setup hold. So, please check the Communications tab to see if the email has been sent. [Refer to Step II.1 below, under Navigate to the Communications tab, for more information.]</td>
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</table>
b. Check the date the open activity was logged. If the log has been opened (and there is not a hold in place) for more than 5 business days from the date it was initially opened, contact the individual listed in the ‘Assigned to’ field to inquire about the status of the setup.

**Proceed to the next step, if you did not find an Open Activity log for the award you are inquiring about.**

3. Find the **Closed** activity log related to your award setup inquiry. **Note:** Recently closed logs should appear at the bottom of the list.

   a. Once you find the Closed activity, review the Comments section to see when the setup was completed in IRES and sent to accountant for setup in Workday (WD) or setup in Workday (WD) by the ASU.

      **Note:** In addition to completing all IRES setups, the ASU completes the following award setups in WD:
      - NIH Type 5 (Non-competing Continuation) Research and Fellowship awards that adding funding
      - All Industry Clinical Trial award setups and related HRPP extensions
      - NSF Amendments that add funding

**II. Navigate to the Communications tab**

1. Open the **Communications** folder for additional insight as to the status of the award.

   **Note:** Viewing the information in the Communications tab along with the Activity Log helps users to piece together the background information and progress of the award.

   If the Activity Log indicated the Award Setup was put on hold, then there should be a corresponding email from the ASU to the DBO that indicates the award setup has been placed on hold, what we are waiting for, and what action needs to be taken. **If there is not an email, please reach out to the individual listed in the ‘Assigned to’ field of the Activity Log to inquire about the missing email.**

   If the Activity Log indicated the award setup was completed in IRES and sent to accountant for setup in WD, then there should be a corresponding email from the ASU, via the Communications tab, to the OSP accountant indicating the award is ready for setup with the related award setup documents (e.g., NOA, ABS form, etc.) attached. **If there is not an email, please reach out to the individual listed in the ‘Assigned to’ field of the Activity Log to inquire about the missing email.**

**III. Navigate to the Agreements tab**

1. Open the **Agreements** folder, if the setup that you are inquiring about is a contract, clinical trial, outgoing subaward, grant agreement, etc.

   **Note:** The Agreement tab is primarily used by Contract Managers and Clinical Trial Managers. Award Managers may use this tab if an agreement terms and conditions need to be negotiated before the agreement can be signed.

   **Note:** The Agreement Conditions and the Agreement Comments fields are where the managers will record notes regarding the status of the agreement (in negotiation Yale, approved, fully executed, etc.).

   **Note:** There is an Agreements tab for each child record, however, ALL agreements for the award are uploaded to the parent record only.
2. Open the **Agreement** in the summary list to view:
   - The status of the agreement and subaward agreement details.
   - Comments detailing what the clinical trial manager was doing and when
   - Dates as the agreement progresses from In Development through Fully Executed
   - Details of exactly what transpired at each step

**IV. Navigate to the Attachments tab**

1. Open the Attachments folder.

2. Click the General tab to view all the attachments, but if not found check the Root folder; attachments are sometimes uploaded to the Root folder by mistake.

3. Click on the ‘Last Updated’ column header to sort by date and bring the most recent attachments to the top of the column.