

From: [Research Administration List](#) on behalf of [Diana Key](#)
To: RESADM-L@LISTS.HEALTHRESEARCH.ORG
Subject: [External] Re: [RESADM-L] Award set-up cover sheet - can you share?
Date: Friday, June 28, 2019 8:53:28 AM
Attachments: [History Sheet.pdf](#)

Good morning,

We use PeopleSoft Grants, so a lot of the information is entered into the proposal in pre-award, and when we run the \$B!H (J)generate award \$B!! (J) process, it flows in the post-award side. The file is sent to the data entry folks who use the attached History Sheet to fill in the rest of the important information. Hope you find this useful.

Regards,
Diana

Diana Key

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From: Research Administration List <RESADM-L@LISTS.HEALTHRESEARCH.ORG> **On Behalf Of** Jesse Szeto
Sent: Thursday, June 27, 2019 4:44 PM
To: RESADM-L@LISTS.HEALTHRESEARCH.ORG
Subject: [RESADM-L] Award set-up cover sheet - can you share?

Hi Fellow Research Administrators,

Does anyone have an award set-up cover sheet that they're particularly proud of and can share with me?

This is the cover sheet that will communicate the essential data from a finalized agreement that needs to be entered into the financial system, which will then be keyed into the financial system.

It would ideally strike a balance between being comprehensive versus being burdensome.

Thanks so much, folks!

Jesse

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