

PI Article – Workday Award Status Terminology

In the Grants Module of Workday, there are several different statuses associated with sponsored awards. The different statuses are provided below, along with a description for each.

- **Award Lifecycle Status** – This represents the status overall for the award (AWD) worktag in Workday.
- **Award Line Lifecycle Status** – This is the status for the award line (i.e. the grant). Note that the Award Line Lifecycle Status could be different from the Award Lifecycle Status, as it depends on how the unit manages the award or if any central office actions are needed.
- **OSP Import Advanced** – Integrates when the Office of Sponsored Programs (OSP) completes an “Advance Award” request. Please note that Grants & Contracts (G&C) Accounting does not have access to advance award documentation in CIS. Please submit any advanced award documentation to your G&C Financial Analyst to ensure a quick setup.
- **Advance** – When the advance request is setup, G&C defaults it to advance status. This ensures that the unit can transact on the project, but it also serves as an indicator for G&C not to invoice or provide any financial reports to the sponsor.
- **OSP Import New** – A new AWD worktag is created when OSP completes an award set up in CIS. G&C uses this status to identify new awards and create grant lines so units can transact on the project.
- **OSP Import Mod** – This status is updated when a modification is processed by OSP. This could include incremental funding, a no cost extension (NCE), PI update, etc. G&C uses this status to identify new modifications and to update the information in Workday to match CIS.
- **Active** – This is the status for an award during its period of performance (POP). All allowable charges can be posted to the award when it is in this status.
- **Close Out** – Workday automatically updates the status to Close Out status 1 day after the award’s end date. Close Out stops new transactions from processing in Workday. Processes that have already started prior to close-out status (like a spend authorization/expense report for travel) can still be completed without updating the status. Units will still have 45 days in OneUSG to process any salary corrections while the award is in close out status.
- **Central Admin Review (CAR)** – Status allows the central office and units to bypass the award end date to financially close out the award. Central Admin Review allows for journal entries to post, the closing of purchase orders, and Express Direct Retro (EDR) posting up to 90 days after the end date. G&C will also update the status to CAR if there is external backup documentation that a modification is pending but not fully executed. This will allow the unit to continue work while OSP finalizes the agreement.
- **Inactivate** – G&C has reviewed all financial data and has confirmed that the project can be inactivated. No more activities can take place, and the inactive status will remove the award and grant worktag from Workday reports.

If you have any questions about this article, please contact Josh Rosenberg at josh.rosenberg@business.gatech.edu. Many thanks to Doug Feller for his contributions to this article!