

## Attaching NOA to the Award Procedure

1) Go into the existing Award

2) Click "Find"


**Award**

Search For: Templates, Awards  
Number: SDAKA  
Short Name: 34071 KOVSCEK  
Type:   
Status:   
Organization:   
Funding Source:  
Number:   
Name:   
Key Member:  
Name:   
Number:   
Role:   
Clear Find

3) Click "Open"

| Number | Short Name    | Type       | Status | Funding Source Name | Start Date  | Template                            |
|--------|---------------|------------|--------|---------------------|-------------|-------------------------------------|
| SDAKA  | 34071 KOVSCEK | SPO_SUBCON | Active | S-CAL RESEARCH      | 11-JUL-2005 | <input checked="" type="checkbox"/> |
|        |               |            |        |                     |             | <input type="checkbox"/>            |
|        |               |            |        |                     |             | <input type="checkbox"/>            |
|        |               |            |        |                     |             | <input type="checkbox"/>            |
|        |               |            |        |                     |             | <input type="checkbox"/>            |
|        |               |            |        |                     |             | <input type="checkbox"/>            |
|        |               |            |        |                     |             | <input type="checkbox"/>            |
|        |               |            |        |                     |             | <input type="checkbox"/>            |
|        |               |            |        |                     |             | <input type="checkbox"/>            |
|        |               |            |        |                     |             | <input type="checkbox"/>            |

Copy To Open

4) Choose the “Compliance” tab by expanding the  field

**Award Management**

Number:   Template      Funding Source Name:

Short Name:       Funding Source Award Number:

Full Name:       Pre-Award Date:

Start Date:       End Date:

Close Date:       Award Type:

Purpose:       Status:

Organization:       Funded Amount:


Award Amount:   Hard Limit

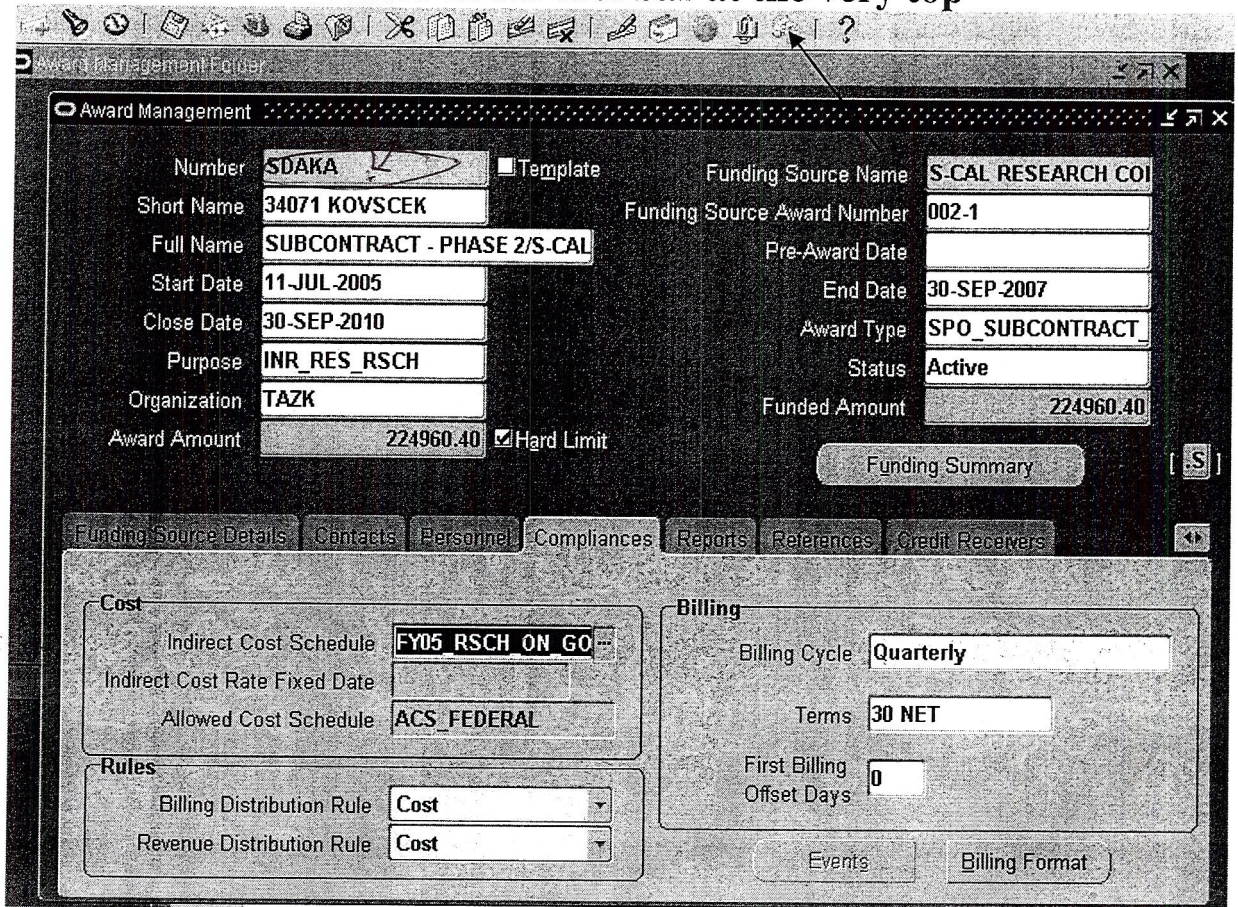
[ .S ]

Installments | Terms and Conditions | Budgetary Control | Funding Source Details | Contacts | Personnel

| Number | Issue Date | Type  | Description                         |
|--------|------------|-------|-------------------------------------|
| A00    |            | Award | EARLY AWARD, ORIGINAL FUNDING OF \$ |
|        |            |       |                                     |
|        |            |       |                                     |

- Installments
- Terms and Conditions
- Budgetary Control
- Funding Source Details
- Contacts
- Personnel
- Compliances**
- Reports
- References
- Credit Receivers
- Tax and Currency

5) Click on the  located in the tool bar at the very top



The screenshot shows the 'Award Management' software interface. At the top, a toolbar contains various icons, with a question mark icon highlighted by an arrow. The main window displays the following information:

|              |                             |  |                             |                    |  |
|--------------|-----------------------------|--|-----------------------------|--------------------|--|
| Number       | SDAKA                       | <input type="checkbox"/> Template              | Funding Source Name         | S-CAL RESEARCH COI |  |
| Short Name   | 34071 KOVSCEK               |  | Funding Source Award Number | 002-1              |  |
| Full Name    | SUBCONTRACT - PHASE 2/S-CAL |  |                             | Pre-Award Date     |  |
| Start Date   | 11-JUL-2005                 |  | End Date                    | 30-SEP-2007        |  |
| Close Date   | 30-SEP-2010                 |  | Award Type                  | SPO_SUBCONTRACT    |  |
| Purpose      | INR_RES_RSCH                |  | Status                      | Active             |  |
| Organization | TAZK                        |  | Funded Amount               | 224960.40          |  |
| Award Amount | 224960.40                   | <input checked="" type="checkbox"/> Hard Limit |                             |                    |  |

Buttons: Funding Summary [S]

Navigation tabs: Funding Source Details | Contacts | Personnel | Compliances | Reports | References | Credit Receivers

**Cost**

|                               |                 |
|-------------------------------|-----------------|
| Indirect Cost Schedule        | FY05 RSCH ON GO |
| Indirect Cost Rate Fixed Date |                 |
| Allowed Cost Schedule         | ACS_FEDERAL     |

**Rules**

|                           |      |
|---------------------------|------|
| Billing Distribution Rule | Cost |
| Revenue Distribution Rule | Cost |

**Billing**

|                           |           |
|---------------------------|-----------|
| Billing Cycle             | Quarterly |
| Terms                     | 30 NET    |
| First Billing Offset Days | 0         |

Buttons: Events | Billing Format

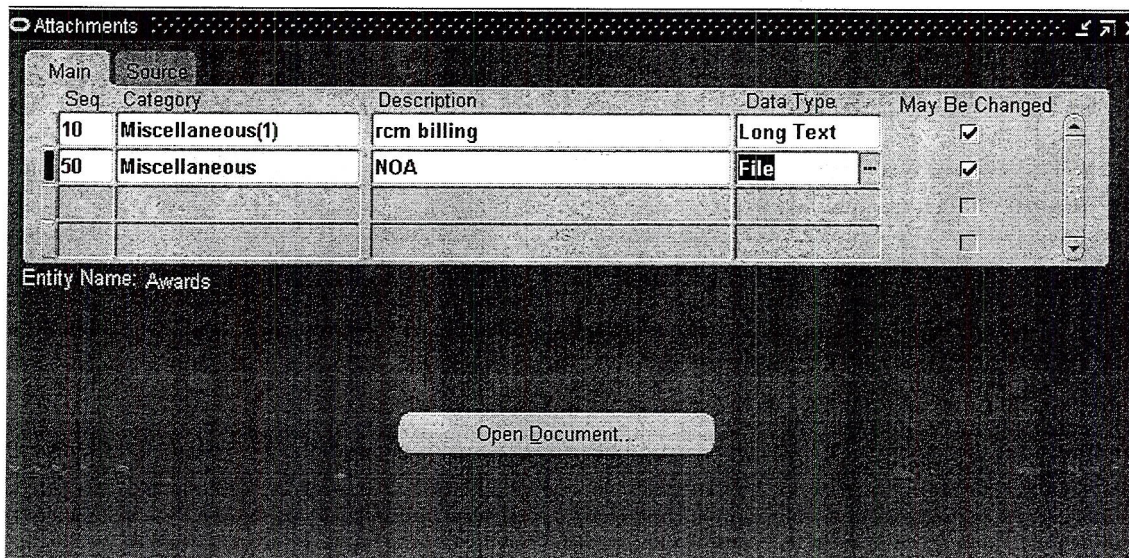
6) You will automatically go to the following screen.

**A: “Seq” Should always start with “50” and follow with 51, 52 and so forth.**

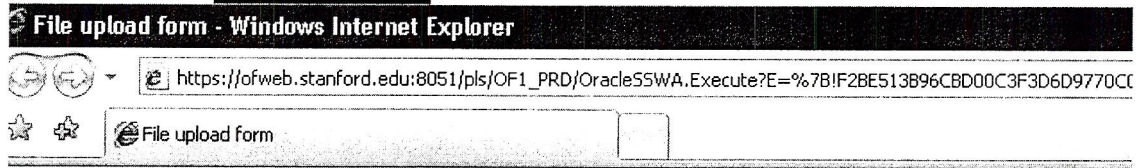
**B: Category “Miscellaneous”**

**C: Description “NOA” , “NOA NCX” or “NOA INCR”**

**D: Data Type is “File”**



7) You will be directed here to either type in the file location or  
Click on **“Browse...”**



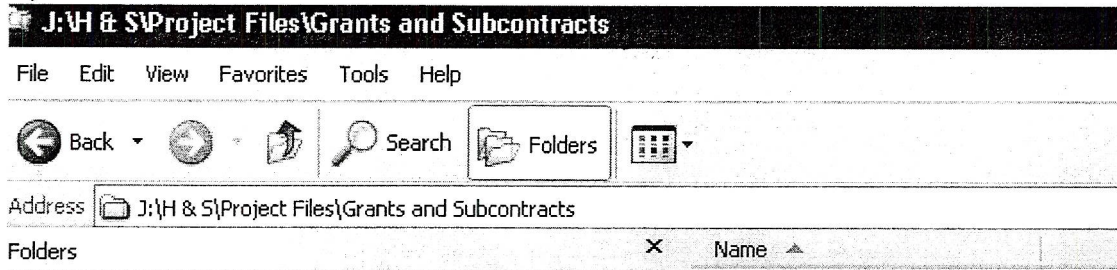
**ORACLE**

Upload a File

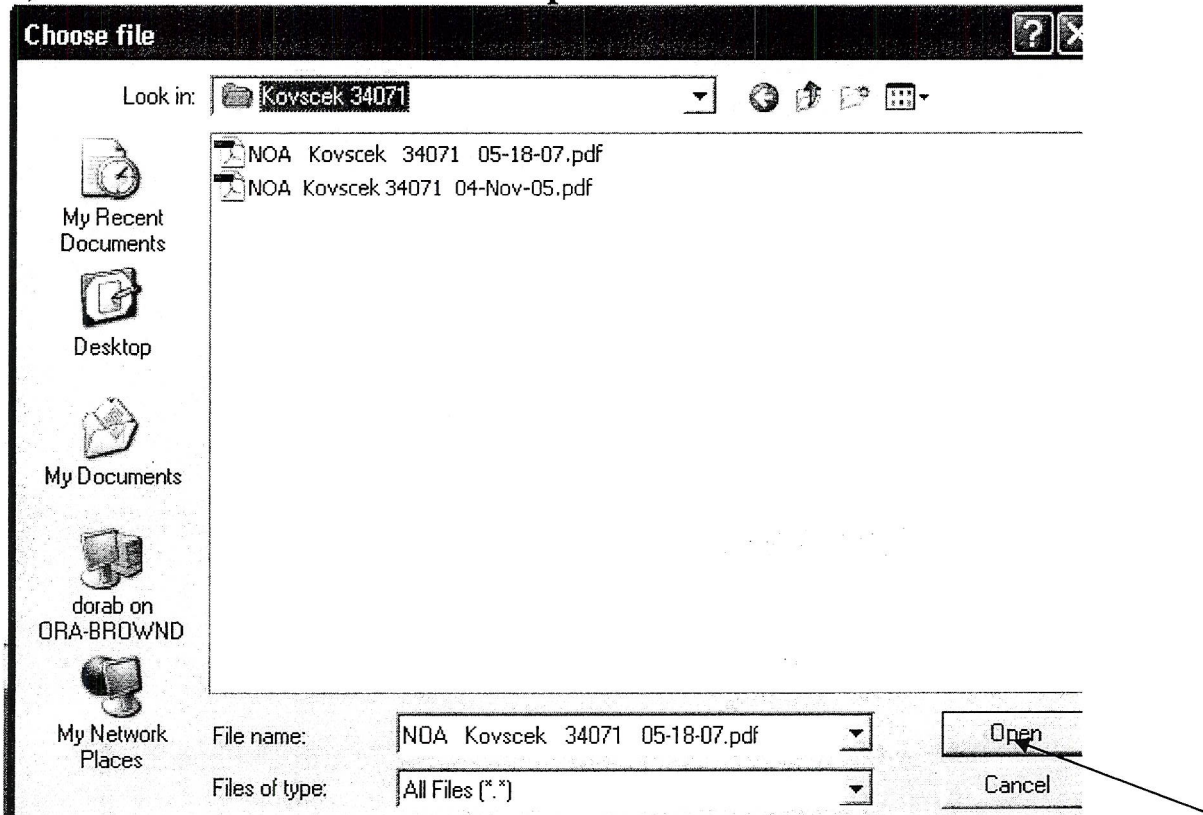
File

8) Go to the file location



**9) Choose the file and click “Open”**

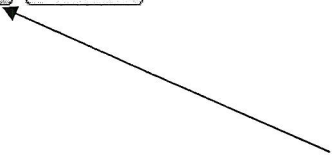


**10) The file is ready to attach. Click “Ok”**

**Upload a File**

File

J:\H & S\Project Files\Grants and Subcontracts\Kovscek 34071\N



11) The system will display the following;

**ORACLE**

Upload a File

File upload completed successfully.

\* Please close the web browser.

\* Return to the Attachments form and click the Yes button to indicate file upload is complete.

12) You will need to click on the “Yes: button to complete the upload.

