Award Conditions:

Award Conditions are flags attached to an Award or Project to indicate restrictions or conditions which may be applicable. Award conditions may be up to 6 characters in length.

Award Conditions may be set to produce automatic alerts in the Purchasing area of GUS.

The Office of Research defines some Award Conditions. These are listed on the back of the Award Letter. Occasionally new conditions may be defined and existing conditions may be changed or cancelled. OR-defined conditions historically have been integers between 0 and 100.

Departments may define their own conditions in addition to those defined by OR. These can function as flags to alert GUS users of additional conditions. For example, a particular grant may have prohibition against purchasing software. A department could create the condition "NOSOFT" with a description indicating that software purchases are prohibited. If the condition has the 'Alert Purchasing' flag checked, then each time a purchase is initiated for the affected project the user will be reminded that no software purchases are allowed. Some departments create conditions for Matching Funds to remind people doing purchasing that matching funds exist in a related project.

When defining an Award Condition try to choose a code which conveys meaning to the users. For example, 'NOEQPT' would probably be a better code to indicate that no equipment purchases are permitted than something like '152':

The unit which defines the code is considered its 'owner'. Some condition codes will be owned by the department and some by the Office of Research.

Some examples of Award Conditions

<table>
<thead>
<tr>
<th>Condition Code</th>
<th>Short Description</th>
<th>Full Description</th>
<th>Group</th>
<th>Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>FDP</td>
<td>Federal Demonstration Partnership, and the appropriate Agency Specific Requirements (see <a href="http://www.thefdp.org">www.thefdp.org</a>).</td>
<td>GTC</td>
<td>OR</td>
</tr>
<tr>
<td>16</td>
<td>A21</td>
<td>OMB Circular A-21</td>
<td>GTC</td>
<td>OR</td>
</tr>
<tr>
<td>40</td>
<td>Carry forward requires approval</td>
<td>Carry forward of funds requires prior approval.</td>
<td>MISC</td>
<td>OR</td>
</tr>
<tr>
<td>NO_TAX</td>
<td>Fab is not taxable.</td>
<td>The fabrication expenses in sub 4 are not taxable.</td>
<td>Eqpmnt</td>
<td>Dept</td>
</tr>
<tr>
<td>STIP</td>
<td>Stipend interest income.</td>
<td>STIP interest may come in after the award ends. Expenses can be incurred on the STIP interest after the end date of the award, by they need to be expenses related to the award.</td>
<td>Grad</td>
<td>Dept</td>
</tr>
</tbody>
</table>

GTC - General Terms and Conditions
MISC - Miscellaneous Budget Issues
Accessing the Award Condition list:

You can select the object codes list in GUS by selecting the Projects:Object Codes menu item.

This will display all of the award condition codes currently entered in the database sorted by cost condition code.

Records which are inactive are dimmed.
There may be multiple entries for each award condition code, but only one may be active at a time.
Searching for Award Condition Codes:

You can do quick searches for award condition codes by entering relevant information in the appropriate fields at the top of the form.

All of the search fields will support the 4D wildcard character, '@'. For example you can search for all active award conditions which have the word 'equipment' in the full description.
Adding a new Award Condition Code:

You can add a new award condition code record by clicking on the "+" button near the upper right of the record display area, by clicking on the "New" button near the bottom of the form, by typing Command-N (Mac) or Control-N (Windows) or by double-clicking on a blank data line in Award Conditions display form.

You can now type in the appropriate information for this condition. Note that the highlighted data fields are mandatory. You will not be able to save the new record until something has been entered in those fields. Active Award Conditions must be unique. A condition code can be used many times, but only one instance may be active.

Once the mandatory data fields have been entered, you will be able to save the record.

If you check the 'Alert Purchasing' box an alert will be displayed in the purchasing area whenever a PO is opened for a project which uses this condition.

The 'Group' can be anything you designate to categorize the award conditions which you create.

Save the new record by clicking on the "OK" button.
Editing an existing Award Condition:

You can edit an existing Award Condition Code entry by double-clicking on it in the Award Conditions display list.

Double-clicking on the condition displays the following:

In this case the condition has been used in a project or award so it may not be deleted. Also, since the 'owner' is OR, you may not edit the condition code, the full description or the group.

These fields are editable in conditions which have been created and 'owned' by the department.
If you click on the "Related Awards & Projects" tab you can see which Projects and/or Awards use this condition code.

Clicking on the "Log" tab will show you a history of changes to this Award Condition.

In this case you can see that this record was initially created by importing it and that there were two subsequent imports in which there was no change to the condition.

(Newest changes are at the beginning of the log.)
Deleting an Award Condition:

If an Award Condition has not been used in a Project or Award, you may both change the condition code itself and delete the Award Condition record.

If the condition has been used you will not be able to delete it. You can choose not to use this Award Condition for future activities by unchecking the Active button.

Note that in this instance the Delete Record button is active since this Cost Type has never been used in a project or award.

If the Award Condition has been used in one or more Projects or Awards and you wish to delete it, you can go to all of the relevant Projects and Awards and remove this condition from the conditions listing. Once you remove this Award Condition from all of the related areas you will be able to delete it by clicking on the "Delete Record" button.

Marking an Award Condition as no longer Active will preserve the usage history for this condition while still preventing its future use in new Projects and Awards.
Importing Condition Codes:

It is possible to import a list of condition code definitions if they are placed in a properly formatted tab-delimited text file. This can eliminate the need to manually recreate new condition code definitions as they may be released by the Office of Research.

To import a file, first open the Award Conditions main display form.

Once the main display area has opened you will see a new menu at the top of your window. If you open the 'Utilities' menu you will find the item 'Import Award Conditions'.

If you select it you will be prompted to identify the file to import. If you select a properly formatted file the data will be imported. If there are new definitions they will be added to the database. If OR-owned conditions are no longer active, but exist in your database they will be deactivated. If OR-owned definitions in the newly imported file have been changed in any way, the old definition will be deactivated and a new active definition will be entered.

You can either create your own import file (see below) or get it from GUS support (http://gus.ucsb.edu).
Award Condition import file format:

The award condition import file must contain ALL of the current definitions as defined by the Office of Research. The Office of Research maintains this information on their web site. It looks like this:

```
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Award Condition import file format:</td>
</tr>
<tr>
<td>2</td>
<td>The award condition import file must contain ALL of the current definitions as defined by the Office of Research. The Office of Research maintains this information on their web site. It looks like this:</td>
</tr>
<tr>
<td>3</td>
<td>OR Condition Definitions</td>
</tr>
<tr>
<td>4</td>
<td>Effective date: 4/1/06</td>
</tr>
</tbody>
</table>
```

The information in this form must be reformatted in the following manner.

1. There must be two header lines:

```
OR Condition Definitions
Effective date: 4/1/06
```
These lines must be entered exactly as above, except that you may change the date.

2. Each subsequent line of data must be formatted as four fields of data separated by tabs and ending with a carriage return.

Field 1: Condition Code - defined by OR, up to 6 chars in length
Field 2: Short Description - defined by the dept, up to 35 chars in length
Field 3: Full Description - defined by OR, up to 32000 chars in length (no tabs)
Field 4: Group code - an abbreviation based on OR description, up to 20 chars in length.

example.
11<tab>FDP<tab>Federal Demonstration Partnership, and the appropriate Agency Specific Requirements (see www.thefdp.org).<tab>GTC</r>

Group codes:

<table>
<thead>
<tr>
<th>OR Description</th>
<th>Suggested Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Terms and Conditions</td>
<td>GTC</td>
</tr>
<tr>
<td>Equipment Issues</td>
<td>Equipment</td>
</tr>
<tr>
<td>Travel Issues</td>
<td>Travel</td>
</tr>
<tr>
<td>Miscellaneous Budget Issues</td>
<td>Misc</td>
</tr>
<tr>
<td>Type of Contract</td>
<td>Contract</td>
</tr>
<tr>
<td>Reporting Requirements</td>
<td>Reports</td>
</tr>
<tr>
<td>Intellectual Property Issues</td>
<td>IP</td>
</tr>
<tr>
<td>Other Award Requirements</td>
<td>Other</td>
</tr>
</tbody>
</table>

A properly formatted input file will look something like this: (as seen in Word)

Remember that the data must be saved as tab-delimited text.