Federal Award Catalog Update Instructions
June 30, 2019

1. **Move (i.e. cut and paste) awards previously reported on Tab 5 New Prime Awards to Tab 4 Continuing Prime Awards.**

2. **Update All Data on the Tab 4 Continuing Prime Awards**:

    ### 2a. Update All Awards that Have Been Modified:
    - Identify all awards that were modified between December 31, 2018 and June 30, 2019. Modifications include changes to Project Period End Date, Budget Period Start and End Dates, Project Period and Budget Period Award Amounts.
    - Update all Project Period and Budget Period data fields to reflect award modification.
    - Update Project Period expenditures field (Columns W) and Budget Period expenditures field (AI) for each line sequence associated with the modified award.
    - Highlight the data rows associated award in orange to indicate that the award has been modified since the last reporting quarter.
    - Upload all award letters documenting the modifications since the last reporting period to SharePoint.

    ### 2b. Identify Continuing Awards Not Modified During the Reporting Period.
    - If instructions in 2a were followed, continuing awards that were not modified would not have any color highlighting across the row.
    - Update Project Period expenditures field (Columns W) and Budget Period expenditures field (AI) for each line sequence associated with these continuing awards.

    ### 2c. Move Ended Awards from Continuing Tab to Ended Tab
    - For reporting purposes an award is "Ended" if the project period is less than or equal to the last date in the current reporting quarter.
    - Sort tab by Project Period End Date (Column L) oldest to newest to identify ended awards.
    - Move (i.e., cut and paste) awards with an Award End Date on or before June 30, 2019 to Tab 3 Ended Prime Awards.

3. **Add New Awards to Tab 5 New Prime Awards.**

    - Add all new awards received between 12/31/18 and 6/30/2019 Tab 5 New Prime Awards.
    - Complete all fields in each row associated with an award and report all line sequences associated with the award.
    - Upload award letters for all new awards to SharePoint.

4. **Update the Ended Prime Awards Tab**

   ▪ Leave all previously reported ended awards on the tab.
   ▪ Sort data by Project Period End Date; oldest to newest.
   ▪ Highlight awards with an end date between December 31, 2018 and June 30, 2019 in Blue.
   ▪ Calculate if the award has a remaining balance. Sum the Cumulative Expenditures for Project Period (W2) across all line sequences associated with the award and subtract from Project Period Award Amount to Date (M2). Do not sum the Project Period Award Amount across the line sequences as this will overreport the actual award amount.
   ▪ If an ended award has a balance remaining greater than $1,000, please include a brief explanation of the reason why not all funds were drawn down in Column AQ.

5. **Update Tab 6 Subawards.**
   ▪ Do not delete any data from the subaward tab.
   ▪ Sort tab by Project Period End Date (Column L) oldest to newest to identify ended awards.
   ▪ If subaward has ended since the last reporting quarter, highlight data row(s) in red.
     o Calculate if the ended subaward has a remaining balance. Sum the Cumulative Expenditures for Project Period (W2) across all line sequences associated with the subaward and subtract from Project Period Subaward Amount to Date (M2). Do not sum the Project Period Subaward Amount across the line sequences as this will overreport the actual subaward amount.
   ▪ If subaward is continuing and the award end date and/or award amount has <u>not</u> been modified, update the Project Period Expenditures (Column W) and Budget Period Expenditures (AI) fields to reflect expenditures from the Project Period and Budget Period start date through 6/30/19.
   ▪ If subaward is continuing and has been modified since the last reporting period, highlight the data row(s) in orange and update appropriate fields including Project Period Expenditures (Column W) and Budget Period Expenditures (AI) fields to reflect expenditures through 6/30/19.
   ▪ Add new subawards received below all other rows. Highlight new subawards in blue.
     o Do not overwrite existing subawards to reflect a newly issued recurring subaward.
   ▪ Upload subaward letters for all new subawards to SharePoint.

For guidance on how to determine the format for entering data into the Catalog, please see the Instructions on Tab 1 of your template or the Data Dictionary attached to this message.