

Instructions – Master Status Listing

Proposals

- **Unsubmitted:** Automatic status when the IPF is created and being completed; PAS can change status to Unsubmitted from Adminster Proposal screen and pause the IPF to make appropriate corrections to the IPF without clearing any IPF approvals and then update the status back to Approval - Unit
- **Approval - Unit:** Automatic status when IPF is submitted for routing (PI certification and/or unit approval)
- **Approval - AOR:** Automatic status when IPF unit approval routing has finished (awaiting AOR approval in PreAwards)
- **Review - PS:** Assigned to Proposal Specialist for review; set manually after proposal reaches PAS
- **Review - CS:** Assigned to Contract Specialist for review; set manually after proposal reaches PAS
- **Pending Sponsor Review:** Set manually when IPF has been approved by PAS, submitted to sponsor (if applicable) and PAS Grant Specialist has finalized internal documentation; **this status HAS to be used on every single IPF routing in order to pull into the canned reports AND will trigger the email notice**
- **JIT/Sponsor Request Submitted:** PAS submitted JIT request and/or additional documents to sponsor
- **Proposal IPF Routed:** PAS manually updates PreProposal IPF from Pending Sponsor Review to Proposal IPF Routed when a full Proposal IPF has been routed
- **Award IPF Routed:** PAS manually updates Proposal IPF from Pending Sponsor Review to Award IPF Routed when an Award IPF has been routed
- **Funded:** Automatic status when a new award is created; if you manually change the status to funded and dollars are associated then it LOCKS the status field therefore changing that status to funded manually is not advised (Note: all final Zero Dollar Agreements will have a final status of Funded)
- **Reopened:** Rejected by IPF approver and returned to PI for review and IPF re-submission; set automatically upon rejection or PAS can change status to Reopened from Adminster Proposal screen to make appropriate corrections to the IPF, clearing approvals and reroute
- **Withdrawn:** Withdrawn from sponsor consideration
- **Not Funded:** Sponsor has not awarded the project; set manually and will trigger email notice to Lead PI & IPF Creator
- **Not Funded Administratively:** IPF record has been dormant for a period of 1 year; set manually

Awards

- **Proposed:** Award is being reviewed by PAS and/or in transit to SPA
- **Setup in Process:** Award is being reviewed and setup in Oracle by SPA
- **Active:** Award is setup in Oracle and available for spending
- **On Hold:** Award has been put on hold in Oracle and unavailable for spending
- **Closed:** Award has ended and closed in Oracle

Accounts

- **Active:** FIS project is setup in Oracle and available for spending
- **Set-up in Progress:** FIS project is being reviewed and setup in Oracle by SPA

Projects

- **Proposed:** Project is being reviewed by PAS and/or in transit to SPA
- **Active:** Project is setup in Oracle and available for spending
- **On Hold:** Project has been put on hold in Oracle and unavailable for spending
- **Closed:** Project has ended and closed in Oracle
- **Off Site:** Project file has been moved off site; utilized for LEGACY records
- **Destroyed:** Project file has been permanently destroyed; utilized for LEGACY records

Subcontracts

- **(Awaiting) Admin Dept:** Sent to PI and Department for review/approval
- **(Awaiting) Award Mgr/Analyst:** Being developed by the Subcontract Team
- **(Awaiting) Subcontractor:** Awaiting Subrecipient signature
- **Fully Executed:** Fully executed
- **Inactive:** Agreement has terminated; period of performance complete

Overdraft Spending Requests

- **Submitted:** Overdraft Spending request has been formally submitted for approval
- **Authorized:** Overdraft Spending request is approved
- **Rejected:** Overdraft Spending request is rejected by the approver
- **Funded:** Overdraft Spending status has become obsolete as sponsor approved award has been processed by SPA
- **Deleted:** Overdraft Spending request has been removed/deleted by SPA per department request (no longer needed)