



**SPONSORED PROGRAMS**  
UNIVERSITY OF MICHIGAN

# NIH Transition of Awards in Payment Management System Quick Reference Guide

Beginning October 1, 2015, NIH began transitioning awards to a new account in the Payment Management System. Your Award is one of the 243 parent project grants (P/G) affected at U-M, and it will be transitioned to a new parent P/G. **Your action is needed.**

**Here is a plan of what you will need at each step relative to the next budget period.**

**6 weeks**  
prior to the next  
budget period

**Your Action:** If there are sub P/Gs that you don't want replicated, then reply to our email within five business days of email receipt.

**5 weeks**  
prior to the next  
budget period

**Our Action:** Sponsored Programs creates parents and subs P/Gs and adds to Proposal Approval Form (PAF) in eResearch.

**Your Action:** No action needed on your part! :-)

**4 weeks**  
prior to the  
next budget  
period

**Our Action:** Sponsored Programs provides all affected SAPOCs with the new shortcodes and P/Gs in a follow-up email.

**Your Action:** Begin changing HR appointments, procurement transactions, and recurring charges to new shortcode(s), effective next Budget Period Start Date. See [Closeout Checklist: finance.umich.edu/programs/forms/SPPGCC](#)

## Budget Period Begins!

**1-4 weeks**  
after the next  
budget period  
(auto carry-  
forward  
awards)

**Our Action:** Sponsored Programs will contact SAPOC to closeout old P/Gs.

**Your Actions:** **1.** Begin [Budget Reallocation Process: finance.umich.edu/programs/forms/Budget-Reallocation-Functionality](#) move money to new sub P/Gs, or to distribute carryforward amounts.  
**2:** Work with Sponsored Programs to inactivate old P/G(s)

**12+ weeks**  
after  
budget period  
(non-autocarry-  
forward  
awards)

**Our Action:** Sponsored Programs will contact SAPOC to close out old P/Gs.

**Your Action:** Standard. Closeout process begins. See P/G [Closeout Checklist: finance.umich.edu/programs/forms/SPPGCC](#)

**Please note that any new competing segments/awards** issued by NIH since October 1, 2013, have already been issued under the new account in the Payment Management System. If an award is affected, we will contact you for action. For background: <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-15-105.html>

**Contact your Sponsored Programs Customer Service Coordinator with questions.**  
<http://www.finance.umich.edu/programs/forms/CoordbyDept>