



**ORA AWARD CORRESPONDENCE SAMPLE**

Subject Line: AWARD ATTACHED\_PI LAST NAME\_SPONSOR\_WORKDAY AWD-XXXXXX

Dr. X,

Congratulations on the attached New Award with [Sponsor Name]. As noted in the attached, this award is for \$[###,###]. This pertains to UM Proposal #[\_#####]. Please review the attached terms and conditions, and reach out to your Post Award contact with any questions or concerns. ([Who Is My ORA Contact?](#)).

The Workday Award Number for this award is [AWD-XXXXXX], and the Primary Grant ID for this award is [GR-XXXXXX].

The following roles have been defaulted to the Cost Center Sponsored Programs Manager(s) for your award and award lines. These roles give view access, and in the case of Grants Manager, give them the ability to approve Invoices for Outbound Subawards, if applicable. If you would like to make a change to these roles, please visit the page below to initiate the request.

<https://rrs.miami.edu/rdPage.aspx?rdReport=WDRoles.RoleRequest>

Role Award Analyst - \_\_\_\_\_  
Role Grant Financial Analyst - \_\_\_\_\_  
Role Grants Manager - \_\_\_\_\_

**IF THE AWARD/CONTRACT INCLUDES SUBCONTRACTING (CONSORTIA):**

ORA has set up Grant IDs in anticipation of this award and its involvement of subcontracts. Please review and submit the Outbound Subaward/Jackson Work Order Request Form (attached) to [mra@med.miami.edu](mailto:mra@med.miami.edu) with all required documentation to begin the process. For additional details, please visit the ORA Website (<http://www.ora.miami.edu/about-ora/Pre-Award/contracts/subcontracting-to-another-entity/index.html>)

**If a discrepancy is noted between the budget proposed vs the budget awarded, the following language will be included at the beginning of the body of the email:**

Your Post Award team will distribute the reduced budget as per the award notice attached. If you have any questions or concerns with the award or budget distribution, please refer to the following link and identify your Post Award contact ([Who Is My ORA Contact?](#)).

Thank you.



## Continuation Sheet

Award ID: AWD-001234

PI: Dr. John Doe

Below is a list of all grants created for this award. Each grant is specific to its related purpose and grouped below based on the purpose of each grant. Expenditures must be charged accordingly.

**i. Primary Award Line**

*This is the main grant for this award. Use this grant for all expenditures related to this award unless the expenditures are specifically related to a grant provided in sections ii-iv below. If multiple PIs are involved and separate budgets were provided for each, no expenses should be charged to this line.*

GR000001 BRAUNSCH KOMEN MY CANCER RELATED STUDY K328GJFKSJ09373548848

**ii. Cost Share/ Salary over the Cap**

*Cost Share: This grant is used for all required or proposed cost share expenditures related to this award.  
Salary over the Cap: This grant is used for the proportionate salary charges for personnel whose salary rate is in excess of the sponsored allowed rate.*

GR000005 CS COSTCENTER# BRAUNSCH KOMEN MY CANCER RELATED STUDY  
K328GJFKSJ09373548848**iii. Sub recipients and related outbound subawards**

*A separate grant is created for each subrecipient and related subaward. Use this grant for expenditures related to the applicable subrecipient or subaward.*

GR000065 SUBK FIU SPC000001 GARCIA BRAUNSCH KOMEN MY CANCER RELATED STUDY  
K328GJFKSJ09373548848**iv. Other****• Grant Related Income**

*This grant is used for all program income and related expenditures related to this award.*

Example: GR000002 GRI BRAUNSCH KOMEN MY CANCER RELATED STUDY  
K328GJFKSJ09373548848**• Multiple PI's, each with separate budgets**

*If this award includes multiple PI's and separate budgets for each PI were provided, the grants listed below are created for a separate accounting of expenditures for each PI.*

PI 2: GR000066 BRADYJOE KOMEN MY CANCER RELATED STUDY K328GJFKSJ09373548848

**• Multi year awards with no carryover authority (including non snap)**

*For awards that do not allow carryover of unspent funds, a new grant is created each budget year. Use the appropriate grant based on the active fiscal year.*

GR000065 YR1 BRAUNSCH KOMEN MY CANCER RELATED STUDY K328GJFKSJ09373548848

GR000065 SUPP BRAUNSCH KOMEN MY CANCER RELATED STUDY K328GJFKSJ09373548848