How to Tell If a HHS Grant Has Transitioned, Is in the Process of Transitioning, or Will Transition Soon: A Guide for OSR and ASRSP Users

InfoEd: one location for old and new SP

Open the record in PT and navigate to the sponsor page. Two fields near the bottom of the page are labeled DHHS Split Award – Original/Pooled and DHHS Split Award – New/Subaccount.

These fields are filled out when the prespend is set up, and will both be filled out on both the old and the new records, so from either record you will be able to locate the other.

NUFinancials: 3 indicators (term, old/new SP, and new project entered in different locations)

On the old record, navigate to the Award Profile page and the Terms tab.

If the award is transitioning, there will be a term called SPLIT, entered by the Info Teams early on in the transition timeline (sometime in October 2015). If multiple terms exist for the grant, you may need to click "view all" to see them all.
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On the old or new record, navigate to the Award Profile page and select the Additional Information link.

![Additional Information link](image)

The old record will have an item called REL (for Related Proposal); the new record will have an item called PRV (for Previous Award). If you click on the additional details icon you can see the other record number. This data element is added by OSR Info Team upon setup of the prespending account (prior to that, the new record doesn't exist yet). You may need to click View All if more than one item exists (such as for flowthroughs).

**Additional Information**

![Additional Information](image)

Additional Details link
On the old project page, navigate to the User Fields tab.

This will have a field called Split Project, where the project ID of the new project will be listed. This entry is done by the OSR Info Team when the prespending account is created (prior to that, the new project doesn’t exist yet).

There is also a query that ASRSP and OSR Info Teams can run to get a list of all grants/projects currently assigned a Subaccount NUFin Award number. This crosswalk query is posted at [http://www.northwestern.edu/asrsp/docs/NU_ASRSP_PMS_TRANS_SPLIT_current.xls](http://www.northwestern.edu/asrsp/docs/NU_ASRSP_PMS_TRANS_SPLIT_current.xls) and is periodically updated. There is also a master file of all projects transitioning posted on the ASRSP PMS Transition webpage, [http://www.northwestern.edu/asrsp/federal-initiatives/hhs-pms-subaccounts.html](http://www.northwestern.edu/asrsp/federal-initiatives/hhs-pms-subaccounts.html).

Version 1.0, jfm, 10/08/2015
Version 1.1, jfm 10/30/2015 added hyperlink for crosswalk and project webpage