NEW “SATELLITE” GRANT(s) SET-UP

1. Once Award is set-up by SPA log into Workday

2. Review Award and Grant
   a. Can click on “Notification” button
   b. Or can search for the Award “Award: AWD-XXXXXXX”
   c. Or can search for the award using the “Find Awards” report link in the “Grants Management Dashboard”
   d. Make note of SPA Accountant. Can be found under Award as “Award Contract Owner”

3. If there are the proper number of “Grants” set-up then can login into MyViterbi to submit Award Detailed Budget if not continue on

4. If all the “Grant” are not set-up then move forward with submitting the request in Workday
   a. To do this follow the following steps
   b. Click on “Business Forms Dashboard”
c. Click on “FDM Request”
d. Click on “Award Line Establishment Request” (Request to create new award line(s) and grant(s) for an Award)

   i. Will take you to “Create Request”
i. Click on “SPA-Award Line Establishment Request”

![Create Request](image)

ii. Click OK will take you to the SPA Award Line Establishment Request

iii. Fill out the form

iv. Will need to Download the “Award Line Establishment Form” and complete if not already done.

![SPA - Award Line Establishment Request](image)

vi. Instructions for completing the form are found on the second sheet

vii. Upload into the System along with any other attachments

viii. Hit submit

5. Once SPA has completed the set-up of the new “Grants” please move forward with submitting the Award Detailed Budget in MyViterbi for proper budgeting of the various “Grants”