PEER Action Request

This process allows department users to submit a PEER request to the Office of Sponsored Programs (OSP) for the management of externally sponsored research projects. A Grant Worktag will correspond to an Award Line in Workday. Users may only request new Workday Grant Worktags/Award Lines for Coeus proposals owned by their unit. The two most common reasons to submit such requests are:

- Research team requires a WorkDay Grant Worktag/Award Line to begin spending ahead of receiving the signed contract or grant agreement

- Research team needs additional Grant Worktag(s)/Award Line(s) for project investigators to manage discrete portions of the budget (ex. Multi-PIs or Program Project Grants (PPGs))

PEER is used to submit the request, which goes to the OSP for processing. The appropriate OSP administrator will review the request and create the new Grant Worktag/Award Line in WorkDay.

PEER MENU

1. Select **Submit a Ticket** within the **OSP Awards Management** tile on the PEER homepage to begin a new request.

SUBMIT AN AWARDS TICKET

2. Select **New Workday Grants Worktags.**

PEER Action Request

The user must enter a Workday AWD Number, Coeus Institute Proposal Number or contract VUMC number to begin the ticket. If the ticket detects the contract has already gone to Coeus, it will pull the data from Coeus. If the contract has not yet been sent to Coeus, that process will be initiated, and the ticket will proceed using data from PEER. All externally sponsored research grants and contracts are eventually recorded in Coeus – including VA-IPAs and industry clinical trials.

This process is not appropriate for projects that don't go into Coeus, such as gifts, internal funding, or non-monetary agreements.

Select Proposal

1. Enter the **Workday AWD Number** and select **Import info from Workday**.

2. If you don't have an AWD number, enter the **Coeus Institute Proposal (IP)** number and select **Import info from Coeus**.

3. If you don't have a Coeus IP, enter the **VUMC Contract Number**.

Home > OSP Award Management Ticket Menu > Submit a New Grant Worktag(s) ticket

Instructions: Enter either a Workday AWD Number, Coeus Institute Proposal Number or contract VUMC number below, then click Import. Complete the remaining parts of the form that appear, then submit.

Modify or Add to Existing Workday AWD:

(1) Enter a WorkDay AWD #: [e.g.: AWD001234] [☁ Import info from Workday]

Request a New AWD from Proposal or Contract:

Coeus Institute Proposal (IP) Number
This can be found on the Proposal Summary screen for submitted proposals in CoeusWeb. Use for grants or for contracts that started with a Coeus Proposal Development. **Be sure you are using the Coeus Institute Proposal number found on the CoeusWeb header for your proposal after successful submission.** How to Find a Proposal Development Number in Coeus Web

(2) [   ] [☁ Import info from Coeus]

PEER CM Contract Number
e.g. VUMC12345. Use only for OCM contracts that did NOT go through Coeus Proposal Development. Submitting this Grant Worktag Request via contract number will trigger overnight creation of the Coeus Institute Proposal.

** OR **

(3) VUMC [   ] [☁ Import info from Contract]

PEER Action Request

This example continues with the Workday AWD Number information on the Action Request.

Coeus IP

1. PEER will pull the appropriate data elements from Coeus.

PEER | ✓ Home ✓ Grants ✓ Contracts ✓ Action Requests 🔔 Messages ❓ Help

OSP–Award Management ☰ All Tickets

Home > OSP Award Management Ticket Menu > Submit a New Grant Worktag(s) ticket

Instructions: Enter either a Workday AWD Number, Coeus Institute Proposal Number or contract VUMC number below, then click Import. Complete the remaining parts of the form that appea...

Modify or Add to Existing Workday AWD:

Enter a WorkDay AWD #: AWD000772   ☁ Import info from Workday **1**

Project Information

WorkDay Award ID (Read-Only)	AWD000772
Principal Investigator	Jane Doe 🔍 Find
Project Title	Vanderbilt FIRST
	172 character(s) left
Sponsor	National Cancer Institute 🔍 Find
Unit (Department)	Medicine - Geriatrics 🔍 Find
Department Contact/Requested By	Jane Doe 🔍 Find 📇

Budget Period Dates

	WorkDay Dates (read only)	Request Revisions (optional)	
Begin Date	2024-06-01		📅 (format: YYYY-MM-DD)
End Date	2025-05-31		📅 (format: YYYY-MM-DD)

For situations where PEER **does** detect an existing WorkDay AWD number, the ticket will assume the request if for one or more additional WorkDay Grant Worktag(s)/Award Line(s).

For situations where PEER **does not** detect an existing WorkDay AWD number, the ticket will assume the request is for the creation of an entirely new WorkDay AWD record along with at least one Grant Worktag/Award Line.

DOLLARS AND DATES **1**

1. **Budget Period Dates** are displayed from Coeus.

These dates are read only and may not be changed.

Budget Period Dates

	WorkDay Dates (read only)	Request Revisions (optional)	
Begin Date	2024-06-01		📅 (format: YYYY-MM-DD)
End Date	2025-05-31		📅 (format: YYYY-MM-DD)

PEER Action Request

Follow the steps below to complete a PEER Action Request to request new Award Lines on an Award in Workday.

Create Additional Grant Worktags

1. Select **Add a Row**.

2. Enter the **Originating Grant Worktag** that is associated with an Award Line that is currently on the Award in Workday.

3. Add a **Description**.

4. Indicate the **Total Value** of the Grant Worktag.

5. Complete the required **Reason** for the additional Grant Worktag. Choose one:

   - **Multiple PIs**

   - **Multi-Project or Cores**

   - **Other (must provide explanation)**

6. Enter a **Detailed Justification** for why a new grant worktag is being requested.

7. Select **Submit** to submit the Peer Action Request

Note: VUMC Departmental management preferences is no longer an acceptable rational for additional child centers, now grant worktags. There must be a sponsor requirement for separate accounting or for separate initiatives as outlined in the proposal or awarding documents.

Create New Grant Worktags

Originating Grant Worktag	Description	Cost Share?	Total Value (Direct + Indirect)	Reason	
put none for new money		☐	$ check box to left if cos	Select One...	explanation text (required for "other")

Additional Information

Detailed Justification

800 character(s) left

Attachments
Optional. Add up to 3 attachments.

Choose File No file chosen
Choose File No file chosen
Choose File No file chosen

Submit Reset

PEER Action Request

AFTER SUBMISSION

After submitting the ticket, the request will be logged similarly to other PEER Action Requests. The user will have access to review the status and provide additional comments to the appropriate OSP administrator.

1. To add comments, select **View** next to **Comments Log**

2. Enter comments in **Comment Text.**

3. Select **Save**.

Home > **OSP Award Management Tickets** > Ticket 190751

Ticket Main | Extended Details | Status History | Change Log

Item Type	New Grant Worktag(s)	
PI	Jane Doe	Find
Sponsor	National Cancer Institute	Find
Prime		Find
Unit	Medicine - Geriatrics [View OSP/Unit Contacts for this Unit]	Find
Unit Contact	Jane Doe	Find
Project Title	Vanderbilt FIRST	
	472 character(s) left	
Contract Number	VUMC 0772	🔍 Go to Contract
WorkDay Award ID	AWD000772	
Coeus Proposal Dev Number		
Coeus Institute Proposal Number	M2303710	

Attachments

Uploads: The following file types are allowed: Word, Excel, PDF, PowerPoint, txt, rich text, png & jpeg.

Choose or Drop a file in the field below. ⓘ

File (choose or drop)

[Choose File] No file chosen

Description (optional)

description of file

No attachments found for this item.

💬 Comments Log ⓪ ⌃View **(1)**

💬 **Comments Log** ⓪

The contents of this tab are visible to all users. Use this tab to correspond between Central Office and Departmental Contact Person.

Comment By	Date	Comment	Details
There are no entries in the comments Log			

(2) Type your comments here

1000 character(s) left

(3) 💾 Save

⌄ Hide

QUESTIONS?

Please email BusinessEducation@vumc.org.