



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.

The screenshot shows the PEER dashboard with a navigation bar at the top containing: Home, Grants, Contracts, Action Requests, Messages, Help, and Edith Wear. The main content area is titled 'Home' and includes a date 'Friday, January'. There are six main tiles:

- My COIs & PI Assurances**: My incomplete Conflict of Interest and PI Assurance certifications for pending proposals. Includes links for 'Pending COIs & Assurances', 'My Completed COIs', and 'My Completed PI Assurances'.
- My Approvals**: All other pending approvals (grants, contracts) requiring my action. Includes a link for 'Pending Approvals'.
- OSP Proposal Management**: Submit & view Coeus Proposal Logs and other pre-award requests to OSP Grants Management. Includes a link for 'My OSP Contacts'.
- OSP Awards Management**: View pending post-award activity with OSP Awards Management, including WorkDay-Related requests. Includes a link for 'Submit a Ticket' (highlighted with a green circle '1') and 'View My Tickets'.
- All Contracts**: Find the correct office to submit, or search all PEER contracts to find an existing agreement. Includes links for 'Where do I submit my contract?' and 'Search All PEER Contracts'.
- Office of Contracts Mgmt**: Create & view contracts processed by OCM. Includes research and VUMC-as-service-provider agreements. Includes links for 'Dashboard', 'View My Requests', 'View My Contracts', and 'Process Info Page'.

SUBMIT AN AWARDS TICKET

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

Home > Submit an Awards Ticket

Awards Management Request Menu:

Requests for Workday actions:

- 2** [New Workday Grants Worktags](#)
Request OSP create new Grant Worktag(s) in WorkDay. **DO NOT USE THIS FORM TO REQUEST A CHANGE TO EXISTING WORKTAG(S).**
- [Change to Workday AWD or Worktag\(s\)](#)
Request changes to existing worktag(s).



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:

Enter a WorkDay AWD #:

 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

 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.

The screenshot shows the PEER Action Request interface. At the top, there is a navigation bar with 'Home', 'Grants', 'Contracts', 'Action Requests', 'Messages', and 'Help'. Below this is a breadcrumb trail: 'Home > OSP Award Management Ticket Menu > Submit a New Grant Worktag(s) ticket'. An instruction box states: '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'. The main form has a section 'Modify or Add to Existing Workday AWD:' with a text input 'Enter a WorkDay AWD #: AWD000772' and a button 'Import info from Workday' with a red circle '1' next to it. Below this is the 'Project Information' section with fields for 'WorkDay Award ID (Read-Only)' (AWD000772), 'Principal Investigator' (Jane Doe), 'Project Title' (Vanderbilt FIRST), 'Sponsor' (National Cancer Institute), 'Unit (Department)' (Medicine - Geriatrics), and 'Department Contact/Requested By' (Jane Doe). Each of these fields has a 'Find' button. The 'Budget Period Dates' section has two columns: 'WorkDay Dates (read only)' and 'Request Revisions (optional)'. The 'Begin Date' is 2024-06-01 and the 'End Date' is 2025-05-31. Both date fields have a calendar icon and the format '(format: YYYY-MM-DD)'.

For situations where PEER **does** detect an existing WorkDay AWD number, the ticket will assume the request is 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. **Budget Period Dates** are displayed from Coeus. These dates are read only and may not be changed.

1

Budget Period Dates

This is a close-up of the 'Budget Period Dates' section from the screenshot. It shows two columns: 'WorkDay Dates (read only)' and 'Request Revisions (optional)'. The 'Begin Date' is 2024-06-01 and the 'End Date' is 2025-05-31. Both date fields have a calendar icon and the format '(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

1
+ Add a Row

Originating Grant Worktag	Description	Cost Share?	Total Value (Direct + Indirect)	Reason
put none for new money		<input type="checkbox"/>	\$ check box to left if co	<div style="display: flex; align-items: center;"> Select One... explanation text (required for "other") </div>

+ Add a Row

Additional Information

Detailed Justification

6

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

7 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

Sponsor: National Cancer Institute

Prime:

Unit: Medicine - Geriatrics
[\[View OSP/Unit Contacts for this Unit \]](#)

Unit Contact: Jane Doe

Project Title: Vanderbilt FIRST
472 character(s) left

Contract Number: VUMC 0772

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)

No file chosen

Description (optional)

description of file

No attachments found for this item.

Comments Log 0 **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
1000 character(s) left

3

QUESTIONS?

Please email BusinessEducation@vumc.org.