


## 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"

### ▼ Award

Award Contract Owner

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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"



### Applications

15 items



USC Quicklinks



Business Forms  
Dashboard



My Team  
Management



Recruiting



Recruiting  
Dashboard



Career

- c. Click on "FDM Request"

## Business Forms Dashboard

This dashboard is used as the landing page for Business Forms.

[General Request](#)

[FDM Request](#)

[Financial Request](#)

[Financial Card Request](#)

[My Requests](#)

- d. Click on “Award Line Establishment Request” (Request to create new award line(s) and grant(s) for an Award)

## FDM Requests



**Maintain Cost Center Request**  
Request to add, change or inactivate a Cost Center

[Create Request](#)



**Maintain Revenue Category Request**  
Request to add, change or inactivate a Revenue Category

[Create Request](#)



**Maintain Spend Category Request**  
Request to add, change or inactivate a Spend Category

[Create Request](#)



**Maintain Program**  
Request a new program worktag, or update or deactivate an existing one.

[Create Request](#)



**Create Project**  
Request approval for a new project



**Edit Project**  
Edit an existing project



**Award Line Establishment Request**  
Request to create new award line(s) and grant(s) for an Award

[Create Request](#)



**Award/Grant Modification Request**  
Request to change Award (AWD) and/or Award Line/Grant records

[Create Request](#)



**Create Gift**  
Request approval for a new gift

- i. Will take you to “Create Request”

- ii. Click on “SPA-Award Line Establishment Request”

## Create Request

Request Type \*

Search

Request Types without Workday Objects

Amazon Business Access Request

AP - Adhoc Payment Request

AP - Request Check Reissue

Gift ID

SPA - Award Line Establishment Request

- iii. Click OK will take you to the SPA Award Line Establishment Request
- iv. Fill out the form
- v. Will need to Download the “Award Line Establishment Form” and complete if note already done.

### SPA - Award Line Establishment Request

Award Line Request Form

Describe the Request \*

**Instructions:** Download and complete the [Award Line Establishment Form](#) to request a new award line for outgoing sub-awards, genomic arrays, internal segregation of funds, interdepartmental work where F&A revenue differs.

- 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”