



Harvard University

Finding the Funding Instrument for Sponsored Awards

Federal Awards that have been classified as a grant, cooperative agreement or other transaction award do not require additional debarment documentation due to daily, automatic reviews completed by Visual Compliance in Harvard’s Supplier Portal.

Federal awards that have been classified as a contract, whether cost reimbursable or fixed price, under Federal Acquisition Regulations (FAR) require additional debarment attestation by the supplier for purchases of \$35,000 or more.

As users transition from HCOM to B2P, the threshold requiring a debarment form will remain at \$25,000 per Harvard Policy. This also applies to cost-share funds linked to federal contracts. The additional documentation can be in the form of a signed debarment form or included as language in the signed contract.

This document outlines three ways to find the funding instrument for a sponsored award.

Procedures

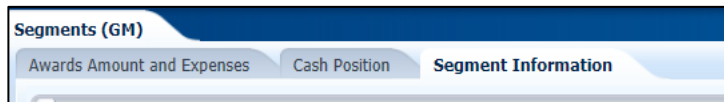
I. Harvard Analytics and Reporting Tool (HART)

The grant classification type can be found running a HART Segment Report.

Under the Grants Management Dashboard select Segments



Select the “Segment Information” tab



1	Resp Tub	--Select Value--	Principal Investigator	--Select Value--	Oblig Start Date	Between				
	Resp Org	--Select Value--	3	Fund Type	(All Column Values)	Oblig End Date	Between			
2	* Fund	--Select Value--		Project Id-No	(All Column Values)	Anticip Start Date	Between			
	Segment Status	Active	4	Research Type	(All Column Values)	Anticip End Date	Between			
								5	Apply	Reset

1. In “Resp Tub” select your tub
2. In “Fund” select “all column values”
3. In “Fund Type” select “FG – Federal Grants & Contracts”
4. In “Research Type” select “Basic Research and all other”
5. Select “Apply”

When report is completed, download to Excel and filter on funding instrument for “Contract” and “Fixed Price Contract”



Purchases of \$25,000 or more on these awards require a Debarment Form or debarment language be included in the contract.

II. GMAS Action Memo

The Funding Instrument can be found in the information toward the top of each action memo. Below is a marked-up screen shot with where to find the Funding Instrument field:

Org: xxxxx Fund: 133801	
Harvard University Action Memorandum Action Memo # : 5240332-01-1	
Date :	2 January 2007
Action type :	Awarded notice Initial request
Contacts :	Research Administration Website: http://vpf-web.harvard.edu/osr/contacts.shtml
Segment Title :	Single Molecule Technology for Genome-Wide Association Studies
Project ID :	5240332-01
Principal Investigator :	xxxxxxx
Sponsor :	NIH/NHGRI
Prime Sponsor :	
Sponsor Type :	US Federal Government
Prime Sponsor Type :	
Sponsor Award No. :	1 K99 HG004183-01
Prime Award No.:	
Funding Instrument :	Grant
Special Equipment Terms :	No
Total committed cost sharing :	\$ 0.00
Institutional Authorities :	Yes
SNAP :	Yes
Responsible Tub :	370 - FCOR^FAS Core
Responsible Org :	xx

III. GMAS Segment Homepage

1. Look-up the fund number in GMAS to populate the segment homepage.
2. Once you are in the segment homepage, scroll to the right and select “More details”

3. When you select “More details”, the header will expand to show additional information about the project including the Funding Instrument.

Harvard GMAS Search **Q** Advanced **People** **Organizations**

Sector Project Digital Development - Researching Digital Security

PI Michael Fund 211 Sponsor Deutsche Gesellschaft für Internationale ... Award number

Project 7539565-01 Sponsor type Foreign Industry/business
Nickname Funding instrument **Contract**

Tub 275, SPH^TH Chan School of Publi... Org

Project type Basic research and all other Payment method Wire
Discipline Other
A21 Code A02-Organized Research

Project summary

Resources:

[Harvard Procurement Policy](#)

[Addendum to Procurement Policy - Effective 4/27/2020](#)

[Video – How to look up funding instrument for sponsored awards](#)