Beginning October 1, 2015, NIH began transitioning awards to a new account in the Payment Management System. Your Award is one of the 243 parent project grants (P/G) affected at U-M, and it will be transitioned to a new parent P/G. **Your action is needed.**

Here is a plan of what you will need at each step relative to the next budget period.

### 6 weeks prior to the next budget period

**Your Action:** If there are sub P/Gs that you don’t want replicated, then reply to our email within five business days of email receipt.

### 5 weeks prior to the next budget period

**Our Action:** Sponsored Programs creates parents and subs P/Gs and adds to Proposal Approval Form (PAF) in eResearch.

**Your Action:** No action needed on your part! :-)

### 4 weeks prior to the next budget period

**Our Action:** Sponsored Programs provides all affected SAPOCs with the new shortcodes and P/Gs in a follow-up email.

**Your Action:** Begin changing HR appointments, procurement transactions, and recurring charges to new shortcode(s), effective next Budget Period Start Date. See Closeout Checklist: [finance.umich.edu/programs/forms/SPPGCC](http://finance.umich.edu/programs/forms/SPPGCC)

### Budget Period Begins!

**Our Action:** Sponsored Programs will contact SAPOC to closeout old P/Gs.

**Your Actions:**
1. Begin Budget Reallocation Process: [finance.umich.edu/programs/forms/Budget-Reallocation-Functionality](http://finance.umich.edu/programs/forms/Budget-Reallocation-Functionality)
moves money to new sub P/Gs, or to distribute carryforward amounts.
2. Work with Sponsored Programs to inactivate old P/G(s)

### 1-4 weeks after the next budget period (auto carry-forward awards)

**Our Action:** Sponsored Programs will contact SAPOC to close out old P/Gs.

**Your Actions:**
1. Begin Budget Reallocation Process: [finance.umich.edu/programs/forms/Budget-Reallocation-Functionality](http://finance.umich.edu/programs/forms/Budget-Reallocation-Functionality)
moves money to new sub P/Gs, or to distribute carryforward amounts.
2. Work with Sponsored Programs to inactivate old P/G(s)

### 12+ weeks after budget period (non-autocarry-forward awards)

**Our Action:** Sponsored Programs will contact SAPOC to close out old P/Gs.

**Your Action:** Standard. Closeout process begins. See P/G Closeout Checklist: [finance.umich.edu/programs/forms/SPPGCC](http://finance.umich.edu/programs/forms/SPPGCC)

Please note that any new competing segments/awards issued by NIH since October 1, 2013, have already been issued under the new account in the Payment Management System. If an award is affected, we will contact you for action. For background: [http://grants.nih.gov/grants/guide/notice-files/NOT-OD-15-105.html](http://grants.nih.gov/grants/guide/notice-files/NOT-OD-15-105.html)

Contact your Sponsored Programs Customer Service Coordinator with questions. [http://www.finance.umich.edu/programs/forms/CoordbyDept](http://www.finance.umich.edu/programs/forms/CoordbyDept)