**Process for Activating a New Award in MyFunding**

1. **OSP receives award notice from the sponsor (or department)**
2. **OSP creates draft award**
3. **OSP notifies the Award Editors of draft award using the "Email Award Editors" activity**
4. **Award Editors**
   - Review the award
   - Complete budget sections
   - Review compliance
   - Upload required documents

5. **OSP assigns Designated Reviewer (Dean)**
   - Award Editor notifies OSP of budget completion using the "Email Specialist" activity

6. **OSP receives approval from the Designated Reviewer (Dean)**
7. **OSP sends award to SPA for account number assignment**
8. **SPA Assigns Account Number**
9. **Award Editors receive email notification with account number**
10. **Award Editors adds subaccount allocations to the award**
11. **Subaccounts required**
12. **Subaccounts not required**

- **Blue** - Office of Sponsored Programs (OSP) Action
- **Green** - Award Editor (Department) Action
- **Purple** - Designated Reviewer (Dean) Action
- **Orange** - Sponsored Projects Account (SPA) Action

*Please check with your Dean’s area for any award-related, school-specific requirements/processes*