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. 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”

![Image](image)

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:

![Image](image)

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.

Resources:

Harvard Procurement Policy
Addendum to Procurement Policy - Effective 4/27/2020
Video – How to look up funding instrument for sponsored awards