



## Quick Guide – Award ID Formats

To assist SPA staff with entering sponsor award ID numbers consistently into UVMClick – Grants.

Descriptions			Examples	
<b>Punctuation</b>	Periods (.)	may remain in the Award ID when they are located within a stream of numbers	16.6.114.487	
	Dashes (-)	may remain in the Award ID when they are located within a stream of numbers	W81XWH-15-1-0032	
	Spaces ( )	should be removed when within a stream of alphanumeric characters	U54NS078059	
<b>Specific Agency Guidance</b>	NSF	use only the 7-digit numeric code	1234567	
	NSF Amendments		Amend 001	
	NIH	use only the core string without spaces	R01DK056746	
	NIH Amendments	use the entire string without spaces	R01DK056746-02 R01DK056746-02S1	
	NIH Revisions		R01DK056746-02 REVISED	
	NIFA Award	use same format as provided on award doc	2015-69004-232735	
	NIFA Amendments		Amend 01	
	<b>Independent Task Orders, Work Orders, Purchase Orders</b>	When the Award ID is not a stream of numbers and indicates a Work Order, Task Order or a Purchase Order number;	Number sign (#) should be added after the acronym TO, WO, PO.	TO#456 WO#456-9 PO#456.9
			Periods (.) may remain Dashes (-) may remain	

		Spaces should be removed	
<b>Master Agreement Task Orders, Work Orders;</b>	Include Master Agreement ID, then (-), then Task or Work Order #		FA865-08-D-01-TO#56 FA865.08.D.01-WO#56 FA86508D01-WO#56
<b>Checks</b>	For an award where we only receive a check, common with budget bumps	use "CHK#" and the check number. Remove Spaces.	Check#12345678
<b>Prime Award ID Formats</b>		Prime Award ID formats follow the same information as the Award ID	
<b>FAIN - Federal Agency Identification Number</b>		Enter EXACTLY as provided by the sponsor in the award document.	
<b>No Award ID Provided</b>	Use the sponsor award date	Use the sponsor award date. Order of Precedence 1. Date on Award Document 2. Effective Date 3. Date of Last Signature 4. Date SPA Received Award	