Designating Centers in WVU+kc and MAP

In order to track and provide accurate data regarding center research activity at WVU, the Research Office has set forth the following guidelines for establishing awards in the WVU+kc (Kuali Coeus) electronic research administration system and the MAP financial system. These guidelines must be followed for any center that is already designated as an official WVU center or any center that plans to apply to become an official center. The Research Office also highly suggests that all other centers follow these same procedures should the center want to track its research activity in these administrative systems. **Awards that are not set up following these processes will not be associated with a center and therefore will not count towards any annual financial totals for such center.**

Proposal Stage

**Faculty must identify a center affiliation during the proposal submission process.** Faculty members will accomplish this by selecting the center as the lead unit on a proposal in WVU+kc. If the center that should be associated with the proposal is not in WVU+kc, a request can be made to add the center via an [online form](#). All officially designated non-HSC WVU centers will be associated with the Vice President for Research and Economic Development in WVU+kc and the Research Office will sign off on any proposals submitted through such centers. All HSC WVU centers will be associated with the Vice President for Research at the HSC whose office will also sign off on any proposal submitted through such center. All other centers will be nested within the college/department with which it is primarily associated. This structure allows not only for reporting on the individual center but will also include center data in the totals for the department/college with which it is associated. Proposal sign off for college/departmental level centers will continue to go through the college dean’s office for approval. Approval of a proposal at the dean’s level confirms that the center on the proposal is the center that should be associated with the research activity should funding be received in the future.

If your center is new, you must contact your EBO to request a unique departmental activity (DA) number for the center before a proposal is submitted so that funds can be correctly tracked in MAP. The DA number must be included on the Supplemental Form A as the Award Org for the project before the proposal is submitted. The Supplemental Form A should also identify the financial obligations of the project at the task level, indicating which Expenditure Orgs will be handling the finances for each task at the departmental level.

Award Stage

The Office of Sponsored Programs will use the information provided at the proposal stage in order to set up an award in WVU+kc and MAP once funding has been received. **Once OSP has established an award connected to a center, the finances will be officially associated with it and will fall under the approved budget model for that center. Awards cannot be moved from one center to another.**

Affiliations

If your award is associated with a research center but the financial and programming responsibility for the research will be with a particular department and not the center, you can select that department as the lead unit. Then, you can associate the center to the research by adding it as a unit to the personnel located on the Personnel page of the proposal. **Please be aware that by not adding the center as the**
lead unit, the award money for that project will not be credited to that center, it will instead be credited to the department. Affiliations indicated on the personnel page will allow ITS to run reports showing the projects and personnel affiliated with a center, but are not financially credited to that center.