



CARA Go-Live

All Active Awards will be live in CARA on June 26, 2023

In CARA, the PI will be able to see the award amount, project dates, deliverables, and other demographic information. Converted awards will appear in the PI's list of active awards in CARA with a prefix of AWDC.

The screenshot shows the CARA web application interface. At the top is the Baylor University logo and the text "CARA". Below this is a navigation bar with tabs: Dashboard, Agreements, COI, Grants, and SF424 Center. Under the Grants tab, there are sub-tabs: Funding Proposal, Complex Projects, Awards (selected), Reports, and Help Center. The main content area is titled "Awards" and includes a search bar. Below the search bar is a table with columns: ID, Name, SmartForm, Award PI, Direct Sponsor, Sponsor Award ID, Start Date, and End Date. The table contains three rows of data, with the first two rows having a redacted Award PI column. The third row shows "The Family and Youth Institute" as the Direct Sponsor. At the bottom of the table, it says "3 items" and "page 1 of 1".

ID	Name	SmartForm	Award PI	Direct Sponsor	Sponsor Award ID	Start Date	End Date
AWD00000019	Advance Account Test AH	[Edit]	[Redacted]	University of Pittsburgh	ABC123	7/1/2023	6/30/2029
AWDC00000104	TRT-Practice of Patience [Redacted]	[Edit]	[Redacted]	Templeton Religion Trust	TRT0314	1/1/2021	5/31/2023
AWDC00000316	Family Youth Inst-Muslim Youth [Redacted]	[Edit]	[Redacted]	The Family and Youth Institute	Agreement 01092023	8/1/2022	7/31/2025

Converted Awards

ALL ACTIVE AWARDS will be live in CARA on June 26. The OPR Post-Award Financial team will validate each converted award in CARA, add cost share information, subawards, and other non-converted information during the first 30 days after go-live. Note that no related proposal information will be in CARA for converted awards.

New Awards

As new awards are received after June 26, they will be recorded and processed in CARA. These awards will have a proposal record in CARA, but the original proposal documents will be retained in Box.

All Awards

Your URA will use CARA to take the following actions:

- Request a No Cost Extension
- Request a re-budget when required by the sponsor
- Request other actions that require prior approval by the sponsor

You will receive notices related to your awards from CARA when:

- A new award is established
- A deliverable is due
- URA requests the actions above
- Modification is received from the sponsor
- Project is ending
- Project is closed

All spending and financial information will still be kept in Ignite and will not be visible in CARA. Your URA will still review portfolio expenditures using Ignite's Project Data Portal and the Budget to Actuals reports.



Baylor University

COMPLIANCE AND RESEARCH ADMINISTRATION