Hello,

Congratulations OGCA has received the following:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | # Award / amendment / modification: |  |
|  |  | OGCA Grants and Contracts Analyst: |  |

Action Requested: **New / Pre-Award Spending / Advance Approval**

OGCA includes PIs in emails like this as information that OGCA has received and started reviewing and processing their award. OGCA wants to ensure PIs have received a copy of the award so that they can review the award terms and conditions, deliverables, requirements, timelines, etc.  Please let your unit/department fiscal person know if there are any issues so OGCA can work with the agency on making changes before documents are executed.

Department/Unit is responsible for entering FRABUDP data in Banner.

OGCA will guarantee keying and set-up of the above mentioned action within 5 business days if **all** correct information below has been entered and received by the requesting unit. In addition, unit is responsible for verifying the integrity of the FRAPROP record along with the FRABUDP entry.

[FRABUDP](http://www.uaf.edu/grcon/educational-opportunities-1/) checklist:

*OGCA*

*Use*

*Only*

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Action:** *(New or Pre-Award Spending/Advance Approval)* |  |
|  | **Proposal #**  |  |
|  |  | **Grant #** |  |
|  |  | **Grant Dates** *(please provide start and end dates)* |  |
|  | **10% Variance information** *(Please provide a revised budget if the new budget is different than the original proposed budget)*  |  |

|  |
| --- |
|  |
| **Budget Code** | **I\D** *\** | **Fund-Org/s #** | **Title** *(If new max 35 characters)* | **Distribution Code** *(if new)* | **F & A Code** *(if new)* | **Researcher ID***(if new)* | **Financial Manager ID** *(if new)* |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

*\* I = Increase*

*\* D = Decrease*

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Comments** *(Use this space to provide additional information not otherwise included in FRAGRNT)*  |  |

 Attachments Required (*if applicable)* Attached Y/N

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Award Document / Letter / AwaRe / PASAA (Pre-Award Spending/Advance Approval) |  |
|  |  | Proposal Budget / Revised Budget |  |
|  |  | IRB / IACUC *(or any other compliance documents)* |  |
|  |  | Other: |  |

Special notes:

Thank you very much for your service and support of our department. If you have any questions, please contact the Grants and Contracts Analyst named above and also cc:ed on the email. If this award requires negotiation, there may be a delay in keying.

**Record Management and Retention:** *Accurate research records are an essential component of any research project.  Principal Investigators (PIs) and department administrators share in the responsibility of managing sponsored projects including record management and retention. The majority of sponsored projects have legal requirements as to how long project records, particularly financial records, must be retained. These guidelines recognize these legal requirements as well as the substantial physical and fiscal resources required to retain technical, financial or other project records. The Uniform Guidance, specifically*[*2 CFR 200.333*](https://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1#se2.1.200_1333)*, governs record retention under federal grants. The Federal Acquisition Regulation, specifically FAR 52.215-2, governs record retention under federal contracts.UA Office of Records and Information Management:* [*https://alaska.edu/records/records/rds/*](https://alaska.edu/records/records/rds/)

 *Revised 7/01/2020*