Hello,

Congratulations OGCA has received the following:

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

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

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](https://www.uaf.edu/ogca/contact/about/index.php) (GCA) named above and also cc:ed on the email. If this award requires [negotiation](https://www.uaf.edu/ogca/lifecycle/5-award/index.php), there may be a delay in keying.

[**Harmonization**](https://www.uaf.edu/ogca/lifecycle/5-award/)**:** OGCA offers a [Harmonization](https://www.uaf.edu/ogca/lifecycle/5-award/) meeting should a PI/unit request one.  The [Harmonization](https://www.uaf.edu/ogca/lifecycle/5-award/) includes a review of everything from the proposal to the Notice of Award. [The Harmonization](https://www.uaf.edu/ogca/lifecycle/5-award/) process is a communication strategy that has reduced the administrative burden by identifying and minimizing risks associated with managing extramural funds. We are committed to your success.

***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*](http://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 01/01/2021*