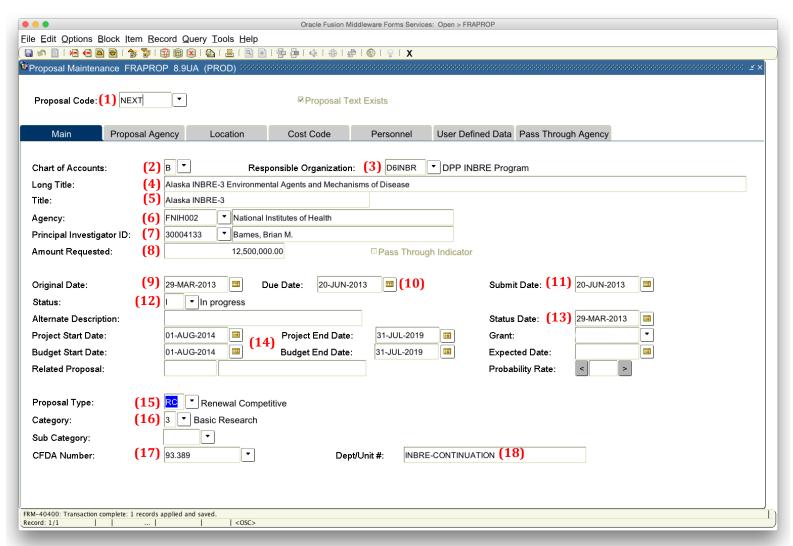


Office of Grants and Contracts Administration

This purpose of the document is to provide standardization guidance for entering data into Banner FRAPROP and receiving a proposal number (S#). Banner is the official system of record of all proposal information for UAF. It is important to accurately enter all information as it is officially submitted to the sponsor. Your proposal will be assigned the next available Banner S-number after you complete the Main Tab.



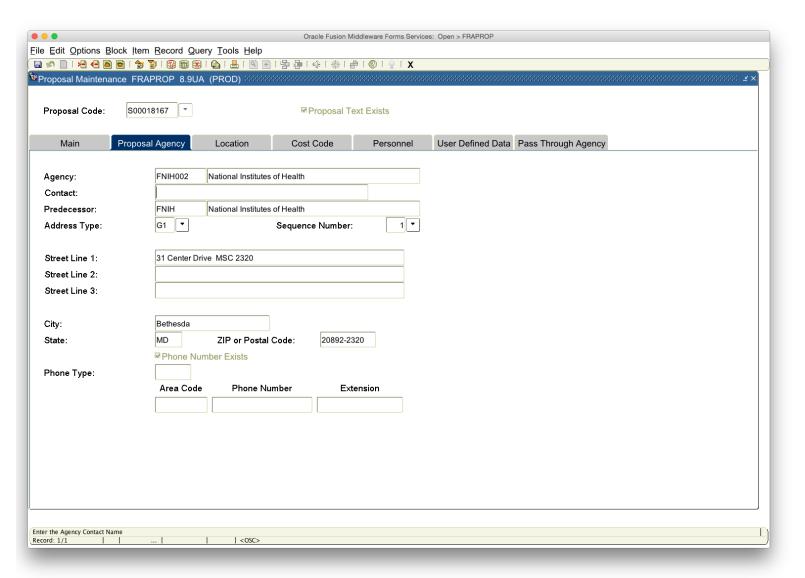
Main Tab

- (1) Proposal Code: Type "NEXT" in the Proposal Code field and then CTRL + Page Down to go to the next field.
- (2) Chart of Accounts. Enter "B" only
- (3) Responsible Organization: Enter the parent unit's D-level org. code or query via the drop-down.
- (4) Long Title: Enter the official title of the proposal, as submitted to the sponsoring agency (256 character limit).
- (5) Title: The short title will default from the first 35 characters of the long title. (auto populates)
- (6) Agency: Enter the highest-level alphanumeric agency code, or query via the drop-down (e.g. FNSF001, FNASA001).
- (7) Principal Investigator ID: Enter the Principal Investigator's 30xxxxxx ID number, query via the drop-down, or query via the name box.

- **(8)** Amount Requested: Enter the dollar amount of the proposal request, for the entire project term requested (direct and indirect).
 - If requesting multiple years of funding, enter the entire multi-year amount.
 - If requesting a 1-year increment, enter only that amount.
- (9) Original Date: This defaults today's date. (auto populates)
- (10) Due Date: Enter the sponsor's published deadline date. Found in the funding opportunity announcement.
- (11) Submit Date: Enter the date the proposal was officially transmitted to the sponsor, whether by email, electronic system (Grants.gov, etc.), or postmarked
- (12) Status: Enter "I" for "In Progress"
- (13) Status Date: Enter today's date.
- (14) Project Start/End Date and Budget Start/End Date should be the same dates as officially submitted to the sponsoring agency.
 - If a multi-year project, enter the dates for the entire proposal term.
 - If a 1-year increment, enter only the single year dates.
- **(15)** Proposal Type: Choose from the drop down menu:
 - NC New Competitive = An entirely new proposal submitted in response to a solicitation that will be panel-reviewed for award. This includes supplemental requests.
 - NN New Non-competitive = An entirely new proposal submitted to a sponsor that will not be panel-reviewed for award. This includes supplemental requests.
 - PP Preproposal = A preliminary proposal submitted to a sponsor that is used to decide whether a full proposal is invited
 - RC Renewal Competitive = A continuation or increment of a previously funded project that is subject to panel review.
 - RN Renewal Non-competitive = A continuation or increment of a previously funded project that is not subject to panel review
 - RV Revision = Not currently used, but a revision to any other type of proposal
- **(16)** Category: Choose from the dropdown menu:
 - 1 Instruction = A project related to the teaching or instructional functions of the university
 - 2 Applied Research = A project that will involve the practical application of science to solve a problem
 - 3 Basic Research = A project involving research that is conducted to improve scientific understanding
 - 4 Public Service = A project that provides non-instructional services beneficial to individuals and groups external to the institution
 - 5 Academic Support = A project that provides support services for instruction. This category includes the retention, preservation, display of educational materials, and galleries.
 - 6 Student Services = A project that provides funds for the administration of student affairs and for services to students.
 - 7 Institutional Support = A project that provides support for a) central executive-level activities concerned with management and long-range planning for the entire institution/campus, b) fiscal operations, c) general administration and logistical services, d) administrative computing support, and/or e) public relations or development activities.
 - 8 Scholarship/Fellowship = Funding for a scholarship or fellowship program
- (17) CFDA Number:
 - For Federal, enter ##.### (format)
 - If non-Federal, enter 00.000
- (18) Dept/Unit #: This field is used for your unit's initials/acronym.
 - College of Liberal Arts (CLA)
 - College of Natural Science and Mathematics-Division of Research (CDR)
 - College of Rural and Community Development (CRCD)
 - Cooperative Institute for Alaska Research (CIFAR)
 - Experimental Program to Stimulate Competitive Research (EPSCoR)
 - Fire Department (FIRE)
 - Geophysical Institute (GI)
 - Human Resources (HR)
 - IdeA Networks of Biomedical Research Excellence (INBRE)
 - Institute of Arctic Biology (IAB)
 - Institute of Northern Engineering (INE)
 - International Arctic Research Center (IARC)
 - KUAC
 - Library (LIB)
 - Museum of the North (MUS)
 - Office of Information Technology (OIT)
 - Police Department (POLICE)

- Provost (PROV)
- School of Education (SOE)
- School of Fisheries and Ocean Sciences (SFOS)
- School of Management (SOM)
- School of Natural Resources and Extension (SNRE)
- Statewide (SW)
- Vice Chancellor for Research (VCR)
- Vice Chancellor for University and Student Advancement (VCUSA)

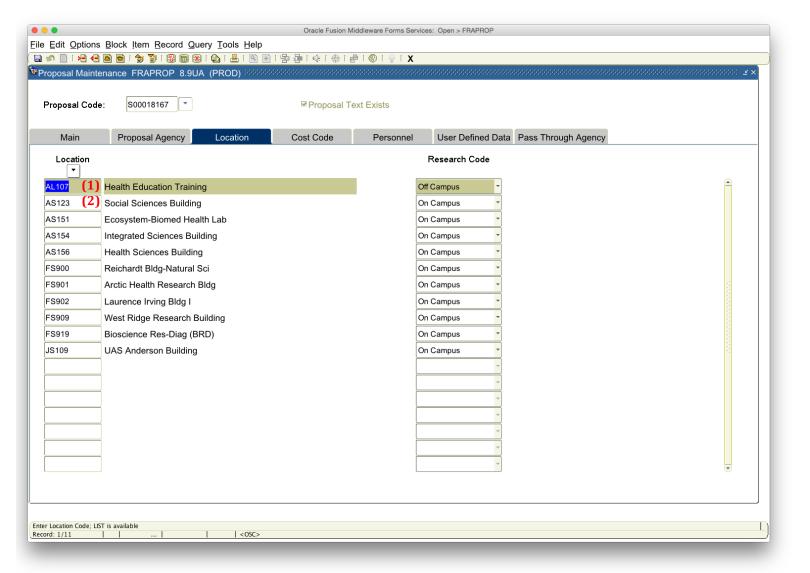
Hit CTRL + Page Down to go to the next tab.



Proposal Agency Tab

No action needed on this tab.

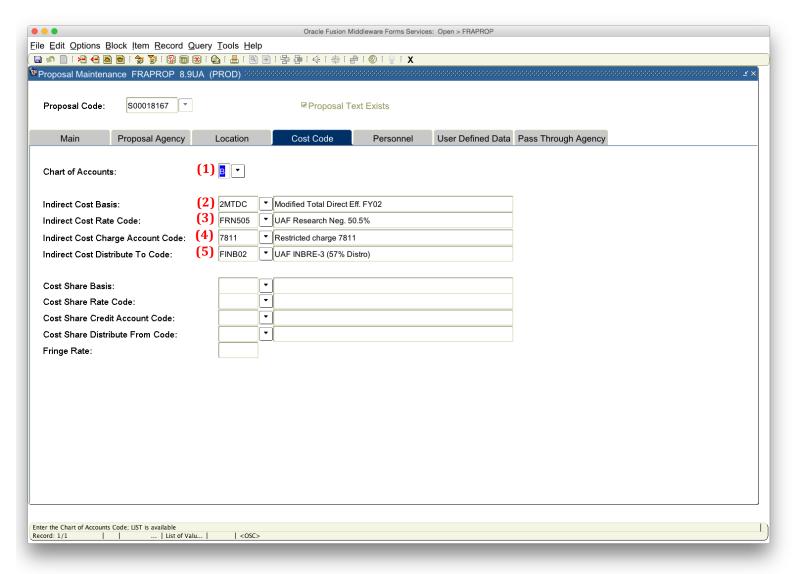
Hit CTRL + Page Down to go to the next tab.



Location Tab

- (1) Enter the primary location of the project first.
 - The locations are numbered by Facilities Services codes.
 - $\circ\,$ In Fairbanks, they start with "FS". For example, WRRB is FS909 (909 Koyukuk Drive).
 - The code can be queried via the drop-down box under "Location".
- (2) Enter any secondary locations of the project (collaborative units) after the primary location.

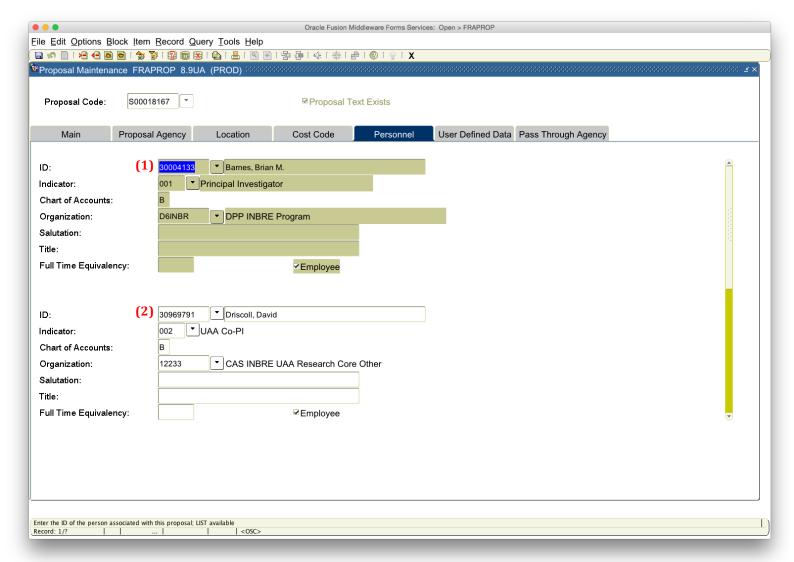
Hit CTRL + Page Down to go to the next tab.



Cost Code Tab

- (1) Chart of Accounts: No action needed.
- (2) Indirect Cost Basis: Enter 3MTDC.
- (3) Indirect Cost Rate Code: Query via the drop-down menu.
 - Current negotiated rates are:
 - FRN505 Sponsored Research, 50.5%
 - FTN500 Sponsored Training/Instruction, 50%
 - FSN372 Other Sponsored Activities, 37.2%
- (4) Indirect Cost Charge Account Code: Enter 7811.
- **(5)** Indirect Cost Distribute To Code: Query the correct code via the drop-down menu.

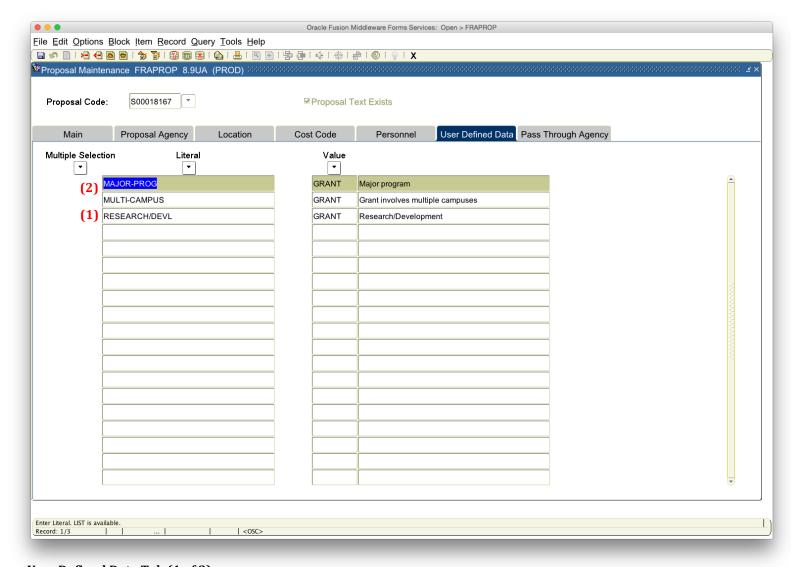
Hit CTRL + Page Down to go to the next tab.



Personnel Tab

- (1) PI ID: No action needed.
- (2) Enter any Co-Investigators/Key Personnel as listed officially in the proposal or proposal budget.
 - UAF Co-I is 003.
 - UAA Co-I is 002.
 - UAS Co-I is 004.

Hit CTRL + Page Down to go to the next tab.

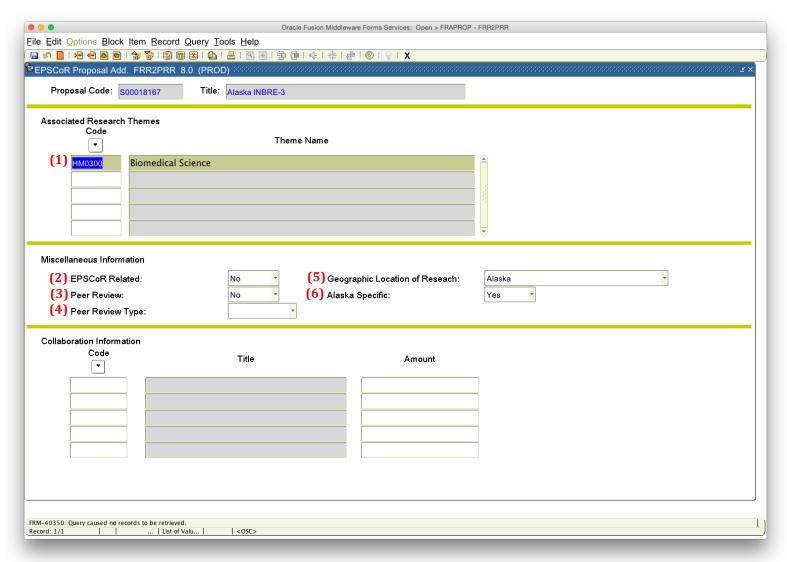


User Defined Data Tab (1 of 2)

- (1) The codes can be queried via the "Literal" drop-down menu. At a minimum, the first and predominant activity type code must be entered for either:
 - Sponsored Research = RESEARCH/DEVL
 - Sponsored Instruction/Training = OTHER-TRAINING
 - Other Sponsored Activities = OTHER-OSA
- (2) Other codes should be entered for related information on the project
 - ADD. SPACE = The project will require additional space or facilities, including modifications to space/facilities
 - ARRA = Not used. The project is subject to the requirements of the American Recovery & Reinvestment Act
 - ASSUMPT = The award is anticipated to involve pre-award spending
 - BIOHAZARDS = The project will involve the use of biohazard material
 - CARCINOGENS = The project will involve the use of carcinogens
 - CAS EXEMPTION = The project requires a CAS Exemption
 - CESU AWARDS = The award falls under UAF's Cooperative Ecosystems Studies Unit (CESU) agreement
 - CHEMICAL HAZARDS = The project will involve the use of chemical hazards
 - COLLAB = The project is a collaborative partnership
 - COMMERCIAL = The project will involve commercialized research & development
 - CONSTRUCTION = The project will involve construction or renovation
 - CONTR. SUBST. = The project will involve DEA controlled (scheduled) substances
 - E-VERIFY = The award requires the use of the E-Verify system
 - FCOI = The project has a positive Financial Conflict of Interest disclosure
 - FIN. AID = The funding is for financial aid purposes

- FIXED = The award will be a fixed price agreement
- FOLLOW-ON FND = The award is anticipated to be used as early-stage seed funding that is will attract further funding
- GRAD STUDENT = The project involves graduate students
- HUMAN SUBJECTS = The project will involve human subjects research, subject to IRB approval
- IDCMATCH = F&A has been waived on the project to meet matching requirements
- IND. PARTNER = The project will involve a private industry partnership
- INT. PROP. = The project is anticipated to have resulting intellectual property
- ISOTOPES = The project will involve radioactive isotopes
- LIABILITIES = The project agreement contains liability/indemnification clauses
- MAJOR-PROG = The project is defined as a major program per OMB Circular A-21. Not used in Uniform Guidance
- MATCH = The sponsor requires match on the award
- MATCH3 = The project will have committed match from a third party (external to UAF)
- MATCHING = The sponsor requires match in the proposal budget
- MINORITY = The sponsor has a preference for minority applicants or minority-owned businesses
- MULTI-ACTIVITY = The project will involve multiple activity types (a combination of research, sponsored instruction, and other sponsored activities)
- MULTI-CAMPUS = The project will involve another UA campus, such as UAA or UAS
- MULTI-FUND = The resulting grant is anticipated to need multiple funds
- OPAS = The project is subject to expanded authorities regulations
- OTHER = Not used.
- OUTREACH = The project will involve substantial outreach and engagement activities
- PROGRAM = Program income
- RECOMBINANT DNA = The project will involve research using rDNA
- RESTR. PUBL = The sponsor has restrictions on publication of research results
- SUB CONTRACT = The project involves a subaward or multiple subaward(s)
- SUBCONTRACT = The subaward or subawards on the project have been approved
- TRAINING = The project involves research training (as opposed to sponsored training)
- TUITION = The project budget includes graduate student tuition
- UNDERGRAD = The project involves undergraduate students
- VENDOR AS SUB = The project has an authorized waiver to treat a vendor service as a subaward
- VERTEBRATES = The project will involve animal subjects research, subject to IACUC approval

Hit CTRL + Page Down to go to the next tab.



User Defined Data Tab (2 of 2)

- (1) Associated Research Themes Code: Enter a code for the most closely related and subject-specific project theme.
 - Codes can be queried via the drop-down menu.
- **(2)** EPSCoR Related:
 - Enter "Yes", if the project is related to activities for NSF EPSCoR, NASA EPSCoR, or another EPSCoR program at UAF.
 - Enter "No", if otherwise.
- (3) Peer Review:
 - Enter "Yes", if peer reviewed before official submission to sponsor.
 - Enter "No", if otherwise. Skip to Step (5).
- **(4)** Peer Review Type:
 - If you chose "Yes" for Peer Review, choose the review type.
 - o Choose "Internal" if the peer review will take place at UAF.
 - o Choose "External" if peer review will take place outside of UAF.
 - Choose "Both" if the project will be peer reviewed at UAF and outside of UAF, before submission to the sponsor.
- **(5)** Geographic Location of Research:
 - o Select the primary location of the project, either "Alaska," "States (not including Alaska)," "Canada," or "Foreign".
- (6) Alaska Specific: Select whether the project is directly related to Alaska or is more generally applicable beyond Alaska.

Once you hit CTRL + Page Down after this tab, your FRAPROP record will be complete.