

OGCA Keying Process

New Setup/Pre-Award Spending

Examples

Example 1: New Project

Hello,

Congratulations OGCA has received the following:

# Award / amendment / modification:	<u>S20097</u>
OGCA Grants and Contracts Analyst:	<u>Ryan Moritz</u>

Action Requested: **New Setup**

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 checklist:

OGCA
Use
Only

<input type="checkbox"/>	Action: <i>(New or Pre-Award Spending/Advance Approval)</i>	New Setup
<input type="checkbox"/>	Proposal #	S20097
<input type="checkbox"/>	Grant #	NEW
<input type="checkbox"/>	Grant Dates <i>(please provide start and end dates)</i>	07/01/2014 to 06/30/2015
<input type="checkbox"/>	10% Variance information <i>(Please provide a revised budget if the new budget is different than the original proposed budget)</i>	N/A

Budget Code	I\D *	Fund-Org/s #	Title <i>(if new max 35 characters)</i>	Distribution Code <i>(if new)</i>	F & A Code <i>(if new)</i>	Researcher ID <i>(if new)</i>	Financial Manager ID <i>(if new)</i>
SNRE01	I	NEW-64082	FY15 Farm to School	FNRE01	FSW120	30957327	SNRE01

* I = Increase
* D = Decrease

<input type="checkbox"/>	Comments <i>(Use this space to provide additional information not otherwise included in FRAGRNT)</i>
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Attachments Required <i>(if applicable)</i>	Attached Y/N
Award Document (RSA)	Y
Proposal Budget	Y
IRB / IACUC <i>(or any other compliance documents)</i>	N/A
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 further negotiation is required, please contact OGCA which might delay the keying.

Example 2: Advance Approval (PASAA)

Hello,

Congratulations OGCA has received the following:

# Award / amendment / modification:	S20187
OGCA Grants and Contracts Analyst:	Ryan Moritz

Action Requested: **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 checklist:](#)

OGCA
Use
Only

Action: <i>(New or Pre-Award Spending/Advance Approval)</i>	Advance Approval
Proposal #	S20186
Grant #	NEW
Grant Dates <i>(please provide start and end dates)</i>	10/01/2014 to 12/31/2014
10% Variance information <i>(Please provide a revised budget if the new budget is different than the original proposed budget)</i>	N/A

Budget Code	I\D *	Fund-Org/s #	Title <i>(if new max 35 characters)</i>	Distribution Code <i>(if new)</i>	F & A Code <i>(if new)</i>	Researcher ID <i>(if new)</i>	Financial Manager ID <i>(if new)</i>
PASAA1A	I	NEW-62073	FY15 Support for Springer	FFMS06	FRW260	30004053	SFOS1

* I = Increase
* D = Decrease

Comments <i>(Use this space to provide additional information not otherwise included in FRAGRNT)</i>	We are requesting this grant be setup ON PASAA so that the PI can charge his labor to this new project right at the start date of October 1, 2014. A copy of the PASAA signed by the SFOS Dean is attached for your reference.
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Attachments Required <i>(if applicable)</i>	Attached Y/N
Letter / PASAA (Pre-Award Spending/Advance Approval)	Y
Proposal Budget / Revised Budget	N/A
IRB / IACUC <i>(or any other compliance documents)</i>	N/A
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 further negotiation is required, please contact OGCA which might delay the keying.