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. Please reference this number in all correspondence.

Access Banner (this training is done in Banner 9) go to FRAPROP
(1) Type NEXT in the Proposal Code field
(2) Click Go
### Main Tab

1. **Chart of Accounts**: Enter “B” only
2. **Responsible Organization**: Enter the parent unit’s D-level org. code or query via the drop-down.
3. **Long Title**: Enter the official title of the proposal, as submitted to the sponsoring agency (256 character limit).
4. **Title**: The short title will default from the first 35 characters of the long title. (auto-populates)
5. **Agency**: Enter the highest-level alphanumeric agency code, or query via the drop-down (e.g., FNSF001, FNASA001).
6. **Principal Investigator ID**: Enter the Principal Investigator’s 30xxxxxx ID number, query via the drop-down, or query via the name box.
7. **Is There a Co-Investigator**: Choose Yes or No
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. **Pass Through Indicator**
10. **Original Date**: This defaults today’s date. (auto-populates) Enter date notified of proposal.
11. **Due Date**: Enter the sponsor’s published deadline date. Found in the funding opportunity announcement.
12. **Submit Date**: Enter the date the proposal was officially transmitted to the sponsor, whether by email, electronic system (Grants.gov, etc.), or postmarked.
13. **Status**: Enter “I” for “In Progress”
14. **Alternate Description**
15. **Project Start/End Date**: Enter the dates for the entire project term.
   - If a multi-year project, enter the dates for the entire proposal term.
   - If a 1-year increment, enter only the single year dates.
(17) Initial Period Start Date: Start Date for the first period of performance (Typically the first year)
(18) Initial Period End Date: End Date for the first period of performance (Typically the first year)
(19) Expected Date: If the expected date of award or notice is known enter here
(20) Probability Rate: Skip this field
(21) Proposal Type: Click the button with the three dots to open an extended menu. Choose from the 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/Letter of Intent = A preliminary proposal submitted to a sponsor that is used to decide whether a full proposal is invited. Also use for Letter of Intent / Notice of Intent or similar
• 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 = A revision to any of the other types of proposal
(22) 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
(23) Sub Category: Skip this field
(24) CFDA Number:
• For Federal, enter ##.### (format)
• If non-Federal, enter 00.000
(25) 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)

(26) Major Programs: If this is a proposal for a Major Program as defined by 2 CFR 200 select YES

(27) Peer Review: If this proposal will be peer reviewed select YES

(28) Peer Review Type: If the review type is known select from drop down

(29) Alaska Specific: If the work being done is specific to Alaska select YES

(30) Geo. Location of Research: Select where the majority of the work will take place

(31) Country(ies): If there are foreign collaborations select the countries collaborating

(32) Yr 1-Yr 5: Enter the dates per year and the amount requested of federal funds per year. These totals should match the amount in Amount Requested

Click Save and Note S number Generated in Top Left Corner
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.

Click Save
Indirect Cost Code Tab

(1) Chart of Accounts: This is pulled from the Main Tab
(2) Orgn Code: This is pulled from the Main Tab
(3) Indirect Cost Basis: The current cost basis is 4MTDC. If another cost basis is being used please use the SEARCH button with three dots to open up a selection window
(4) Indirect Cost Rate Code: Use the SEARCH button with three dots to open up a selection window
   a. Current negotiated rates are:
      i. FRN550 – Sponsored Research, 55%
      ii. FTN500 – Sponsored Training/Instruction, 50%
      iii. FSN385 – Other Sponsored Activities, 38.5%
(5) Indirect Cost Charge Account Code: Enter 7811.
(6) Indirect Cost Distribute To Code: Query the correct code via the SEARCH button with three dots
(7) Total F&A: Enter the F&A in the budget. If this is for one department then the total F&A would be entered here. If there are collaborating departments each department would enter their own Indirect Cost Information in the following Collaborating Unit sections.
(8) Collaborating Unit: Enter the same information as in steps 1-7 for each additional unit/department.
(9) Voluntary Rate Reduction: Fill this section out if the University/PI is requesting a reduction in the indirect rate on the proposal.
(10) Indirect Cost Base: Enter the amount of funding requested that indirect will be calculated upon
(11) Negotiated Rate: Enter the Indirect Cost Rate Code that the Indirect should be calculated at
(12) Voluntary Rate: Enter the Indirect Cost Rate Code that is being requested/used.
(13) Sponsor Mandated: Fill this section out if the Sponsor is limiting the Indirect Rate to below the negotiated rate
(14) Indirect Cost Base: Enter the amount of funding requested that indirect will be calculated upon
(15) Negotiated Rate: Enter the Indirect Cost Rate Code that the Indirect should be calculated at
(16) Sponsor Rate: Enter the Indirect Cost Rate Code that the sponsor is requesting.
(17) Comments: Enter any comments.

Click Save
Cost Share/Match

(1) Chart of Accounts: This transfers from the Main Tab
(2) Orgn Code: This transfers from the Main Tab
(3) Negotiated Indirect Cost Rate: This is the Indirect Rate that should be used
(4) Limited Indirect cost Rate: If there is a lower indirect rate that is being used enter that rate here
(5) Internal Direct Costs: Direct University Cost Share (e.g. salary, fringe benefits, supplies, travel)
(6) Internal F&A: F&A on the direct costs
(7) Unrecovered F&A: Enter any unrecovered F&A that the University is allowed to use for cost share. **Unrecovered F&A must be approved by the agency prior to use**
(8) Internal Total: Automatic Sumation
(9) Third Party Commitments: Enter any third party match commitments here. **University Cost Share Policy states that Third Party Match Commitments MUST have a signed letter of commitment stating the match amount and that the match funds are non-federal and not committed elsewhere.
(10) Total Cost Sharing: Automatic Sumation
(11) Collaborating Unit: Enter the same information for each additional department that is contributing to cost share
(12) Ratio: Skip This
(13) Percentage: Enter the agency required percentage of match contribution
(14) Percentage Type: Skip This
(15) Amount: Double check the math and cost share percentages to ensure they match the budget and requirements

Click Save
Subawards

If the University is a subawardee to another entity enter the PRIME Information.

1. Agency: Enter the highest-level alphanumeric agency code, or query via the drop-down (e.g. FNSF001, FNASA001).
2. Agency Name: Autopopulates
3. Agency Prime Contract Number: Leave this blank
4. Percentage: If known enter the University percentage of total award amount requested
5. Sponsor ID: Leave blank – this is the subaward number issued by awarding entity

If the University is issuing a subaward to another entity enter their Information.

1. Agency: Enter the highest-level alphanumeric agency code, or query via the drop-down (e.g. FNSF001, FNASA001).
2. Agency Name: Autopopulates
3. Amount: Enter the amount of the subaward

If an entity does not exist please send the pertinent information to uaf-ogca@alaska.edu with a request to create the agency in BANNER

Location Tab

1. Enter the primary location of the project first.
   - The locations are numbered by Facilities Services codes.
     - 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
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

Click Save

Updating Status Codes in FRAPROP

1. When a proposal is submitted, be sure to change the status code to “S” for submitted and the status date to the date the proposal was submitted.
2. If a proposal is withdrawn from consideration, be sure to change the status code to “W” for withdrawn and the status date to the date the proposal was withdrawn.
3. If a proposal is awarded or not awarded, OGCA will update the status code and corresponding fields.