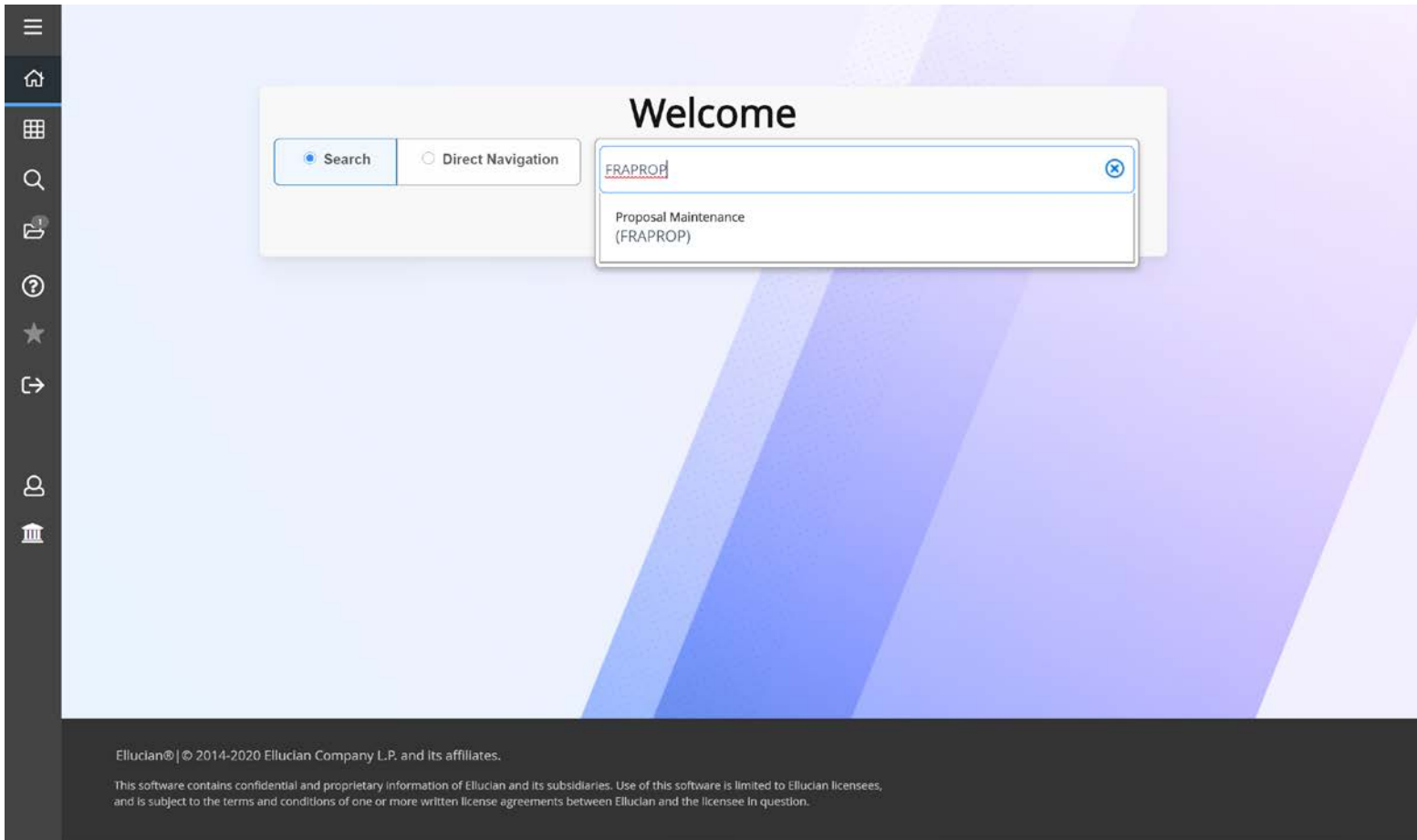




Office of Grants and Contracts Administration

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. Please reference this number in all correspondence.



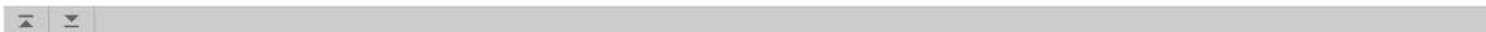
Access Banner (this training is done in Banner 9) go to FRAPROP

Proposal Code:

Proposal Text Exists:

Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.



- (1) Type NEXT in the Proposal Code field
- (2) Click Go

elucian Proposal Maintenance FRAPROP 9.3.15 (LRGP) (UAF) ADD RETRIEVE RELATED TOOLS

Proposal Code: NEXT Proposal Text Exists: Start Over

Main	Personnel	Indirect Cost Code	Cost Share/Match	Subawards	Proposal Agency	Location	User Defined Data
MAIN Insert Delete Copy Filter							
Chart of Accounts *	B ...			Status Date	03/29/2020		
Responsible Organization	D6INBR ... IAB INBRE Program			Project Start Date	08/01/2021		
Long Title *	Alaska INBRE-3 Environmental Agents and Mechanisms of Disease			Project End Date	07/31/2026		
Title *	Alaska INBRE-3			Grant	...		
Agency	FNIH001 ... National Institutes of Health			Initial Period Start Date	08/01/2021		
Principal Investigator ID	30004133 ... Barnes, Brian M.			Initial Period End Date	07/31/2022		
Is There a Co-Investigator?	Yes			Expected Date			
Amount Requested	12,500,000.00			Related Proposal			
Pass Through Indicator	<input type="checkbox"/>			Probability Rate	< >		
Original Date *	03/29/2020			Proposal Type	RC ... Renewal Competitive		
Due Date	06/20/2020			Category	3 ... Basic Research		
Submit Date	06/20/2020			Sub Category	...		
Status	I ... In progress			CFDA Number	...		
Alternate Description				Dept/Unit #	INBRE-Continuation		
Country(ies) Period Start Date Period End Date Amount							
Major Programs	Yes	US ... United States	Year 1	08/01/2021	07/31/2022	2,500,000.00	
Peer Review	No	...	Year 2	08/01/2022	07/31/2023	2,500,000.00	
Peer Review Type	None	...	Year 3	08/01/2023	07/31/2024	2,500,000.00	
Alaska Specific	No	...	Year 4	08/01/2024	07/31/2025	2,500,000.00	
Geo. Location of Research	Year 5	08/01/2025	07/31/2026	2,500,000.00	

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) Status Date: Enter today's date.
- (16) Project 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.

- (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

Application Navigator x +

https://bannerx-irgp.alaska.edu:9129/applicationNavigator/seamless

ellucian Proposal Maintenance FRAPROP 9.3.16 (LRGP) (UAF) ADD RETRIEVE RELATED TOOLS

Proposal Code: S00027956 Proposal Text Exists: Start Over

Main Personnel Indirect Cost Code Cost Share/Match Subawards Proposal Agency Location User Defined Data

PERSONNEL Settings Insert Delete Copy Filter

ID	Name	Indicator *	Indicator Name	Chart of Accounts	Organization	Organization Name	Salutation	Title	Full Time Equivalency	Employee
30004133	Barnes, Brian M.	001	Princp Invest/Prog ...	B	D6INBR	IAB INBRE Program				<input checked="" type="checkbox"/>
30969791	Driscoll, David	002	UAA Co-I/Co-PI/C...	B	12233	CAS INBRE UAA Rese...				<input type="checkbox"/>
INBRE01	Seymour, Matt - ...	006	Unit Fiscal Contact	B	D6INBR	IAB INBRE Program				<input type="checkbox"/>

1 of 1 10 Per Page Record 1 of 3

SAVE

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

ellucian Proposal Maintenance FRAPROP 9.3.16 (LRGP) (UAF) ADD RETRIEVE RELATED TOOLS

Proposal Code: S00027956 Proposal Text Exists: Start Over

Main Personnel Indirect Cost Code Cost Share/Match Subawards Proposal Agency Location User Defined Data

INDIRECT COST CODE

	Originating Unit	Collaborating Unit	Collaborating Unit	Collaborating Unit	Collaborating Unit
Chart of Accounts	B ...				
Orgn Code	D6INBR IAB INBRE Program				
Indirect Cost Basis	4MTDC ... Modified Total Direct Eff				
Indirect Cost Rate Code	FRN505 ... UAF Research Neg. 50.				
Indirect Cost Charge Account Code	7811 ... Restricted charge 7811				
Indirect Cost Distribute To Code	FINB02 ... UAF INBRE-3 (57% Dis				
F&A Amount	6,312,500.00				
Total F&A	6,312,500.00				
	<input checked="" type="checkbox"/> Institutional FA Waiver				

Voluntary Rate Reduction			Sponsor Mandated		
Indirect Cost Base	12,500,000.00	Forfeited F&A	Indirect Cost Base	12,500,000.00	Forfeited F&A
Negotiated Rate	FRN505 ...	6,312,500.00	Negotiated Rate	FRN505 ...	6,312,500.00
Voluntary Rate	FRW100 ...	1,250,000.00	Sponsor Rate	FRW100 ...	1,250,000.00
Difference		5,062,500.00	Difference		5,062,500.00

Comments: I HEART RESEARCH ADMINISTRATION :)

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

ellucian Proposal Maintenance FRAPROP 9.3.16 (LRGP) (UAF) ADD RETRIEVE RELATED TOOLS

Proposal Code: S00027956 Proposal Text Exists: Start Over

Main Personnel Indirect Cost Code **Cost Share/Match** Subawards Proposal Agency Location User Defined Data

COST SHARE/MATCH Insert Delete Copy Filter

	Originating Unit	Collaborating Unit	Collaborating Unit	Collaborating Unit	Collaborating Unit
Chart of Accounts	B				
Orgn Code	D6INBR IAB INBRE Program				
Negotiated Indirect Cost Rate	FRN505 UAF Research Neg. 50.				
Limited Indirect Cost Rate	FRW100 UAF Research Reduce				
Internal Direct Costs	6,187,500.00				
Internal F&A	618,750.00				
Unrecovered F&A	2,693,750.00				
Internal Total	9,500,000.00	0.00	0.00	0.00	0.00
Third Party Commitments	3,000,000.00				
Total Cost Sharing	12,500,000.00				

Ratio	Percentage	Percentage Type	Amount	Share
	50		Sponsor Request	12,500,000.00 50.00 %
			Total Cost Sharing	12,500,000.00 50.00 %
			Total	100.00 %

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

Proposal Code: S00027956 Proposal Text Exists:

[Start Over](#)

Main	Personnel	Indirect Cost Code	Cost Share/Match	Subawards	Proposal Agency	Location	User Defined Data
▼ LOCATION							
Location *	Location Title						Research Code *
AL107	Health Education Training						On Campus
AS123	Social Sciences Building						On Campus
FS901	Arctic Health Research Bldg						On Campus
FS902	Laurence Irving Bldg I						On Campus
FS909	West Ridge Research Building						On Campus
JS109	UAS Anderson Building						On Campus

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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.