Hello,

The following action has been requested from OGCA:

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| --- | --- | --- | --- |
|  |  | **Budget modification / revision (increase, decrease, adjustment between categories)** | |
|  |  | OGCA Grants and Contracts Analyst: |  |

OGCA includes PIs in emails like this as information that OGCA has received and started reviewing and processing their award. OGCA wants to ensure PIs have received a copy of the award so that they can review the award terms and conditions, deliverables, requirements, timelines, etc.  Please let your unit/department fiscal person know if there are any issues so OGCA can work with the agency on making changes before documents are executed.

Department/Unit is responsible for entering FRABUDP data in Banner.

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* |  |
|  |  | Proposal/s # *(One or more proposals related to the same grant)* |  |
|  |  | Grant # |  |

|  |
| --- |
|  |
| 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)* |
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*\* 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 | |  |
|  |  | 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 this award requires negotiation, there may be a delay in keying

**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*](https://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 7/01/2020*