Hello,

Congratulations OGCA has received the following:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | # Award / amendment / modification: |  |
|  |  | OGCA Grants and Contracts Analyst: |  |

Action Requested: **New / Pre-Award Spending / 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](http://www.uaf.edu/grcon/educational-opportunities-1/) checklist:

*OGCA*

*Use*

*Only*

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Action:** *(New or Pre-Award Spending/Advance Approval)* |  |
|  | **Proposal #** |  |
|  |  | **Grant #** |  |
|  |  | **Grant Dates** *(please provide start and end dates)* |  |
|  | **10% Variance information** *(Please provide a revised budget if the new budget is different than the original proposed budget)* |  |

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|  |
| **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 / PASAA (Pre-Award Spending/Advance Approval) |  |
|  |  | Proposal Budget / Revised Budget |  |
|  |  | IRB / IACUC *(or any other compliance documents)* |  |
|  |  | 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.