



BANNER FIS GRANTS USER MANUAL

This manual gives an overview of the Banner forms needed for Grants administration. It also covers Appworx reports, CORE reports, and Nolij documents.

Research Office
Oregon State University
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Table of Contents

Restricted Funds Structure	3
Restricted Fund Prefixes.....	3
Chart of Accounts Structure – Restricted Funds	3
Cost Share.....	4
Chart of Accounts Structure – Cost Share.....	5
Facilities and Administrative Costs	5
Encumbrances	5
Budget Changes.....	6
Cost Transfers.....	6
Cost Overruns and Unallowable Costs	6
Pre-Award and No-Cost Extensions	7
Grant Forms	8
FRAGRNT – Grant Maintenance	8
Look up all Principal Investigators and Grant Accountant	9
Look up User Defined Data.....	10
FRIGITD – Grant Inception to Date.....	11
Look up Fund Details	12
Look up Expenditure Details.....	13
Drill Down to See Detail Information	16
Look up Basic Grant Information.....	17
Search for Grants.....	17
FRIGRNT – Grant Code Inquiry Form.....	18
FRIPSTG – Grant Personnel Inquiry Form.....	19
FRIORGH – Grant Organization Inquiry Form.....	20
Additional Banner Forms.....	20
Look up Fund Details – FTMFUND.....	21
Look up Indirect Costs and Cost Share – FRMFUND	23
Look up Fund, Org, and Program – FTMACCI	24
Look up Cash Balance for Gift or Foundation Accounts by Fiscal Year – FGITBAL.....	24
Look up Summary of Invoices on Grants – FRIBILL	25
Look up Details for Charges on Grants – FRIBDET.....	25
Look up Employee Payroll Details – NYIEDST	27
Look up Payroll Details by Index – NYIDIST	28

Reports 29

 AWA Reports 29

 CORE Reports 31

 FIN1752 – Fund Inception to Date 31

 FIN1753 – Grant Code Inception to Date 31

 FIN1754 – Annual Grant Expenditures 32

 FIN1780 – Cost Share Detail for Index..... 32

 FIN1781 – Cost Share for Grant..... 32

 FIN1782 – Cost Share Summary for Org..... 33

 FIN1801 – Fund Balance Statement 33

 FIN1870 – Indirect Costs..... 33

 FIN1872 – Terminated Funds by Org..... 34

 FIN1873 – Future Ending Grant Funds 34

 FIN1900 – Transaction Details by 1 Index and Fiscal Period 34

 FIN1907 – Idoc/JV Detail 35

 RES0007 – Grant Awards by Organization Code 35

 RES0055 – PI Indexes..... 35

 VAL2752 – Grant Code 36

 PAY1350 – HRIS Payroll for Index by Fiscal Year 36

 PAY1552 – FIS Employee Payroll Transaction Detail 37

 PAY1553 – HRIS Default Pay by Index/Org..... 37

 PAY1554 – HRIS Default Pay by Employee 38

Nolij..... 38

 Nolij Grant Query QRC 39

 Nolij Grant Document Types 41

Appendix A: Additional Resources 43

Restricted Funds Structure

Restricted funds are set up in Banner with a grant code, fund(s), and index(es). Grant codes are designed to inform the system to accumulate across fiscal years. If cost share is part of the agreement, a cost share grant code, fund(s), and index(es) may be set up. The first letter of the grant code can be used to identify the agency providing the funding for the project.

Restricted Fund Prefixes

Below is a sample of some common agency prefixes; a complete list can be found on the OSRAA Website by selecting Cash and Financial Management Agency Assignments:

<https://research.oregonstate.edu/osraa/osraa-organization>.

Prefix	Agency
BP	DOE/BPA
DA	USDA
GS	USDI/Geological Survey
NL	National Labs
P	Public Health Services
S	National Science Foundation

Chart of Accounts Structure – Restricted Funds

All parts of an award are rolled up together under the grant code, but each part of an award can be viewed individually.

<i>Grant</i>	<i>Fund</i>	<i>Index</i>
N00350	N0035A	N0035A
	N0035B	N0035B
	N0035C	N0035C
	N0035D	N0035D

Grant

The grant code will always end in 0 and contains the following information:

- Sponsoring agency name
- Type of research – applied or basic
- Award amounts – present and future
- Sponsor’s agreement number
- Names of the Principal Investigator(s) (PI)
- Catalog for Federal Domestic Assistance (CFDA) code for audits and reporting

Example grant code and title:

N00350 ONR Circular Wave Formation

Fund

The fund code will end with an alpha character with the exception of some OSU Foundation (OSUF), Ag Research Foundation (ARF), and gift funds. Separate funds are established for different indirect cost rates, different organizations (based on budgets), different financial managers (if requested), and the sponsor's requirement for reporting specific tasks.

The fund record contains the following information:

- Financial manager (PI)
- Indirect cost rate and method
- Cost share code
- Title – which includes the department buyer code, agency acronym, PI's last name, and grant end date

Example fund and title:

N0035A OAS ONR 1211 Blackson Wave Fronts

Index Code

The index code is used for all data entry including purchases, payables, payroll, and inquires. A budget is entered for each index. Expenses and encumbrances will post to the index.

The index record includes:

- The fund
- The organization code – the department identifier
- The program code – the type of activity (i.e. on campus research, off campus research, or other sponsored activity)

Example index code and title:

N0035A OAS-ONR Blackson Wave Fronts

Cost Share

Cost share is the portion of a project or program cost that is not reimbursed by the sponsor. It is considered mandatory if it is a condition of the award. Voluntary cost share can also be offered by the institution in excess of the required amount. However, once the award is made, all cost share commitments are considered mandatory and represent binding obligations to the university.

Each organization has a single department index linked to the cost share method; the cost share method is then linked to the fund requiring cost sharing. When an expenditure is posted to the cost share index, Banner will automatically make an offsetting transfer entry from the departmental index. Cost share reports are available through CORE.

Chart of Accounts Structure – Cost Share

If the Cost Share Method code on FRMFUND is REQD, a cost share grant, fund(s), and index(es) will be set up; other methods will not have cost share accounting set up.

The Cost Share grant code will end with an S, with the fund and index linked to the grant code.

<i>Grant</i>	<i>Fund</i>	<i>Index</i>
N0035S	005051	N0035S
	005052	N0035T
	005053	N0035U
	005054	N0035V

Example cost share grant code and title:
N0035S CS ONR Circular Wave Formation

Example cost share fund and title:
005051 OAS – CS Blackson N0035A/OAS023

Example cost share index and title:
N0035S OAS – CS Blackson N0035A/OAS023

Facilities and Administrative Costs

Facilities and Administrative (F&A) costs are indirect costs charged to the granting agency to support research at the University. F&A cost rates are negotiated with the federal government and are based on past costs incurred at the University.

From the Research Office:

These are costs that cannot be uniquely associated with a particular project but which are nonetheless incurred by the university due to the project. They include costs such as departmental accounting and clerical support, network support, equipment depreciation, building and facilities operation and maintenance, library, general and sponsored projects administration. These costs are budgeted and charged as a percentage of some of the direct cost elements.

Banner will automatically apply the F&A costs with each direct cost, when appropriate.

Encumbrances

Encumbrances allow funds to be placed in reserve so you can get a better idea of the current budget on a project. They are automatically created when purchase orders, subcontracts, and payroll are entered into Banner. Departments may also selectively encumber major items such as international travel and personal service contracts. Although the funds are placed in reserve, Banner does not prevent the funds from being used for other purposes.

The fund balance, however, is not a real time balance. Payroll is only updated twice a month (at mid-month and the end of the month) and Facilities and Administrative costs are not encumbered with direct cost items. In addition, journal vouchers, purchase orders, and invoices must go through the approval process before they affect the fund balance.

Budget Changes

For restricted funds from agencies that have granted OSU expanded authority, the department can request a reallocation of budget line items. Some examples when a reallocation may be appropriate include unexpected supply purchases, travel, or salary redistributions (hired a graduate assistant instead of full time faculty).

Reallocation requests are accomplished through a budget JV using journal type 1PBB. Proper justification must be included in the text field. The JV then goes to the Office for Sponsored Research and Award Administration (OSRAA) for final approval.

Please note, changes are not allowed to revenue account codes. In addition, budget change requests will not change the sponsoring agency's restrictions.

For reallocation of budget between indexes on a grant, contact your OSRAA grant accountant.

Cost Transfers

Cost transfers are used to adjust or move charges from one index to another. They can be initiated due to:

- Errors – this can be as simple as a typo that posted the charge to the wrong index.
- Unallowable costs – charges that are not allowed on the restricted fund must be moved to a state fund index.
- Closely related work – related projects may be supported by more than one funding source; occasionally, charges may need to be moved between the indexes for the projects.

All cost transfers must be completed within 90 days of the original charge. In addition, the journal voucher text must include the reason for the cost transfer and the contact name and number of the person entering the JV.

Cost Overruns and Unallowable Costs

CAS 505 requires cost overruns to be identified and recorded. Cost overruns (project related costs above the authorized award amount) can be used to meet cost share obligations on the project. When cost overruns are found, OSRAA will process a JV charging the appropriate department CR cost share index.

Unallowable costs (charges identified by Uniform Guidance or by the sponsoring agency as inappropriate for restricted funds) must be removed from the grant by the Business Center. Unallowable costs should not remain on the grant.

Pre-Award and No-Cost Extensions

Pre-award costs are expenditures made before the effective date of a sponsored agreement. Typically these types of expenditures are not allowed. However, some federal agencies allow requests for pre-award expenditures up to 90 days prior to the expected start date of the grant.

If the agency does allow pre-award expenditures:

- The request must be submitted to OSRAA using the [Pre-Award Cost Form](#).
- The Department Head/Chair or Dean/Director must guarantee to reimburse the university if the grant is not received.
- The funding must be necessary for the effective and economical conduct of the project.
- The proposal must have been routed through OSRAA.

For agencies that do not allow pre-award costs, a pending index may be set up prior to the award being received to allow for appropriate cost allocation:

- The request must be submitted to OSRAA using the [Pending Index Form](#).
- The Department Head/Chair or Dean/Director must guarantee to reimburse the university if the grant is not received.
- The proposal must have been routed through OSRAA.

No-cost extensions allow for additional time beyond the original expiration date of the grant with no additional funding. Some reasons for no-cost extensions include:

- Additional time is required to assure completion of the original approved objectives.
- Continuity of grant support is required while a competing application is under review.
- Extension is necessary to permit an orderly phase out of a project that will not receive continued support.

No-cost extensions must be requested through OSRAA at least 30 days prior to the expiration date of the project using the [No-Cost Extension Request Form](#).

Grant Forms

The two main forms used to find grant information in Banner are:

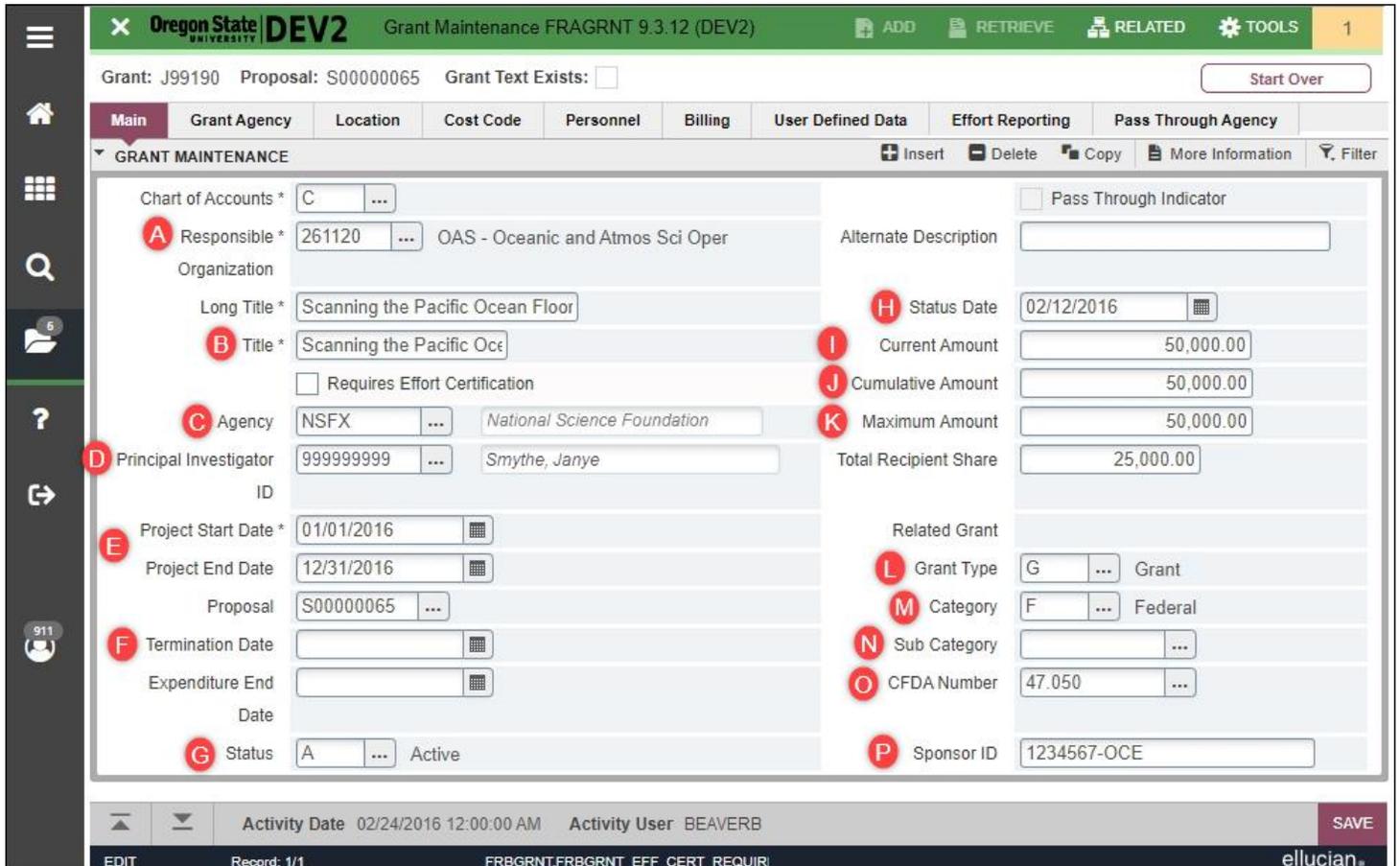
- 1. **FRAGRNT** – to view all general grant details.
- 2. **FRIGITD** – to view all accounting related information

Note: in the examples below, Go is used to populate the forms. You can also click Next Block (at the bottom of the page ) or Alt + PgDn on your keyboard.

FRAGRNT – Grant Maintenance

On the FRAGRNT form you can look up all grant details including the responsible organization (org), grant title, agency, PI, project start and end dates, funding details, and grant type.

Enter the Grant code then click Go (at the top of the page) to populate the form:



Grant details found on the FRAGRNT Main tab:

- A. Responsible Organization – the department responsible for the grant.
- B. Title – a brief description of the research.
- C. Agency – the sponsor who awarded the grant funds.
- D. Principal Investigator – ID and name of the main researcher responsible for the technical aspects of the award.
- E. Dates
 - Project Start Date: the date from which costs can be incurred.
 - Project End Date: the date that the project is complete and all costs must be incurred.
- F. Termination Date – date the grant was closed in Banner by OSRAA; if blank the grant is still active.
- G. Status – if the grant is active (A) or inactive (I).
- H. Status Date – last date the grant record was updated.
- I. Current Amount: amount of the most recent increment of funding.
- J. Cumulative Amount: amount awarded to date for the grant.
- K. Maximum Amount: maximum funding the sponsoring agency will award for the grant.
- L. Grant Type – type of restricted fund. Grant (G), contract (C), and cooperative agreement (A) are the most common types. To view a complete list, click on the drop down arrow.
- M. Category – Federal (F) or Non-federal (N).
- N. Sub Category – additional details on the grant category, such as individual (INDV), commercial (CORP), or state (STAT).
- O. CFDA (Catalog for Federal Domestic Assistance) Number – used for reporting when funds are federal.
- P. Sponsor ID – number assigned by the agency for the grant; also called the agreement number or the contract number.

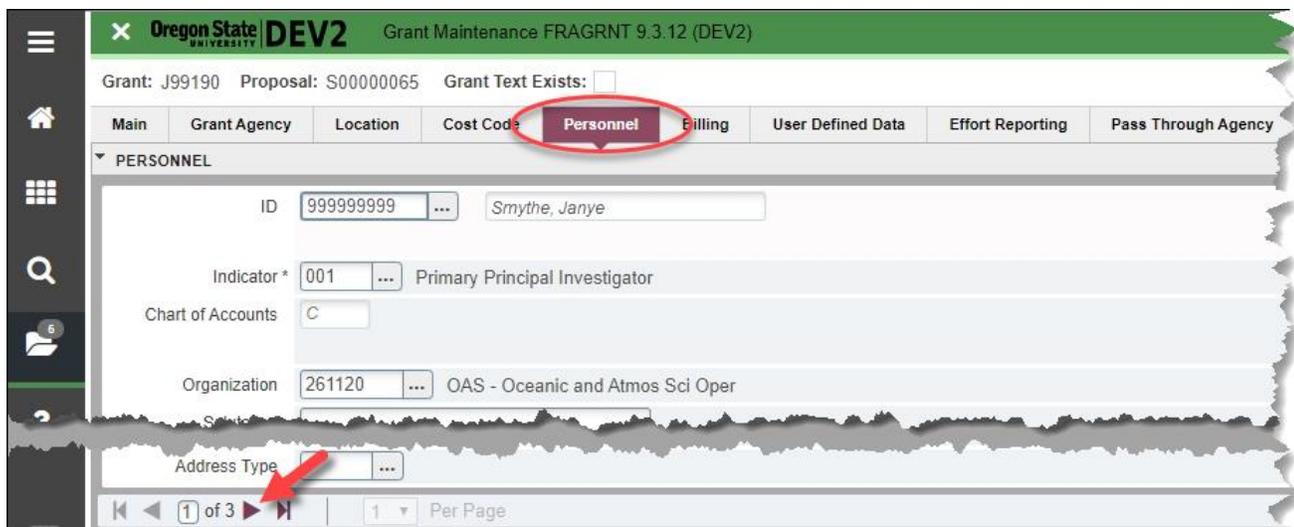
Look up all Principal Investigators and Grant Accountant

On FRAGRNT, click on the Personnel tab. Use the Arrow to move between the Principal Investigator (PI), any co-PIs, and the grant accountant.

The Primary PI will have an indicator of 001. There can only be one PI.

If there are any co-PIs, they will have an indicator of 002. There can be multiple co-PIs.

The OSRAA Grant Accountant will have an indicator of 003. There is only one grant accountant.



Oregon State UNIVERSITY DEV2 Grant Maintenance FRAGRNT 9.3.12 (DEV2)

Grant: J99190 Proposal: S00000065 Grant Text Exists:

Main Grant Agency Location Cost Code **Personnel** Billing User Defined Data Effort Reporting Pass Through Agency

PERSONNEL

ID 999888999 ... Beaver, Wally

Indicator * 002 ... Co-Principal Investigator

Chart of Accounts C

Organization 261120 ... OAS - Oceanic and Atmos Sci Oper

Salutation

Address Type

2 of 3 1 Per Page

Oregon State UNIVERSITY DEV2 Grant Maintenance FRAGRNT 9.3.12 (DEV2)

Grant: J99190 Proposal: S00000065 Grant Text Exists:

Main Grant Agency Location Cost Code **Personnel** Billing User Defined Data Effort Reporting Pass Through Agency

PERSONNEL

ID 999999881 ... Polo, Marko

Indicator * 003 ... Grant Accountant

Chart of Accounts C

Organization

Address Type

3 of 3 1 Per Page

Look up User Defined Data

On FRAGRNT, select the User Defined Data tab.

Oregon State UNIVERSITY DEV2 Grant Maintenance FRAGRNT 9.3.12 (DEV2)

Grant: J99190 Proposal: S00000065 Grant Text Exists: Start Over

Main Grant Agency Location Cost Code Personnel Billing **User Defined Data** Effort Reporting Pass Through Agency

USER DEFINED DATA

Literal *	Value	Value Description
CLASSIFICATION	NEW	New
NCES_CODE	1433A	Oceanography-Applied
OSU_COMPLIANCE	DIV	Diving Anticipated in Proposal
OSU_PAY_METHOD	NSF	NSF Letter of Credit
PROJECT_TYPE	A	Applied Research

1 of 1 10 Record 1 of 5

EDIT Record: 1/5 SAVE

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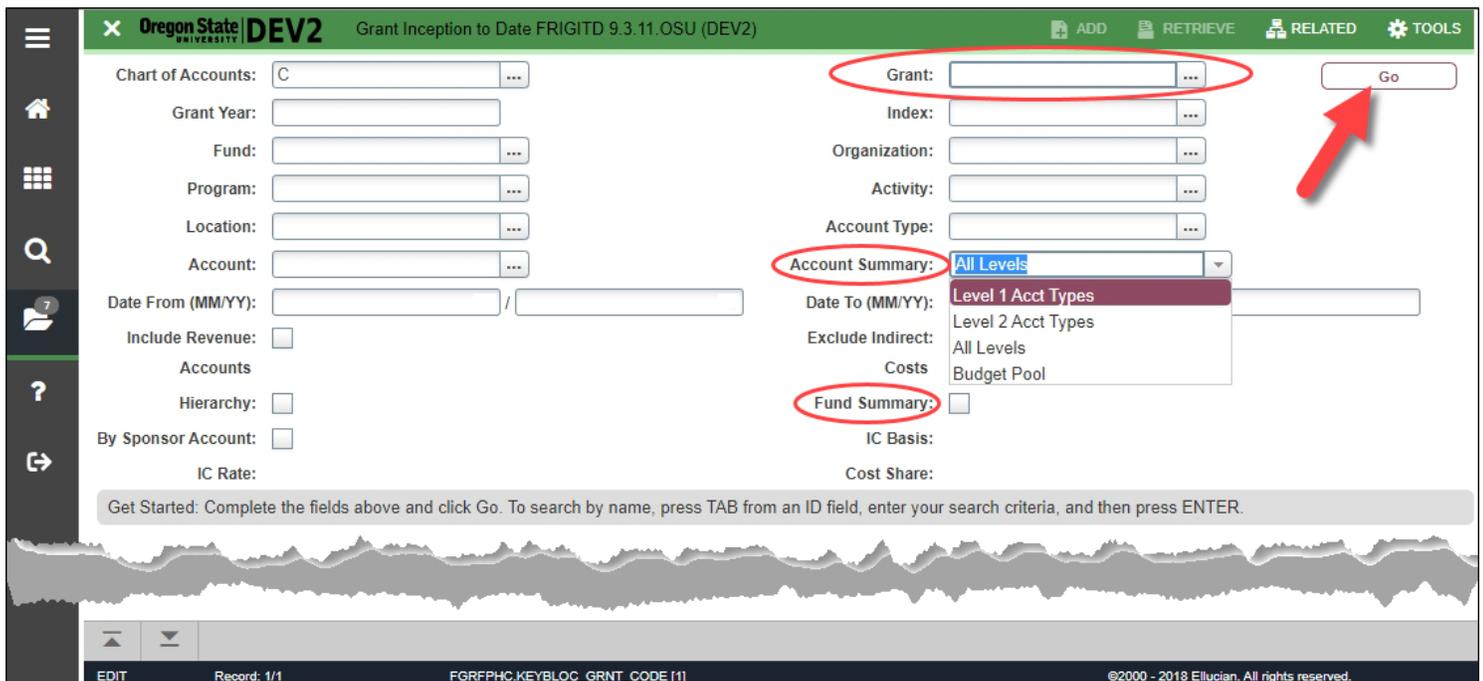
User defined data includes:

- Ag Codes – if the project is Ag related, there will be an Ag code listed for reporting.
- Billing Detail – if a billing detail sheet is needed for the project.
- Classification – if the project is new, a continuation, a renewal, a revision, or supplemental.
- Country Code – if the grant funds are from a foreign source, the country will be listed.
- NCES Code – used for reporting by field of research.
- OSU Clinical Trial – if the project is a clinic trial, the type will be listed: human, no, or veterinary.
- OSU Compliance Codes – if these are required for the project, the codes will be listed: IRB, IACUC, radioactive materials, DNA, etc.
- OSU E-Verify – if E-Verify is required for the project.
- OSU Pay Method – how the agreement will be billed: invoiced as cost reimbursable, fixed price, received in advance, or drawn down via Letter of Credit (LOC).
- OSU Small Biz – if a small business report is required for the project.
- Project Type – the type of research, typically applied or basic.

FRIGITD – Grant Inception to Date

On the FRIGITD form you can look up accounting details for the grant including the budget, expenditures, encumbrances, and balances as well as specific expenditure details by fund or index.

Enter a Grant code, select the Account Summary level or check Fund Summary then click Go to populate the form:



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.

Look up Fund Details

Checking the Fund Summary box will list all of the funds for the grant with the total budget and available balance (top portion of the screen). To view details for a particular fund, place your cursor in the fund code field.

Fund Summary

Fund Code	Title	Adjusted Budget	Activity	Commitments	Available Balance
B0001A	AFW USDI 910 Spotted Owl	63,200.00		43,805.87	23,345.27
B0001B	FOR USDI 910 Spotted Owl	88,650.00		48,743.31	23,336.75

NET TOTAL

Adjusted Budget	Activity	Commitments	Available Balance
151,850.00	92,549.18	46,682.02	12,618.80

ACCOUNT DETAILS

Account	Type	Description	Adjusted Budget	Activity	Commitments	Available Balance
10101	L	Staff-Unclassified Salaries	10,000.00		2,500.00	11,157.00
10901	L	Other Payroll Expenses	3,400.00		850.00	4,688.27
20001	E	Supplies Expense	2,500.00		0.00	2,500.00
20101	E	Office & Administrative Supplies	0.00		50.00	-50.00
20102	E	General Operating Supplies	0.00		222.80	-222.80
20103	E	Laboratory Supplies	0.00		485.06	-485.06
20200	E	Minor Equipment	0.00		1,186.94	-1,186.94
20202	E	Software	0.00		192.00	-192.00
20250	E	Parts-Auto & Equipment	0.00		135.99	-135.99
24599	E	Other Professional Services	2,000.00		870.00	1,130.00

NET TOTAL

Adjusted Budget	Activity	Commitments	Available Balance
63,200.00	43,805.87	23,345.27	-3,951.14

Note: you can use the arrows at the bottom of the fund section or account codes section to see more funds/account codes if needed.

The bottom half of the form contains the budget details:

- Account – the account code.
- Type – major category of the account code – Labor (L), Expense (E), or Revenue (R).
- Description – description or title of the account code.
- Adjusted Budget – if funds were budgeted for a particular account code, the amount will be in this column.
- Activity – any expenditures posted to the account code.
- Commitments – also called encumbrances, these are funds that are held in reserve for a specific upcoming cost, most commonly salary and subcontracts.
- Available Balance – the adjusted budget minus any activity and minus any commitments; these are the available funds for the account.

Oregon State University DEV2 Grant Inception to Date FRIGITD 9.3.11 OSU (DEV2)

Chart of Accounts: C Grant: B00010 USDI Spotted Owl Nest Sites Grant Year: Index: Fund: Organization: Program: Activity: Location: Account Type: Account: Account Summary: All Levels Date From (MM/YY): 07 / 84 Date To (MM/YY): 11 / 19

Include Revenue Accounts: Exclude Indirect Costs: Hierarchy: Fund Summary: By Sponsor Account: IC Basis: IC Rate: Cost Share:

GRANT INCEPTION TO DATE						
Fund Code	Title	Adjusted Budget	Activity	Commitments	Available Balance	
B0001A	AFW USDI 910 Spotted Owl	99,200.00	99,365.07	23,345.27	-9,351.14	
B0001B	FOR USDI 910 Spotted Owl	88,650.00	48,743.31	23,336.75	16,569.94	
NET TOTAL		151,850.00	92,549.18	46,682.02	12,618.80	

ACCOUNT DETAILS						
Account	Type	Description	Adjusted Budget	Activity	Commitments	Available Balance
10101	L	Staff-Unclassified Salaries		15,000.00	0.00	17,666.20
10630	L	Graduate Research Asssts		3,150.00	1,050.00	2,100.00
10901	L	Other Payroll Expenses		6,100.00	20.00	5,670.55
10951	L	Graduate Assistant Fee Remissions		1,800.00	1,731.00	69.00
20001	E	Supplies Expense		4,500.00	0.00	4,500.00
20101	E	Office & Administrative Supplies		0.00	0.00	0.00
20102	E	General Operating Supplies		0.00	200.00	-200.00
20103	E	Laboratory Supplies		0.00	100.00	-100.00
20115	E	Audio/Video Supplies		0.00	79.65	-79.65
20200	E	Minor Equipment		0.00	400.00	-400.00
NET TOTAL			88,650.00	48,743.31	23,336.75	16,569.94

Note: Click Start Over at the top right to go back to the search screen to change views/dates.

Look up Expenditure Details

On FRIGITD, enter the grant code and select the Level 1 Acct Types in the Account Summary drop down to see a breakdown of expenses by major categories (labor and expense):

Oregon State University DEV2 Grant Inception to Date FRIGITD 9.3.11 OSU (DEV2)

Chart of Accounts: C Grant: B00010 USDI Spotted Owl Nest Sites Grant Year: Index: Fund: Organization: Program: Activity: Location: Account Type: Account: Account Summary: Level 1 Acct Types Date From (MM/YY): 07 / 84 Date To (MM/YY): 11 / 19

Include Revenue Accounts: Exclude Indirect Costs: Hierarchy: Fund Summary: By Sponsor Account: IC Basis: IC Rate: Cost Share:

GRANT INCEPTION TO DATE						
Account	Type	Description	Adjusted Budget	Activity	Commitments	Available Balance
60	L	Labor		39,450.00	6,151.00	39,182.02
70	E	General Expense		112,400.00	86,398.18	18,501.82
NET TOTAL			151,850.00	92,549.18	46,682.02	12,618.80

Selecting Level 2 Acct Types will display the major budget line items:

Oregon State University DEV2 Grant Inception to Date FRIGITD 9.3.11 OSU (DEV2)

Chart of Accounts: C Grant: B00010 USDI Spotted Owl Nest Sites Grant Year: Index: Fund: Organization: Program: Activity: Location: Account Type: Account: Account Summary: Level 2 Acct Types Date From (MM/YY): 07 / 84 Date To (MM/YY): 11 / 19

Include Revenue Accounts: Exclude Indirect Costs: Hierarchy: Fund Summary: By Sponsor Account: IC Basis: IC Rate: Cost Share:

GRANT INCEPTION TO DATE						
Account	Type	Description	Adjusted Budget	Activity	Commitments	Available Balance
51	L	Unclassified Salaries		25,000.00	2,500.00	28,823.20
66	L	Grad Ast Resdnt Phys Dentist Cl Fel		3,150.00	1,050.00	2,100.00
69	L	Other Payroll Expenses		11,300.00	2,601.00	-1,659.82
71	E	Service & Supplies		49,200.00	39,303.21	9,896.79
73	E	Capital Expense		31,500.00	30,730.00	-6,730.00
76	E	Indirect Costs		31,700.00	16,364.97	15,335.03
NET TOTAL			151,850.00	92,549.18	46,682.02	12,618.80

All Levels will display all accounts that have been used on the grant code:

Account	Type	Description	Adjusted Budget	Activity	Commitments	Available Balance
10101	L	Staff-Unclassified Salaries	25,000.00	2,500.00	28,823.20	-6,323.20
10630	L	Graduate Research Asss	3,150.00	1,050.00	0.00	2,100.00
10901	L	Other Payroll Expenses	9,500.00	870.00	10,358.82	-1,728.82
10951	L	Graduate Assistant Fee Remissions	1,800.00	1,731.00	0.00	69.00
20001	E	Supplies Expense	7,000.00	0.00	0.00	7,000.00
20101	E	Office & Administrative Supplies	0.00	50.00	0.00	-50.00
20102	E	General Operating Supplies	0.00	422.80	0.00	-422.80
20103	E	Laboratory Supplies	0.00	585.06	0.00	-585.06
20115	E	Audio/Video Supplies	0.00	79.65	0.00	-79.65
20200	E	Minor Equipment	0.00	1,586.94	0.00	-1,586.94
20201	E	Computer (Noncapitalized)	0.00	659.48	0.00	-659.48
20202	E	Software	0.00	441.95	0.00	-441.95
20250	E	Parts-Auto & Equipment	0.00	135.99	0.00	-135.99
22503	E	Mailing Service - Incl Postage	100.00	73.55	0.00	26.45
23501	E	Equipment Maintenance & Repairs	250.00	99.69	0.00	150.31
24001	E	Equipment Rentals & Leases	350.00	350.00	0.00	0.00
24599	E	Other Professional Services	2,000.00	870.00	0.00	1,130.00
24602	E	Duplicating & Copying Expense	500.00	0.00	0.00	500.00
24604	E	Photo Services/Processing	0.00	47.25	0.00	-47.25
25012	E	Laboratory Reagents	0.00	218.55	0.00	-218.55
NET TOTAL			Adjusted Budget	Activity	Commitments	Available Balance
			151,850.00	92,549.18	46,682.02	12,618.80

When viewing details on FRIGTD, the date range defaults to the dates of the grant – from the date the grant began to the current month. To view a specific date range, change the Date From and Date To fields on the FRIGTD search screen:

Chart of Accounts: C Grant: [] Index: [] Organization: [] Activity: [] Account Type: [] Account Summary: All Levels

Date From (MM/YY): 07 / 19 Date To (MM/YY): 09 / 19

Include Revenue: Exclude Indirect:
 Accounts: Costs:
 Hierarchy: Fund Summary:
 By Sponsor Account: IC Basis:
 IC Rate: [] Cost Share: []

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.

This can be especially useful to review costs that have posted after the grant has ended for unallowable costs.

To view expenses for a specific index with the indirect cost basis and rate (F&A costs), enter the index and choose all levels for account summary on the FRIGITD search screen. After clicking Go to populate the form, you will see the IC Basis and IC Rate:

The screenshot shows the Oregon State DEV2 FRIGITD search screen. The top navigation bar includes 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. The search criteria are: Grant: B00010 USDI Spotted Owl Nest Sites, Grant Year: Index: B0001A, Fund: B0001A, Organization: 211620, Program: 15003, Activity: Location: Account Type: Account: Account Summary: All Levels. The search parameters are: Date From (MM/YY): 07 / 84, Date To (MM/YY): 11 / 19, Include Revenue Accounts: [], Exclude Indirect Costs: [], Hierarchy: [], Fund Summary: [], By Sponsor Account: [], IC Basis: MTDC, IC Rate: 41.5, Cost Share: []. The main table is titled 'GRANT INCEPTION TO DATE' and has columns for Account, Type, Description, Adjusted Budget, Activity, Commitments, and Available Balance. The table lists various accounts such as 10101 (Staff-Unclassified Salaries), 10901 (Other Payroll Expenses), 20001 (Supplies Expense), etc. A 'NET TOTAL' row is at the bottom of the table, showing Adjusted Budget: 63,200.00, Activity: 43,805.87, Commitments: 23,345.27, and Available Balance: -3,951.14. The bottom of the screen shows 'Record: 120' and '©2000 - 2018 Ellucian. All rights reserved. ellucian.'

Note: Index or Fund must be populated to view the IC Basis. Indexes can have different IC rates and cost share methods due to several factors including:

- Multiple IC Bases – most common are MTDC (modified total direct costs) and TDC (total direct costs).
- Multiple IC Rates – most commonly due to on campus, off campus, or other sponsored activities; each type has a different negotiated rate. Different rates can also occur if OSU's negotiated rates change during the life of the grant.
- Cost Share – can be REQD, GRAFEE, IC or REPORT. For REQD, OSRAA will set up a cost share index. If the method is GRAFEE or IC, OSRAA will calculate the cost share. If the method is REPORT – most commonly from a third part or volunteer time – then the BC is responsible for providing the information to OSRAA.

Drill Down to See Detail Information

From FRIGITD, you can drill into the details for any account code. With your cursor in the account you want to see more information about, click the Related link at the top right and select Grant Detail Information [FRIGTRD]:

The screenshot shows the 'Grant Inception to Date' screen in the Oregon State University DEV2 system. The top navigation bar includes 'ADD', 'RETR', 'RELATED', and 'TOOLS'. A red arrow points to the 'RELATED' button. Below the navigation bar, there are search filters for 'Chart of Accounts: C', 'Grant: J99190', 'Scanning the Pacific Ocean Floor', and 'Grant Year:'. The main table displays a list of accounts with columns for 'Account', 'Type', 'Description', and 'Amount'. The 'NET TOTAL' section shows an 'Adjusted Budget' of 50,000.00. A red oval highlights the 'Grant Detail Information [FRIGTRD]' option in the dropdown menu.

Account	Type	Description	Amount
20001	E	Supplies Expense	0.00
39100	E	General Travel	0.00
39115	E	Empl Travel - Domestic	0.00
40101	E	Equipment	5,000.00
70005	E	F & A Cost (formerly Indirect)	0.00

NET TOTAL
Adjusted Budget
50,000.00

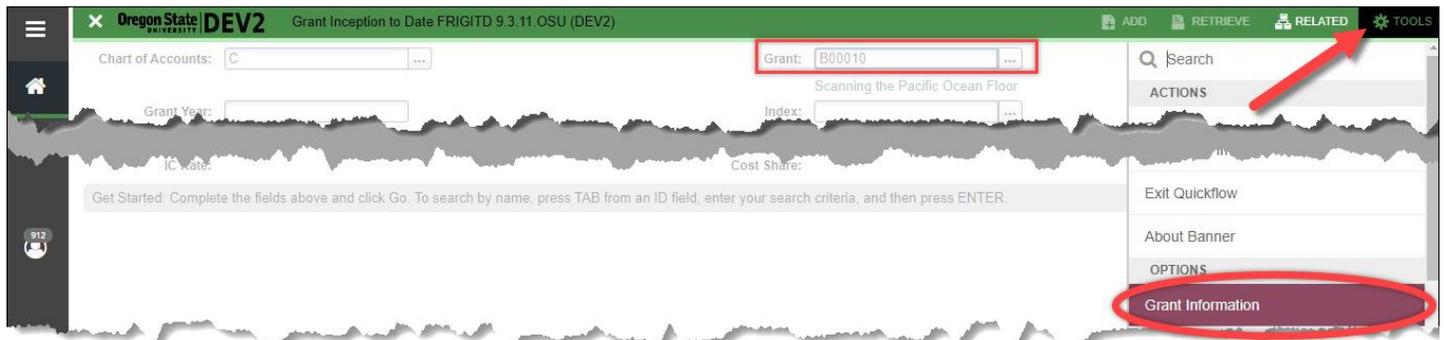
This will display all transactions (budgets, expenses, and encumbrances) for the account code that was selected:

The screenshot shows the 'Grant Transaction Detail Form' screen in the Oregon State University DEV2 system. The top navigation bar includes 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. The screen displays a table of transactions for account 39115. The table has columns for 'Account', 'Organization', 'Program', 'Activity Date', 'Type', 'Document', 'Description', 'Commit', 'Fund', 'Activity', 'Location', 'Transaction Date', 'Field', 'Amount', and 'Increase(+)'.

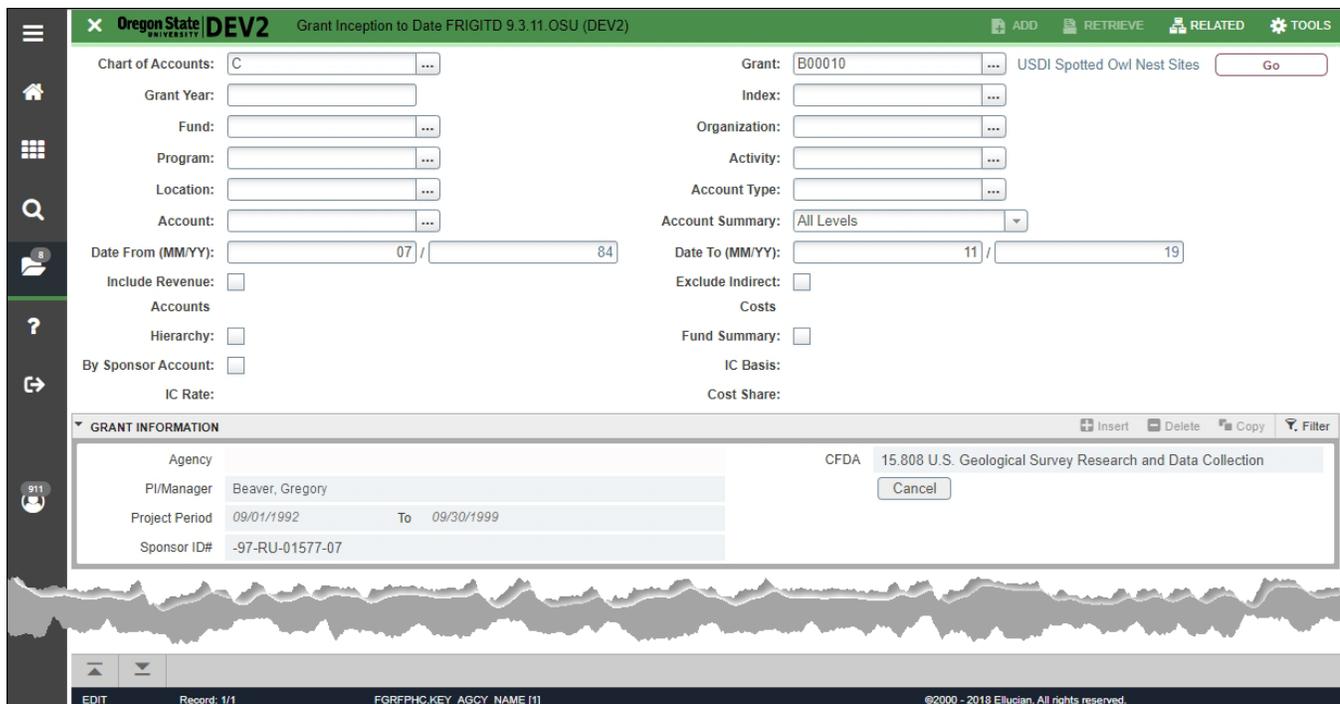
Account	Organization	Program	Activity Date	Type	Document	Description	Commit	Fund	Activity	Location	Transaction Date	Field	Amount	Increase(+)
39115	261120	15003	02/24/2016	INNI	I0380070	Beard, Harry	U	J9919A			02/24/2016	YTD	1,000.00	+
Total													1,000.00	

Look up Basic Grant Information

From FRIGITD, you can also view basic grant details including the agency name, principal investigator (PI), start and end dates of the project, and sponsor ID. Enter the grant code on the main FRIGITD search screen, then click on Tools at the top right and select Grant Information:



This will display basic grant information without having to leave FRIGITD and go back to FRAGRNT.



If you need additional grant details, use the FRAGRNT – Grant Maintenance form.

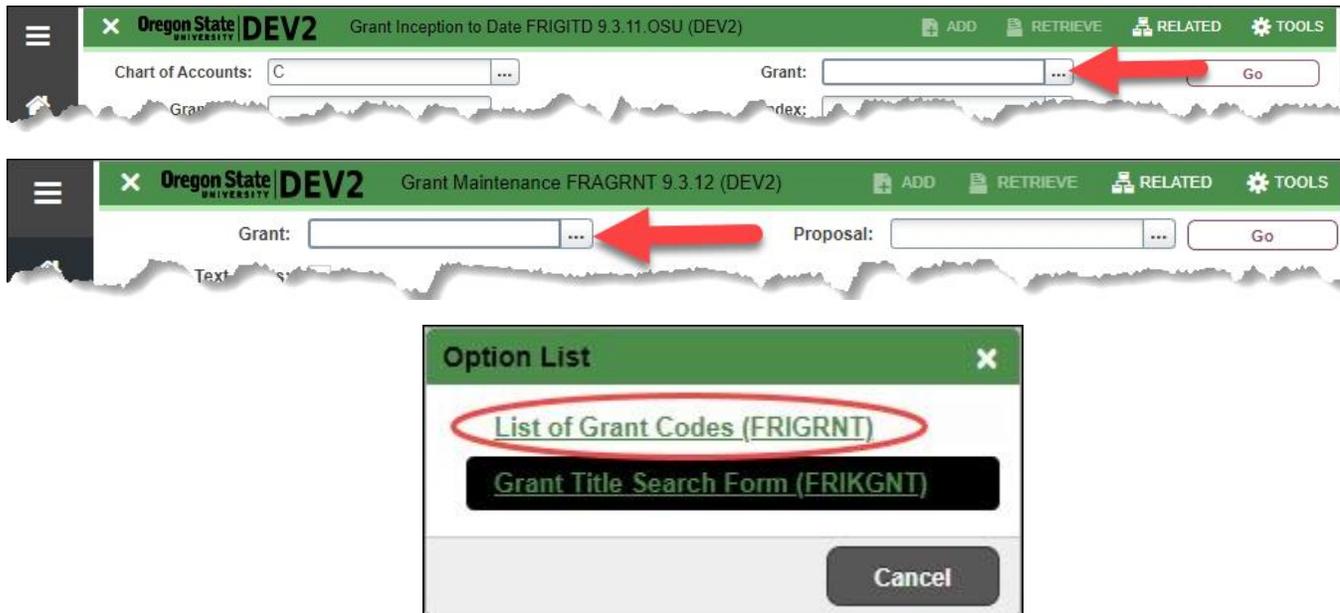
Search for Grants

There are several forms in Banner that can be used to look up Grants:

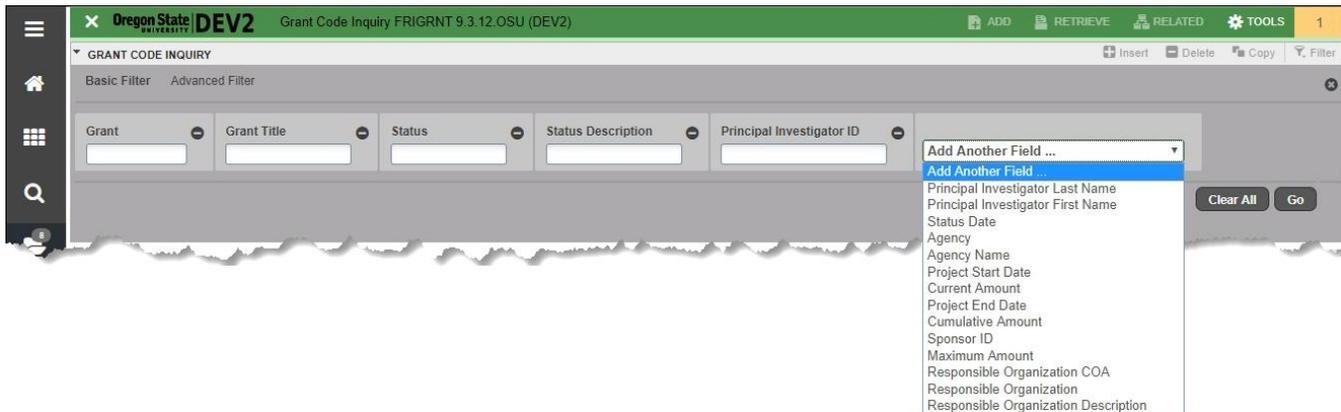
1. FRIGRNT – look up grants by grant code, agency, PI, org, sponsor ID (the code assigned by the granting agency), dates, or status.
2. FRIPSTG – look up grants by principal investigator.
3. FRIORGH – look up grants by responsible organization.

FRIGRNT – Grant Code Inquiry Form

You can access FRIGRNT directly from the Banner main menu or by clicking on the three dots next to the Grant field on FRIGITD or FRAGRNT and selecting List of Grant Codes (FRIGRNT):



On FRIGRNT, you can search for grants using any field – or combination of fields – on the form. To add more fields to the default search, click on the Add Another Field drop down:



You can also use wildcards on the form to find all grants that meet your criteria. For example, to view all National Lab grants, enter NL% in the Grant field then click Go. Use the arrows to move through the results:

If you accessed the form from FRIGITD or FRAGRNT, with your cursor in the Grant field, click Select at the bottom of the screen to return to the form with the grant code populated; otherwise the form is query only.

FRIPSTG – Grant Personnel Inquiry Form

On FRIPSTG, you can look up grants by principal investigator (PI). Enter the id and then click Go to populate the form:

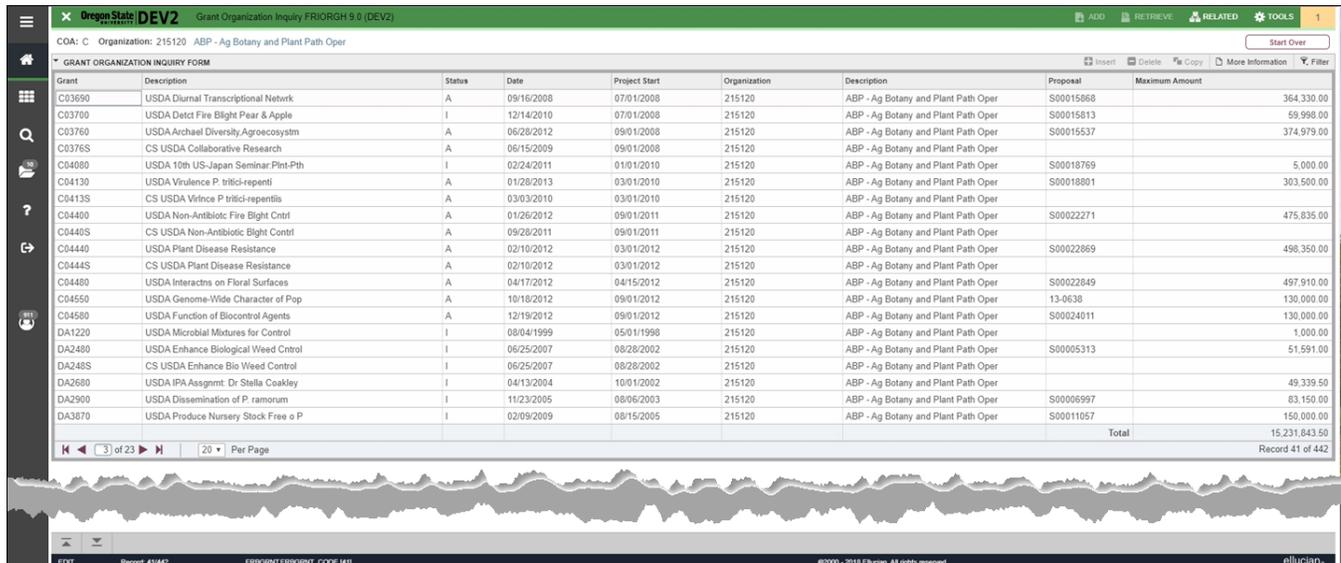
Grant	Description	Proposal	Maximum Amount	Status	Status Date
J99000	USDA Late Blight of Potato Tubers	S00000049	400,000.00	A	07/01/2006
J99190	Scanning the Pacific Ocean Floor	S00000065	50,000.00	A	02/12/2016
J99930	Test Effects of Pesticides		1,200,000.00	A	01/01/2006
V00010	HP Synthesis of Nanoparticle Solutn	S00006316	5,000.00	I	06/29/2004
Total			1,655,000.00		

From this form you can get to FRAGRNT or FRIGITD. With your cursor in the grant you want to view, select Grant Information [FRAGRNT] or Grant Ledger Information [FRIGITD] from the Related link at the top right.

FRIORGH – Grant Organization Inquiry Form

On FRIORGH, you can look up grants by the responsible organization.

Enter the Organization then click Go to populate the form:



Grant	Description	Status	Date	Project Start	Organization	Description	Proposal	Maximum Amount
C03690	USDA Diurnal Transcriptional Network	A	09/16/2008	07/01/2008	215120	ABP - Ag Botany and Plant Path Oper	S00015068	364,330.00
C03700	USDA Detect Fire Blight Pear & Apple	I	12/14/2010	07/01/2008	215120	ABP - Ag Botany and Plant Path Oper	S00015813	59,998.00
C03760	USDA-Archael Diversity/Agroecosystem	A	06/28/2012	09/01/2008	215120	ABP - Ag Botany and Plant Path Oper	S00015537	374,979.00
C0376S	CS USDA Collaborative Research	A	06/15/2009	09/01/2008	215120	ABP - Ag Botany and Plant Path Oper		
C04080	USDA 10th US-Japan Seminar/Pint-Pith	I	02/24/2011	01/01/2010	215120	ABP - Ag Botany and Plant Path Oper	S00018769	5,000.00
C04130	USDA Virulence P. tritici-repentis	A	01/28/2013	03/01/2010	215120	ABP - Ag Botany and Plant Path Oper	S00018801	303,500.00
C0413S	CS USDA Virulence P. tritici-repentis	A	03/03/2010	03/01/2010	215120	ABP - Ag Botany and Plant Path Oper		
C04400	USDA Non-Antibiotic Fire Blight Cntrl	A	01/26/2012	09/01/2011	215120	ABP - Ag Botany and Plant Path Oper	S00022271	475,835.00
C0440S	CS USDA Non-Antibiotic Blight Cntrl	A	09/28/2011	09/01/2011	215120	ABP - Ag Botany and Plant Path Oper		
C04440	USDA Plant Disease Resistance	A	02/10/2012	03/01/2012	215120	ABP - Ag Botany and Plant Path Oper	S00022869	498,350.00
C0444S	CS USDA Plant Disease Resistance	A	02/10/2012	03/01/2012	215120	ABP - Ag Botany and Plant Path Oper		
C04480	USDA Interacts on Floral Surfaces	A	04/17/2012	04/15/2012	215120	ABP - Ag Botany and Plant Path Oper	S00022849	497,910.00
C04550	USDA Genome-Wide Character of Pop	A	10/18/2012	09/01/2012	215120	ABP - Ag Botany and Plant Path Oper	13-0638	130,000.00
C04580	USDA Function of Blocontrol Agents	A	12/19/2012	09/01/2012	215120	ABP - Ag Botany and Plant Path Oper	S00024011	130,000.00
DA1220	USDA Microbial Mixtures for Control	I	08/04/1999	05/01/1998	215120	ABP - Ag Botany and Plant Path Oper		1,000.00
DA2480	USDA Enhance Biological Weed Control	I	06/25/2007	08/28/2002	215120	ABP - Ag Botany and Plant Path Oper	S00005313	51,591.00
DA248S	CS USDA Enhance Bio Weed Control	I	06/25/2007	08/28/2002	215120	ABP - Ag Botany and Plant Path Oper		
DA2680	USDA IPA Assgmt: Dr Stella Coakley	I	04/13/2004	10/01/2002	215120	ABP - Ag Botany and Plant Path Oper		49,339.50
DA2900	USDA Dissemination of P. ramorum	I	11/23/2005	08/06/2003	215120	ABP - Ag Botany and Plant Path Oper	S00006997	83,150.00
DA3870	USDA Produce Nursery Stock Free o P	I	02/09/2009	08/15/2005	215120	ABP - Ag Botany and Plant Path Oper	S00011057	150,000.00
Total								15,231,843.50

If you need additional information, with your cursor in the grant field, select Grant Information [FRAGRNT] from the Related link at the top right.

Additional Banner Forms

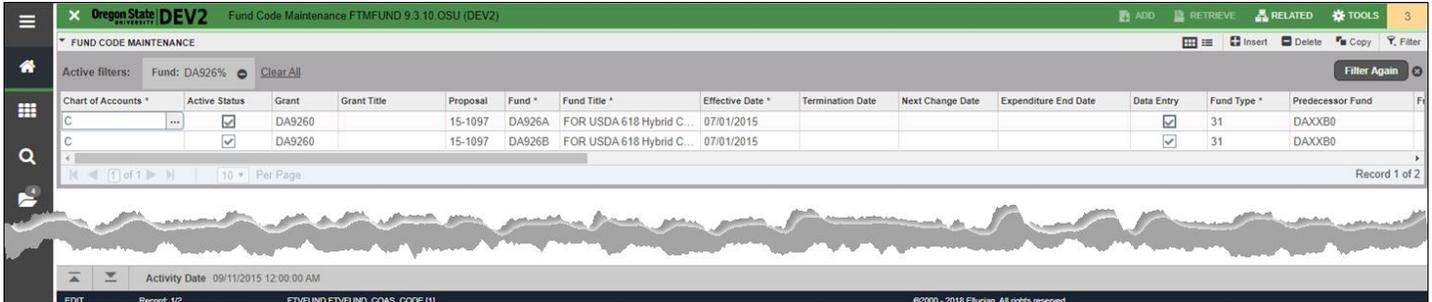
Additional forms for looking up grant information include:

1. FTMFUND – look up fund details for all funds on a grant.
2. FRMFUND – look up indirect cost and cost share details.
3. FTMACCI – look up Fund, Org, and Program for an Index.
4. FGITBAL – look up cash balance on gift and foundation accounts.
5. FRIBILL – look up summary of invoices and unbilled amounts on grants.
6. FRIBDET – look up details for unbilled, billed, payments received, and refunds on grants.
7. NYIEDST – Payroll Form – look payroll details by employee.
8. NYIDIST – Payroll Form – look payroll details by index.

Look up Fund Details – FTMFUND

On FTMFUND, you can view the fund details for all funds on a grant, including the fund title, fund type, financial manager (the PI for that particular fund), and determine if the fund has been terminated.

To view the fund details, you must first click F7 or Filter (at the top right  Filter). Enter the grant code in the Grant field then click F8 or Go to populate the form:

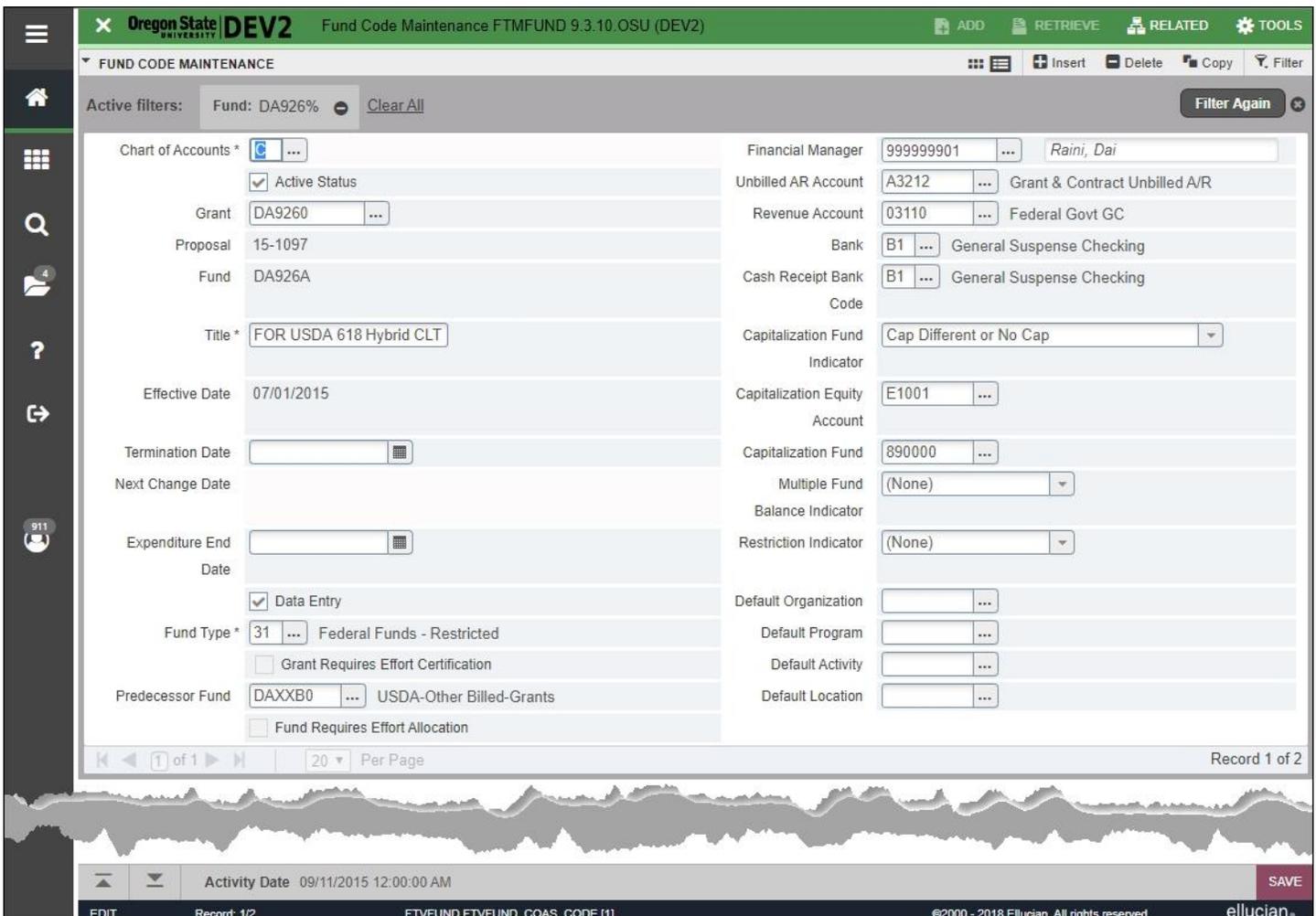


The screenshot shows the 'FUND CODE MAINTENANCE' screen in the DEV2 application. It displays a table with the following columns: Chart of Accounts, Active Status, Grant, Grant Title, Proposal, Fund, Fund Title, Effective Date, Termination Date, Next Change Date, Expenditure End Date, Data Entry, Fund Type, and Predecessor Fund. Two records are visible, both for Grant DA9260 and Fund DA926A.

Chart of Accounts *	Active Status	Grant	Grant Title	Proposal	Fund *	Fund Title *	Effective Date *	Termination Date	Next Change Date	Expenditure End Date	Data Entry	Fund Type *	Predecessor Fund
C	<input checked="" type="checkbox"/>	DA9260		15-1097	DA926A	FOR USDA 618 Hybrid C...	07/01/2015				<input checked="" type="checkbox"/>	31	DAXXB0
C	<input checked="" type="checkbox"/>	DA9260		15-1097	DA926B	FOR USDA 618 Hybrid C...	07/01/2015				<input checked="" type="checkbox"/>	31	DAXXB0

Note: you can use wildcards (%) when searching for grant funds.

You can switch between the multiple record view (shown above) and the single record view (shown below) using the icon at the top right () or Ctrl + G on your keyboard:



The screenshot shows the 'FUND CODE MAINTENANCE' screen in the DEV2 application, displaying the single record view for the fund details. The form is populated with the following information:

Chart of Accounts *	Financial Manager	999999901	Raini, Dai
<input checked="" type="checkbox"/> Active Status	Unbilled AR Account	A3212	Grant & Contract Unbilled A/R
Grant	Revenue Account	03110	Federal Govt GC
Proposal	Bank	B1	General Suspense Checking
Fund	Cash Receipt Bank	B1	General Suspense Checking
Title *	Code		
Effective Date	Capitalization Fund	Cap Different or No Cap	Indicator
Termination Date	Capitalization Equity	E1001	Account
Next Change Date	Capitalization Fund	890000	Multiple Fund
Expenditure End Date	Balance Indicator	(None)	Restriction Indicator
<input checked="" type="checkbox"/> Data Entry	Default Organization		
Fund Type *	Default Program		
<input type="checkbox"/> Grant Requires Effort Certification	Default Activity		
Predecessor Fund	Default Location		
<input type="checkbox"/> Fund Requires Effort Allocation			

Use the up and down arrows at the bottom of the page view additional funds on the grant:

The screenshot displays the 'Fund Code Maintenance' interface for 'FTMFUND 9.3.10.OSU (DEV2)'. The active filters are set to 'Fund: DA926%'. The main content area is divided into two columns. The left column contains fields for 'Chart of Accounts', 'Active Status', 'Grant' (DA9260), 'Proposal' (15-1097), 'Fund' (DA926A), 'Title' (FOR USDA 618 Hybrid CLT), 'Effective Date' (07/01/2015), 'Termination Date', 'Next Change Date', 'Expenditure End Date', 'Fund Type' (31 - Federal Funds - Restricted), and 'Predecessor Fund' (DAXXB0 - USDA-Other Billed-Grants). The right column contains fields for 'Financial Manager' (99999901 - Raini, Dai), 'Unbilled AR Account' (A3212 - Grant & Contract Unbilled A/R), 'Revenue Account' (03110 - Federal Govt GC), 'Bank' (B1 - General Suspense Checking), 'Cash Receipt Bank' (B1 - General Suspense Checking), 'Code', 'Capitalization Fund' (Cap Different or No Cap), 'Indicator', 'Capitalization Equity' (E1001), 'Account', 'Capitalization Fund' (890000), 'Multiple Fund' ((None)), 'Balance Indicator', 'Restriction Indicator' ((None)), 'Default Organization', 'Default Program', 'Default Activity', and 'Default Location'. At the bottom, there is a navigation bar with 'Record 1 of 2' and 'Per Page' options.

You can also access FRMFUND to view indirect costs and cost share for the fund directly from FTMFUND. Simply select I/C C/S Code Information [FRMFUND] from the Related link at the top right:

This screenshot shows the 'RELATED' menu in the 'Fund Code Maintenance' interface. A red arrow points to the 'RELATED' link in the top navigation bar. The menu is open, showing several options: 'Attribute Information [FTMFATA]', 'I/C C/S Code Information [FRMFUND]' (highlighted with a red circle), 'Document Text [FOATEXT]', 'Grant Information [FRAGRNT]', and 'View Hierarchy [FGQFNDH]'. The background of the interface is partially visible, showing the same fund details as the previous screenshot.

Look up Indirect Costs and Cost Share – FRMFUND

On FRMFUND, you can find the indirect cost details – including rate and account – as well as the cost share method, if applicable.

If you access the form from FTMFUND, the cost details for the fund will already be populated. If you access the form directly, you must first click F7 or Filter. After entering the fund code in the Fund field, click F8 or Go to populate the form:

RESEARCH ACCOUNTING FUND MAINTENANCE

Chart of Accounts * C ...

Fund * DA926B ... FOR USDA 618 Hybrid CLT 2

Grant DA9260

Effective Date 07/01/2015

Termination Date

Next Change Date

Budget Period Start 08/26/2015

Date

Budget Period End 06/30/2018

Date

Encumber Multi Year Labor

Indirect Cost Encumbering

Cost Codes

Indirect Cost Basis MTDC ... Modified Total Direct Cost

Indirect Cost Rate 47 ... 47 percent

Code

Indirect Cost Charge STND ... Acct Code for IC

Account Code

Indirect Cost STND ... IC to ZNOICR

Distribute To Code

Cost Share Method

Cost Share Basis

Cost Share Rate

Code

Cost Share Credit

Account Code

Cost Share Distribute

From Code

Billing Information

Billed Accounts A3213 Grant & Contract Billed A/R

Retainage Amount

Receivable

Cash Receipt Bank B1

Unbilled Accounts A3212

Code

Retainage Accounts

Retainage Percent

Receivable

Revenue Account 03110

Record 1 of 1

SAVE

Note: if the Cost Share Method is REQD, cost share accounting (grant, index(es), and fund(s)) will be set up; for IC, GRAFEE, or REPORT, no cost share accounting will be set up.

Look up Fund, Org, and Program – FTMACCI

On FTMACCI, you can find the Fund, Org, and Program associated with a particular index.

To view the details, you must first click F7 or Filter. Enter the index in the Account Index field then click F8 or Go to populate the form:

Account Index Code Maintenance FTMACCI 9.3.6.OSU (DEV2)

Active filters: Account Index: B0001% Clear All Filter Again

Chart of Accounts * C Effective Date 11/06/1999

Account Index: B0001A Active Status [checked] Termination Date []

Account Index Title * AFW - USDI Spotted Owl Next Change Date []

			Check to Override
Fund	B0001A	AFW USDI 999 Spotted Owl	<input type="checkbox"/>
Organization	211620	AGD - Fisheries and Wildlife Oper	<input type="checkbox"/>
Account	[]	[]	<input checked="" type="checkbox"/>
Program	15003	Spon Resrch On Campus Domestic	<input type="checkbox"/>
Activity	[]	[]	<input checked="" type="checkbox"/>
Location	[]	[]	<input checked="" type="checkbox"/>

Record 1 of 8

Activity Date 11/06/1999 12:00:00 AM SAVE

EDIT Record: 1/8 FTMACCI.FTMACCI.GOAS.CODE[1] ©2000 - 2018 Ellucian. All rights reserved. ellucian.

Look up Cash Balance for Gift or Foundation Accounts by Fiscal Year – FGITBAL

On FGITBAL, you can find the cash balance on gift and foundation accounts by fiscal year.

The fiscal year will default to the current year, but can be changed if needed. Enter the fund and click Go to populate the form:

General Ledger Trial Balance FGITBAL 9.3.7 (DEV2)

Chart: * C Fiscal Year: * 20 Account: []

Fund: [] Account Type: []

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.

The balance for all gift funds should be greater than zero. If there is an asterisk in the far right column, that denotes an amount opposite of the normal balance.

Account	Description	Beginning Balance	Debit/Credit	*	Current Balance	Debit/Credit	*
A0901	Cash On-Hand - Interfund	0.00	Debit		27,020.66	Debit	
C1010	Actual Expense Control	0.00	Debit		95.09	Debit	
C0010	Actual Revenue Control	0.00	Credit		27,115.75	Credit	
Total	ALL ACCOUNTS	0.00			0.00		

Record 1 of 3

* - denotes amount is opposite of Normal Balance

EDIT Record: 1/3 FGVTL1 ellucian.

Look up Summary of Invoices on Grants – FRIBILL

On FRIBILL, you can view the invoices that have been billed to the funding agency, if the invoice has been paid, and any outstanding amount.

Enter the grant code in the Grant field then click Go to populate the form:

The screenshot shows the 'Research Accounting Billing Inquiry FRIBILL 9.0 (DEV2)' interface. It features a search form with the following fields: 'Grant' (with a dropdown arrow), 'Agency' (with a dropdown arrow), 'PMS Code' (with a dropdown arrow), and 'Fund Code' (with a dropdown arrow). A 'Go' button is positioned to the right of the PMS Code field. Below the form, a grey instruction bar reads: '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.'

The screenshot displays the 'GRANT BILLING QUERY' results for Grant: J99010 Pathogens and Toxicity in the Blood, PMS Code: Agency: DHHS93398 Public Health Service-Cancer Research, and Fund Code: Start Over. The table below shows the following data:

Grant Code	Fund Code	Bill Amount	Outstanding	Paid	Invoice Number	Adjustment Number	Bill Date	Aging
J99010	J9901A	10,000.00	0.00	10,000.00	1	0	01/10/2007	0
J99010	J9901A	40,000.00	0.00	40,000.00	2	0	04/22/2008	0
J99010	J9901A	10,000.00	0.00	10,000.00	3	0	03/09/2012	0
J99010	J9901A	1,000.00	0.00	1,000.00	4	0	02/11/2015	0
J99010	J9901A	7,000.00	0.00	7,000.00	5	0	02/11/2015	0
J99010	J9901A	10,000.00	0.00	10,000.00	6	0	05/04/2015	0
J99010	J9901A	-10,000.00	0.00	-10,000.00	6	1	05/04/2015	0
Total:			0.00	68,000.00				

Below the table is a 'TOTALS' section with the following data:

Total Billed	68,000.00	Total Unbilled	1,460.00
Total On-Hold	0.00		

Look up Details for Charges on Grants – FRIBDET

On FRIBDET, you can view detailed information on unbilled, billed, and payments from the funding agency.

Enter the grant code in the Grant field then click Go to populate the form:

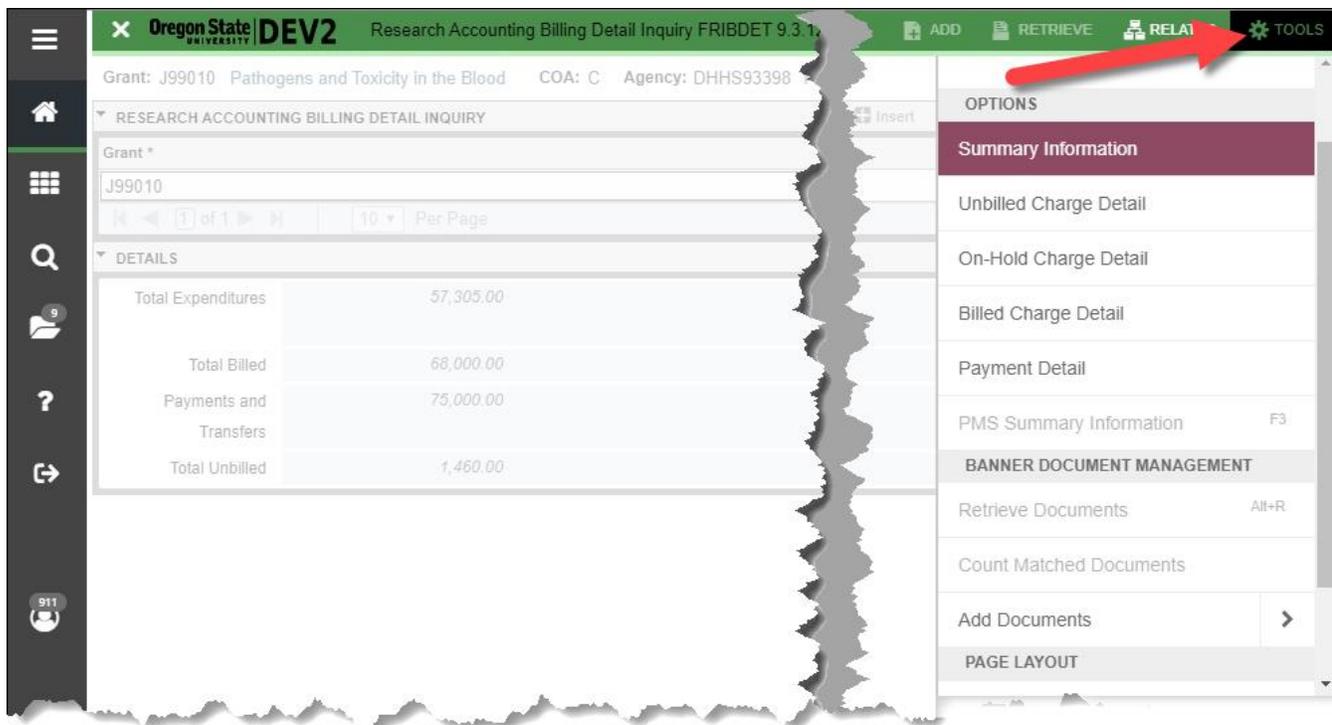
The screenshot shows the 'Research Accounting Billing Detail Inquiry FRIBDET 9.3.12 (DEV2)' interface. It features a search form with the following fields: 'Grant' (with a dropdown arrow), 'Agency' (with a dropdown arrow), 'Fund' (with a dropdown arrow), 'COA: *' (with a dropdown arrow and value 'C'), and 'PMS Code' (with a dropdown arrow). A 'Go' button is positioned to the right of the COA field. Below the form, a grey instruction bar reads: '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.'

RESEARCH ACCOUNTING BILLING DETAIL INQUIRY		DETAILS	
Grant *	Description	Total Expenditures A	57,305.00
J99010	Pathogens and Toxicity in the Blood	Total Billed B	68,000.00
		Payments and Transfers C	75,000.00
		Total Unbilled D	1,460.00
		Retainage Withholding E	0.00
		Total Refunds F	7,000.00
		Total On-Hold G	0.00
		Payment Withholding H	0.00

The bottom of the form contains the charge details:

- A. Total Expenditures – the total amount spent on the grant.
- B. Total Billed – the amount that has been invoiced to the funding agency.
- C. Payments and Transfers – the amount that has been paid by the funding agency.
- D. Total Unbilled – any amount that has not been invoiced to the funding agency.
- E. Retainage Withholding – retainage is a percentage or flat dollar amount of each invoice that the agency holds and will remit when the project is completed; if the agency is retaining funds, the amount will be listed here.
- F. Total Refunds – total of any overpayments from the agency that have been refunded by OSU.
- G. Total On-Hold – any costs charged to a grant that will not be billed to the agency until the hold is removed.
- H. Payment Withholding – if the agency takes retainage when it is not part of the agreement, the amount is listed here. OSRAA bills the agency for the shortage at the end of the grant.

For additional details, select from the Tools link at the top right:

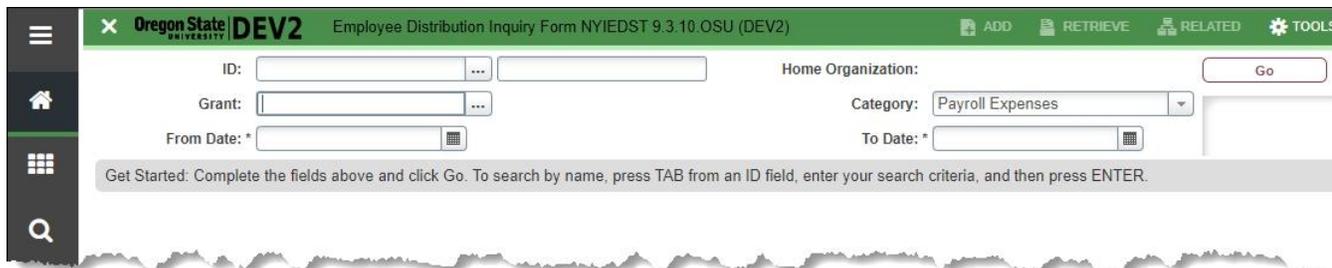


- Summary Information – the main page of the FRIBDET form with the expenditure totals.
- Unbilled Charge Detail – a list of all charges that have not been billed to the funding agency.
- On-Hold Charge Detail – a list of all charges that will not be billed to the agency and have been put on hold.
- Billed Charge Detail – a list of all charges that have been billed to the funding agency.
- Payment Detail – a list of all payments received from the funding agency.
- PMS Summary Information – the bottom portion of the FRIBDET form listing expenditure and billing totals for grants that are drawn via Letter of Credit.

Look up Employee Payroll Details – NYIEDST

You must have Banner HRIS access to view this form. On NYIEDST, you can view all payroll data (including benefit deductions and hours worked) for a particular employee for any period.

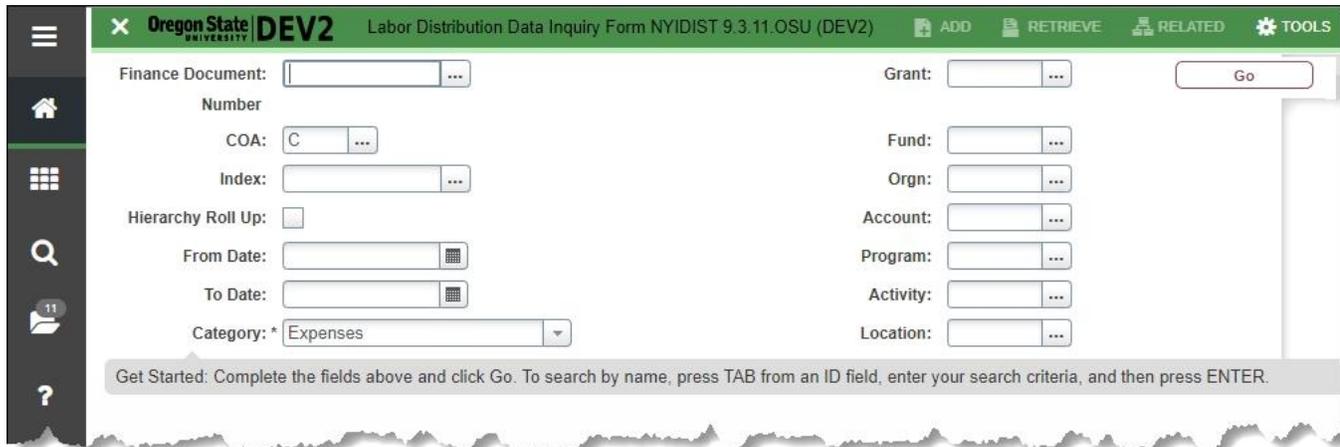
Enter the employee ID, the From Date and the To Date then click Go to populate the form:



Look up Payroll Details by Index – NYIDIST

You must have Banner HRIS access to view this form. On NYIDIST, you can view payroll details and OPE for all employees paid on an index for any particular period.

Enter the Index, the From Date and the To Date then click Go to populate the form:



Oregon State UNIVERSITY DEV2 Labor Distribution Data Inquiry Form NYIDIST 9.3.11.OSU (DEV2) ADD RETRIEVE RELATED TOOLS

Finance Document: ... Grant: ...

Number

COA: ... Fund: ...

Index: ... Orgn: ...

Hierarchy Roll Up: Account: ...

From Date: ... Program: ...

To Date: ... Activity: ...

Category: * ... Location: ...

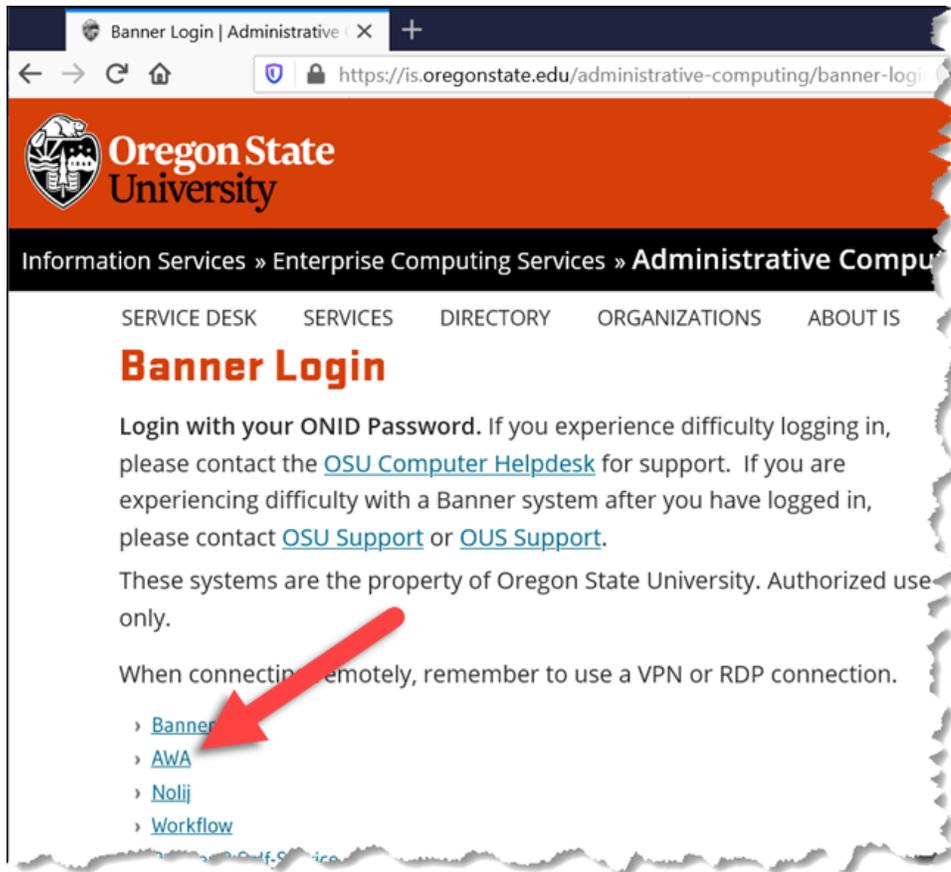
Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Reports

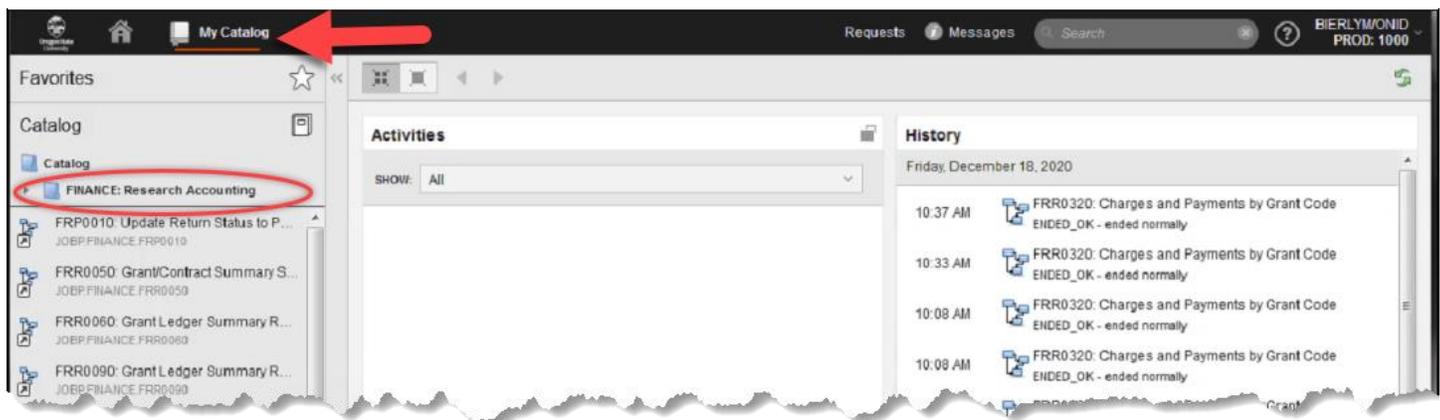
Grant reports can be run in both AWA and CORE.

AWA Reports

To access AWA, click on the AWA link at <http://banner.oregonstate.edu/>:



From the AWA main page, select My Catalog then FINANCE_FR to see the research accounting reports:



Grant specific AWA reports and criteria needed for each report:

- FZRGRNT – one line summary report for each index/fund by org or PI.
 - Enter Org Code, Grant Code, or PI's ID number.
- FRRGITD – Grant Inception to Date by org or specific grant.
 - Enter the following:
 - As of Date – the report will show grant details from inception to date entered.
 - Grant Option:
 - S – Specific Grant (default) – must then enter Specific Grant.
 - W – Wildcard – must then enter Grant Wildcards.
 - R – Range – must then enter Grant From and Grant To.
- FRR0060 – Grant Ledger Summary Report – includes a breakout of student pay and OPE.
 - Enter the following:
 - From Date.
 - To Date.
 - Grant, Fund, or Org Code.
- FRR0090 – Grant Ledger Summary Report.
 - Enter the following:
 - From Date.
 - To Date.
 - Grant, Fund, or Org Code.
- FRR0100 – Grant Ledger Summary Report by account for fund/org.
 - Enter the following:
 - From Date.
 - To Date.
 - Fund (wildcards are allowed) or Org Code.

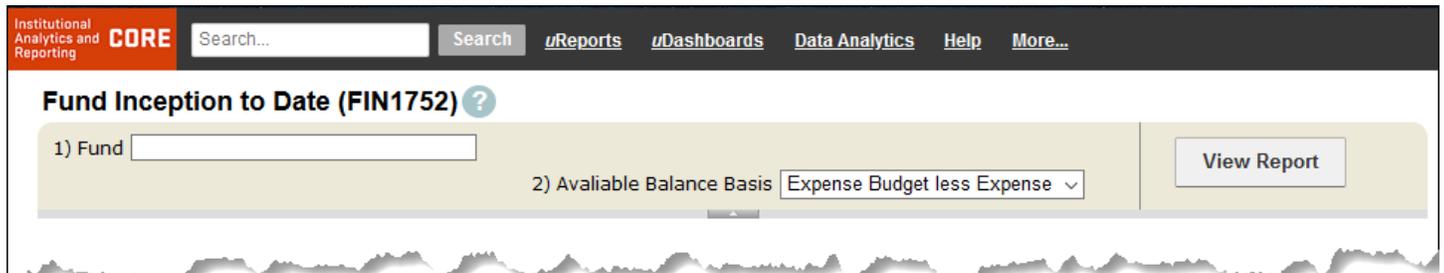
CORE Reports

CORE can be accessed at <https://iar.oregonstate.edu/bic/core>.

The following grant specific reports have been created in CORE. Suggested uses for each report are listed below, but reports can be used when the specific data is needed, not just for the listed reasons.

FIN1752 – Fund Inception to Date

Enter the Fund and select the Available Balance Basis (Expense Budget less Expense or Income less Expense):

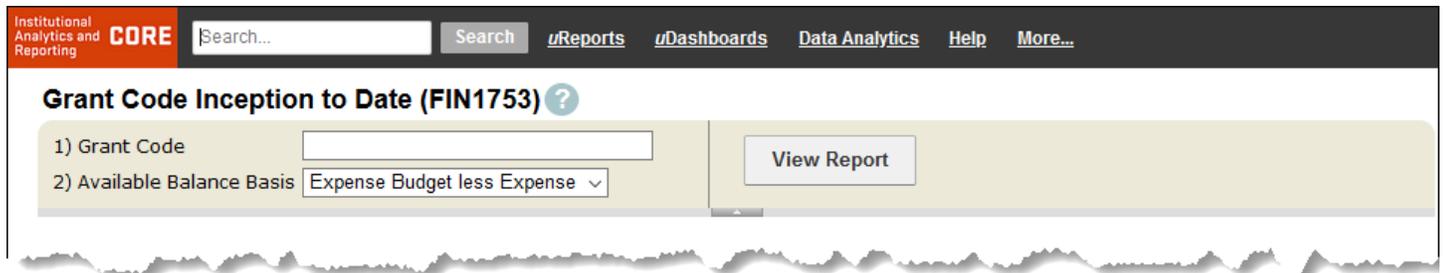


The screenshot shows the 'Fund Inception to Date (FIN1752)' report form. At the top, there is a navigation bar with the 'CORE' logo and a search bar. Below the navigation bar, the title 'Fund Inception to Date (FIN1752)' is displayed with a help icon. The form contains two input fields: '1) Fund' and '2) Available Balance Basis'. The 'Available Balance Basis' dropdown menu is currently set to 'Expense Budget less Expense'. A 'View Report' button is located to the right of the form.

This report can be used to view inception date budget, expenses, and balances for one fund at the account code level.

FIN1753 – Grant Code Inception to Date

Enter the Grant Code and select the Available Balance Basis (Expense Budget less Expense or Income less Expense):



The screenshot shows the 'Grant Code Inception to Date (FIN1753)' report form. At the top, there is a navigation bar with the 'CORE' logo and a search bar. Below the navigation bar, the title 'Grant Code Inception to Date (FIN1753)' is displayed with a help icon. The form contains two input fields: '1) Grant Code' and '2) Available Balance Basis'. The 'Available Balance Basis' dropdown menu is currently set to 'Expense Budget less Expense'. A 'View Report' button is located to the right of the form.

This report can be used to view inception date budget, expenses, and balances for one grant at the account code level.

FIN1754 – Annual Grant Expenditures

Enter the Org and Fiscal Year in yyyy format:

The screenshot shows the top navigation bar with 'Institutional Analytics and Reporting CORE' and a search bar. Below the navigation bar is the report title 'Annual Grant Expenditures (FIN1754)'. The form contains two dropdown menus: 'Org' with 'Equal' selected and 'Org Value'. Below these is a text input field for '1) FiscalYear (yyyy)' containing '2020'. A 'View Report' button is located to the right of the form.

This report can be used to view grant expenditures for all grant funds as specified by the org prompt. It will provide year to date expenses for FY in the prompt as well as inception to date expense total. Results display one line per grant fund.

FIN1780 – Cost Share Detail for Index

Enter the Cost Share Index:

The screenshot shows the top navigation bar with 'Institutional Analytics and Reporting CORE' and a search bar. Below the navigation bar is the report title 'Cost Share Detail for Index (FIN1780)'. The form contains a dropdown menu for '1) Cost Share Index'. A 'View Report' button is located to the right of the form.

This report can be used to view inception to date budget, expenses, and balances for cost share index. Prompt will allow for single entry or multiple entry.

FIN1781 – Cost Share for Grant

Enter the Cost Share Grant and select the Display Level (Detail or Summary):

The screenshot shows the top navigation bar with 'Institutional Analytics and Reporting CORE' and a search bar. Below the navigation bar is the report title 'Cost Share for Grant (FIN1781)'. The form contains two dropdown menus: '1) Cost Share Grant' and '2) Display Level' with 'Detail' selected. A 'View Report' button is located to the right of the form.

This report can be used to view inception to date budget, expenses, and balances for cost share grant. Prompt will allow single entry or multiple entry. Reminder – cost share grants normally end with an “S”.

FIN1782 – Cost Share Summary for Org

Enter the Organization:

The screenshot shows the 'Cost Share Summary for Org (FIN1782)' report form. At the top left, there is a logo for 'Institutional Analytics and Reporting CORE'. To the right of the logo is a search bar with the text 'Search...' and a 'Search' button. Further right are navigation links: '#Reports', '#Dashboards', 'Data Analytics', 'Help', and 'More...'. Below the navigation is the report title 'Cost Share Summary for Org (FIN1782) ?'. The main form area contains a single input field labeled '1) Organization (accepts wildcard '%')' and a 'View Report' button.

This report can be used to view inception to date budget, expenses, and balances for all cost share for an org. Prompt will allow org code begins with.

FIN1801 – Fund Balance Statement

Enter the Fiscal Year, the Fund, and select if you would like to see monthly detail or not:

The screenshot shows the 'Fund Balance Statement (FIN1801)' report form. It features the same header as the previous form. The main form area contains three input fields: '1) Fiscal Year (xxxx)' with the value '2020', '2) Fund' with a dropdown arrow, and '3) Show Monthly Detail' with a dropdown menu showing 'No (disabled if any other value selected)'. A 'View Report' button is located to the right of these fields.

This report can be used to view inception general ledger balances by account code for a fund or list of funds. Useful to see cash balance on gifts or foundation accounts. Also can be used to confirm asset and liability account codes are at zero to allow grant to be closed out.

FIN1870 – Indirect Costs

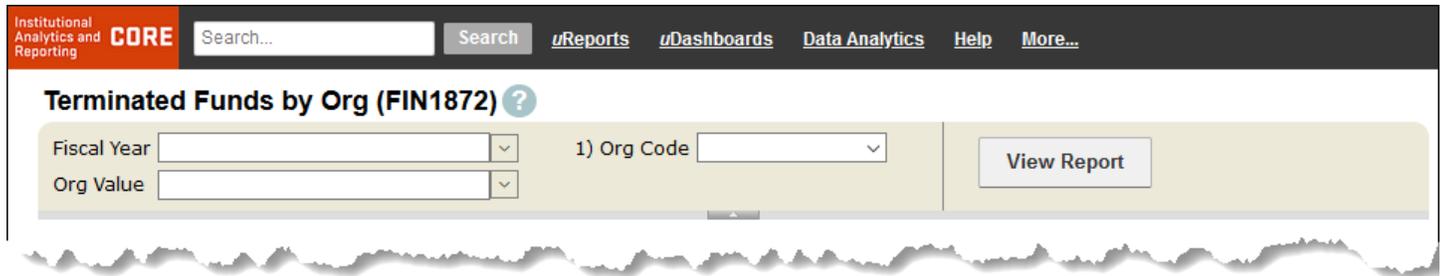
Enter Fiscal Year, View by (Totals, Fiscal Periods, Fiscal Quarters), Fiscal Period, From Org, To Org, ROH % to College, ROH % to Department, and Group By (Fund, Org, Index, Grant Code, FFM Name):

The screenshot shows the 'Indirect Costs (FIN1870)' report form. It features the same header. The main form area contains eight input fields arranged in two columns: '1) Fiscal Year (yyyy)' with a dropdown showing '<Select a Value>', '2) View by' with a dropdown showing '<Select a Value>', '3) Fiscal Period' with a dropdown, '4) From Org' with a text input, '5) To Org' with a text input, '6) ROH % To College (exp 26.0)' with a text input showing '26', '7) ROH % To Department (exp 90.0)' with a text input showing '0', and '8) Group By' with a dropdown showing 'ORG'. A 'View Report' button is located to the right of these fields.

This report can be used to view Indirect cost rates for grant indexes for an org or range of orgs; can also be used to view year to date returned overhead and amount returned back to the college.

FIN1872 – Terminated Funds by Org

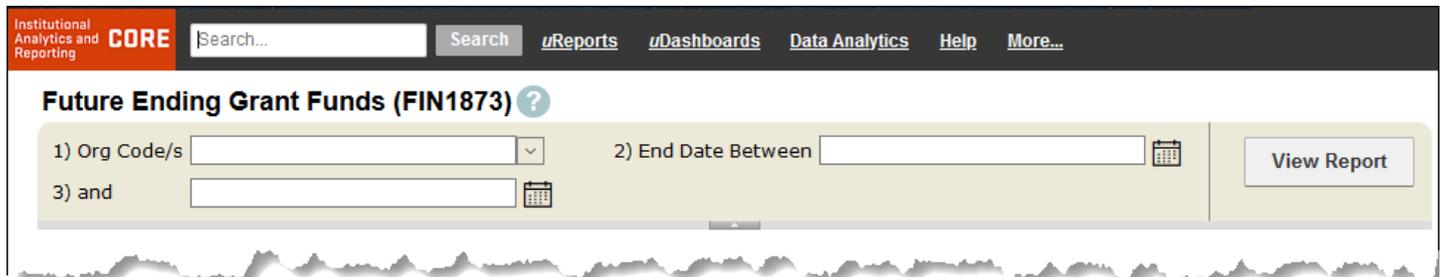
Enter Fiscal Year and Org Code:



This report can be used to view funds terminated in specific fiscal year(s). Multiple choices on org parameter (Equals, Begins With, Ends With, Contains, Is One Of).

FIN1873 – Future Ending Grant Funds

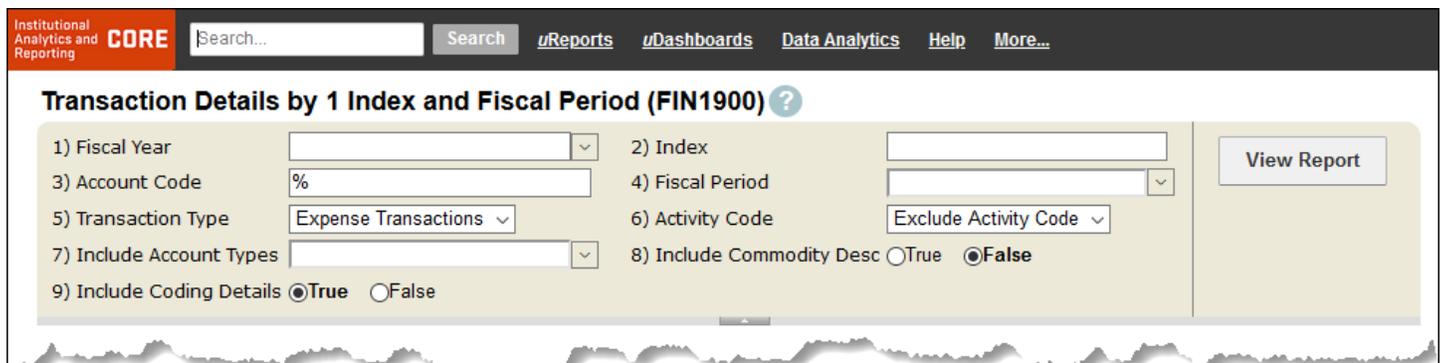
Enter the Org Code(s) and the dates you would like to review:



This report can be used to view a list of grant funds that are ending during a date range. Great for reviewing grant funds ending within the next 60 or 90 days to see if they need no-cost extension requested or final costs posted.

FIN1900 – Transaction Details by 1 Index and Fiscal Period

Enter the Fiscal Year, Index, Account Code, Fiscal Period, select Transaction Type (All, Budget, or Expense), select Activity Code (Include or Exclude), Include Account Types, select Include Commodity Desc (True or False), and select Include Coding Details (True or False):



This report can be used to view detailed transaction listing for an index. Can select fiscal year and fiscal period. It can also be used to review cost that posted after a grant ended for allowability.

FIN1907 – Idoc/JV Detail

Enter the Doc Code, Index, Account Code, select Include Null Index Values (Yes or No), and select Show Account & Activity Titles (True or False):

The screenshot shows the 'Idoc / JV Detail (FIN1907)' configuration form. At the top left is the 'Institutional Analytics and Reporting CORE' logo. A search bar with 'Search...' and a 'Search' button is present. Navigation links include 'uReports', 'uDashboards', 'Data Analytics', 'Help', and 'More...'. The form fields are: 1) Doc Code (text input), 2) Index (accepts % wildcard) (text input with '%' prefix), 3) Account Code (Accepts % wildcard) (text input with '%' prefix), 4) Include Null Index values (dropdown menu set to 'Yes'), and 5) Show Account & Activity Titles (radio buttons for 'True' and 'False', with 'False' selected). A 'View Report' button is on the right.

This report can be used to view invoice or JV detail. If document has text, it is displayed. All accounting rows are also listed. Report contains link to Nolij documentation.

RES0007 – Grant Awards by Organization Code

Enter the Fiscal Year, select Month, Finance Org Code, select Show Title (No Titles or Grant, Fund, or Proposal Title), select Expand All (True or False):

The screenshot shows the 'Grant Awards by Organization Code (RES0007)' configuration form. It features the same top navigation as the previous form. The form fields are: 1) Fiscal Year (dropdown menu set to '2020'), 2) Month (dropdown menu set to 'December'), 3) Finance Org Code (example: 6010%) (text input), 4) Show Title (dropdown menu set to 'No Titles'), and 5) Expand All (radio buttons for 'True' and 'False', with 'False' selected). A 'View Report' button is on the right.

This report can be used to view a listing of all grant awards for an Org (or Org begins with).

RES0055 – PI Indexes

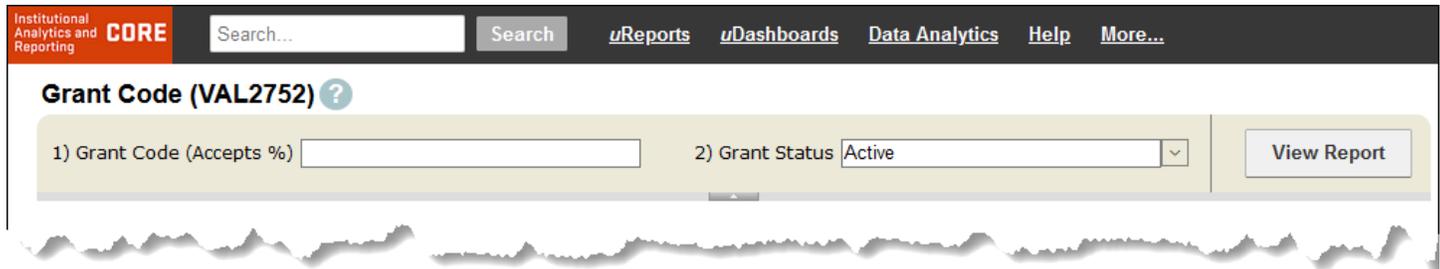
Enter ID or PI Last Name, First Name (if needed), and select Active or Terminated Grants (Active, Terminated, or both):

The screenshot shows the 'PI Indexes (RES0055)' configuration form. It features the same top navigation. The form fields are: 1) ID (leave blank if searching by Name) (text input), 2) PI Last Name (leave blank if searching by ID) (text input), 3) First name (text input), and 4) Active or Terminated Grants (dropdown menu set to 'Active'). A 'View Report' button is on the right.

This report can be used to view grant indexes for a faculty member.

VAL2752 – Grant Code

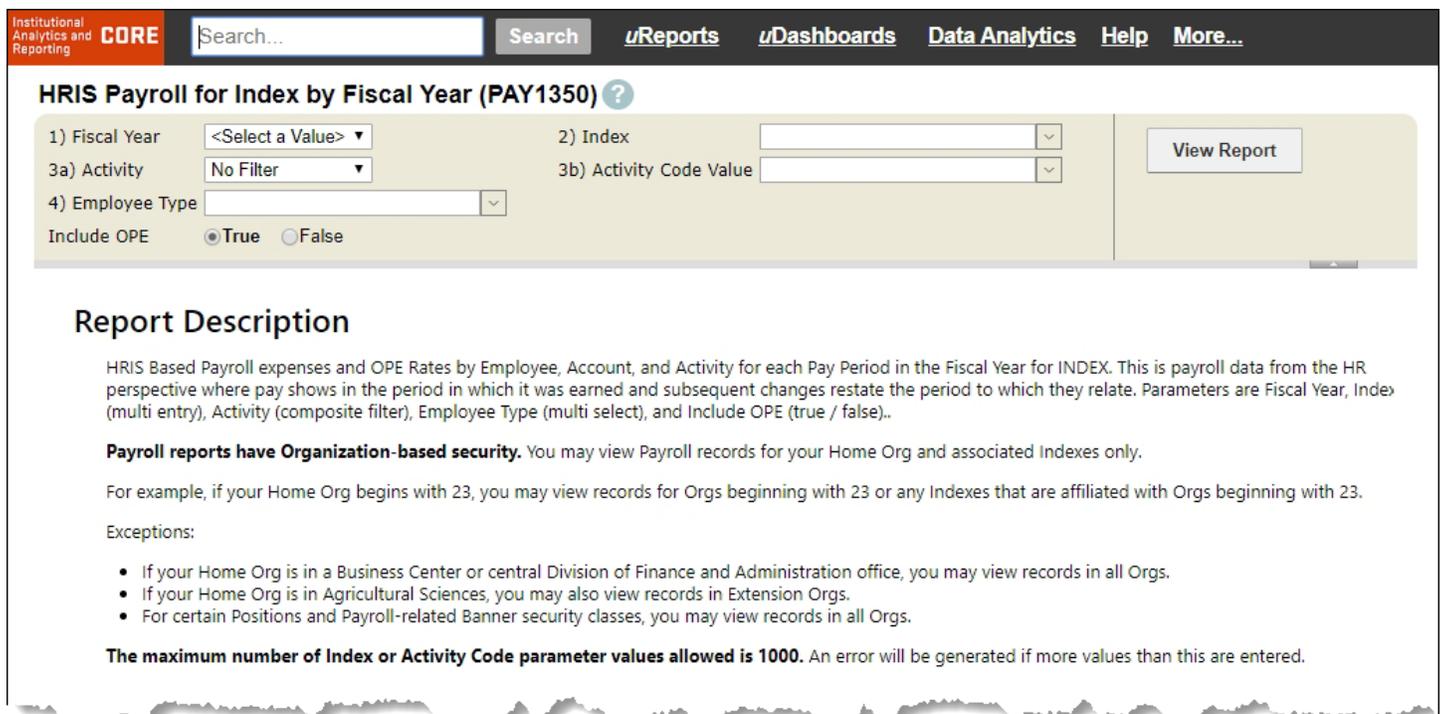
Enter the Grant Code and select Grant Status (Active, Terminated, or both):



This report can be used to view a list grant codes.

PAY1350 – HRIS Payroll for Index by Fiscal Year

Select Fiscal Year, enter Index, select Activity, Activity Code Value, select Employee Type, and select Include OPE (True or False):



Report Description

HRIS Based Payroll expenses and OPE Rates by Employee, Account, and Activity for each Pay Period in the Fiscal Year for INDEX. This is payroll data from the HR perspective where pay shows in the period in which it was earned and subsequent changes restate the period to which they relate. Parameters are Fiscal Year, Index (multi entry), Activity (composite filter), Employee Type (multi select), and Include OPE (true / false)..

Payroll reports have Organization-based security. You may view Payroll records for your Home Org and associated Indexes only.

For example, if your Home Org begins with 23, you may view records for Orgs beginning with 23 or any Indexes that are affiliated with Orgs beginning with 23.

Exceptions:

- If your Home Org is in a Business Center or central Division of Finance and Administration office, you may view records in all Orgs.
- If your Home Org is in Agricultural Sciences, you may also view records in Extension Orgs.
- For certain Positions and Payroll-related Banner security classes, you may view records in all Orgs.

The maximum number of Index or Activity Code parameter values allowed is 1000. An error will be generated if more values than this are entered.

This report can be used to view employees paid on an index for one fiscal year. Allows picking of types of employee and can toggle OPE to show or not show. Note: this is HRIS - the month the pay is for.

PAY1552 – FIS Employee Payroll Transaction Detail

Enter Fiscal Year and OSU ID:

The screenshot shows the top navigation bar with 'Institutional Analytics and Reporting CORE' and a search bar. Below the navigation bar is the report title 'FIS Employee Payroll Transaction Detail (PAY1552)'. The main form area contains two input fields: '1) Fiscal Year (YYYY)' with the value '2020' and '2) OSU ID'. A 'View Report' button is located to the right of these fields. Below the form is a 'Report Description' section.

FIS Employee Payroll Transaction Detail (PAY1552) ?

1) Fiscal Year (YYYY) 2020 2) OSU ID

View Report

Report Description

FIS Based Payroll expenses by Index, Activity, and Account for each Fiscal Year or ONE EMPLOYEE. This is payroll data from the Finance perspective where pay shows in the fiscal period when it posted and subsequent changes appear in the fiscal period when they were made. Parameters are Fiscal Year (typed entry), and ID (typed entry).

This report can be used to view all pay and OPE for one employee for one fiscal year. Note: this is FIS – when the pay posted. Labor distributions removing pay will show as a negative amount.

PAY1553 – HRIS Default Pay by Index/Org

Select Index Filter, Index Value, Org Filter, Org Value, Activity Filter, Activity Code Value, Fiscal Year, and Group By:

The screenshot shows the top navigation bar with 'Institutional Analytics and Reporting CORE' and a search bar. Below the navigation bar is the report title 'HRIS Default Pay by Index/Org (PAY1553)'. The main form area contains several input fields: 'Index Filter' (No Filter), 'Org Filter' (No Filter), 'Activity Filter' (No Filter), 'Fiscal Year (yyyy)' (2020), and 'Group By' (Index). There are also input fields for 'Index Value', 'Org Value', and 'Activity Code Value'. A 'View Report' button is located to the right of these fields. Below the form is a 'Report Description' section.

HRIS Default Pay by Index/Org (PAY1553) ?

Index Filter: No Filter Index Value: **View Report**

Org Filter: No Filter Org Value: **View Report**

Activity Filter: No Filter Activity Code Value: **View Report**

Fiscal Year (yyyy) 2020

Group By: Index

Report Description

HRIS based projected payroll expenses by Index, Org, Account, Employee, and Activity for current and future months of the current fiscal year based on the default labor distributions defined in the HR system. Replaces BI Query reports Default Pay 1 Index and Default Pay Multiple Indexes. Parameters are Index, Org, and Activity and offer choice of operators and group by.

Payroll reports have Organization-based security. You may view Payroll records for your Home Org and associated Indexes only.

For example, if your Home Org begins with 23, you may view records for Orgs beginning with 23 or any Indexes that are affiliated with Orgs beginning with 23.

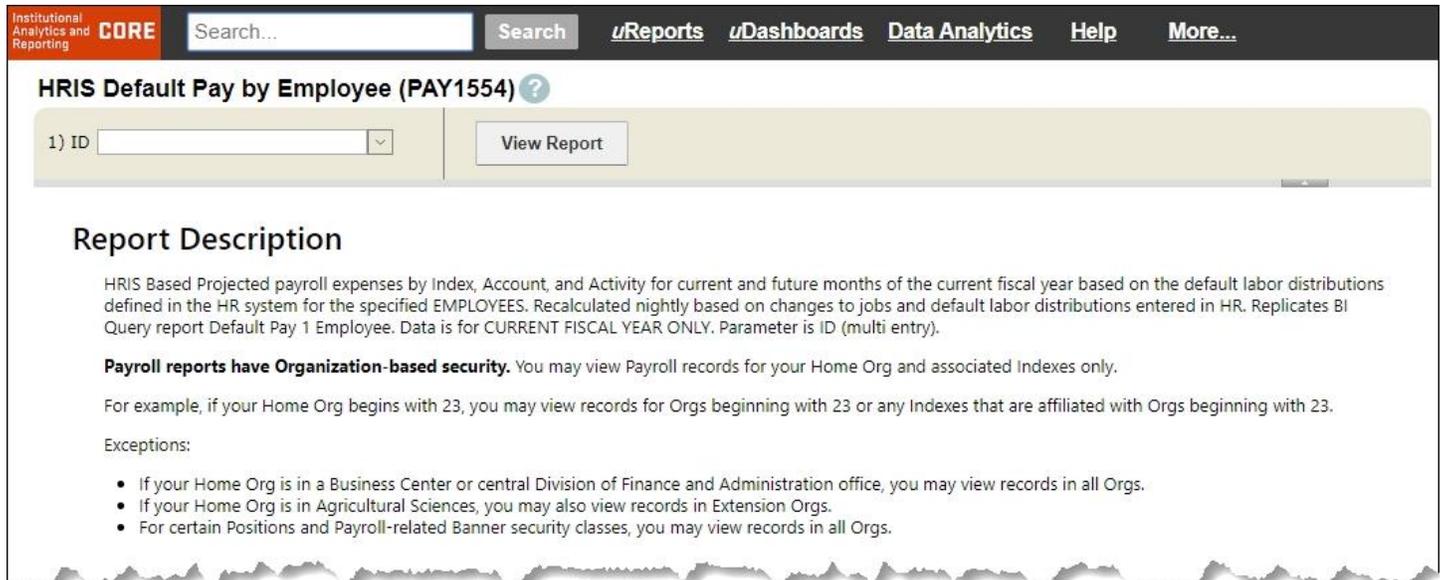
Exceptions:

- If your Home Org is in a Business Center or central Division of Finance and Administration office, you may view records in all Orgs.
- If your Home Org is in Agricultural Sciences, you may also view records in Extension Orgs.
- For certain Positions and Payroll-related Banner security classes, you may view records in all Orgs.

This report can be used to view the source employees are scheduled to be paid for the remainder of a fiscal year. It can be pulled for Index parameter, Org parameter, activity filter, or a combination of parameters.

PAY1554 – HRIS Default Pay by Employee

Enter the employee ID:



The screenshot shows the top navigation bar of the HRIS system with links for Reports, Dashboards, Data Analytics, Help, and More... Below the navigation bar is a search bar and a 'View Report' button. The main content area is titled 'HRIS Default Pay by Employee (PAY1554)' and includes a 'Report Description' section. The description explains that the report shows payroll expenses by Index, Account, and Activity for the current fiscal year. It also notes that payroll reports have organization-based security and provides examples of how to view records based on the Home Org. A list of exceptions is provided at the bottom of the description.

Report Description

HRIS Based Projected payroll expenses by Index, Account, and Activity for current and future months of the current fiscal year based on the default labor distributions defined in the HR system for the specified EMPLOYEES. Recalculated nightly based on changes to jobs and default labor distributions entered in HR. Replicates BI Query report Default Pay 1 Employee. Data is for CURRENT FISCAL YEAR ONLY. Parameter is ID (multi entry).

Payroll reports have Organization-based security. You may view Payroll records for your Home Org and associated Indexes only.

For example, if your Home Org begins with 23, you may view records for Orgs beginning with 23 or any Indexes that are affiliated with Orgs beginning with 23.

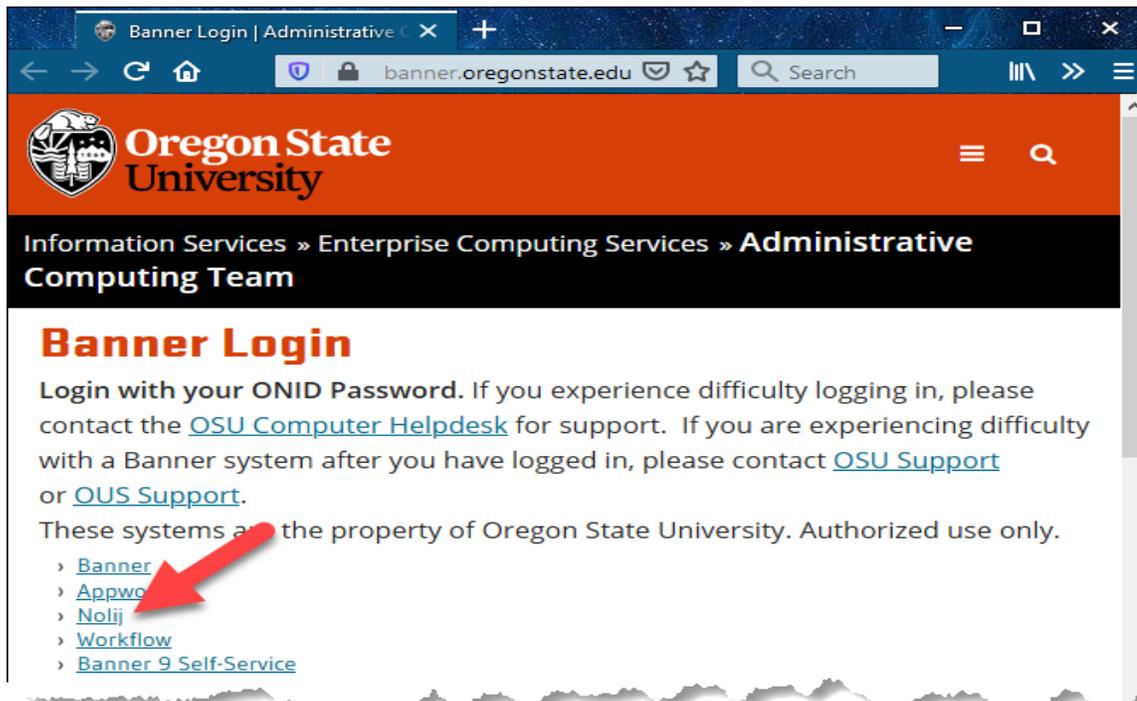
Exceptions:

- If your Home Org is in a Business Center or central Division of Finance and Administration office, you may view records in all Orgs.
- If your Home Org is in Agricultural Sciences, you may also view records in Extension Orgs.
- For certain Positions and Payroll-related Banner security classes, you may view records in all Orgs.

This report can be used to view the source employees have been paid from. Note: this is HRIS - the month the pay is for.

Nolij

All documentation related to grants is stored in Nolij. Access Nolij by clicking on the link at <http://banner.oregonstate.edu/>:



The screenshot shows the Oregon State University Banner Login page. The page header includes the Oregon State University logo and the text 'Oregon State University'. Below the header is a navigation bar with the text 'Information Services » Enterprise Computing Services » Administrative Computing Team'. The main content area is titled 'Banner Login' and includes instructions for logging in with an ONID Password. A red arrow points to the 'Nolij' link in the list of links at the bottom of the page.

Banner Login

Login with your ONID Password. If you experience difficulty logging in, please contact the [OSU Computer Helpdesk](#) for support. If you are experiencing difficulty with a Banner system after you have logged in, please contact [OSU Support](#) or [OUS Support](#).

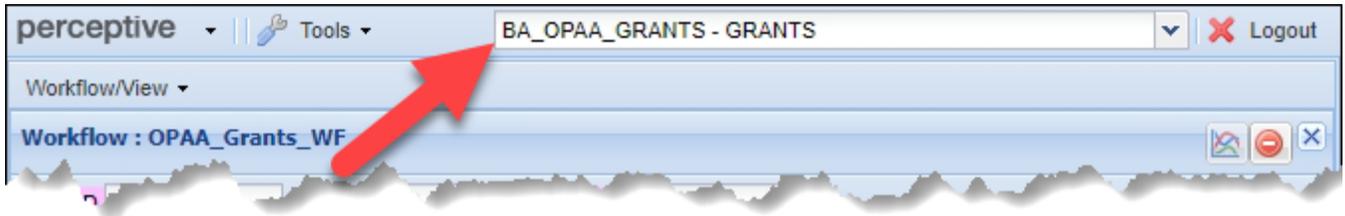
These systems are the property of Oregon State University. Authorized use only.

- › [Banner](#)
- › [Appwo](#)
- › [Nolij](#)
- › [Workflow](#)
- › [Banner 9 Self-Service](#)

To view grant documents, follow the steps below.

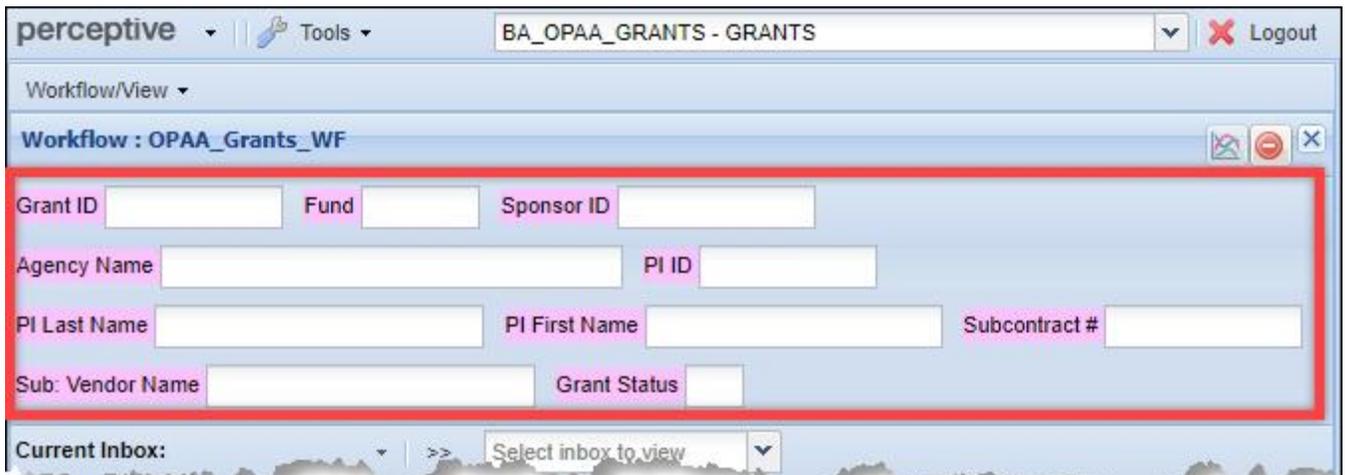
Nolij Grant Query QRC

1. To access the system, go to <http://banner.oregonstate.edu/> then select the Nolij link.
2. If you have access to multiple roles in Nolij, be sure to select the OPAA role from the drop down list at the top right:

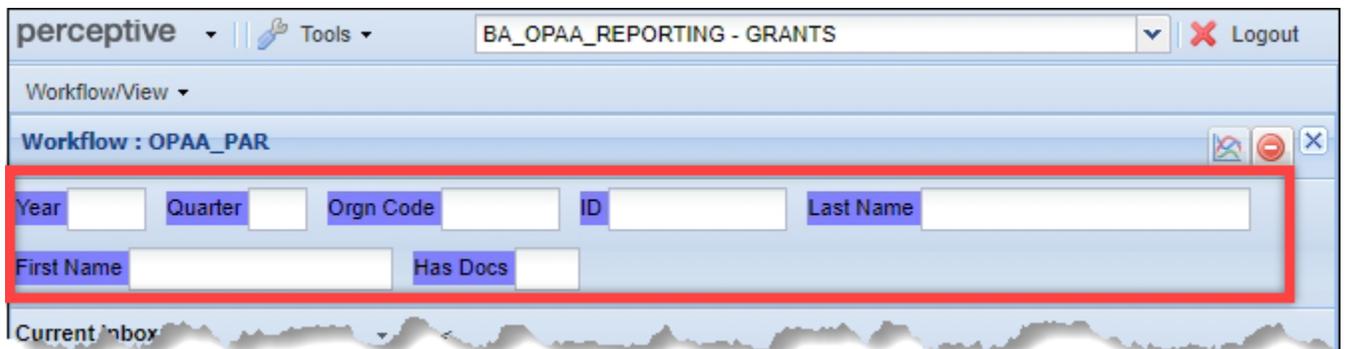


3. To find grant documents, you can search by Grant ID, Fund, Sponsor ID, Agency Name, PI ID, PI Name, Subcontract #, Sub: Vendor Name, or Grant Status.

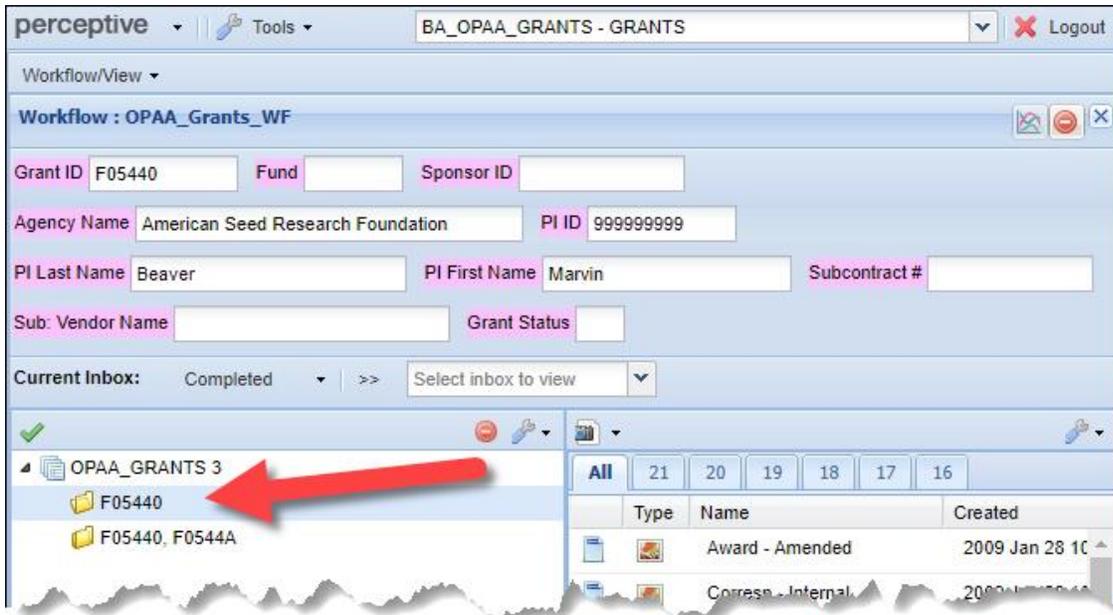
Type in the information, then Enter to access the documents in the system (in this example, grant ID was entered):



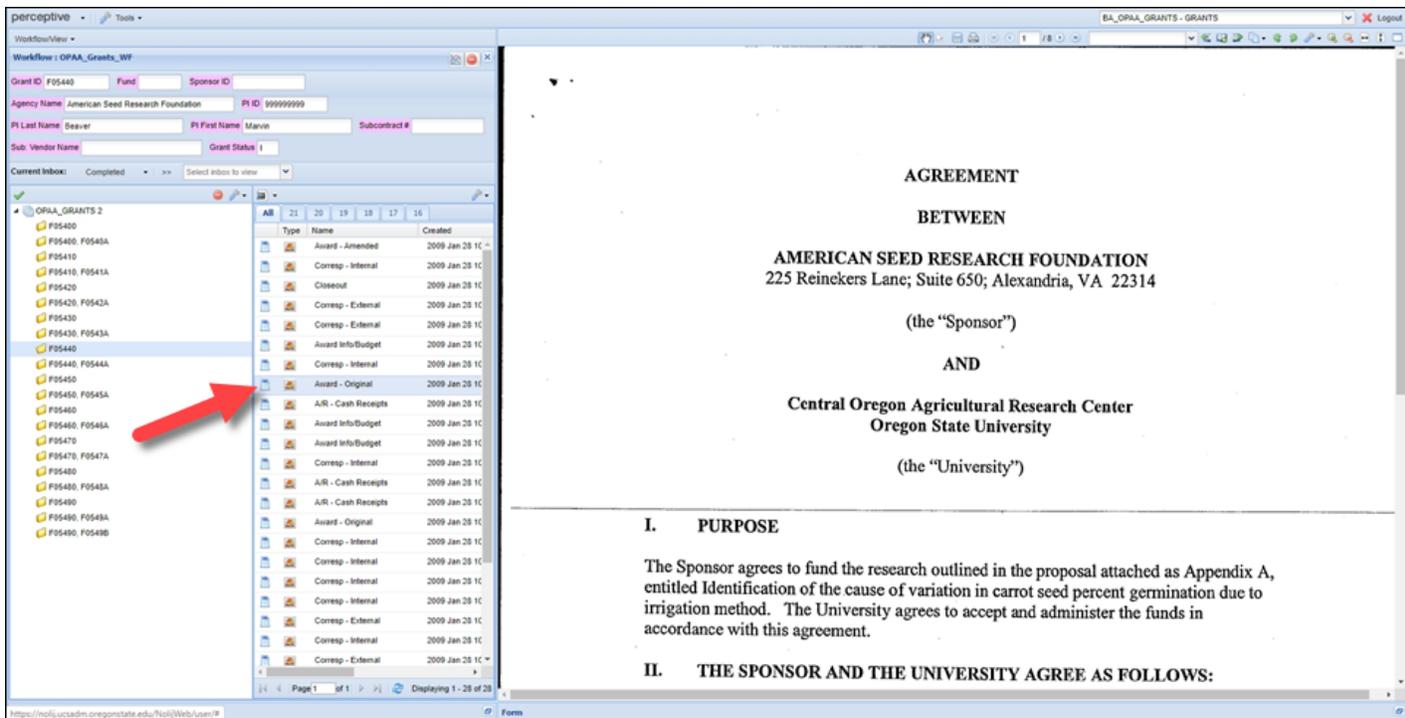
Note: PAR Form Administrators have additional search options; you can search by Org Code, University ID, or name (PAR forms are indexed/organized by the employee's University ID):



4. To access the documents, click on the Folder in the Query Results Window:



5. The documents will be listed in the Folder Objects Window. Single click on a document name to open in the form view window:



Note: Double clicking on the document name will open it in the full size viewer in a new window.

Nolij Grant Document Types

Document Type	Folder	Example
A/R – Cash Receipts	Grant	Yellow cash receipts, check stubs (back scanning only).
A/R – Invoices	Grant	Invoices to agency, detail sheets, agency specific invoice forms.
A/R – Ledger	Grant	Accountants Billing Sheet.
A/R Past Dues	Grant	Past due follow ups, correspondence about payments in process, payment disputes, etc.
A133 Audit Report	Agency	Audit letters, requests, and reports from agencies and subcontractors.
ACH Report	Batch	Daily ACH forms from Treasury.
Agency Contact	Grant	Agencies often change administrative, technical, or payment contacts. This allows information to be filed consistently in one place.
Award – Amended	Grant	Amendments and modifications to an existing award.
Award – OPAS	Grant	OPAS form, notification letter to agency.
Award – Original	Grant	Original award (grant, contract, agreement, MOU, PO, etc.).
Award Info/Budget	Fund	Award Information Sheet, Fellowship Award Information Sheet, Budget pages (including narrative), Yellow setup sheet, pink cost share setup, Notice of Award.
Closeout	Grant	Patent report, equipment report, lobbying cert, contractor release.
Corresp – Authorizations	G or F	Approval from agency authorizing change (i.e. rebudget, foreign travel), foreign travel, Fly America waivers, cell phone and direct charge, classified salary direct charge.
Corresp – External	G or F	Any correspondence involving parties outside OSU.
Corresp – Internal	G or F	Any correspondence involving only parties at OSU (PIs, dept, accts, etc.).
Cost Share	G or F	Any cost share related document (may be tied to grant or to cost share specific fund).
Delinquent Notifications	Grant	Notification of delinquent progress reports, technical reports, or any other outstanding deliverable.
Draw down	Agency	Spreadsheets, FRRBILL output, printouts from drawdown system.
Endow – Financial Portfolio	Grant	Bank statements and financial statements from 3rd parties.
Endow – Tax Documents	Grant	Copies of tax returns, W-9's, Tax determination letters, Cash distribution information, etc.
Endow – Trusts/Wills	Grant	Wills, Revocable living trust docs, amendments to trust agreements, settlement agreements, etc.
Equipment	Fund	Departmental requisitions, purchase orders, quotes.
Expend – Document	Fund	Invoice, JV, and travel reimbursement (itinerary) backup, email documentation for cost transfers.
Expend – High Risk	Fund	PAR Form, Cost Transfer, Direct Pay, and Foreign Travel checklists; Excel spreadsheets, backup documentation.
Fellow – Appt form	Fund	Appointment form, acceptance form.
Fellow – Authorizations	Fund	Purchase approvals (e.g. computers), travel approvals, etc.
Fellow – Checklist	Fund	Fellowship checklist.
Fellow – Correspondence	Fund	All correspondence between fellow, department, and sponsor.
Foreign Travel Authorization	Fund	Form requesting OSRAA prior approval for foreign travel

IACUC Approval	G or F	Animal use related documents (protocols, communication, approvals).
IRB Approval	G or F	Human subjects related documents (protocols, communication, approvals).
Miscellaneous OPAA	G or F	Payroll/expense crosstabs, labor distributions, Banner reports, Data Warehouse queries and reports.
Prop – Amended	Grant	Any additional proposals (continuation, supplement, renewals).
Prop – Original	Grant	Original proposal for an award (including transmittal form).
Quality Assurance	Fund	Expenditure review documents, scrubbing for unallowable charges, notification of unallowable charges
Document Type	Folder	Example
Quarterly Report 1 July-Sept	Grant	Quarterly reports, FFR, Small Business reports.
Quarterly Report 2 Oct-Dec	Grant	Quarterly reports, FFR, Small Business reports.
Quarterly Report 3 Jan-Mar	Grant	Quarterly reports, FFR, Small Business reports.
Quarterly Report 4 Apr-Jun	Grant	Quarterly reports, FFR, Small Business reports.
RCR Training	Grant	NSF awards requiring certification that training has been complete.
Report – Cost Share	Grant	Cost Share reports (including backup documentation).
Report – Financial	Grant	425's, agency specific financial reports.
Report – Technical	Grant	Progress reports, final Technical reports.
Sabbatical	Grant	Documentation related to an employee on a grant, approval from agency for supplemental pay while on sabbatical.
Salary	Fund	Labor distributions, other payroll related documents.
Semi-Annual Report 1	Grant	Semi-annual reports, FFR.
Semi-Annual Report 2	Grant	Semi-annual reports, FFR.
Small Business Report	Grant	Report documenting expenditures with qualifying small businesses.
Sub – Amendment	Sub	Amendments/modification to the exiting subaward.
Sub – Closeout	Sub	Subaward Closeout Requirement form, property reports, patent/invention disclosures.
Sub – Correspondence	Sub	All correspondence between OSU, OSRAA, dept, and subawardee.
Sub – Cost Share	Sub	Cost Share reports (including backup documentation)
Sub – Invoices	Sub	Invoices from subcontractors, detail sheets, any other invoice backup.
Sub – Original Contract	Sub	Original contract for subaward.
Suspension/Termination	Grant	Documentation of a grant being suspended or terminated due to lack of funding or due to cause.

Note: Some of the report documents may go in the agency folders (for drawdown agencies).

Appendix A: Additional Resources

Research Office – Office for Sponsored Programs and Award Administration

Find Grant Accountant assignments, OPAS Pre-Award and No Cost Extensions information, and additional reference materials:

<https://research.oregonstate.edu/osraa/osraa-organization>

<https://research.oregonstate.edu/osraa/forms-and-rates>

Controller’s Office - Resources

Find forms, links to policies, training, and FAQs:

<https://fa.oregonstate.edu/controllers-office/resources/forms>

<https://fa.oregonstate.edu/controller/resources/policies-department>

<https://fa.oregonstate.edu/controller/resources/faqs-department>

<https://fa.oregonstate.edu/controller/resources/training-department>

Grant and Contract Policy Page:

<https://research.oregonstate.edu/osraa/policies>

Fiscal Policy Manual:

<https://fa.oregonstate.edu/fiscal-program/fiscal-policy-manual/index>

Office of Sponsored Programs

Information on proposal development, preparation, and submission:

<https://research.oregonstate.edu/osraa/proposal-preparation>

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