Graphical user interface, application

Description automatically generated

-Review all items on Main tab on FRAGRNT and make sure they were entered correctly

-Click on the More Information button in the top right

Graphical user interface, application

Description automatically generated

-Fill in all relevant information into the More Information tab (Some fields have restrictions as to what you can put in them and some fields can have multiple lines by pressing the Copy button at the top of the form.

-Press SAVE once all information is completed

Graphical user interface, text, application

Description automatically generated

-Confirm that the Grant Agency is correct. You may have to click on the Address Type to select the correct Billing Address

Graphical user interface, text, application, Word

Description automatically generated

-Location should be the campus the work will be done on

-Research Code should state whether the work is being done On or Off Campus

Graphical user interface, application, email

Description automatically generated

-Confirm information on the Cost Code tab, keeping in mind that this is just informational. Actual Indirect Cost information is entered on FRMFUND by individual fund

Graphical user interface, application, Word

Description automatically generated

-Confirm that PIs are entered correctly. Award can have multiple PIs.

Graphical user interface, application

Description automatically generated

-Confirm that the information on this screen is correct. Paying close attention to:

-Undistributed Cash Receipt – 220500

-Refund Clearing Account – 123800

-Deferred Account Codes - 122300

Graphical user interface, text, application, Word

Description automatically generated

-Confirm that the correct Desk Code was entered into the page

Graphical user interface, application, Word

Description automatically generated

Graphical user interface, application, Word

Description automatically generated

-Confirm information on the Pass-Through Agency tab. If Sponsor ID is not included work with Agency to obtain the correct number.

Graphical user interface, application

Description automatically generated

-Confirm FTMFUND information is correct paying close attention to the following fields:

-Fund Type – Make sure it matches what the primary Grant Type is on FRAGRNT as Federal/State/Private

-Default Program – Make sure that it is properly coded as Research/Instruction/Extension

\*Grant Accountants cannot edit this screen, so any corrections need to go to the person who set the fund up.

A screenshot of a computer

Description automatically generated

-Confirm that there is information listed in the More Information tab. If any of these fields are missing, please report to the person that set the fund up to get it corrected (NOTE: NSF Code only needs to be entered if the program of the fund has a research purpose (Program Code starts with 34)

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Graphical user interface, application, email

Description automatically generated

-Confirm that the information is entered correctly. Paying attention to the Cost Codes for Indirect Costs.

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