



Office of Grants and Contracts Administration

This purpose of the document is to provide standardization guidance for entering data into Banner FRAPROP and receiving a proposal number (S#). Banner is the official system of record of all proposal information for UAF. It is important to accurately enter all information as it is officially submitted to the sponsor. Your proposal will be assigned the next available Banner S-number after you complete the Main Tab.

The screenshot shows the Oracle Fusion Middleware Forms Services interface for FRAPROP. The main window title is "Oracle Fusion Middleware Forms Services: Open > FRAPROP". The browser address bar shows "Proposal Maintenance FRAPROP 8.9UA (PROD)". The application has a menu bar with "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". Below the menu bar is a toolbar with various icons. The main content area is titled "Proposal Maintenance" and contains several tabs: "Main", "Proposal Agency", "Location", "Cost Code", "Personnel", "User Defined Data", and "Pass Through Agency". The "Main" tab is active and displays the following fields:

- Proposal Code: (1) NEXT
- Proposal Text Exists:
- Chart of Accounts: (2) B
- Responsible Organization: (3) D6INBR
- DPP: DPP INBRE Program
- Long Title: (4) Alaska INBRE-3 Environmental Agents and Mechanisms of Disease
- Title: (5) Alaska INBRE-3
- Agency: (6) FNIH002 National Institutes of Health
- Principal Investigator ID: (7) 30004133 Barnes, Brian M.
- Amount Requested: (8) 12,500,000.00
- Pass Through Indicator:
- Original Date: (9) 29-MAR-2013
- Due Date: 20-JUN-2013 (10)
- Submit Date: (11) 20-JUN-2013
- Status: (12) In progress
- Alternate Description:
- Project Start Date: 01-AUG-2014
- Project End Date: (14) 31-JUL-2019
- Status Date: (13) 29-MAR-2013
- Budget Start Date: 01-AUG-2014
- Budget End Date: 31-JUL-2019
- Grant:
- Expected Date:
- Related Proposal:
- Probability Rate:
- Proposal Type: (15) RC Renewal Competitive
- Category: (16) 3 Basic Research
- Sub Category:
- CFDA Number: (17) 93.389
- Dept/Unit #: INBRE-CONTINUATION (18)

At the bottom of the window, a status bar displays "FRM-40400: Transaction complete: 1 records applied and saved." and "Record: 1/1".

Main Tab

- (1) Proposal Code: Type "NEXT" in the Proposal Code field and then CTRL + Page Down to go to the next field.
- (2) Chart of Accounts. Enter "B" only
- (3) Responsible Organization: Enter the parent unit's D-level org. code or query via the drop-down.
- (4) Long Title: Enter the official title of the proposal, as submitted to the sponsoring agency (256 character limit).
- (5) Title: The short title will default from the first 35 characters of the long title. (auto populates)
- (6) Agency: Enter the highest-level alphanumeric agency code, or query via the drop-down (e.g. FNSF001, FNASA001).
- (7) Principal Investigator ID: Enter the Principal Investigator's 30xxxxxx ID number, query via the drop-down, or query via the name box.

- (8)** Amount Requested: Enter the dollar amount of the proposal request, for the entire project term requested (direct and indirect).
- If requesting multiple years of funding, enter the entire multi-year amount.
  - If requesting a 1-year increment, enter only that amount.
- (9)** Original Date: This defaults today's date. (auto populates)
- (10)** Due Date: Enter the sponsor's published deadline date. Found in the funding opportunity announcement.
- (11)** Submit Date: Enter the date the proposal was officially transmitted to the sponsor, whether by email, electronic system (Grants.gov, etc.), or postmarked
- (12)** Status: Enter "I" for "In Progress"
- (13)** Status Date: Enter today's date.
- (14)** Project Start/End Date and Budget Start/End Date should be the same dates as officially submitted to the sponsoring agency.
- If a multi-year project, enter the dates for the entire proposal term.
  - If a 1-year increment, enter only the single year dates.
- (15)** Proposal Type: Choose from the drop down menu:
- NC – New Competitive = An entirely new proposal submitted in response to a solicitation that will be panel-reviewed for award. This includes supplemental requests.
  - NN – New Non-competitive = An entirely new proposal submitted to a sponsor that will not be panel-reviewed for award. This includes supplemental requests.
  - PP – Preproposal = A preliminary proposal submitted to a sponsor that is used to decide whether a full proposal is invited
  - RC – Renewal Competitive = A continuation or increment of a previously funded project that is subject to panel review.
  - RN – Renewal Non-competitive = A continuation or increment of a previously funded project that is not subject to panel review.
  - RV – Revision = Not currently used, but a revision to any other type of proposal
- (16)** Category: Choose from the dropdown menu:
- 1 – Instruction = A project related to the teaching or instructional functions of the university
  - 2 – Applied Research = A project that will involve the practical application of science to solve a problem
  - 3 – Basic Research = A project involving research that is conducted to improve scientific understanding
  - 4 – Public Service = A project that provides non-instructional services beneficial to individuals and groups external to the institution
  - 5 – Academic Support = A project that provides support services for instruction. This category includes the retention, preservation, display of educational materials, and galleries.
  - 6 – Student Services = A project that provides funds for the administration of student affairs and for services to students.
  - 7 – Institutional Support = A project that provides support for a) central executive-level activities concerned with management and long-range planning for the entire institution/campus, b) fiscal operations, c) general administration and logistical services, d) administrative computing support, and/or e) public relations or development activities.
  - 8 – Scholarship/Fellowship = Funding for a scholarship or fellowship program
- (17)** CFDA Number:
- For Federal, enter ##.### (format)
  - If non-Federal, enter 00.000
- (18)** Dept/Unit #: This field is used for your unit's initials/acronym.
- College of Liberal Arts (CLA)
  - College of Natural Science and Mathematics-Division of Research (CDR)
  - College of Rural and Community Development (CRCD)
  - Cooperative Institute for Alaska Research (CIFAR)
  - Experimental Program to Stimulate Competitive Research (EPSCoR)
  - Fire Department (FIRE)
  - Geophysical Institute (GI)
  - Human Resources (HR)
  - IdeA Networks of Biomedical Research Excellence (INBRE)
  - Institute of Arctic Biology (IAB)
  - Institute of Northern Engineering (INE)
  - International Arctic Research Center (IARC)
  - KUAC
  - Library (LIB)
  - Museum of the North (MUS)
  - Office of Information Technology (OIT)
  - Police Department (POLICE)

- Provost (PROV)
- School of Education (SOE)
- School of Fisheries and Ocean Sciences (SFOS)
- School of Management (SOM)
- School of Natural Resources and Extension (SNRE)
- Statewide (SW)
- Vice Chancellor for Research (VCR)
- Vice Chancellor for University and Student Advancement (VCUSA)

**Hit CTRL + Page Down to go to the next tab.**

Oracle Fusion Middleware Forms Services: Open > FRAPROP

File Edit Options Block Item Record Query Tools Help

Proposal Maintenance FRAPROP 8.9UA (PROD)

Proposal Code: S00018167  Proposal Text Exists

Main Proposal Agency Location Cost Code Personnel User Defined Data Pass Through Agency

Agency: FNIH002 National Institutes of Health

Contact:

Predecessor: FNIH National Institutes of Health

Address Type: G1  Sequence Number: 1

Street Line 1: 31 Center Drive MSC 2320

Street Line 2:

Street Line 3:

City: Bethesda

State: MD ZIP or Postal Code: 20892-2320

Phone Number Exists

Phone Type:

Area Code  Phone Number  Extension

Enter the Agency Contact Name

Record: 1/1 | ... | <OSC>

### Proposal Agency Tab

- No action needed on this tab.

**Hit CTRL + Page Down to go to the next tab.**

Oracle Fusion Middleware Forms Services: Open > FRAPROP

File Edit Options Block Item Record Query Tools Help

Proposal Maintenance FRAPROP 8.9UA (PROD)

Proposal Code: S00018167  Proposal Text Exists

Main Proposal Agency **Location** Cost Code Personnel User Defined Data Pass Through Agency

Location	Research Code
AL107 (1) Health Education Training	Off Campus
AS123 (2) Social Sciences Building	On Campus
AS151 Ecosystem-Biomed Health Lab	On Campus
AS154 Integrated Sciences Building	On Campus
AS156 Health Sciences Building	On Campus
FS900 Reichardt Bldg-Natural Sci	On Campus
FS901 Arctic Health Research Bldg	On Campus
FS902 Laurence Irving Bldg I	On Campus
FS909 West Ridge Research Building	On Campus
FS919 Bioscience Res-Diag (BRD)	On Campus
JS109 UAS Anderson Building	On Campus

Enter Location Code: LIST is available  
Record: 1/11 | ... | <OSC>

### Location Tab

- (1) Enter the primary location of the project first.
  - The locations are numbered by Facilities Services codes.
    - In Fairbanks, they start with "FS". For example, WRRB is FS909 (909 Koyukuk Drive).
  - The code can be queried via the drop-down box under "Location".
- (2) Enter any secondary locations of the project (collaborative units) after the primary location.

**Hit CTRL + Page Down to go to the next tab.**

Oracle Fusion Middleware Forms Services: Open > FRAPROP

File Edit Options Block Item Record Query Tools Help

Proposal Maintenance FRAPROP 8.9UA (PROD)

Proposal Code: S00018167  Proposal Text Exists

Main Proposal Agency Location **Cost Code** Personnel User Defined Data Pass Through Agency

Chart of Accounts: (1)

Indirect Cost Basis: (2) 2MTDC  Modified Total Direct Eff. FY02

Indirect Cost Rate Code: (3) FRN505  UAF Research Neg. 50.5%

Indirect Cost Charge Account Code: (4) 7811  Restricted charge 7811

Indirect Cost Distribute To Code: (5) FINB02  UAF INBRE-3 (57% Distro)

Cost Share Basis:

Cost Share Rate Code:

Cost Share Credit Account Code:

Cost Share Distribute From Code:

Fringe Rate:

Enter the Chart of Accounts Code: LIST is available

Record: 1/1 | ... | List of Valu... | <OSC>

## Cost Code Tab

- (1) Chart of Accounts: No action needed.
- (2) Indirect Cost Basis: Enter 3MTDC.
- (3) Indirect Cost Rate Code: Query via the drop-down menu.
  - Current negotiated rates are:
    - FRN505 – Sponsored Research, 50.5%
    - FTN500 – Sponsored Training/Instruction, 50%
    - FSN372 – Other Sponsored Activities, 37.2%
- (4) Indirect Cost Charge Account Code: Enter 7811.
- (5) Indirect Cost Distribute To Code: Query the correct code via the drop-down menu.

**Hit CTRL + Page Down to go to the next tab.**

Oracle Fusion Middleware Forms Services: Open > FRAPROP

File Edit Options Block Item Record Query Tools Help

Proposal Maintenance FRAPROP 8.9UA (PROD)

Proposal Code: S00018167  Proposal Text Exists

Main Proposal Agency Location Cost Code **Personnel** User Defined Data Pass Through Agency

ID: (1) 30004133  Barnes, Brian M.

Indicator: 001  Principal Investigator

Chart of Accounts: B

Organization: D6INBR  DPP INBRE Program

Salutation:

Title:

Full Time Equivalency:   Employee

ID: (2) 30969791  Driscoll, David

Indicator: 002  UAA Co-PI

Chart of Accounts: B

Organization: 12233  CAS INBRE UAA Research Core Other

Salutation:

Title:

Full Time Equivalency:   Employee

Enter the ID of the person associated with this proposal; LIST available

Record: 1/? | | ... | | <OSC>

## Personnel Tab

- (1) PI ID: No action needed.
- (2) Enter any Co-Investigators/Key Personnel as listed officially in the proposal or proposal budget.
- UAF Co-I is 003.
  - UAA Co-I is 002.
  - UAS Co-I is 004.

**Hit CTRL + Page Down to go to the next tab.**





- FIXED = The award will be a fixed price agreement
- FOLLOW-ON FND = The award is anticipated to be used as early-stage seed funding that is will attract further funding
- GRAD STUDENT = The project involves graduate students
- HUMAN SUBJECTS = The project will involve human subjects research, subject to IRB approval
- IDCMATCH = F&A has been waived on the project to meet matching requirements
- IND. PARTNER = The project will involve a private industry partnership
- INT. PROP. = The project is anticipated to have resulting intellectual property
- ISOTOPES = The project will involve radioactive isotopes
- LIABILITIES = The project agreement contains liability/indemnification clauses
- MAJOR-PROG = The project is defined as a major program per OMB Circular A-21. Not used in Uniform Guidance
- MATCH = The sponsor requires match on the award
- MATCH3 = The project will have committed match from a third party (external to UAF)
- MATCHING = The sponsor requires match in the proposal budget
- MINORITY = The sponsor has a preference for minority applicants or minority-owned businesses
- MULTI-ACTIVITY = The project will involve multiple activity types (a combination of research, sponsored instruction, and other sponsored activities)
- MULTI-CAMPUS = The project will involve another UA campus, such as UAA or UAS
- MULTI-FUND = The resulting grant is anticipated to need multiple funds
- OPAS = The project is subject to expanded authorities regulations
- OTHER = Not used.
- OUTREACH = The project will involve substantial outreach and engagement activities
- PROGRAM = Program income
- RECOMBINANT DNA = The project will involve research using rDNA
- RESTR. PUBL = The sponsor has restrictions on publication of research results
- SUB CONTRACT = The project involves a subaward or multiple subaward(s)
- SUBCONTRACT = The subaward or subawards on the project have been approved
- TRAINING = The project involves research training (as opposed to sponsored training)
- TUITION = The project budget includes graduate student tuition
- UNDERGRAD = The project involves undergraduate students
- VENDOR AS SUB = The project has an authorized waiver to treat a vendor service as a subaward
- VERTEBRATES = The project will involve animal subjects research, subject to IACUC approval

**Hit CTRL + Page Down to go to the next tab.**

Oracle Fusion Middleware Forms Services: Open > FRAPROP - FRR2PRR

File Edit Options Block Item Record Query Tools Help

EPSCoR Proposal Add. FRR2PRR 8.0 (PROD)

Proposal Code:  Title:

---

**Associated Research Themes**

Code	Theme Name
(1) <input type="text" value="HM0300"/>	Biomedical Science
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	

---

**Miscellaneous Information**

(2) EPSCoR Related:  (5) Geographic Location of Research:

(3) Peer Review:  (6) Alaska Specific:

(4) Peer Review Type:

---

**Collaboration Information**

Code	Title	Amount
<input type="text"/>		
<input type="text"/>		
<input type="text"/>		
<input type="text"/>		

FRM-40350: Query caused no records to be retrieved.  
Record: 1/1 | ... | List of Valu... | <OSC>

## User Defined Data Tab (2 of 2)

- (1) Associated Research Themes Code: Enter a code for the most closely related and subject-specific project theme.
  - o Codes can be queried via the drop-down menu.
- (2) EPSCoR Related:
  - Enter "Yes", if the project is related to activities for NSF EPSCoR, NASA EPSCoR, or another EPSCoR program at UAF.
  - Enter "No", if otherwise.
- (3) Peer Review:
  - Enter "Yes", if peer reviewed before official submission to sponsor.
  - Enter "No", if otherwise. Skip to Step (5).
- (4) Peer Review Type:
  - If you chose "Yes" for Peer Review, choose the review type.
    - o Choose "Internal" if the peer review will take place at UAF.
    - o Choose "External" if peer review will take place outside of UAF.
    - o Choose "Both" if the project will be peer reviewed at UAF and outside of UAF, before submission to the sponsor.
- (5) Geographic Location of Research:
  - o Select the primary location of the project, either "Alaska," "States (not including Alaska)," "Canada," or "Foreign".
- (6) Alaska Specific: Select whether the project is directly related to Alaska or is more generally applicable beyond Alaska.

**Once you hit CTRL + Page Down after this tab, your FRAPROP record will be complete.**