Header: Under Grant Code XX####, Index ###### Setup: “Long Title” (Proposal #)

The above-listed grant code and its associated index(es) are now established in Banner and available for allowable expenditures as outlined in the proposal and agreement.

Please be sure to review the attached project agreement carefully. As a reminder, it is the PI’s responsibility to understand and follow the terms and conditions associated with the award, including, but not limited to the items below:

* Progress/technical report completion by the required due dates, including milestone delivery;
* Understanding and abiding by any sponsor-imposed limitations to types of allowable expenses (for example, no equipment, if applicable);
* Being aware of any requirements for when to request formal sponsor approval of changes to either the agreement or the approved work plan, for example (but not limited to):
  + Changes to scope of work
  + Requests for extension of time
  + Changes to planned expenditures (rebudgeting) over the approved authority
  + Requests for carryforward

Your departmental grant administrator (copied on this email), or financial director, can provide you a report or screenshot of the budget setup by UI category (and/or index code), and has access to the Banner screen FOATEXT which shows some summary information regarding restrictions, closeout period, cost share requirements, etc. for the project.

If your award includes one or more subawards to another entity, or requires the modification of an existing subaward please completed the appropriate request forms which can be found at <https://www.uidaho.edu/research/faculty/resources/forms>. To initiate a new subaward please complete the Subaward Request Form; to modify an existing subaward please complete the Subaward Amendment Request form. Instructions are available at this [link](https://www.uidaho.edu/research/faculty/manage-award/guide/managing-awards/project-changes-requiring-approval). These forms should be submitted to [osp-contracts@uidaho.edu](mailto:osp-contracts@uidaho.edu). Information on responsibilities related to subaward management are located here <https://www.uidaho.edu/research/faculty/manage-award/guide/reporting-and-monitoring/subrecipient-monitoring>.

Many questions on managing your award may be answered on our website at <https://www.uidaho.edu/research/faculty> and <https://www.uidaho.edu/research/faculty/manage-award/guide>, as well as <https://www.uidaho.edu/research/faculty/dga>, or you are welcome to contact our office at 208-885-6651 or [osp@uidaho.edu](mailto:osp@uidaho.edu).