

Grant Training

APRIL 5, 2023



Agenda

- Banner Forms
- Budget Revisions
- Financial Project Closeout Forms
- Questions/Discussion



Banner Forms

- FRIGITD (enter Grant Index)
 - provides Inception-to Date Expenditures
 - provides information by specific month, any required year, or full project timeframe
 - provides grant code (needed for FRAGRNT)
 - can drill down to detail information



Banner Forms (continued)

Grant Inception to Date FRIGITD 9.3.22 (PROD)

Chart of Accounts: T	Grant: 2223G0010	Go
Grant Year:	Index: 535305	Enter Index. Tab three times. Grant, Organization, Fund and Program will populate. Then click Go.
Fund: 250395	Organization: 137403	
Program: 250	Activity:	
Location:	Account Type:	
Account:	Account Summary: All Levels	
Date From (MM/YY): 05 /	Date To (MM/YY): 03 /	
		23
Include Revenue: <input type="checkbox"/>	Exclude Indirect: <input type="checkbox"/>	
Accounts	Costs	
Hierarchy: <input type="checkbox"/>	Fund Summary: <input type="checkbox"/>	
By Sponsor Account: <input type="checkbox"/>		

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.

Note: It is possible to search on Grant, but other fields will not populate.



Banner Forms (continued)

Grant Inception to Date FRIGITD 9.3.22 (PROD) ADD RETRIEVE RELATED TOOLS

Chart of Accounts: T Grant: 2223G0010 ASEE One Planet Model Grant Year: Index: 535305 Fund: 250395 Organization: 137403 Start Over

Program: 250 Activity: Location: Account Type: Account: Account Summary: All Levels

Date From (MM/YY): 05 / 22 Date To (MM/YY): 03 / 23 Include Revenue Accounts: Exclude Indirect Costs:

Hierarchy: Fund Summary: By Sponsor Account:

▼ GRANT INCEPTION TO DATE							Settings	Insert	Delete	Copy	Filter
Account	Type	Description	Adjusted Budget	Activity	Commitments	Available Balance					
61410	L	Student Salaries and Wages	0.00	0.00	0.00	0.00					
61643	L	Professional Support GA Salary	4,000.00	3,200.00	0.00	800.00					
62000	L	Employee Benefits Budget Pool	0.00	0.00	0.00	0.00					
73000	E	Travel Budget Pool	0.00	0.00	0.00	0.00					
74491	E	Professional Services 1099	1,634.00	0.00	0.00	1,634.00					
79800	E	Indirect Cost Expense	2,366.00	0.00	0.00	2,366.00					

Record 1 of 6

▼ NET TOTAL				Insert	Delete	Copy	Filter
Adjusted Budget	Activity	Commitments	Available Balance				
8,000.00	3,200.00	0.00	4,800.00				

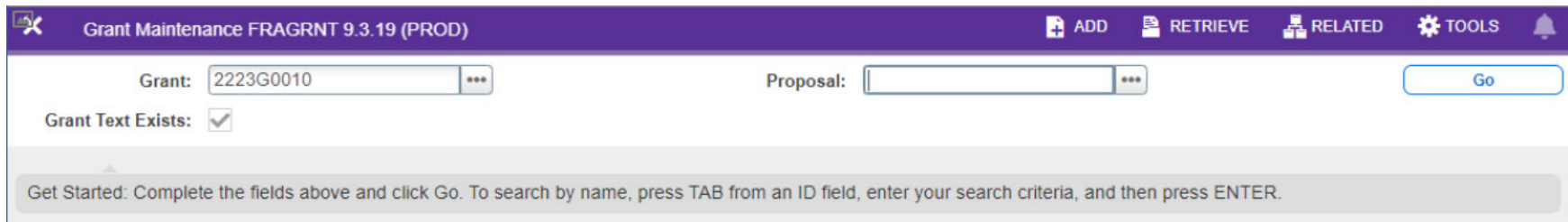


Banner Forms (continued)

- FRAGRNT (enter Grant Number also known as Grant Code)
 - Provides summary information for the project including:
 - personnel involved on the project
 - history of activation dates (Related – Status History [FRIGRST])
 - current and cumulative amount of funding
 - contract number (when available)



Banner Forms (continued)



Grant Maintenance FRAGRNT 9.3.19 (PROD)

ADD RETRIEVE RELATED TOOLS

Grant: 2223G0010 Proposal:

Go

Grant Text Exists:

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.

Enter Grant Code and tab. If there is a proposal number it will populate on its own. Then select Go.

Note: The Grant Code can be found on the prior FRIGITD screen.



Banner Forms (continued)

Grant Maintenance FRAGRNT 9.3.19 (PROD)

Grant: 2223G0010 Proposal: 10202223 Grant Text Exists: Start Over

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

GRANT MAINTENANCE Insert Delete Copy Filter

Chart of Accounts *	T	...								<input type="checkbox"/> Pass Through Indicator			
Responsible *	139003	...	Restricted Manufacturing Center							Alternate Description			
Organization										Activation 26202223			
Long Title *	ASEE: Integration of the Enginee												
Title *	ASEE One Planet Model												
	<input checked="" type="checkbox"/> Requires Effort Certification												
Agency	T00373003	...	American Society for Engineering E							Status Date			
Principal Investigator	T00003350	...	Arce, Pedro E.							08/08/2022			
ID										Current Amount			
Project Start Date *	05/18/2022									8,000.00			
Project End Date	01/31/2023									Cumulative Amount			
Proposal	10202223	...								8,000.00			
Termination Date	04/30/2023									Maximum Amount			
Expenditure End	04/30/2025									Total Recipient Share			
Date													
Status	A	...	Active Activation 26202223							Related Grant			
										Grant Type			
										RS	...	Research	
										Category	P	...	Private Grants
										Sub Category	NPFT	...	Non Profit
										CFDA Number		...	
										Sponsor ID			

Activity Date 08/09/2022 12:00:00 AM Activity User GLIGON SAVE



Banner Forms (continued)

- FRIBDET (enter Grant Number also known as Grant Code)
 - Provides billing history including:
 - total expenditures
 - total billed
 - total payments applied
 - total not yet billed



Banner Forms (continued)

- FGIBDST (enter Fiscal Year, Grant Index, and uncheck revenue box)
 - Provides the remaining grant balance and the expenditures for the **current fiscal year only**
 - For multi-year projects with cost share, you will need to manually add the expenses for each fiscal year to obtain the total cost share/match for the grant project



Banner Forms (continued)

- FRABDCN (enter Grant Number also known as Grant Code)
 - Shows all unbilled transactions
 - Status can be 'Hold' for transactions that will be reversed/reallocated
- FRIPSTG (enter T Number)
 - Provides all projects for an employee
 - Will list grant code, description, and last status date
- FRIBUTG (enter Grant Number also known as Grant Code)
 - Provides activation history
 - Provides budget information for each activation



Budget Revisions

- Budget revisions **not** requiring routing through the Provost for signature:
 - Changes within the restricted grant budget
 - Changes within an established cost share/match budget
 - Changes to Faculty Research budgets
 - Changes to Rural Reimagined Faculty Research budgets
 - The above only needs to be approved by the Office of Research who reviews for compliance with agency requirements
 - After signing, the Office of Research forwards to Grant Accounting
 - Grant Accounting reviews, approves, and forwards to the Budget Office
- Budget revisions that **do require** routing through the Provost for signature:
 - Changes funding the cost share/match budget from **unrestricted** funds
 - Changes within Indirect Cost Accounts



Budget Revisions (continued)

- **All** budget revisions submitted are considered temporary. The Budget Office is typically the only office that initiates permanent budget revisions.
- Budget revision forms are found at the following links:
 - <M:\Business-Office-Training\Forms\Budget\Updated Budget Revision Form – ELECTRONIC.pdf>
 - <M:\Business-Office-Training\Forms\Budget\Budget Revision Form.xlsx>
- We accept both the electronic PDF form and the Excel version with scanned signatures
- **Another Important Note on Budget Revisions**
 - Remember that if a cost share/match is part of your activation, the budget revision to fund that cost share/match must be submitted with the activation!! 😊



Financial Project Closeouts

- Please submit the Financial Project Closeout form no later than 90 days after the end date of the grant.
 - This form may be found at: <M:\Business-Office-Training\Forms\Grants\Project Closeout Form>
- These should be completed and submitted to gligon@tntech.edu.
- Forms should be completed for all grants, including ongoing grants that get a new index each year. An example of a grant of this type would be Governor's School. Grant Accounting currently keeps records for approximately 300+ grants. Timely completion of the closeout form is essential to close the grant index, so expenses cannot inadvertently be charged to an expired grant.



Discussion and Questions

