BUDGET REQUEST FORM - FUND SETUP

New Fund   **Revision**   **New Org**

Chart of Accounts: **B**   Status: **Active**

Grant No: | G

Proposal No: | S

Fund Code:

Short Title:
(up to 35 characters in length, Long title will default from Proposal (FRAPROP))

Project Start Date:		Term Date:		Exp. Date:	
Data Entry:	**Y**	**Fund Type:**		**Predecessor Fund:**	

Financial Mgr: (UA ID and Name)

Researcher ID: (UA ID and Name)

Unbilled AR Acct:		**Revenue Acct:**		**Bank:**	**Cash .**
Default Org Code:					

F&A Cost Codes:

Default F&A Codes from Grant		**YES**		**NO**	
S&W	TDC	MTDC	**2MTDC**	EVOS	
Rate Code		Percentage:		IDC Waiver:	
Charge Code: **7811**		**Distribution Code:**			

Stimulus Funding

Billing Information:

Billed AR Account Code:

Comments:

Budget Code:	**Budget Description:**

Budget Begin Date:	**Budget End Date:**

INPUT ONLY IF DIFFERENT THAN GRANT DEFAULT

Fiscal Year:	**Budget Type:**	**A**	**Transaction Date:**
	ACTIVE OR **W**ORKING		ENTER ONLY IF DIFFERENT THAN DATE INPUT

Accounting Component:

COA	Fund	Orgn	Program Code
B			

Budgets are input in whole Dollars unless agency budget include cents

Budget Account Code	Increase	<Decrease>	Total Project
1001 Salaries			
1970 Staff Benefits			
2001 Travel - Domestic			
2301 Travel - Foreign			
3001 Services			
4001 Supplies			
5001 Equipment – No F&A			
6001 Student Aid – No F&A			
7001 F&A Cost %			
8001 Other Expenses			
8003 Assumption Budget			
Revenue			
TOTALS			

DATE BUDGET INPUT:

RBUD   RBFO

RSBD   RSFO

FOR USE WITH ARRA and CAPITAL RSA FUNDING ONLY

Department Prepared by: _____ Phone: _____ Date: _____

GCS Reviewed By: _____ Date: _____ Revised 3-19-12

The Budget Request Form (BRF) is used to set up or revise grant and fund budgets in the UA accounting system's financial database, Banner. There are two types of BRFs, BRF-GRANT and BRF-FUND. Before a fund can be set up for use, a grant must be established in the system. Both forms can be found on the UAA website at http://www.uaa.alaska.edu/research/Grants/forms_contracts.cfm.

The following instructions are internal to UAA.

UAA BUDGET REQUEST FORM (BRF-FUND) INSTRUCTIONS
Instructions for GCS Personnel

Please complete the BRF forms in Adobe Acrobat (not Reader) so they can be saved. Adobe Acrobat is available through the University's Key Server. Being able to save the form will also allow you to set up a template with information specific to your department.

For multi-campus awards –

Setting up a fund number for another MAU on a UAA grant:

UAF – Use the UAF form. Complete as many fields as possible from the proposal file. Contact the UAF department fiscal manager for information you don't have. Do not assign a fund number. UAF OCGA will assign a UAF number.

UAS – Use the UAA form and follow above process. UAS will assign a fund number.

Setting up a fund number for UAA on another MAU's grant:

The Grants and Contracts office of the prime award will send UAA an approved BRF Fund form. If you receive a BRF directly from a department that hasn't been authorized by the prime G&C office, ask that it be submitted there first. We do not assign fund numbers on other MAU grants without proof of their approval.

UAA should have a proposal and budget on file for its part of the scope of work. If this is not the case, contact someone in the Office of Sponsored Programs (OSP) so they can contact UAA's Co-PI and have them complete and submit OSP paperwork.

You will be assigning the fund number and providing any missing information. The fund number will be entered in Banner by UAA and a copy of the completed BRF will be sent back to them for their records.

Usually, unless negotiated otherwise, or agency required, each campus' F&A rate is used on their fund(s). You should be able to determine the F&A rate from the proposal budget.

Instructions by Field:

1. **Type of Request:**

   Check the box that applies.

   New: This can be a fund under a new grant or an established grant.

   Revision: Examples of revisions would be increasing and/or decreasing budget, extending end dates, taking funds off assumption of liability.

   New Org: Check this only when a new org number is being assigned to an established fund. Although a fund can have two org numbers, it is discouraged.

   If it is necessary to change the org number, there are a number of ways the budget may need to be revised. Following are the most typical:

   1. If the budget under the original org number has to be completely removed, then all costs incurred under that org number must be transferred to a new org number under the same fund. The department prepares the transfer documents, i.e. JVs, LRs. The department must be aware of the date of the change so that they stop using the old org number on the date of the change and charge all costs from that date forward to the new org.

   2. If the costs incurred to-date are going to remain associated with the original org number, budget in the amount of the costs already incurred will remain under the old org number. The budget in each cost category will be reduced by its available balance. The new org's budget will be set up based on the reductions in the old budget.

   In all cases where the fund/org combination changes, the setup is done on two separate BRFs with a two-day process.

   Another way to change an org number under a grant is to assign a new fund with the new org number and transfer the necessary budget to it. It will depend on whether there are reporting issues involved.

2. **Grant No:**

   New grants: Leave this field blank. The grant number will be assigned by Banner during entry and will be entered on the BRF by the Grant Technician.

   Established grants: Provide the Banner grant number under which this new fund will be set up.

3. **Proposal Code:**

   Enter the proposal number assigned to the project by OSP. If you receive BRFs from a department that do not have a proposal number, contact the person who prepared the BRFs and ask if a proposal package was submitted to the Office of Sponsored Programs. A grant cannot be set up without a proposal number.

4. **Fund Code:**

   Fund numbers may be assigned by GCS or by the departments that have their own series of numbers and prepare their own BRFs.

   If you are assigning the fund number, determine the Short Title before assigning the number. You should enter the title in the log at the same time you choose the number.

   New fund numbers are assigned from the LISTRF spreadsheet in the LOG folder on the server. Choose an unused number and query FTMFUND to ensure the number has not already been assigned to another

project***. Enter the title next to the number and save the change. Exit from the log so it is available to others for set ups.

*** Also query any numbers provided by a department.

You do not have to enter department-generated numbers and titles in the log.

5. **Short Title:**

Enter the first 35 characters of the title from the award document or from the title assigned in FRAPROP (maximum of 35 characters). Try not to use acronyms unless they are in the official title. If a department provided the title, make sure it is appropriate to the fund's use and meets naming convention requirements for the budget period, i.e. FY## or YR1, etc.

6. **Project Start Date:**

This may or may not be the same as the grant's start date, but it will never be earlier.

This is the date the funding for the fund's budget was authorized to begin, i.e. a new budget period of a multi-year award.

7. **Term Date:**

The termination date is the 15th day of the second month after the grant ends. Example: if the project ends May 20, the termination date for Banner is July 15.

8. **Exp. End Date:**

The expiration date is the last day of the second month after the grant expires. Example: if the project ends May 20, the termination date for Banner is July 31.

9. **Fund Type:**

Enter the appropriate fund type. Generally used types used by UAA are listed here. For a complete list for other MAUs see the list at the end of the instructions.

A2   UAA Restricted funds - most commonly used

A1   UAA Match/Cost Share funds

AA   ARRA Stimulus funds. Use this only if the award is the prime award.
       If UAA is a subaward or subcontract of someone else's prime ARRA award, check the Stimulus Funds box but use the A2 code

AR   Funds awarded under capital budget authority (Capital RSAs or other non-stimulus funding) The RSA's capital budget box will be checked

SW   Statewide Corporate Programs

10. **Predecessor Fund:**

Use the provided reference list at the end of these instructions.

11. **Financial Manager:**

Enter the UA ID # and name of the fiscal person responsible for managing this fund.

12. Researcher ID:

Enter the ID # and name of the person responsible for the program portion of the project assigned this fund. This may or may not be the Principal Investigator (PI). If the employee works at another MAU their UA ID should be in the proposal file.

13. Unbilled AR Acct:

Choose from the drop-down menu.

> **0302** – Non-PMS billing
> **0325** – PMS billing

14. Revenue Acct: Select the appropriate **revenue account code** from the following list:

> **9330** State Grants/Contracts
> **9331** State Capital RSA's – CIP Receipts
> **9332** **ARRA** State Grants/Contracts - Stimulus Pass-Thru
> **9355** Federal
> **9356** **ARRA** Federal Stimulus
> **9377** Local Government – Cities and Boroughs
> **9410** Corporate Gifts/Grants/Contracts
> **9420** Oil Gifts/Grants/Contracts
> **9425** UA Foundation Only
> **9427** Other Foundations
> **9440** Individual Gifts/Grants/Contracts
> **9445** AK Native Organizations Gifts/Grants/Contracts (Native Corporations)
> **9450** Nonprofit Organizations & Service Clubs (All non-profits)
> **9460** Private Organizations
> **9470** Other University Grants/Contracts
> **9475** Foreign Govt Gifts/Grants/Contracts
> **9490** ARRA Stimulus funding

> ******** For program income accounts, use a revenue account code that most closely describes the source from which the program income is derived.

15. Bank: Choose from drop-down menu. AC is used for UAA. The owner of the FUND responsible for the expenditures is the code that is used in this field. Banner <List> is available or see list at the end of these instructions.

16. Cash: Choose from the drop-down menu. AD is used for UAA. The owner of the GRANT receiving payment is the code that is used for the Cash Receipt Bank Code field. <List> is available. See list at the end of these instructions.

17. Default Org Code:

This is the organization code that will be the default for the fund. This org number should default to the correct program code. i.e. RR for research, IN for instruction or training, PS for public service, etc. Use the org code from the OSP transmittal form and check its program code in FGIBDST.

18. **F&A Cost Codes:**

    Default F&A codes from Grant Yes/No boxes

    Check YES only if the fund will have the same F&A rate as the rate in FRAGRNT

    Check NO if another F&A rate is to be used. This may be when another MAU has the prime award or if you are setting up a fund for another campus under a UAA grant.

    Enter the F&A information appropriate to this specific fund.

    2MTDC – Check this box unless you have been instructed to use one of the other types.

19. **Rate Code:**

    Choose from the drop down menu - any rate other than the negotiated rate is considered a waived rate.

ARN	Anchorage Research Negotiated
ARW	Anchorage Research Waived
ASN	Anchorage Service Negotiated
ASW	Anchorage Service Waived
ATN	Anchorage Training Negotiated
ATW	Anchorage Training Negotiated

    The second half of the rate code is a 3 digit number based on the rate percentage. Example 25% is 250, 45.3% is 453. For current rates visit: http://www.uaa.alaska.edu/research/OSP/facilities-and-adm.cfm

20. **Percentage**:

    Enter the actual percentage. If 45.3% is the rate, enter 45.3% in this field. For current rates visit: http://www.uaa.alaska.edu/research/OSP/facilities-and-adm.cfm

21. **Distribution Code**:

    This code is specific to the department. Use the code provided on the OSP transmittal form.

22. ***Is project Stimulus funded?*** If yes, check this box. If not, leave it blank.

23. **Billed AR Account Code:**

    If the unbilled AR Account is 0302, choose 0306
    If the unbilled AR Account is 0325, choose 0311

24. **Comments:**

    This space is provided to write any additional information needed to set up or administer the fund that has not been provided on the Budget Request Form.

25. **Department Prepared by, Phone, and Date:**

    Name of the person who prepared the form.

    If a department submitted it, sign below the preparers name and date your signature. You are confirming that you have reviewed, completed, and/or changed the information where necessary.

26. Budget Code:

Use the fund number for the original budget

Use the fund number plus an alpha character for subsequent revisions (previous codes found in FRABUDG)

ALFIN###: use when setting fund up on assumption of liability. Include last three digits of fund number

ALFOUT##: use when removing assumption of liability. Include the last two digits of the fund number

27. Budget Description:

Original Budget - plus fund number

Assumption of Liability In - plus fund number

Assumpt of Liability Out – plus fund number

Revision Increase – plus fund number

Revision Decrease – plus fund number

28. Budget Begin Date and Budget End Date:

The beginning and end dates of the grant.

29. Fiscal Year:

– Enter the last two digits of the current fiscal year.

– Budget Type: Pre-entered

– Transaction Date: Leave blank

30. Accounting Component:

– Fund code: Assign a fund number if a department hasn't provided one

– Org code: Enter default org number, it will be same as the default org number.

– Prog code: Enter program code associated with org number – if unknown go to FGIBDST,enter org, tab, prog code will auto fill

31. Budget Information:

<u>ENTER WHOLE DOLLARS UNLESS THE AWARD DOCUMENT USES CENTS</u>

Enter the budget in the **Increase** column. The categories may be different than the agency budget categories. Use the most current OSP budget with Banner categories.

ASSUMPTIONS – If the grant is being set up on an assumption of liability, enter the entire amount of the assumption on the 8003 line. Do not break out the F&A. A full budget will be set up once the award document is received. A revenue total will not calculate for an assumption budget. The total budget will be the same as the assumption.

When removing an assumption of liability, decrease the full assumption budget. This can be done on the same form as the one used to set up the original budget. You will need two Budget Codes and two Descriptions when having both an increase and a decrease on the same form.

Revenue field – This field should populate when a revenue code is chosen from the drop down menu in section 15. If it does not, enter the same code used for the Default Code field. The total revenue should calculate as the budget is entered.

Totals – This section will also calculate as the budget is entered. The final total should be twice the total budget, unless an assumption budget is being set up.

32. Budget code:

Check the appropriate box to Indicate the budget type:

RBUD	Received a signed agreement, all budgets original and revisions that are not on assumption
RBFO	Budget or revision is under an Assumption of Liability or the assumption is being removed
RSBD	ARRA Stimulus funded budget
RSPO	ARRA Stimulus funded budget on an Assumption of Liability

SIGNATURES

If you prepared the form, enter your name in the Prepared by: field. Date it the date you complete it, not the date you start it. If a department provided the form, sign or initial below the name in the field and date it. This indicates that you have reviewed, made changes where necessary, and added any missing information.

If it is a new setup, attach all BRFs to the Proposal file with the documents that will go into the Main file.

Predecessor Fund	Type of Agency
ALFAID	Financial Aid, i.e. Pell
ALFDED	US Dept of Education - ADOE PMS Billing
ALFDOI	US Dept of Interior - AUSGS PMS Billing
ALFDOJ	US Dept of Justice - ADOJ PMS Billing
ALFDOL	US Dept of Labor - ADOL PMS Billing
ALFHHS	US Dept of Health & Human Services - AHHS PMS billing
ALFHUD	US Dept of Housing & Urban Development - AHUD PMS Billing
ALFNSF	National Science Foundation - ANSF PMS Billing
ALFSBA	Small Business Administration
ALNOAA	National Oceanic and Atmospheric Admin - ANOAA PMS Billing
ARAKST	State of Alaska - RSAs
ARCORP	Corporations
ARFDEN	US Dept of Energy
ARFDOA	US Dept of Agriculture
ARFDOC	US Dept of Commerce
ARFDOD	US Dept of Defense
ARFDOI	US Dept of Interior
ARFEPA	Dept of Environmental Conservation - AEPA PMS Billing
ARFNEH	US National Endow of the Arts
ARFOTH	Other Federal Agencies not listed above (non PMS Billing)
ARINDV	Individuals
ARLOCG	Local Government - Muni
AROFOU	Other Foundations
ARORGO	Organizations
ARUFOU	UA Foundation
ARUNIV	Universities
SWCP	Corporate Programs projects
ACIP	

Revenue Acct Codes for restricted funds

9355 Federal
9356 ARRA Federal Stimulus
9330 State Grants/Contracts
9332 ARRA State Grants/Contracts - Stimulus Pass-Thru
9377 Local Government
9410 Corporate Gifts/Grants/Contracts
9420 Oil Gifts/Grants/Contracts
9425 UA Foundation Only
9427 Other Foundations
9440 Individual Gifts/Grants/Contracts
9445 AK Native Gifts/Grants/Contracts
9450 Nonprofit Organizations & Svc Clubs
9460 Private Organizations
9470 Other University Grants/Contracts
9475 Foreign Govt Gifts/Grants/Contracts

**** For program income accounts, use a revenue account code that most closely describes the source from which the program income is derived.

BANK CODES

AC	ANCHORAGE MAU
FC	FAIRBANKS MAU
JC	JUNEAU CAMPUS
IC	KENAI PENINSULA
PC	MAT-SU CAMPUS
DC	KODIAK CAMPUS
VC	PRINCE WILLIAM
KC	KETCHIKAN CAMPUS
EC	GEOPHYSICAL INST.
SC	STATEWIDE
TC	SITKA CAMPUS

AD	ANCHORAGE MAU
KD	KETCHIKAN CAMPUS
DD	KODIAK CAMPUS
PD	MAT-SU CAMPUS
ED	GEOPHYSICAL INST.
SD	STATEWIDE
FD	FAIRBANKS MAU
TD	SITKA CAMPUS
ID	KENAI PENINSULA
VD	PRINCE WILLIAM
JD	JUNEAU CAMPUS