



TO: Grants and Contracts Accounting

FROM:

DATE:

SUBJECT: **ADVANCE BANNER INDEX NUMBER REQUEST**

I have received an unofficial notification from the sponsoring agency listed below that my grant/contract application has been accepted.

Please assign a Banner Index number for the pending grant/contract. Pending the receipt of the executed award notice by OSP, my department will guarantee any expenditure charged against the assigned Banner Index number. The Non-sponsored program Banner number guaranteed to accept charges should the grant not be awarded is \_\_\_\_\_. (Guaranteed index may be a 2, 4, or 6 ledger index.)

This alternative Banner Index number will be used only if the University does not receive an award notice within 60 days from the sponsor. **This form must be returned to [gcavcu@vcu.edu](mailto:gcavcu@vcu.edu).** My department will be responsible to communicate with OSP to minimize delays beyond 60 days.

The following details are provided as required for the grant index create. I understand that additional documentation may be required to minimize inaccurate coding errors during the Advance Index setup.

\*=Required

\*InfoEd PT/PD/SC# or RAMS-SPOT # \_\_\_\_\_

\*Principal Investigator's Name: \_\_\_\_\_ V# \_\_\_\_\_

\*School and Department: \_\_\_\_\_

\*Title of Project: \_\_\_\_\_

\*Prime Federal Agency Name (if appl.): \_\_\_\_\_

\*Sponsor's Name: \_\_\_\_\_

Sponsor's Banner ID Number: \_\_\_\_\_

\*Budget Period: \_\_\_\_\_

\*Program Type listed on IAF or RAMS-SPOT (e.g. Research, Training etc.): \_\_\_\_\_

\*CFDA #, if available \_\_\_\_\_

\*Research location (on or off campus): \_\_\_\_\_

Project Period \_\_\_\_\_

Amount of Award: \_\_\_\_\_

\*F&A Rate: \_\_\_\_\_ FACR Code: \_\_\_\_\_

\*Source of funds(check one): Federal \_\_\_\_\_ Fed. Flow Thru \_\_\_\_\_ State \_\_\_\_\_  
Local Gov't \_\_\_\_\_ Industry \_\_\_\_\_ Foundation \_\_\_\_\_

Anticipated Instrument Type (e.g. Contract, Grant, Clinical Trial, etc.): \_\_\_\_\_

\*Fiscal Administrator Name: \_\_\_\_\_ FA# \_\_\_\_\_

\*Predecessor Org Number (5 character Banner code): \_\_\_\_\_

\*Cost Sharing: Yes \_\_\_\_\_ No \_\_\_\_\_  
If Yes please indicate whether: Voluntary \_\_\_\_\_  
Mandatory \_\_\_\_\_

\*Approvals:  
\_\_\_\_\_

\*Principal Investigator

\_\_\_\_\_  
\*Department Chair/School Dean

**FOR G&C USE ONLY**

\_\_\_\_\_  
\*The above pending proposal/award data has been verified in InfoEd or RAMS-SPOT for accuracy by:  
\_\_\_\_\_ (Accountant Name).

\*(Check one):  
\_\_\_\_\_ The information agrees/disagrees (circle) with the IAF in InfoEd/RAMS-SPOT; or  
\_\_\_\_\_ The PT# shown does not have any associated documents in InfoEd/RAMS-SPOT, and was thus created based on additional documentation provided by the department.