BANNER FINANCE E-Print – RESEARCH TIPS

How do I find my Grant Code?
Where can I get a list of my grants in Banner?

Go to the Banner Finance Help Web Page
https://prod-web.neu.edu/webapp6/Banner/Finance/secure/index.jsp

A simple query via the Banner Finance Help Page accessed via MyNEU - Services & Links can provide you with this list.

Search Results

<table>
<thead>
<tr>
<th>Index</th>
<th>Index Description (Title)</th>
<th>Fund Code</th>
<th>Organization Code</th>
<th>Program Code</th>
<th>Grant Code</th>
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Index/Fund Code Naming/Numbering Conventions

- Index Description (Title)
  - Funding agency/Award # or Corp/PI name
- Numbering convention examples
  - 500xxx = HHS
  - 501xxx = NSF
  - 506xxx = Corporate
  - 59xxx = pass-through, subcontract
- For full list of fund ranges, see hierarchy report
  - FGRFNDH in e~Print

How do I know the project end date?

- FZRB090 e~Print report contains project end date
  - (grant version of the FZR0090)

That tells you when the 90 day clock starts ticking

Fund terminated? Why?

- Your 90 day closeout period is over, the termination date is current
  - Banner will not allow you to create a Req
  - Banner will not allow A/P to process an invoice
- Feeds will still go through
- OK, now what?
  - If charge is legitimate for the grant & there are funds, contact Research Finance

Overspent Grants?

Did you obtain additional funding?

If yes, did you submit a request to ORAF?

- No – submit it (requires written approval by funding agency)
- Yes, check to see if it was processed
  - FZR0091 for detailed transactions,
  - FZRB090 for summary

If no additional funding, go to next step:

Deficits in research budgets must be covered by….

- PI overhead funds (3xxxx)
- PI departmental or college OH return funds
- Operating Funds (200000)

Consult the Professional Standards & Business Conduct Policy Manual
http://www.neu.edu/neuhome/adminlinks/prostand.pdf

How to avoid problems?

- Monitor your grants regularly
- Submit modifications in a timely manner
- Stop spending when grant ends

For additional information please visit the Banner Finance Help Page – for training, processing IV’s etc.

Robin Murphy – Associate Director Research Finance