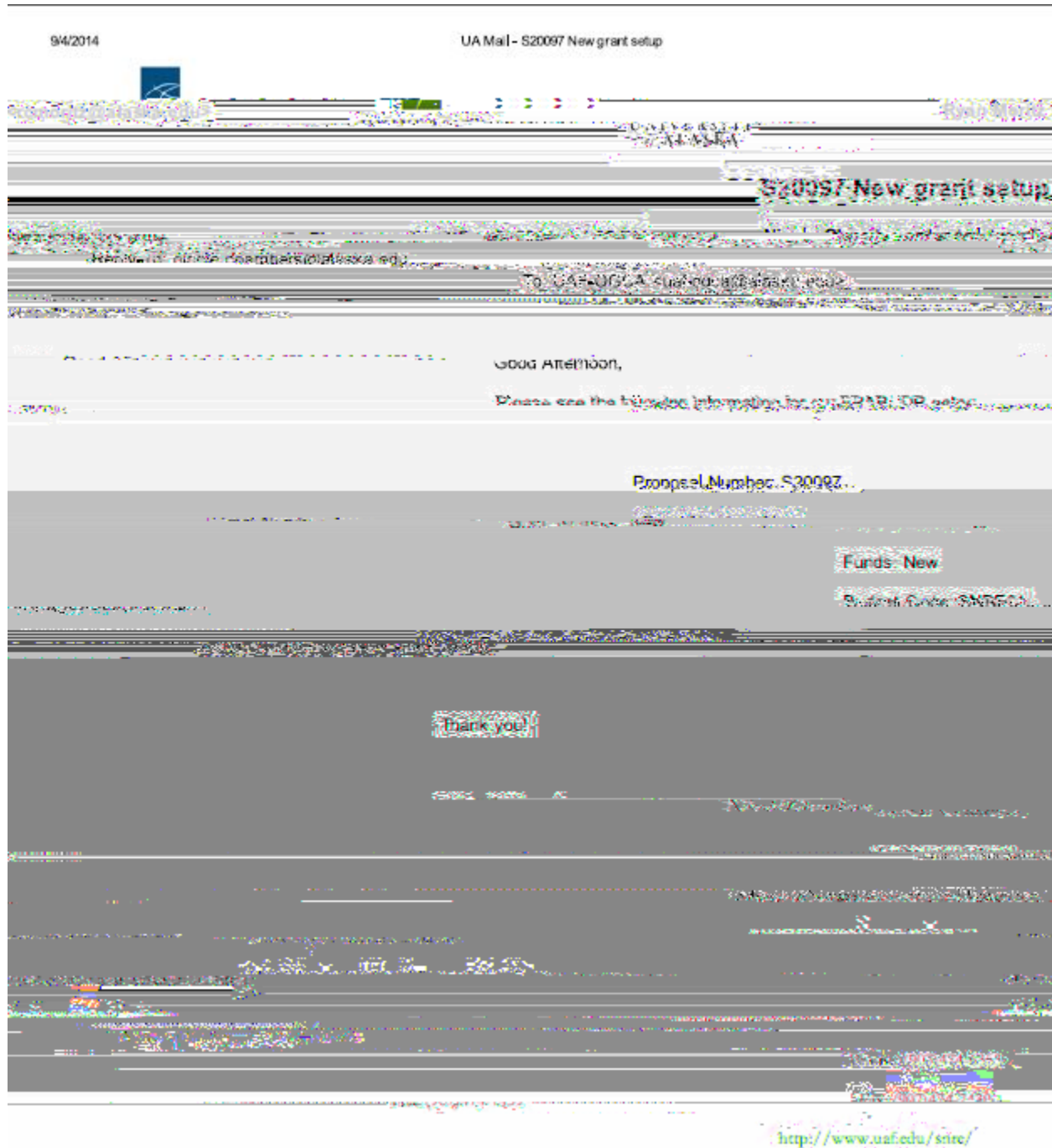


OGCA New Keying Process

New Setup/Pre Award Spending

EXAMPLE: New Setup

Old Process:



New Process:

Hello,

Congratulations OGCA has received the following:

Award / amendment / modification: S20097

OGCA Grants and Contracts Analyst: Ryan Moritz

Action Requested: **New Setup**

OGCA will guarantee keying and set up of the above mentioned action within 5 business days if **all** correct information below has been entered and received by the requesting unit. In addition, unit is responsible for verifying the integrity of the FRAPROP record along with the FRABUDP entry.

[FRABUDP checklist:](#)

OGCA

Use

Only

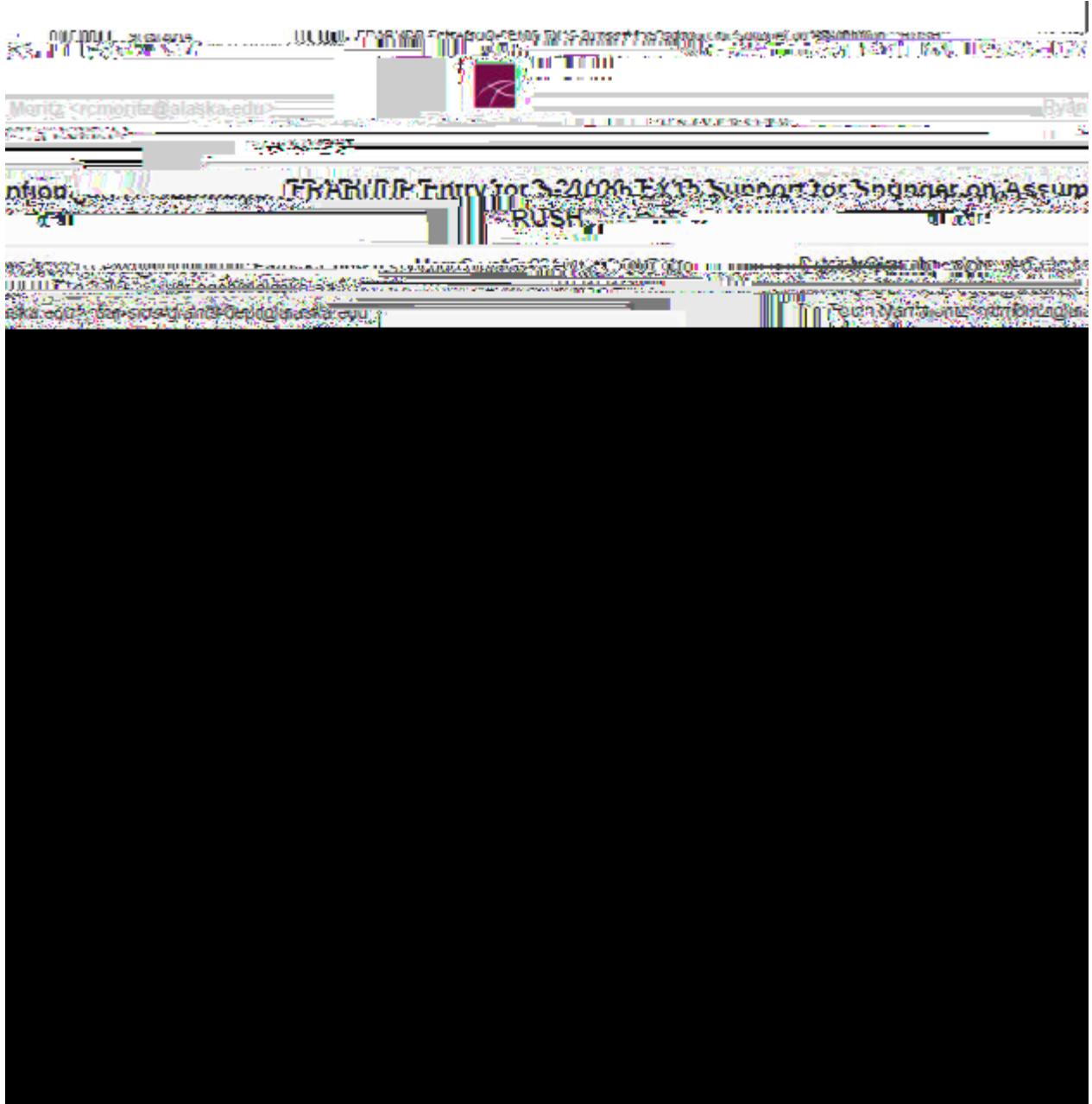
Action: *(New or Pre Award Spending/Advance*

OGCA New Keying Process

New Setup/Pre Award Spending

EXAMPLE: Advance Approval

Old Process:



New Process:

Hello,

Congratulations OGCA has received the following:

# Award / amendment / modification:	<u>S20187</u>
OGCA Grants and Contracts Analyst:	<u>Ryan Moritz</u>

Action Requested: **Advance Approval**

OGCA will guarantee keying and set up of the above mentioned action within 5 business days if **all** correct information below has been entered and received by the requesting unit.