CRS - CONTRACT & RESEARCH SYSTEM:

AT-RISK SPENDING REQUEST
Getting Started: Home Page

CRS is found on the web at: crs.mines.edu

Use your Mines MultiPass to log in to the system.

From anywhere in CRS, the Home tab appears and can be clicked to return to this screen.
On the Home Page find section titled My At-Risks

Click on My At-Risks and the following screen will appear:
This screen provides overview of each At-Risk.

The headers provide a wealth of information at a glance.

**Type of At-Risk:**
- **New Account** (Award notice received but agreement not executed)
- **Continued Spending** (Waiting on incremental funding)
- **Non-Payment** (when a sponsor is delinquent on payment and ORA believes there is a risk of non-payment)
- **Consortia Continued Spending** (Waiting on membership fees)

**At-Risk Status:**
Indicates where in the process the At-Risk is

**Requested Amount:**
The dollar value of the At-Risk request

**Project Grant Index:**
Banner index number

Click on the three digit ID or At-Risk Type hyperlink to see the specific information about an At-Risk record.

**At-Risk Information**

The General Information Tab provides all the details related to the At-Risk request and approval.
The top section lists contact information and the type and status of the At-Risk. There are 7 status for an At-Risk request:

1. **Draft**: The At-Risk Request is in preparation.
2. **Submitted to ORA**: The At-Risk Request is with the ORA Contract Administrators for review and risk determination.
3. **Campus Routing**: The At-Risk Request is being routed for approval by the PI, Department Head or Center Director and ORA Director.
4. **ORA Approved**: The At-Risk Request has been approved. For new projects, an index number can now get set-up or, for continued spending, the PI can start spending again.
5. **Pending Banner Set-up**: For approved At-Risks for new projects, the index is pending the Banner set-up.
6. **Fund Set-Up Complete**: For approved At-Risks for new projects, the index is fully set-up and spending can occur.

7. **Request Cancelled**: An At-Risk Request has been cancelled.

The **General Information** section lists the details of the proposal or project that the At-Risk request is associated with and includes the department/center, sponsor, anticipated funded amounts and start and end dates.

The **Request Section** lists the specific information of At-Risk Request such as amount requested, programmatic justification, risk level, and any risk analysis notes.

The **Budget Information** section gives an overview of direct and indirect costs in a summary outline.

The Attachment section shows supporting documentation for the At-Risk which can be viewed by clicking on the underlined attachments.

**At-Risk Approval Status**

The At-Risk Approvals Tab provide the status of the approvals related to the At-Risk Spend Request.

![At Risk Spend Request: 312](image)

In the middle of the record, the lists the individuals that approved or are pending approval of the request.
Creating a New At-Risk Spending Request

To start the process for a new At-Risk Spending Request, one must determine if the request is New, a Continued Spending or a Consortia Continued Spending.

If the request is a request for a New project At-Risk, the process will start with Proposal record.

If the request is for a Continued Spending At-Risk, the process will start with the Project record.
If the request is for a Consortia Continued Spending At-Risk, the process will start with the Consortia record.

Once the appropriate Proposal, Project or Consortia record is located, click the New button.
Selecting the appropriate Type of At-Risk will pre-populate the General Information from the associated Proposal, Project or Consortia.
Once the General Information appears, the following information will need to be completed:

1. **Requested Amount**: This should be the amount needed for the At-Risk period. Typically, this is 25% or 3 months’ worth of expenses.

2. **Requested Start Date and Requested End Date**: This is the period of At-Risk. Typically, this is 3-4 months and must be within the period of performance or any allowable pre-award spending period identified by the Sponsor.

3. **Programmatic Justification**: This justification should be tied back to the project’s SOW.

If a faculty knows the how they want to spend, but is unclear about the actual figures, they can include the budget details in the Budget Justification field. If a faculty knows the budget detail figures, they can include the dollar amounts in the Budget section.
ORA requires documentation from the sponsor that the award documents are forthcoming. If a faculty member has such information, it can be attached in the Attachment section. If it is not present, an ORA Contract Administrator will work to seek such confirmation.

Once finished completing all the required information, click the Submit to ORA button. Click Save and Continue to save information but not submit to ORA yet.

**ORA Review of a At-Risk Spending Request**

Once an At-Risk Spend Request is received by the ORA Contract Administrator, the Contract Administrator will review the request, determine what information is missing, work with the PI and Sponsor to gather all the necessary information in order to perform a Risk Evaluation. The Contract Administrator will document their evaluation on the At-Risk Request and submit the At-Risk Request for approval by the PI, Department Head/Center Director and the ORA Director.
### Approving an At-Risk Spend Request

When an approval is needed for an At-Risk, CRS will send an email to the PI and the Department Head. The email will contain a link that will take a user directly to the appropriate approval record.
Alternatively, one can find all their approval records in the Proposals or At-Risks section of the CRS homepage.
Click on the hyperlinked At-Risk Spend Request to open the approval record.
The Approval record contains all the information related to At-Risk Spend request. Once an Approver reviews the information they can perform three actions:

1. **Approve** the request – this action will push the record to the next approver
2. **Request additional information** – this action will open a text box where the user can identify what information they need. This action is neither an approval nor rejection and will not override any previous approvals. ORA will respond to request so that an Approver can make an informed decision.
3. **Reject the request** — This action will kick the request back to the draft status and override any previous approvals. Rejecting a record will require an explanation in the Approval Note field.

Once an At-Risk Request has been fully approved, the PI will receive an email notification from CRS. For continued spending At-Risk Requests, the PI can now begin spending.

### Setting up an Index for a New Project At-Risk Spend Request

Once an At-Risk Spend Request for a New Project has been approved, the ORA Grant Administrator will begin the process to set-up the index number in Banner. Once that process has been complete, the PI will received an email with their new index number from CRS.