

CRS - CONTRACT & RESEARCH
SYSTEM:

AT-RISK SPENDING REQUEST

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Getting Started: Home Page

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



Username

Password

Don't Remember Login

Clear prior granting of permission for release of your information to this service.

Login

> [Forgot your password?](#)

> [Need Help?](#)

Use your Mines MultiPass to log in to the system.

Home page

Contract & Research System

User: Fred | Logout

Home My Profile

Research

- My Proposals
- My At Risks
- My Projects
- My Consortia
- My NDAs, MOUs, Data Use

Administrative Contracts

- Start a Purchase
- Make an Agreement
- Use a Facility
- My Administrative Contracts

Requests

- Rate a Vendor
- PI Change (future)
- No Cost Extension (future)
- Find People on Proposals
- Find People on Projects
- See Vendor Ratings (future)

Approvals

- Proposals or At Risks
- Certify A/T time
- Subcontract Invoices

Powered by ESM Solutions Corporation Mines Office of Research Administration Mines Office of Purchasing/Procurement Services

From anywhere in CRS, the Home tab appears and can be clicked to return to this screen.

User: Fred | Logout

Home

My Profile

CRS Home Page

The screenshot shows the top of the CRS Home Page. At the top left is the MINES logo and the text "Contract & Research System". On the top right, it says "User: Fred | Logout" and has "Home" and "My Profile" buttons. Below this are four main sections: "Research" with links like "My Proposals", "My At-Risks", "My Projects", "My Consortia", and "My Research Contracts Without Funding"; "Administrative Contracts" with "My Administrative Contracts"; "Requests" with "Rate a Vendor", "Search by Project Index to List Research Team", "Email Procurement for Non-research Help", and "Email CRA for Research Help"; and "Approvals" with "Proposals or At-Risks", "Certify AY Time for Cost Share", and "Subcontract Invoices". At the bottom of the page, it says "Powered by ERM Solutions Corporation", "MINES Office of Research Administration", and "MINES Office of Purchasing/Procurement Services".



On the Home Page find section titled My At-Risks

This is a more detailed screenshot of the CRS Home Page. It shows the same layout as the previous image, but with a blue arrow pointing to the "My At-Risks" link in the "Research" section. The "Research" section lists: "My Proposals", "My At-Risks", "My Projects", "My Consortia", and "My Research Contracts Without Funding". The "Administrative Contracts" section lists "My Administrative Contracts". The "Requests" section lists: "Rate a Vendor", "Search by Project Index to List Research Team", "Email Procurement for Non-research Help", and "Email CRA for Research Help". The "Approvals" section lists: "Proposals or At-Risks", "Certify AY Time for Cost Share", and "Subcontract Invoices". At the bottom left, there is a tip: "Tip: Bookmark CRS - bookmark this page & then update your bookmark to http://crs.mines.edu".

Click on My At-Risks and the following screen will appear:

At Risk Spend Requests: My At Risk Requests

Status: 14 record(s) found, 1 page(s) [Click for details](#)

Search: contains

Show All Refine String Context Active Only More Options My At Risk Requests

ID	Type of At Risk	At-risk Status	Requested Amount	Project Title	Project Grant Index	Consortia Grant Index	Proposal Number	Proposal Title	Project Sponsor
357	Non-payment	Pending ORA Approval	\$500.00	Environmental Management Benefits and...	401902				DOE - Environmental Management
355	Continued Spending	ORA Approved	\$200.00	Han: TBD	401997				National Science Foundation - NSF
317	Consortia Continued Spending	ORA Approved	\$800.00			464646			
312	Continued Spending	ORA Approved	\$100.00	Proposal Test w/Co-Pis, subs, cost share...	401915				National Science Foundation - NSF
311	Consortia Continued Spending	ORA Approved	\$200.00			464646			
310	Consortia Continued Spending	Campus Routing	\$500.00			464646			
304	Continued Spending	ORA Approved	\$500.00	Proposal Test w/Co-Pis, subs, cost share...	401915				National Science Foundation - NSF
303	Non-payment	Campus Routing	\$3,000.00	Proposal Test w/Co-Pis, subs, cost share...	401915				National Science Foundation - NSF
302	New Account	ORA Approved	\$10,000.00				17-0330	Environmental Management Benefits and...	
300	Continued Spending	Pending ORA Approval	\$10,000.00	Lets practice with CRS	401998				National Renewable Energy Laboratory
288	New Account	ORA Approved	\$5,000.00				17-0329	Han: TBD	
287	Continued Spending	Campus Routing	\$1,000.00	Proposal Test w/Co-Pis, subs, cost share...	401915				National Science Foundation - NSF
284	New Account	Campus Routing	\$100.00				17-0299	Test: Single PI (run through dept), no CS...	
283	New Account	Campus Routing	\$100.00				17-0303	5. Multiple PI (run through CHS), no CS, no...	

This screen provides overview of each At-Risk.

The headers provide a wealth of information at a glance.

<i>Type of At-Risk:</i>	<p>New Account (Award notice received but agreement not executed)</p> <p>Continued Spending (Waiting on incremental funding)</p> <p>Non-Payment (when a sponsor is delinquent on payment and ORA believes there is a risk of non-payment)</p> <p>Consortia Continued Spending (Waiting on membership fees)</p>
<i>At-Risk Status:</i>	Indicates where in the process the At-Risk is
<i>Requested Amount:</i>	The dollar value of the At-Risk request
<i>Project Grant Index:</i>	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.

Status: You have permission to view, but not edit this record..

At Risk Spend Request: 355

Close		General Information Approvals << >>	
*Type of At Risk: Continued Spending		Administrator:	
*Project ID: <u>6138</u>		*At-risk Status: ORA Approved	
		At-risk Status Date: 09/26/2019	
General Information			
Project Department Name: <u>Chemistry</u>	Project Department Org Code: <u>15700</u>		
Project Center Name:	Project Center Org Code:		
Project Sponsor: <u>National Science Foundation - NSF</u>			
Project Anticipated Funded Amount: <u>\$605,000.00</u>			
Project Anticipated Start Date: <u>10/01/2019</u>	Project Anticipated End Date: <u>09/30/2022</u>		
Request Information			
*Requested Amount: \$200.00			
*Requested Start Date: 09/26/2019	*Requested End Date: 09/27/2019		
*Programmatic Justification: need			
Budget Justification:			
*Risk Level: Medium			
*Risk Analysis Notes: sdf			
Budget Information			
*Salaries: \$200.00	*Fringe Benefits: \$0.00		
*Tuition, Fees & Health Ins: \$0.00	*Equipment (>\$5k): \$0.00		
*Travel: \$0.00	*Supplies: \$0.00		
Total Direct Costs: \$200.00			
Indirect Cost Rate:	Indirect Costs: \$0.00		
Total Costs: \$200.00			
Attachment			
Attachment: <u>TEST.docx</u>			
Save and Continue			

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

Close
General Information
Approvals
« »

Collapse All

ID:	312	Project Proposal Analyst:	Alicia Higginbotham
Project PI Full Name:	Fred Research	Project Contract Administrator:	Michele Land
		Project Grant Administrator:	Lisa Martinez Conover

*Type of At Risk:	Continued Spending	*At-risk Status:	ORA Approved
*Project ID:	6134	At-risk Status Date:	09/24/2019

In the middle of the record, the lists the individuals that approved or are pending approval of the request.

Approvals Needed: Status: 3 record(s) found, 1 page(s). Click [here](#) to count records again..

View	ID	Approval Title	SNP Number	Approval Status	Approval Team	Approver(s)	Most Recent Approved By	Most Recent Date Approved	Most Recent Rejected By	Approval Packet Files	Approval Packet Files - Proposal	Date Created	Date Updated	Status to Change to on Rejection	Unit Approval?	Approval Running Notes
<input type="checkbox"/>	1847	Department Approval	1	Approved	Admin Team	Kathryn...	Kathryn Ginger	09/20/2019 01:23 PM				09/20/2019 10:48 AM	09/20/2019 01:23 PM	No		
<input type="checkbox"/>	1846	PI Approval	1	Approved	Customer Team	Fred...	Fred Research	09/20/2019 10:48 AM				09/20/2019 10:48 AM	09/20/2019 10:48 AM	No		
<input type="checkbox"/>	1848	ORA Approval <550k	2	Approved	Approvers - Research Contracts - Less than or equal to 550k		Kathryn Ginger	09/24/2019 08:55 AM				09/20/2019 10:48 AM	09/24/2019 08:55 AM	No		

Number of Approvals Received: 3 Number of Approvals Needed: 3

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.

Proposal: 5. Multiple PI (run through CHS), no CS, no SubK

Close Proposal Team Budget Compliance Documents Approvals **At Risk** <>

Collapse All
 Save and Continue

Proposal Number: 17-0303 ID: 668 Fiscal Year: 17
 Status: ORA Approved Status Date: 02/28/2019 Proposal Analyst: [Alicia Higginbotham](#)
 Contract Administrator: [Michele Land](#)
 Grant Administrator: [Lisa Martinez Conover](#)

Proposal Title - Header: 5. Multiple PI (run through CHS), no CS, no SubK

Related At Risk Requests

Leave this section blank at proposal submission stage.

Related At Risk Requests: Status: 1 record(s) found, 1 page(s). Click [here](#) to count records again..

New Find Views Search

View	ID	Type of At Risk	At-risk Status	Requested Amount	Project Title	Project Grant Index	Consortia Grant Index	Proposal Number	Proposal Title	Project Sponsor
<input type="checkbox"/>	283	New Account	Campus Routing	\$100.00				17-0303	5. Multiple PI (run through CHS), no CS, no...	

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

Project: Proposal Test w/Co-PIs, subs, cost share and FFRDC

Project Team Budget Terms SubK Cost Share **At Risk** Related Contracts Documents

Collapse All

ID: 6134 Proposal Analyst: [Alicia Higinbotham](#)
 PI: Fred Research Contract Administrator: [Michele Land](#)
 *Project Status: Active Grant Administrator: [Lisa Martinez Conover](#)
 Sponsor Name: National Science Foundation - NSF Sponsor Type: [Federal](#) Sponsor Subtype: [National Science Foundation](#)
 Grant Index: 401915

Project At Risk Spend Request(s)

Project At Risk Spend Request(s): **Status:** 4 record(s) found, 1 page(s). Click [here](#) to count records again..

New Find **Views Search**

<input type="checkbox"/> View	ID	Type of At Risk	At-risk Status	Requested Amount	Project Title	Project Grant Index	Consortia Grant Index	Proposal Number	Proposal Title	Project Sponsor
<input type="checkbox"/>	312	Continued Spending	ORA Approved	\$100.00	Proposal Test w/Co-PIs, subs, cost share...	401915				National Science Foundation - NSF
<input type="checkbox"/>	304	Continued Spending	ORA Approved	\$500.00	Proposal Test w/Co-PIs, subs, cost share...	401915				National Science Foundation - NSF
<input type="checkbox"/>	303	Non-payment	Campus Routing	\$3,000.00	Proposal Test w/Co-PIs, subs, cost share...	401915				National Science Foundation - NSF
<input type="checkbox"/>	287	Continued Spending	Campus Routing	\$1,000.00	Proposal Test w/Co-PIs, subs, cost share...	401915				National Science Foundation - NSF

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

Consortia: Testing fields on 9.3.19

Close Consortia Members Membership Fees **Consortia & Contracts & Fees Doc** **At Risk**

Collapse All

ID: 335 *Consortia Status: Active zzCayConID:
 *Consortia Name: Testing fields on 9.3.19 zzCayProjNum:
 Total Contract Amount: \$1,000,000.00
 Total Membership Fee Amount: \$101,100.00

Related At Risks

At Risk Spend Requests: **Status:** 3 record(s) found, 1 page(s). Click [here](#) to count records again..

New Find **Views Search**

<input type="checkbox"/> View	ID	Type of At Risk	At-risk Status	Requested Amount	Project Title	Project Grant Index	Consortia Grant Index	Proposal Number	Proposal Title	Project Sponsor
<input type="checkbox"/>	317	Consortia Continued Spending	ORA Approved	\$600.00			464646			
<input type="checkbox"/>	311	Consortia Continued Spending	ORA Approved	\$200.00			464646			
<input type="checkbox"/>	310	Consortia Continued Spending	Campus Routing	\$500.00			464646			

Once the appropriate Proposal, Project or Consortia record is located, click the New button.

Project At Risk Spend Request(s)

Project At Risk Spend Request(s): **Status:** No records.

New Find **Views Search**

At Risk Spend Request: 365

Save Cancel General Information Approvals << >>

[Collapse All](#)

ID: 365

*Type of At Risk:

- New Account
- Continued Spending
- Non-payment
- Consortia Continued Spending

Request Information

*Requested Amount: \$

*Requested Start Date: *Requested End Date:

Please provide a programmatic justification for work to begin prior to the award documents being received. This justification should be able to be tied back to the requested At-Risk funds and project's statement of work. The ability to post salaries to a project is not a sufficient reason for At-Risk spending.

*Programmatic Justification:

Describe your needs (e.g. 1 grad student for 6 months).

Budget Justification:

Budget Information

Campus Researcher - If you don't know a specific value, please enter \$0.00.

Salaries:	\$ <input type="text"/>	Fringe Benefits:	\$ <input type="text"/>
Tuition, Fees & Health Ins:	\$ <input type="text"/>	Equipment (>\$5k):	\$ <input type="text"/>
Travel:	\$ <input type="text"/>	Supplies:	\$ <input type="text"/>
Total Direct Costs:	\$		
Indirect Cost Rate:	<input type="text"/> %	Indirect Costs:	\$ <input type="text"/>
Total Costs:	\$		

Attachment

In order for ORA to approve an At-Risk Fund, ORA requires confirmation from the sponsor that award documents will be forthcoming. If you have such confirmation, please attach the documentation to this form.

Attachment: [Attach/Manage](#)

Drag&Drop files

Submit to ORA
Save and Continue

Selecting the appropriate Type of At-Risk will pre-populate the General Information from the associated Proposal, Project or Consortia.

At Risk Spend Request: 365

[Save](#) [Cancel](#) **General Information** **Approvals** << >>

[Collapse All](#)

ID: 365 Project Proposal Analyst: [Alicia Higginbotham](#)

Project PI Full Name: [Fred Research](#) Project Contract Administrator: [Michele Land](#)

Project Grant Administrator: [Lisa Martinez Conover](#)

*Type of At Risk:

New Account

Continued Spending

Non-payment

Consortia Continued Spending

Project ID: [6141](#)

General Information

Project Department Name: [Chemistry](#) Project Department Org Code: [15700](#)

Project Center Name: Project Center Org Code:

Project Sponsor: [National Science Foundation - NSF](#)

Project Anticipated Funded Amount: [\\$6,000.00](#)

Project Anticipated Start Date: [10/01/2019](#) Project Anticipated End Date: [09/30/2022](#)

Request Information

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.

Request Information

*Requested Amount: \$

*Requested Start Date:  *Requested End Date: 

Please provide a programmatic justification for work to begin prior to the award documents being received. This justification should be able to be tied back to the requested At-Risk funds and project's statement of work. The ability to post salaries to a project is not a sufficient reason for At-Risk spending.

*Programmatic Justification:

Describe your needs (e.g. 1 grad student for 6 months).

Budget Justification:

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.

Budget Information

Campus Researcher - If you don't know a specific value, please enter \$0.00.

Salaries:	\$ <input type="text"/>	Fringe Benefits:	\$ <input type="text"/>
Tuition, Fees & Health Ins:	\$ <input type="text"/>	Equipment (>\$5k):	\$ <input type="text"/>
Travel:	\$ <input type="text"/>	Supplies:	\$ <input type="text"/>
Total Direct Costs:	\$		
Indirect Cost Rate:	<input type="text"/> %	Indirect Costs:	\$ <input type="text"/>
Total Costs:	\$		

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.

Attachment

In order for ORA to approve an At-Risk Fund, ORA requires confirmation from the sponsor that award documents will be forthcoming. If you have such confirmation, please attach the documentation to this form.

Attachment:

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.

At Risk Spend Request: 287

Edit Close		General Information		Approvals		« »	
Collapse All							
ID:	287	Project Proposal Analyst:	Alicia Higginbotham				
Project PI Full Name:	Fred Research	Project Contract Administrator:	Michele Land				
		Project Grant Administrator:	Lisa Martinez Conover				
*Type of At Risk:	Continued Spending	*At-risk Status:	Campus Routing				
*Project ID:	6134	At-risk Status Date:	09/10/2019				
General Information							
Project Department Name:	Chemistry	Project Department Org Code:	15700				
Project Center Name:		Project Center Org Code:					
Project Sponsor:	National Science Foundation - NSF						
Project Anticipated Funded Amount:	\$4,000.00						
Project Anticipated Start Date:	09/01/2019	Project Anticipated End Date:	08/31/2021				
Request Information							
*Requested Amount:	\$1,000.00						
*Requested Start Date:	10/01/2019	*Requested End Date:	09/30/2020				
*Programmatic Justification:	NSF just recommended proposal for award						
Budget Justification:	Support of GRA for three months						
*Risk Level:	Low						
*Risk Analysis Notes:	NSF grants 90 day preaward spending						
Budget Information							
*Salaries:	\$0.00	*Fringe Benefits:	\$0.00				
*Tuition, Fees & Health Ins:	\$1,000.00	*Equipment (>\$5k):	\$0.00				
*Travel:	\$0.00	*Supplies:	\$0.00				
Total Direct Costs:	\$1,000.00						
Indirect Cost Rate:		Indirect Costs:					
Total Costs:	\$0.00						
Attachment							
Attachment:	GrantLevel3and4-testing-instructions-v1.docx						
Save and Continue							

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.

Please do not respond directly to this email.

If you have questions about this email, contact ora@mines.edu.

At-Risk Spend Request Number 287 for PI `at_risk_pi_name` has been submitted and requires PI Approval. [Click here](#) to view the at-risk request, add notes, and decide whether to approve or reject the request.

Below are the identifying details of the requested approval:

Proposal Number:

Project Index: 401915

Consortia Index:

At-Risk Requested Amount: \$1,000.00

At-Risk Programmatic Justification: NSF just recommended proposal for award

If you have questions about this email, contact ora@mines.edu.

Alternatively, one can find all their approval records in the Proposals or At-Risks section of the CRS homepage.



Contract & Research System

User: Fred | Logout

Home My Profile

Research	Administrative Contracts	Requests	Approvals
<ul style="list-style-type: none">• My Proposals• My At-Risks• My Projects• My Consortia• My Research Contracts Without Funding	<ul style="list-style-type: none">• My Administrative Contracts	<ul style="list-style-type: none">• Rate a Vendor• Search by Project Index to List Research Team• Email Procurement for Non-research Help• Email ORA for Research Help	<ul style="list-style-type: none">• Proposals or At-Risks• Certify AY Time for Cost Share• Subcontract Invoices

Approvals: My Approvals

Status: 12 record(s) found, 1 page(s) [Click for details...](#)

Actions ▾

Views ▾ Search ▾  

<input type="checkbox"/>	Related To	Approval Title	Approval Status	Proposal Number	Proposal Role	Sponsor	Department Name	Center Name	At Risk ID	Type of At Risk	Cor Nur
<input type="checkbox"/>	Proposals	PI/co-PI Certification	Pending Approval	17-0385	PI	3M Company	Chemistry				
<input type="checkbox"/>	Proposals	PI/co-PI Certification	Pending Approval	17-0364	co-PI	Department of Energy	Physics				
<input type="checkbox"/>	Proposals	PI/co-PI Certification	Pending Approval	17-0350	PI	3D-P	Chemistry				
<input type="checkbox"/>	Proposals	PI/co-PI Certification	Pending Approval	17-0348	PI	BP Alternative Energy	Chemistry				
<input type="checkbox"/>	At-Risk Spend Requests	PI Approval	Pending Approval						287	Continued Spending	
<input type="checkbox"/>	Proposals	PI/co-PI Certification	Pending Approval	17-0338	PI	National Science Foundation - NSF	Chemistry				
<input type="checkbox"/>	At-Risk Spend Requests	PI Approval	Pending Approval						284	New Account	
<input type="checkbox"/>	At-Risk Spend Requests	PI Approval	Pending Approval								
<input type="checkbox"/>	At-Risk Spend Requests	PI Approval	Pending Approval								
<input type="checkbox"/>	At-Risk Spend Requests	PI Approval	Pending Approval								
<input type="checkbox"/>	Proposals	PI/co-PI Certification	Pending Approval	19-0000	PI	National Science Foundation - NSF	Geophysics				

Click on the hyperlinked At-Risk Spend Request to open the approval record.

Approval: PI Approval

Save Cancel Details Emails <>

Collapse All

ID: 1785
Approval Title: PI Approval

At-Risk Spend Request Information

At Risk ID: 287
Type of At Risk: Continued Spending
At Risk Project PI Full Name: Fred Research At Risk Proposal PI Full Name:
At Risk Requested Amount: \$1,000.00
At Risk Requested Start Date: 10/01/2019 At Risk Requested End Date: 09/30/2020
At Risk Programmatic Justification: NSF just recommended proposal for award
ORA completes Risk Level & Analysis to help approvers make decisions.
At Risk Risk Level: Low
At Risk Risk Analysis Notes: NSF grants 90 day preaward spending
At Risk Attachment(s): [GrantLevel3and4-testing-instructions-v1.docx](#)

Approval Details

By approving this request, I agree that in the event that funding is not received, I will be responsible for resolving the deficit by utilizing my professional or research development account or other unrestricted funds.

Approval Status: Pending Approval

Approve Request Info Reject

Approver(s): Fred Research

Most Recent Date Approved: Most Recent Approved By:
Most Recent Date Rejected: Most Recent Rejected By:

Approval Notes

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.

Request Information

Additional Information Request

Send

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.



Please do not respond directly to this email

If you have questions about this email, contact ora@mines.edu.

Index: 401235
PI: Fred Research
Project Title: production testing 10.15.19 - JRE
Sponsor: DOE - Energy Efficiency & Renewable Energy - EERE

Your request for at-risk continued spending for index 401235 has been approved. Please see details below. **Spending over the approved amount and/or past the spend period requires further approval.**

Approved Amount: \$100.00
Spend Period: 10/18/2019 to 11/28/2019

Click [here](#) to view the record directly

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.