FEDERAL GRANT PRE-AWARD INFORMATION FOR SFS

Pre-Award Project ID (MAX 15 characters)

Project Description (MAX 30 characters)

Prior Year Grant Awards

Anticipated Receipt Date of Grant Award

CONTACT INFORMATION

Grant Manager

Phone and Email

Agency

Submitted By

Phone and Email

Date

Instructions for Completing the
PRE-AWARD Spending Projects

Complete this form and attach it to the Project Documents section of the "Project Guide" in SFS.
(See Chapter IX.3.A for Guidance)

Pre-Award Project ID (MAX 15 characters)

The Project ID can be up to a maximum of 15 characters. When setting up projects in SFS, agencies should use the best practice of 'NEXT' auto-numbering approach for their Project ID. Auto-numbering is aligned with guidance and avoids downstream issues that will occur for agencies who manually name their Project IDs. (See Chapter XIX Section XIX.2A)

Project Description (MAX 30 characters)

Agencies can enter a description up to 30 characters.

Prior Year Grant Awards

Agency should list prior years Grant Reference Award Numbers to show that this represents ongoing Federal Funding. (minimum 2 years of Reference Award Numbers). Also include Contract ID Numbers if different from Grant Award Numbers.

Anticipated Receipt Date of Grant Award

Agency should provide an anticipated date for receipt of the new award.

CONTACT INFORMATION

Grant Manager

Name of the grant manager that can be contacted if OSC has any questions about actual transactions against the project. This may or may not be the same person submitting the form.

Phone and Email

List Grant Manager's phone and email.

Agency

State Agency

Submitted By

Name of the person submitting the form who can be contacted if OSC has any questions about the form. This may or may not be the Grant Manager.

Phone and Email

List phone and email of the person submitting the pre-award information.

Date

Date the form is filled out