

PALM BEACH STATE COLLEGE

REQUEST TO ADD A GRANT/COOPERATIVE AGREEMENT/CONTRACT IN WORKDAY

Request will not be processed without a copy of Award Letter/Approved Contract along with budget information.

New grant setup can take between 5-7 business days.

Use this form for restricted Fund 2 only.

Date of Request: _____



Requestor: _____

Signature: _____

Department: _____

Grant Title: _____

1. What is the Approved Budget? _____ (please attach budget narrative)
2. Does this grant have a cost sharing and/or matching components? If so, please specify: _____
3. What is the Funding Agency/Source (Sponsor)? _____
4. Sponsor Contact Information Name: _____ Phone: _____ E-mail: _____
5. Funding Type: ☐ Federal Direct ☐ Federal Flow Through ☐ State ☐ Private CFDA#: _____
6. Is this a subaward? ☐ Yes ☐ No (Formal Agreement must be in effect)
7. Is indirect cost applicable to this grant? ☐ Yes ☐ No 7a. If yes, what is the indirect cost rate and its calculation? _____
8. Does this grant have any related activities in PantherNet? i.e. (student scholarships) _____
9. Award Beginning Date: _____ Award End Date: _____
- 10a. Cost Center Hierarchy/Area: _____ 10b. Cost Center: _____
- 10c. Fund: _____ 10d. Function: _____
- 10e. Program: _____ 10f. Business Unit: _____
- 10g. Grant Manager: _____ 10h. Financial Analyst (assist grant manager): _____
11. Last day to make encumbrances/submit POs: _____
12. Last day to pay encumbrances with grant funds: _____ (no funds can be disbursed from grant after this date)
13. Check if Rollover of Funds Allowed: ☐ Yes ☐ No
14. Reporting Periods: ☐ Monthly ☐ Quarterly ☐ Annual ☐ Other _____
- 14a. Reporting Format: _____ (e.g. DOE399, etc.)
- 14b. Final Report Due: _____
15. Billing Period: ☐ Monthly ☐ Quarterly ☐ Annual Other _____
- 15a. Billing System: _____ (e.g. Invoices, G5, PMS FLAGS, Research.gov...)

ROUTING INSTRUCTIONS

Send form and supporting documentation to Grants Accountant & Manager for processing.

FOR FINANCE USE ONLY

1. **Award Type:** ☐ Cost Reimbursable ☐ Fixed Amount
2. **Billing Type:** ☐ Transaction ☐ Installment
3. **Budget:** ☐ Enable Budget Check ☐ Approved budget translated to Workday budget format