

SPONSORED PROGRAMS ACTION NOTIFICATION FORM (PAN)

PURPOSE

The purpose of this document is to provide guidance for interpreting the new Sponsored Programs Action Notification Form (PAN)

The Sponsored Programs Action Notification (PAN) is a document issued by the Office for Sponsored Programs. The PAN is issued every time a grant “action” happens:

1. When OSP first sets up a sponsored award in PeopleSoft.
2. Each time the details of an award change.

The PAN is sent to the PI, Co-PI, Chair, Dean and the departments Grants Manager electronically via email. The PAN provides the blueprints for and histories of all BC Sponsored Awards. All PAN’s have the same types of data fields. They are meant to communicate, interpret and standardize all award information for the PI, Grant Administer, et al.

Every PAN should be checked against its associated correspondence to ensure that the data has been translated correctly.

SECTION I: AWARD INFORMATION			
Principal Investigator:	Comvalius-Goddard, Sharon		
PI Department:	053321- Chemistry		
Co-PI:			
Sponsor:	National Science Foundation-LOC	Prime Sponsor:	
Sponsor Award Number:	DMG-123456	Prime Award Number:	
Award Title:	Advances in Colloid and Interface Science		
Award Type:	Grant	Award Period:	04/01/2014 - 03/31/2016

While the data elements for PI, PI Department, Co-PI and Award Title are self-explanatory, these items are also the key details to look for when interpreting Award Information.

Sponsor - The organization that gives funding for the Sponsored Program (National Science Foundation).

Prime Sponsor -This field is filled in when BC receives a subaward from another institution.

Award Period – The begin and end date for the entire award.

Award Type – The mechanism for funding. Other examples of award types are Contracts, Cooperative Agreements, and Subawards.

SECTION II: REMARKS/SPECIAL TERMS & CONDITIONS
New Award from NSF. Project Number 5100041 has been opened.

Section II will explain why the PAN has been issued and highlight and Special Terms and Conditions for this award.

SECTION III: PROJECT CHARTSTRING/FUNDING/PERIOD OF PERFORMANCE/RATES						
Budget Period:	1					
Dept ID	Fund	Fund Source	Program	Function	Property	Project
053321	500	12010	00000	301	00000	5100041
		<u>This Action</u>		<u>Total Obligated</u>		<u>Total Anticipated</u>
Dates:		04/01/2014 - 03/31/2015		04/01/2014 - 03/31/2015		04/01/2014 - 03/31/2015
Direct Costs:		\$143,770		\$143,770		\$143,770
F&A:		\$81,230		\$81,230		\$81,230
Sponsor Total:		\$225,000		\$225,000		\$225,000
Cost Sharing Total:		\$0		\$0		\$0
Budget Period Total:		\$225,000		\$225,000		\$225,000
F&A Rate:	56.50%					
Fringe Benefit Rates:	Effective:	02/24/2014	28.20%-E, 43.70%-N, 7.65%-P			
Budget	Budget Period	Project	Awarded to date	Total Obligated	Committed BC	Total Award
Period	Date Range	Number	(Sponsor)	(Sponsor)	Cost Share	(Sponsor + BC)
1	04/01/2014 - 03/31/2015	5100041	\$225,000	\$225,000	\$0	\$225,000
2	04/01/2015 - 03/31/2016	5100042	\$0	\$225,000	\$0	\$225,000
Sponsored Program Total:			\$225,000	\$450,000	\$0	\$450,000

Section III provides details regarding the chartstring(s), budget totals (current year and cumulative), period of performance and rate information.

Budget Period – If the award spans multiple years or requires separation of funds, OSP will designate separate projects with separate budget periods.

This Action – Represents the amount of funding given during this particular action.

Total Obligated – Represents the amount the project has been awarded up to and including this action.

Total Anticipated – Represents the likely, but not guaranteed, funding for this award.

SECTION IV: PAYMENT AND REPORTING REQUIREMENTS

Payment Method:	Electronic Fund Transfer		
Technical Reports Due:	Interim:		
	Final:	03/31/2016	
Financial Reports Due:	Interim:		
	Final:	03/31/2016	

Section IV provides details regarding payment method and both technical and financial reports due dates.

Payment Method: The method of payment in which BC is reimbursed for costs associated with the award.

Technical Reports Due: Due dates for when interim and final technical reports are due.

Financial Reports Due: Due dates for when interim and final financial reports are due.

SECTION V: ADMINISTRATIVE AND POLICY CONCERNS

**Please contact your OSP Pre-Award representative if you have questions regarding any of these items.*

Human Subjects	◇	Animals	◇	Sub-recipient Organizations	◇	FFATA	◇
Faculty Buy-out	◇	Faculty Summer Salary	◇	Mandatory Cost Sharing	◇		

Section V provides a quick summary of Administrative and Policy concerns that affect this award.



**Boston College
OFFICE FOR SPONSORED PROGRAMS**

Sponsored Programs Action Notification

Action Type: New Award

Date: 02/24/2014

SECTION I: AWARD INFORMATION

Principal Investigator: Comvalius-Goddard, Sharon
 PI Department: 053321- Chemistry
 Co-PI:
 Sponsor: National Science Foundation-LOC Prime Sponsor:
 Sponsor Award Number: DMG-123456 Prime Award Number:
 Award Title: Advances in Colloid and Interface Science
 Award Type: Grant Award Period: 04/01/2014 - 03/31/2016

SECTION II: REMARKS/SPECIAL TERMS & CONDITIONS

New Award from NSF. Project Number 5100041 has been opened.

SECTION III: PROJECT CHARTSTRING/FUNDING/PERIOD OF PERFORMANCE/RATES

Budget Period: 1

<u>Dept ID</u>	<u>Fund</u>	<u>Fund Source</u>	<u>Program</u>	<u>Function</u>	<u>Property</u>	<u>Project</u>
053321	500	12010	00000	301	00000	5100041

	<u>This Action</u>	<u>Total Obligated</u>	<u>Total Anticipated</u>
Dates:	04/01/2014 - 03/31/2015	04/01/2014 - 03/31/2015	04/01/2014 - 03/31/2015
Direct Costs:	\$143,770	\$143,770	\$143,770
F&A:	\$81,230	\$81,230	\$81,230
Sponsor Total:	\$225,000	\$225,000	\$225,000
Cost Sharing Total:	\$0	\$0	\$0
Budget Period Total:	\$225,000	\$225,000	\$225,000

F&A Rate: 56.50%

Fringe Benefit Rates: Effective: 02/24/2014 28.20%-E, 43.70%-N, 7.65%-P

Budget Period	Budget Period Date Range	Project Number	Awarded to date (Sponsor)	Total Obligated (Sponsor)	Committed BC Cost Share	Total Award (Sponsor + BC)
1	04/01/2014 - 03/31/2015	5100041	\$225,000	\$225,000	\$0	\$225,000
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Sponsored Program Total:			\$225,000	\$450,000	\$0	\$450,000

SECTION IV: PAYMENT AND REPORTING REQUIREMENTS

Payment Method: Electronic Fund Transfer

Technical Reports Due: Interim:
 Final: 03/31/2016

Financial Reports Due: Interim:
 Final: 03/31/2016

SECTION V: ADMINISTRATIVE AND POLICY CONCERNS

**Please contact your OSP Pre-Award representative if you have questions regarding any of these items.*

Human Subjects Animals Sub-recipient Organizations FFATA

Faculty Buy-out Faculty Summer Salary Mandatory Cost Sharing

Pre-Award Contact: Susan Hoban - psfinupg@bc.edu - 617-552-3061

Post-Award Contact: Carolyn Bargoote - bargoot@email.bc.edu - 617-552-3373