1. When a PI receives a no-cost extension, which 2 departments should be notified?
   - Office of Sponsored Programs
   - Grants and Contracts Accounting

2. If expenses are posted in error to a particular fund, what is the name of the document that must be completed and submitted to GCA in order for the expenses to be removed?
   - Cost transfer

3. Which office is responsible for establishing and revising budgets in Banner?
   - Grants and Contracts Accounting (GCA)

4. What is the current on-campus indirect cost rate?
   - 48%

5. What is the estimated turnaround time for GCA to process documents they have received?
   - 48 hours

6. Which office is responsible for approving state (1-account) related expenditures?
   - The Office of Budget and Planning

7. Which GCA accountant is responsible for managing the College of Engineering awards?
   - Lucy Huang

8. Which of the following documents do not require an encumbrance to be entered into Banner?
   - Stipend
   - Scholarship (circled)
   - Travel

9. All invoices submitted to federal agencies are submitted by the Office of Grants and Contracts Accounting. (circle the correct answer)
   - True (circled)
   - False

10. Which office is responsible for submitting all financial reports?
    - Grants and Contracts Accounting (GCA)
11. GCA is not allowed to do which of the following with an EPAF? (circle the correct answer)

- Approve
- Disapprove
- Make Changes
- Make Comments
- Return for Correction

12. What is the name of the form that GCA must receive before they can establish a fund number and budget in Banner?

_Budget Approval Form (BAF)_

13. All grant related payments should be mailed to which office on campus?

_Office of the Comptroller_

105 Patton Building, Normal, AL 35762 (Address) *Bonus

14. After the final billing is completed for an award, what happens to any open encumbrances that remain in Banner?

_liquidated_

15. If an award ends on 12/31/18, what is the last day to enter requisitions and encumbrances in Banner? (circle the correct answer)

- 30 days before the end date
- On the end date
- Up to 30 days after end date

16. When submitting a cost transfer form to move salary dollars, which 3 key details need to be provided on the form?

_person's name_ _, _A#_ _, _period of time to be moved_

17. When GCA reviews EPAFs, which two things are they verifying?

(1) _Active fund number_ and (2) _Fund Availability_

18. What is the name of the form that is used to request or remove access to Banner Fund and Organization Codes, and/or Approvals?

_Banner Finance Fund, Org, or Approval Access request Form_

19. Who submits applications and proposal requests on behalf of the university?

_Office of Sponsored Programs_

20. Who is A&M’s authorized official?

_Dr. Daniel K. Wims_