



## **Grant and Contract Accounting Office Establishing a Fund 145/146 Project**

The Grant and Contract Accounting Office (GCA) is responsible for assigning Fund 145 and 146 project ids and speedkeys in the Financial Management System (FMS) for new externally-sponsored grants and contracts. The School of Graduate Studies & Research (SGSR) and/or the PI will route the executed award document and SGSR Internal Routing form to GCA. This information serves as the source documentation for project id, speedkey and budget set up in FMS. If the award has not been fully executed, the PI can submit a request to GCA to establish the Fund 145/146 project id/speedkey in advance and in anticipation of receiving an award (see Set Up of an Advance Fund 145/146 PID/Speedkey Prior to Agreement/Contract Execution).

The executed agreement or contract is the primary source document used by GCA when setting up project ids/speedkeys, budgets and entering information into FMS. As GCA creates new Fund 145/146 project ids/speedkeys, a new Grant/Contract Setup Form should be completed for the internal file.