

GC70 Form

Request to Establish an Anticipation or to Use Expired or Overdrafted Grant/Fund

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Learning Objectives

- Participants will be able to:
 - Recognize when to use the online GC70 form
 - Identify features and who will use the system
 - Describe how to request access/permissions to the system
 - Demonstrate how to make an initial request
 - Explain how to view/extend prior requests

When to Use a GC70 Form

- When you need to request the set up or continued use of grant fund accounts to address:
 - Preaward costs
 - Costs prior to award execution
 - Overdrafts
 - Continuations
 - Expired awards
 - Extensions of any of the above type requests:
 - add additional time
 - change the amount requested
 - make some other modification

Features of the Online GC70 System

- Web-based
- Electronic routing and notification
- Status information for requests
- Auto-population of most demographic information
- Access to historical requests
- Ability to extend prior requests

Who Will Use the Online GC70 System

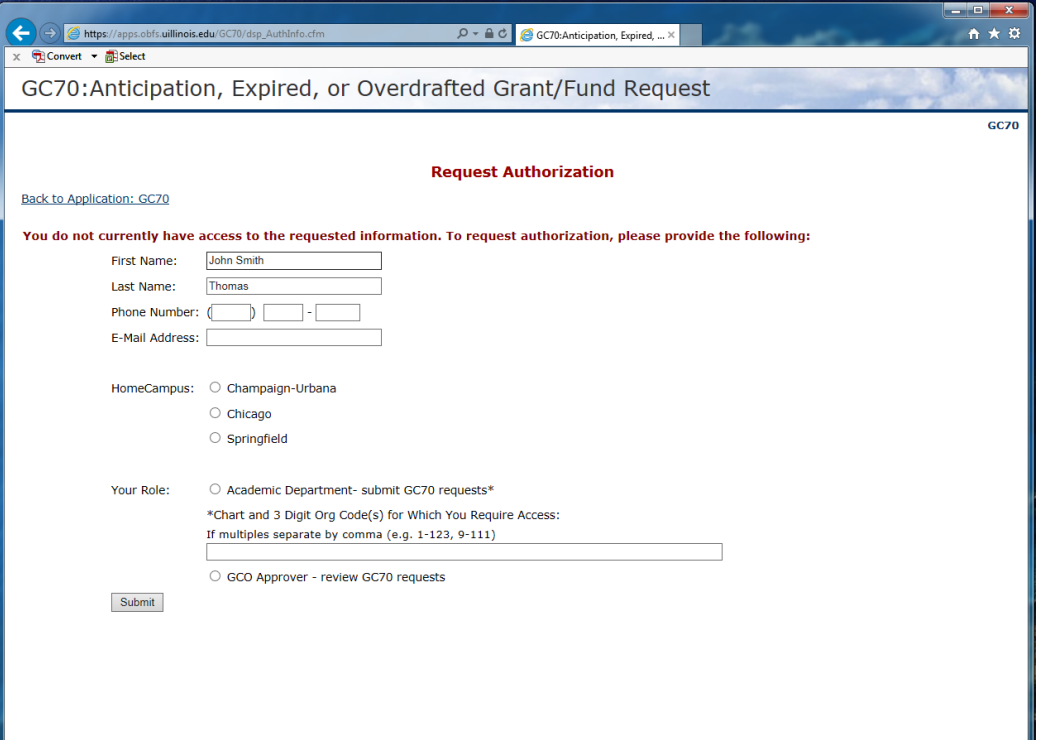
- “Department Requesters”
- “Authorized Signatories”
- PIs, for certain types of requests
- GCO Post-Award (all campuses)
- Urbana: OSP notifications
- E-mails 1-3 Status Notifications

Access/Permissions to the System

- Department Requesters: will fill out the electronic Request Authorization form
- PI: access is automatic (per request), based on the proposal/grant PI. Log in using URL in e-mail
- Authorized Signatory: access is automatic (per request) once assigned. Log in using URL in e-mail
- All users: authenticated with EAS (same as Banner)

How to Request Access

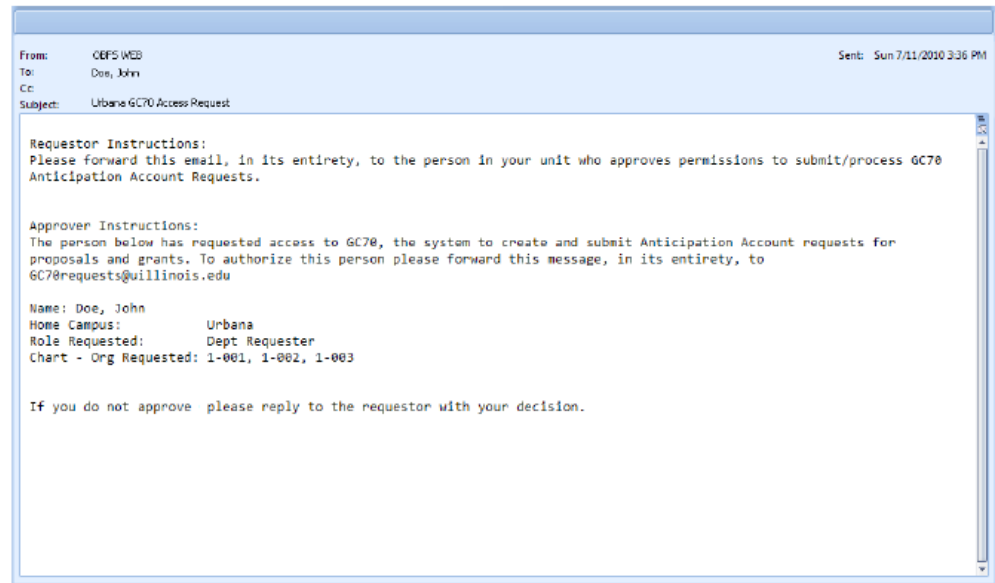
- Log in at:
 - <https://apps.obfs.uillinois.edu/GC70/index.cfm>
- Fill out the Request Authorization form
- Be sure to provide all of the chart-orgs for which you will need access



The screenshot shows a web browser window with the URL https://apps.obfs.uillinois.edu/GC70/dsp_AuthInfo.cfm. The page title is "GC70:Anticipation, Expired, or Overdrafted Grant/Fund Request". The main heading is "Request Authorization". Below the heading is a link "Back to Application: GC70". A red message states: "You do not currently have access to the requested information. To request authorization, please provide the following:". The form includes fields for "First Name" (John Smith), "Last Name" (Thomas), "Phone Number" (with three input boxes), and "E-Mail Address". There are radio button options for "HomeCampus" (Champaign-Urbana, Chicago, Springfield) and "Your Role" (Academic Department- submit GC70 requests*, GCO Approver - review GC70 requests). A text box for "*Chart and 3 Digit Org Code(s) for Which You Require Access: If multiples separate by comma (e.g. 1-123, 9-111)" is present. A "Submit" button is at the bottom.

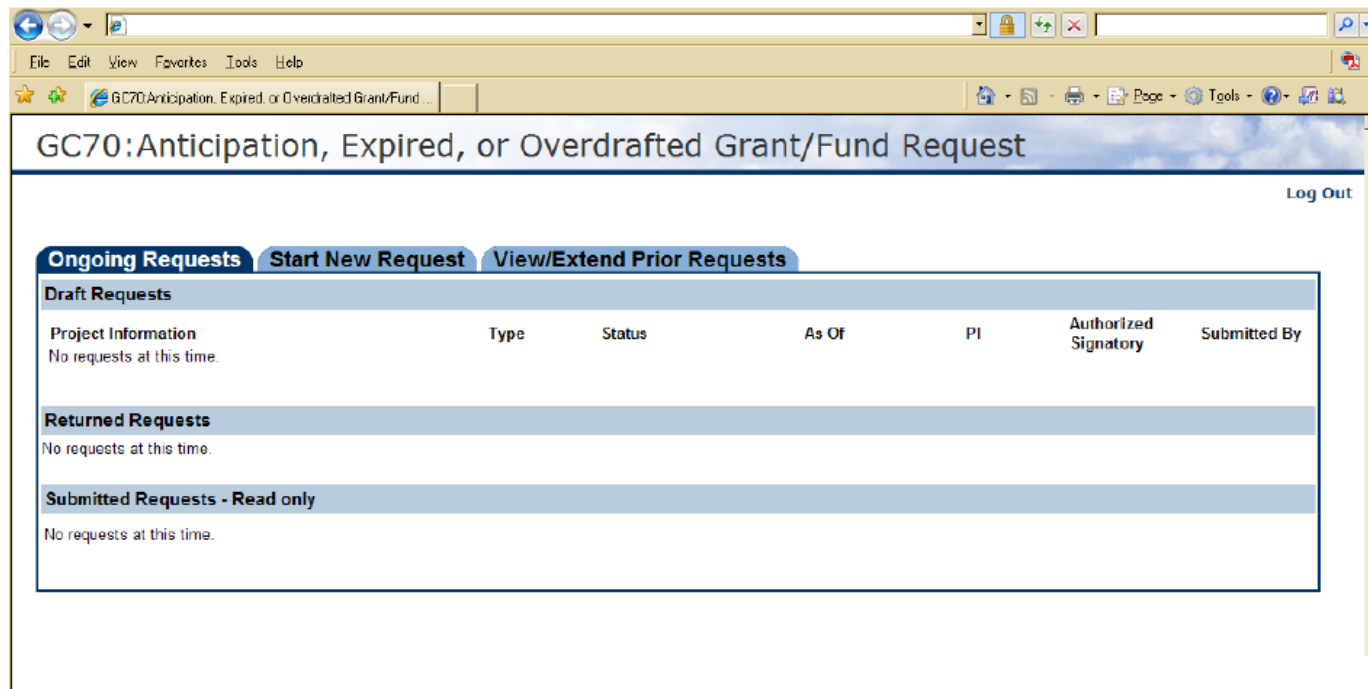
How to Request Access

- Send the e-mail you receive to the appropriate administrator in your unit
- Approver forwards affirmative e-mail to GCO
- GCO adds you as a Department Requester for each of the chart-orgs you requested



How to Request Access

- Log in again at:
 - <https://apps.obfs.uillinois.edu/GC70/index.cfm>
- You can now access the system and begin



Making an Initial Request

■ Basic Workflow

1. Department Requester creates and submits a request
2. System sends e-mail to Authorized Signatory (and PI if applicable) to review and approve the request
3. Authorized Signatory (and PI if applicable) approves or returns the request
 - If returned: System sends e-mail notifications to Department Requester and non-rejecting approver (if applicable)
 - If approved: System sends e-mail notification to Department Requester that the request has been received by GCO
4. GCO reviews
 - If preaward request: There may be a period where post-award is working with pre-award prior to approval/disapproval; this will show when you check status of the request
5. GCO approves/disapproves request
6. Systems sends e-mail to notify Department Requester of approval/disapproval
7. GCO sets up/updates grant and fund info as needed and notifies Department Requester when complete

Making an Initial Request - Proposal

- Proposal types:
New/Renewal
 - Preaward costs
 - Costs after award start date, but award is not fully executed
- Use the Proposal Reference Number (Institutional ID from myResearch Portal) or PI (Name or UIN)
- Be sure to indicate new or renewal

GC70:Anticipation, Expired, or Overdrafted Grant/Fund Request

[Impersonate](#) | [Change Role](#) | [Request Another System Role](#) | [Log Out](#)

[Ongoing Requests](#) | [Start New Request](#) | [View/Extend Prior Requests](#)

Find Project Information

Proposals - Request to establish grant/fund codes to incur costs in anticipation of an award

Proposal# (e.g. 1452-11111 or 000111111) UIN (9 digits) or Name (Last, First) (wildcards % and _)
Proposal Reference Number: Or Principal Investigator:

New Project Renewal

Existing Awards - Request the continued use of existing grant/fund codes (for continuation, expired, or overdrafted funds)

Letter + Four Digits
Grant Code:

Office of Business and Financial Services

[Impersonate](#) | [Change Role](#) | [Request Another System Role](#) | [Log Out](#)
[University of Illinois](#) | [Chicago Campus](#) | [Springfield Campus](#) | [Urbana-Champaign Campus](#)

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Making an Initial Request - Proposal PI Search

- PI search usually has multiple results
- Several reasons why you may not find expected results

- Proposal(s) not in the chart-org(s) for which you have permissions
- Proposal(s) have status such as terminated that are not eligible
- PI name or UIN incorrectly entered

GC70: Anticipation, Expired, or Overdrafted Grant/Fund Request

Impersonate | Change Role | Request Another System Role | Log Out

Ongoing Requests | **Start New Request** | View/Extend Prior Requests

Find Project Information

Please note that if you do not see the proposal you are looking for, this may be because you do not have access to proposals for the unit listed as the responsible org, or the proposal status is not eligible for an anticipation account request.

Select the desired proposal

McGowan, Remi Patrick

McGowan, Remi Patrick

Proposal Number 00363116 ARCHAEOLOGICAL RECONSTRUCTION OF THE 1850s CORES IN EARLY 20th CENTURY ILLINOIS

Proposal Number 00363786 Archaeological Reconstruction of the 1850s Cores in Early 20th Century Illinois

Making an Initial Request - Awarded

- Awarded types:
 - Continuations
 - Overdraft
 - Expired

GC70:Anticipation, Expired, or Overdrafted Grant/Fund Request

[Impersonate](#) | [Change Role](#) | [Request Another System Role](#) | [Log Out](#)

[Ongoing Requests](#) | [Start New Request](#) | [View/Extend Prior Requests](#)

Find Project Information

Proposals - Request to establish grant/fund codes to incur costs in anticipation of an award

Proposal# (e.g. 1492-11111 or 00011111) UIN (9 digits) or Name (Last, First) (wildcards % and _)

Proposal Reference Number: Or Principal Investigator:

New Project Renewal

Existing Awards - Request the continued use of existing grant/fund codes (for continuation, expired, or overdrafted funds)

Letter + Four Digits

Grant Code:

- Use the Grant Code (Banner)

Making an Initial Request – What if I...

- **Enter a proposal reference number or grant code that has a request already in process?**
 - You will get an error message that there is already a request with that proposal reference number or grant code.
- **Enter a proposal reference number or grant code of a request that has already been approved/disapproved by GCO?**
 - You will get an error message that a request with that proposal reference number or grant code has already been completed. If you want to extend/update a prior request, go to the View/Extend tab.
- **Enter a proposal reference number or grant code that was already processed on paper?**
 - The system will allow you to start a request by that number, but you should indicate on the request that this is an extension of an earlier paper request.
- **Enter a proposal reference number or grant code that is not in one of my chart-org permissions?**
 - You will get a message that you do not have permissions for that item, and a link to the request permissions page so you can request access, should you need it.

Making an Initial Request – Fill Out the Request

- Things you will see on both proposal and awarded grant requests
 - Pre-populated data (color background)
 - Amount, timeframe
 - Special Considerations: notes regarding human subjects, etc.
 - Authorized Signatory
 - Notifications: Department Requester
 - E-mails 1-3 Status Notifications
 - Comments to GCO

GC70:Anticipation, Expired, or Overdrafted Grant/Fund Request

Impersonate | Change Role | Request Another System Role | Log Out

The screenshot shows the 'Create/Update Request' form with several sections highlighted by red boxes and arrows:

- Proposal Information:** Includes fields for Proposal Reference Number (00419113), Principal Investigator (XXXXXXXXXXXX), Title of Proposal, Phase I, Chart, Organization Code (241), Unit Name (Anthropology), Sponsor (Keithsburg (IL) City), and Originating Sponsor.
- Anticipation Request Information:** Includes 'Amount being requested' (0000.00), 'From' and 'To' dates (mm/dd/yyyy), and radio buttons for 'Requesting multiple funds' and 'Requested fund code(s) will be used for'.
- Special Considerations:** A section with a checkbox for 'Expenditures may not be incurred before any Conflict of Interests have been disclosed...'.
- Authorized Signatory:** A section with a checkbox for 'This person will be contacted to review this request...' and a 'Name' field.
- Notifications:** A section with a checkbox for 'The following individual created this request...' and fields for 'Name', 'University E-mail', and 'Additional e-mail addresses'.
- Comments for Grants and Contracts Office:** A text area for optional comments.

At the bottom of the form, there is a 'Preview Request' button and footer information including 'Office of Business and Financial Services' and '© 2003-2016 The Board of Trustees of the University of Illinois'.

Making an Initial Request – Fill Out the Request

- Renewal type proposal requests have one slight difference:
 - Renewal Project Information includes Previous Grant Code
 - Number associated with a prior award associated with a proposal which will receive its own new Grant Code.

The screenshot shows a web browser window displaying the 'GC70: Anticipation, Expired, or Overdrafted Grant/Fund Request' form. The form is titled 'Create/Update Request' and has three tabs: 'Ongoing Requests', 'Start New Request', and 'View/Extend Prior Requests'. The 'Request Status' is 'New'. The 'Proposal Information' section includes fields for 'Proposal Reference Number' (1890061234), 'Principal Investigator' (Adams, Samuel T), 'Title of Proposal' (Baby Talk as a Foreign Language), 'Chart' (1), 'Organization Code' (001), 'Unit Name' (Psych-Comm), 'Sponsor' (Infant Literacy International), and 'Originating Sponsor'. The 'Renewal Project Information' section is highlighted with a red box and an arrow pointing to it from the left. It includes fields for 'Previous Grant Code' and 'Award Number'. The 'Anticipation Request Information' section includes fields for 'Amount being requested' (0000.00), 'From' (mm/dd/yyyy), and 'To' (mm/dd/yyyy), with a note '(Limited to 90 Days)'. The browser window title is 'GC70: Anticipation, Expired, or Overdrafted Grant/Fund Request - Windows Internet Explorer'.

Making an Initial Request – Fill Out the Request

- Things that are different on awarded grant requests:
 - Pre-populated data slightly different
 - Type of request: indicate nature of request
 - Chart-fund(s) impacted
 - Special Considerations are reminders, no checkbox to mark.

The screenshot shows a web browser window displaying the 'GC70: Anticipation, Expired, or Overdrafted Grant/Fund Request' form. The form is titled 'GC70: Anticipation, Expired, or Overdrafted Grant/Fund Request' and includes several sections:

- Grant Information:** Contains fields for Grant Code (0000), Award Number (8.931), Principal Investigator (Adm. Over), Grant Title (Requesting Television Roles of Subjects), Chart 1 (Organization Code 000), Unit Name (Tele-ops), and Sponsor (National Center for Life Media TV).
- Anticipation Request Information:** Includes a section for 'Amount being requested' with fields for \$0000, Floor, next hour, and To, next hour, and a 'Limited to 90 Days' checkbox. Below this are three radio button options for accounting codes: 'Accounting code for a project that will be continued with the same grant/contract number', 'Accounting code after the grant end date (expired), but there are still funds remaining. (A request extension has been requested from the sponsor, but not yet received)', and 'Accounting up to 90 days of a state in excess of the award for the purpose of accumulating total project costs'. A checkbox is also present for 'In the event that the sponsor assigns a different sponsor grant/contract number, new University grant/fund codes will be assigned, and the user agrees to promptly transfer all allowable charges to the new track(s)'. There is also a 'Print' button.
- Funds Being Requested:** Includes a 'Select' dropdown menu, an 'Unselect' button, and a 'Print' button.
- Reminder - Special Considerations:** Contains a list of reminders: 'Expenditures may not be incurred before any Conflict of Interest have been disclosed to the institution, managed, reduced, or eliminated, and reported to the funding agency' and 'The project must be in compliance with state and federal policies regarding issues such as use of human subjects, live vertebrate animals, and stem cells, and other regulatory requirements, as applicable'. There is a 'Print' button.
- Authorized Signatory:** Includes a statement 'This person will be contacted to APPROVE this request and accept responsibility for all costs should an award fail to be made.' and a 'Name' field.
- Notifications:** Includes a statement 'The following individual created this request and will be notified regarding its status.' and fields for Name, University E-mail, and Search. Below this are fields for 'Additional e-mail addresses to notify regarding status of this request (e.g., departmental distribution list), optional' and 'Please also send an e-mail notification to the following upon approval/denial of the grant and funds' with checkboxes for 'PH' and 'Authorized Signatory'.
- Comments for Grants and Contracts Office:** Includes a 'Comments field' and a 'Date request for later' button.

Making an Initial Request – Save the Request

- To continue working at a later time, use the Save Request icon:
 - Will check the fields you have filled out, but don't have to have all of them filled to save.
 - Can access again through Ongoing Requests (Draft)

The screenshot shows a web browser window displaying the 'Create/Update Request' form. The form is titled 'GC70: Anticipation, Expired, or Overdrafted Grant/Fund Request'. It contains several sections: 'Request Status', 'Proposal Information', 'Anticipation Request Information', 'Special Considerations', 'Authorized Signatory', 'Notifications', and 'Comments for Grants and Contracts Office'. A red arrow points to a red-bordered box containing the 'Save Request' button, which is located at the bottom of the form. Below the button is the text 'Previous Request' and the footer information for the Office of Business and Financial Services at the University of Illinois.

Making an Initial Request – Access the Saved Request

- Go to the Ongoing Requests tab (the default when you log into the system) to continue working on a request you have saved, but not submitted.

GC70:Anticipation, Expired, or Overdrafted Grant/Fund Request

Impersonate | Change Role | Request Another System Role | Log Out

Ongoing Requests | Start New Request | View/Extend Prior Requests

Draft Requests

Project Information	Type	Status	As Of	PI	Authorized Signatory	Submitted By
Org 384 (Chart 1) Proposal 00581695 NSF (Nat'l Science Fdn)	NewAnticipation	Draft Saved	06/07/2016 10:59 AM	Roessler, Amy Lynn	Gregory, Linda	Roessler, Amy

Returned Requests
No requests at this time.

Submitted Requests - Read only

Org 241 (Chart 1) Proposal 00419113 Keithsburg (IL) City	NewAnticipation	Sent to Authorized Signatory	06/08/2016 01:29 PM	McGowan, Kevin Patrick	Gregory, Linda	Roessler, Amy
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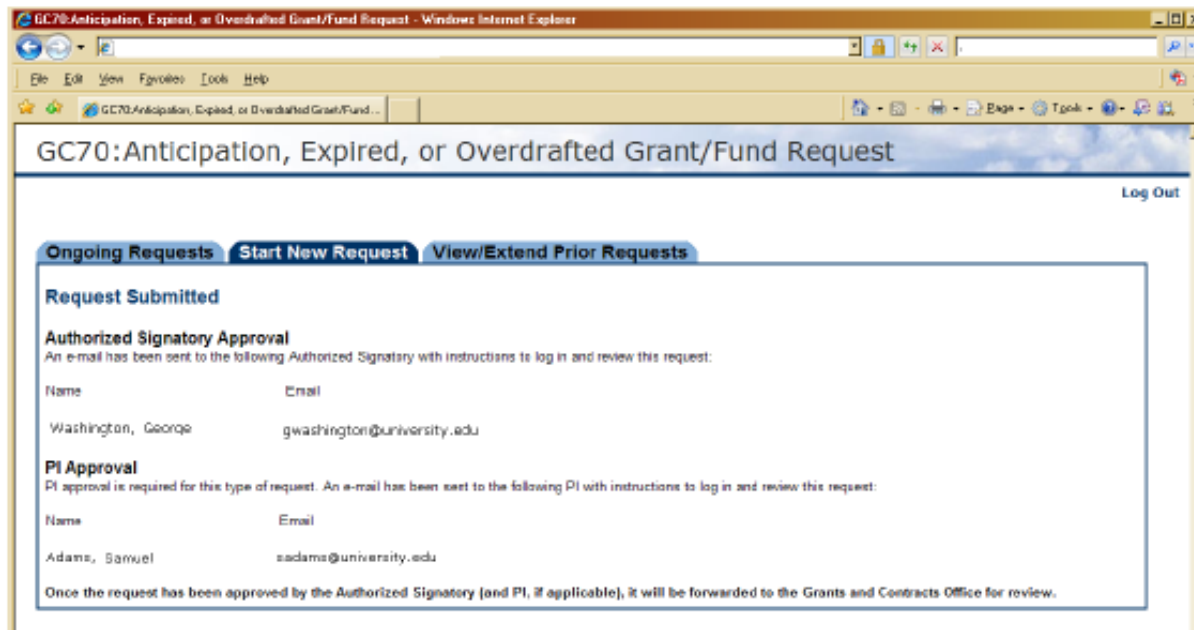
Making an Initial Request – Preview Request

- From Preview you can:
 - Return to edit and make changes as needed
 - Output to PDF
 - Submit your request for review/approval by the Authorized Signatory (and PI if applicable)

The screenshot shows a web browser window displaying a 'Preview Request' form. The form is titled 'GC70: Anticipation, Expired, or Overdrafted Grant/Fund Request'. It contains several sections: 'Request Status' (New), 'Proposal Information' (Proposal Reference Number: 2010-01034, Principal Investigator: Adams, Samuel T, Title of Proposal: Bobly Talk on a Person-Landscape, Chart: 1, Organization Code: 001000, Unit Name: Psyche-Care, Sponsoring: Infant Literacy International, Originating Sponsor, Proposal Grant Code), 'Anticipation Request Information' (This is an extension of an earlier request, Amount being requested: \$122.00, From: 01/01/2018, To: 02/01/2018, Registered first code(s) will be used for recouping up to 90 days of pre-award costs (allowable for Federal grants with prior approval authority)), 'Special Considerations' (Please indicate that you have read and understood the following: Expediency may not be incurred before any Conflict of Interest have been disclosed to the institution, managed, reduced, or eliminated, and reported to the funding agency; The project must be in compliance with state and federal policies regarding issues such as use of human subjects, live vertebrate animals, and stem cells, and other regulatory requirements as applicable), 'Authorized Signatory' (The person will be contacted to review this request and accept responsibility for all costs should an award fail to be made, Name: Washington, George, University E-mail: georw@uic.edu), 'Notifications' (The following individual created this request and will be notified regarding its status, Name: Smith, John, University E-mail: jsmith@uic.edu, Additional email addresses to which regarding status of this request (e.g., departmental stakeholders) may be optional, Email: jsmith@uic.edu, Email2: Email3), 'Comments for Grants and Contracts Office' (Comments: Please set up the funds for cooperation). At the bottom, there are three buttons: 'Print Request to PDF', 'Submit Request', and 'Edit Request'. Red arrows point from the text in the first list item to these buttons.

Making an Initial Request – Submit Request

- Request Submitted screen shows who will receive notification e-mails with a link to log in and view request.
- Authorized Signatory and PI will see an Ongoing Request screen similar to yours. If more than one request is waiting, they will see a list.



Making an Initial Request – View Status of Submitted Request

- Go to the Ongoing Requests tab to view the status of the submitted request.
- It is now listed under Submitted Requests (notice that it is “Sent to Authorized Signatory” until it is approved by signatory/PI when it will move to GCO).

GC70:Anticipation, Expired, or Overdrafted Grant/Fund Request

Impersonate | Change Role | Request Another System Role | Log Out

Ongoing Requests							
Start New Request		View/Extend Prior Requests					
Draft Requests							
Project Information	Type	Status	As Of	PI	Authorized Signatory	Submitted By	
Org 384 (Chart 1) Proposal 00581695 NSF (Natl Science Fdn)	NewAnticipation	Draft Saved	06/07/2016 10:59 AM	Roessler, Amy Lynn	Gregory, Linda	Roessler, Amy	
Returned Requests							
No requests at this time.							
Submitted Requests - Read only							
Org 241 (Chart 1) Proposal 00419113 Keithsburg (IL) City	NewAnticipation	Sent to Authorized Signatory	06/08/2016 01:29 PM	XXXXXXXXXXXX McGowan, Kevin XXXXXX	Gregory, Linda	Roessler, Amy	

Update Authorized Signatory

- If needed, you can update the Authorized Signatory on a request that he/she has not yet approved (e.g. they are out-of-town/unavailable) by selecting the Submitted Request link.

GC70:Anticipation, Expired, or Overdrafted Grant/Fund Request

[Impersonate](#) | [Change Role](#) | [Request Another System Role](#) | [Log Out](#)

[Ongoing Requests](#) | [Start New Request](#) | [View/Extend Prior Requests](#)

Project Information	Type	Status	As Of	PI	Authorized Signatory	Submitted By
Draft Requests						
Org 384 (Chart 1) Proposal 00581695 NSF (Nat'l Science Fdn)	NewAnticipation	Draft Saved	06/07/2016 10:59 AM	Roessler, Amy Lynn	Gregory, Linda	Roessler, Amy
Returned Requests						
No requests at this time.						
Submitted Requests - Read only						
Org 241 (Chart 1) Proposal 00419113 Keithsburg (IL) City	NewAnticipation	Sent to Authorized Signatory	06/08/2016 01:29 PM	XXXXXXXXXX Rozek	Gregory, Linda	Roessler, Amy

Update Authorized Signatory

- You will see a field and button to update the Authorized Signatory.
- The new signatory will receive an e-mail notification and link to review the request.

Account being requested: \$1.00 From: 6/10/2016 To: 03/01/2016
Requested fund code(s) will be used for:
incuring up to 90 days of pre-award costs (allowable for Federal grants with prior approval authority)

Special Considerations
Please indicate that you have read and understand the following:

- Expenditures may not be incurred before any Conflict of Interests have been disclosed to the institution, managed, reduced, or eliminated, and reported to the funding agency.
- The project must be in compliance with state and federal policies regarding issues such as use of human subjects, live vertebrate animals, and stem cells, and other regulatory requirements as applicable.

Authorized Signatory
This person will be contacted to review this request and accept responsibility for all costs should an award fail to be made.

Name	University E-mail
Custodian, Complete(s)	ccostf@uiuc.edu

Update Signatory:

Notifications
The following individual created this request and will be notified regarding its status:

Name	University E-mail
Ouburn Britton, Kimberly	kbritton@illinois.edu

Additional e-mail addresses to notify regarding status of this request (e.g., departmental distribution list) - optional:
Email1: test@uiuc.edu Email2: Email3:

Please also send an e-mail notification to the following upon approval/setup of the grant and funds:
PI

Comments for Grants and Contracts Office
Comments: Please set up two funds for expenditures

Update Authorized Signatory

Authorized Signatory / PI Review

- Authorized Signatory will approve (or return)
- If required: PI will approve (or return)
- Status of Ongoing Requests will be updated as each approves/returns

GC70: Anticipation, Expired, or Overdrafted Grant/Fund Request

Ongoing Requests

Review Request

Request Status
Sent to Authorized Signatory and PI

Proposal Information

Proposal Reference Number: 0950-01224 Principal Investigator: Adams, Samuel T
Title of Proposal: Bobby Talk as a Foreign Language
Chart: 1 Organization Code: 031000 Unit Name: Psych-Campus
Sponsor: Infant Literacy International Originating Sponsor:
Proposal Grant Code:

Anticipation Request Information

This is an extension of an earlier request.
Amount being requested: \$122.00 From: 01/01/2010 To: 02/01/2010
Requested fund code(s) will be used for:
incurred up to 90 days of pre-award costs (allowable for Federal grants with prior approval activity.)

Special Considerations

Please indicate that you have read and understand the following:

- Expenditures may not be incurred before any Conflict of Interest(s) have been disclosed to the institution, managed, reduced, or eliminated, and reported to the funding agency.
- The project must be in compliance with state and federal policies regarding issues such as use of human subjects, live vertebrate animals, and stem cells, and other regulatory requirements as applicable.

Authorized Signatory

This person will be contacted to review this request and accept responsibility for all costs should an award fail to be made.

Name:	University E-mail:
Washington, George	g.washington@university.edu

Notifications

The following individual created this request and will be notified regarding its status:

Name:	University E-mail:
Smith, John	john@university.edu

Additional e-mail addresses to notify regarding status of this request (e.g., departmental distribution list) - optional:

E-mail1:	E-mail2:	E-mail3:
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Please also send an e-mail notification to the following upon approval/setup of the grant and funds:

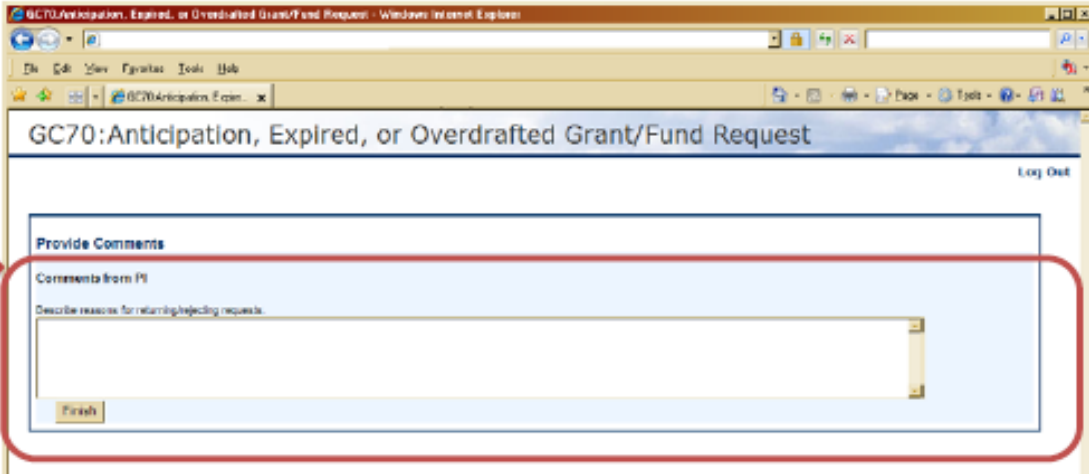
Comments for Grants and Contracts Office

Comments: please set up two funds for expenditures

Office of Business and Financial Services
L608-001
University of Illinois | Chicago Campus | Springfield Campus | Urbana-Champaign Campus

Authorized Signatory / PI Returns Request

- When returning, person returning must provide a reason.
- If both PI and Authorized Signatory are required and one returns, other will receive an e-mail to let them know they do not need to review at present.



The screenshot shows a web browser window with the title "GC70: Anticipation, Expired, or Overdrafted Grant/Fund Request". The browser's address bar shows "GC70: Anticipation, Expired, or Overdrafted Grant/Fund Request". The page content includes a "Log Out" link in the top right corner. Below this is a section titled "Provide Comments" with a sub-section "Comments from PI". A text area is provided for the user to "Describe reasons for returning/rejecting requests." A "Finish" button is located at the bottom of the text area. A red arrow points from the left side of the slide to the "Provide Comments" section, and a red rounded rectangle highlights the text area and the "Finish" button.

Authorized Signatory / PI Returns Request

- Department Requester will receive an e-mail, including who returned and the return reason
- Department Requester will also see the reason displayed on the returned request
- Department Requester can update request and resubmit or delete

GC70:Anticipation, Expired, or Overdrafted Grant/Fund Request

Ongoing Requests | Start New Request | View/Extend Prior Requests

Update Request

Request Status
Authorized Signatory Returned

Request Returned
Comments from Authorized Signatory: Please increase amount being requested by 5,000

Proposal Information
Proposal Reference Number: 1098-02124 Principal Investigator: Adams, Samuel T
Title of Proposal: Rahn Talk: as a Foreign Language
Grant: 1 Organization Code: 0001000 Unit Name: Psych-Carriv
Sponsor: US Dept of Agriculture (USDA) (fiscalcode)
Originating Sponsor: (fiscalcode)
Proposal Grant Code:

Anticipation Request Information

Authorized Signatory / PI Approved Request

- If preaward request, you will first see status that GCO review is awaiting preaward documentation.
- The status is then updated to let you know that Post Award is now processing your request.
- Requests for awarded grants move directly to Under Review by Post-Award.

The screenshot shows a web application window titled "GC70:Anticipation, Expired, or Overdrafted Grant/Fund Request". The interface includes navigation tabs for "Ongoing Requests", "Start New Request", and "View/Extend Prior Requests". Below these are three sections: "Draft Requests", "Returned Requests", and "Submitted Requests - Read only".

Project Information	Type	Status	As Of	PI	Authorized Signatory	Submitted By
Draft Requests						
Org 001 (Chart 1)						
Proposal 1898-01834	Infant Literacy Int	NewPreAward	Draft Saved	05/11/2010 11:27 AM	Adams, Samuel T	Washington, GEORGE Smith, John
Returned Requests						
Org 001 (Chart 1)						
Proposal 1898-12245	Dept of Human Services (DHS)	NewPreAward	PI Returned	05/11/2010 11:20 AM	Adams, Samuel T	Washington, GEORGE Doe, Jane
Submitted Requests - Read only						
Org 001 (Chart 1)						
Proposal 1898-49578	Infant Literacy Int	NewPreAward	Received, Awaiting Documentation from Pre-Award	05/18/2010 01:20 PM	Adams, Samuel T	Washington, GEORGE Smith, John
Grant 01111	IL Dept of Human Services (DHS)	GrantExpired	Sent to Authorized Signatory	05/11/2010 11:19 AM	Jefferson, Paul G	Washington, GEORGE Smith, John

Grants and Contracts Office (GCO) Review

- When GCO's review is complete, they will approve/deny the request and provide comments to describe any issues/questions.
- Dept Requester will receive an e-mail with the decision and these comments.
- Grant/Fund setup or updates are made after the GC70 request is processed.
- A separate notification will be sent to let you know the relevant grant/fund information.

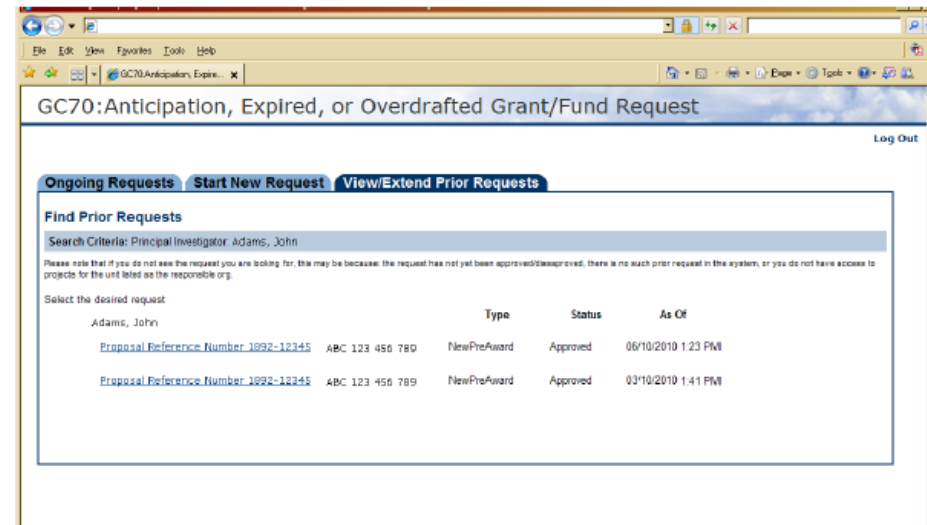
View / Extend Prior Requests

- Department Requesters have View/Extend Prior Requests tab
- Can look up by Proposal Reference Number, Grant Code, PI

The screenshot shows a web interface for 'GC70: Anticipation, Expired, or Overdrafted Grant/Fund Request'. At the top right, there are links for 'Impersonate | Change Role | Request Another System Role | Log Out'. Below the header, there are three tabs: 'Ongoing Requests', 'Start New Request', and 'View/Extend Prior Requests'. The 'View/Extend Prior Requests' tab is selected and highlighted with a red box. Below the tabs, the page title is 'Find Prior Requests' with the instruction 'Use this page to locate an earlier request to view or extend'. Underneath, there is a section for 'Extensions of Requests' with the note 'if the grant code has been established, use the Grant Code to initiate the request.' There are three search criteria sections, each with a red box and an arrow pointing to it from the left: 1. 'Proposal Reference Number' with a text input field and a note '(Recommendation: Use for extensions on Anticipation Requests before the award is fully executed)'. 2. 'Grant Code' with a text input field and a note 'Letter + Four Digits'. 3. 'Principal Investigator' with a text input field and a note 'UIN ID digits or Name (Last, First Initials & and ...)'. At the bottom of the form is a 'Find Prior Request(s)' button.

View / Extend Prior Requests

- You may get multiple results if you search:
 - By PI (all prior requests for that PI)
 - By proposal reference number or grant code (if there have already been extensions for that proposal or grant code)
- Only the most recent version of a prior request may be extended



View / Extend Prior Requests

- To extend an earlier request :
 - Look up the request and select “Extend this Request” button at the bottom
 - Extend will copy the information from request to a new one
 - Make updates and process the same way as original request

Additional e-mail addresses to notify regarding status of this request (e.g., departmental distribution list) - optional.

Email1: Email2: Email3:

Please also send an e-mail notification to the following upon approval/setup of the grant and funds:

Comments for Grants and Contracts Office

Comments: accessible and radio dial wording changes

Additional comments from GCO

Comments: testing final accessibility and UAT bugs

[Export request to PDF](#) 

[Extend This Request](#)

Office of Business and Financial Services

View / Extend Prior Requests

- To extend an earlier request :
 - Send the extension through the system the same way you did the original request.
 - Extensions have an indicator in the request and in the notification e-mails alerting you, the approvers, and GCO that it is an extension of an earlier request

Learning Objectives

- Participants should now be able to:
 - Recognize when to use the online GC70 form
 - Identify features and who will use the system
 - Describe how to request access/permissions to the system
 - Demonstrate how to make an initial request
 - Explain how to view/extend prior requests

Resources

- Online GC70 Form:
 - <https://apps.obfs.uillinois.edu/GC70/index.cfm>
- Campus Contacts:
 - Chicago: Mee Mee Lee-Choi (meemlee@uillinois.edu)
 - Springfield: Rebecca Jones (rjone1@uillinois.edu)
 - Urbana: Linda Gregory (lagregry@uillinois.edu)

Thank you!