

## Record of Department Notification of RGC award

Principal Investigator (PI) Name (please print): \_\_\_\_\_

PI's College/Department: \_\_\_\_\_

Department Administrator Name (please print): \_\_\_\_\_

Department Administrator's email: \_\_\_\_\_

The department administrator should read and initial the appropriate responses to each section below.

### RGC award budget:

- I have received a copy of awarded Budget for RGC Grant from the PI.  
 I have requested a copy of awarded Budget for RGC Grant from the PI.

### Banner access:

- I have Banner access and will be able to view the award funds.  
 I do not have Banner access and will need to attend a Contract and Grant Banner Training session.

### Monthly departmental administration training opportunities:

- I am aware of the Research Administrators Support Group (RASG) and the monthly Lunch & Learn sessions.  
 I am not aware of the Research Administrators Support Group (RASG) and the monthly Lunch & Learn sessions and would like to be added to the listserv.

### Individual training opportunities:

- I am aware of the One-on-One Department Administration Training offered through Contract & Grant Accounting however I do not need this training at this time.  
 I am not aware of the One-on-One Department Administration Training offered through Contract & Grant Accounting and I would like to schedule a training session.

PI Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dept. Admin. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This form, along with the PI's RGC Award Recipient Conditions, must be submitted to Angie Shotts, in The Office for Sponsored Programs, Box 870104 or scan and emailed to [ashotts@research.ua.edu](mailto:ashotts@research.ua.edu) **before you begin your project or by May 31, 2017 at the latest.**