

## PMR Helpful Tips and Reminders for Processing

1. Complete review of all PMR's for accuracy of data as well as uploaded documents.
2. All fields within PMR completed.
3. Appropriate use of RUSH (include justification for rush)
4. Choose appropriate 'Request Type' – Particularly with Subaward NCE requests. Many are being submitted as request type 'No Cost Extension' but should be 'Subaward Modification'
5. New Subaward PMR's not approved by sponsor need to be submitted as Request Type 'Other' with appropriate documentation and comments.
6. Complete and upload Subaward Action Request form for all new subawards and subaward modifications.
7. Complete and upload required sponsor documents (MAF, NCDAC&S, NCDOT, NCBC, etc.).
8. Upload PMR Justifications as Word (or editable) documents to allow for copying and pasting. All justifications need to be descriptive and not in questionnaire form.
9. Internal Awards – Adhoc the lead college in as an 'Approver' so Lead College can issue an internal award in RADAR.
10. No-Cost Extension for segments request should be included when you create the NCE request for the PRIME. This will eliminate the need to create additional PMR's.
11. For Changes in Key Personnel, remember to upload CV and Current & Pending for the new PI, Co-I.
12. NSF Rebudgets & Participant support requests – Original and revised Participant Support amounts and justifications should be uploaded with the request.
13. Carry Forward – Include/upload carry forward amount and justification. Use month end (not mid-month amounts). Confirm F&A and remember to provide a budget justification if use of funds is changing.
14. Preaward – Include begin date for the request.
15. De-obligations – Include de-obligation amount, final total award amount and justification.
16. Terminations – Include remaining funds and effective termination date.
17. Be descriptive in all PMR requests, specifically if creating an "Other" PMR.
18. Comment Box – Should be used to relay helpful information between reviewers and pertaining to the actual request.
19. Budget Modification – Justifications should include accurate information regarding the nature of the request and support the need to realign budget.
20. Budget Modification – Request should be submitted in **Whole** Dollars.
21. Budget Modification – A complete analyst of a project should be done prior to submission of any request. This is to ensure all needed adjustments are processed timely.
22. Budget Modification – Once a request is approved and loaded, the remaining budget should be reviewed for accuracy of all lines including F&A.

23. **Justification** – The justification box is limited to 254 characters. If the justification will exceed the 254 character restriction, users can upload a document with the entire justification.
24. On request sent to C&G, remember to Adhoc SPARCS Staff if action requires a modification or SPARCS action.
25. **Budget Modification** – Use to award funding to segment(s) from Prime. Remember to attach approval from Prime. Confirm Account Code, F&A and funding availability.