Q1. Where is my Grant Notification Report (GNR)/Chart of Accounts (COA) and how do I get added to the GNR distribution list?

The GNR is generated in PeopleSoft when the SPA Award Setup Team completes award setup. The GNR is scheduled to be sent through PeopleSoft to the PI and designated department contacts via email directly. The GNR is housed in OnBase under the Award Profile for each award and contains all information relative to the new award or adjusted funds, as well as the full COA string.

The Department Financial Manager and/or Department Administrator will be responsible for maintaining the department contacts list within PeopleSoft Grants. Those on this list will be recipients of the GNR.

To be included in the contact list for your department's GNRs, please follow the [Grants Department Contacts Maintenance](#) job aid with detailed instructions.