

HOW TO REQUEST A DETAIL CODE FOR A GRANT FUND

Rationale

A detail code is required for all actions submitted through the SEA system and charged to a grant fund. The detail code is a unique identifier which allows the SEA system to transfer the expense to the correct grant fund and account number for each action. In order for this process to be automatic, a detail code will need to be created prior to submission in the SEA system.

How to request a detail code if needed

1. Login to the [SEA System](#)
2. Proceed to submit the appropriate action
3. If a detail code has not been created, then you will receive a message to contact GCA
4. Please send your request, including fund and account number, to grants-contracts@uncc.edu
5. The request will be assigned to a GCA research administrator
6. The GCA research administrator will process the request with the Bursar's Office
7. The GCA research administrator will contact the requestor when the detail code has been created

The detail codes should be created within two business days, but additional days may be needed during high volume times. Please try to submit all SEA actions in advance of the semester cut off dates for tuition payment.

Please contact grants-contracts@uncc.edu with any questions.