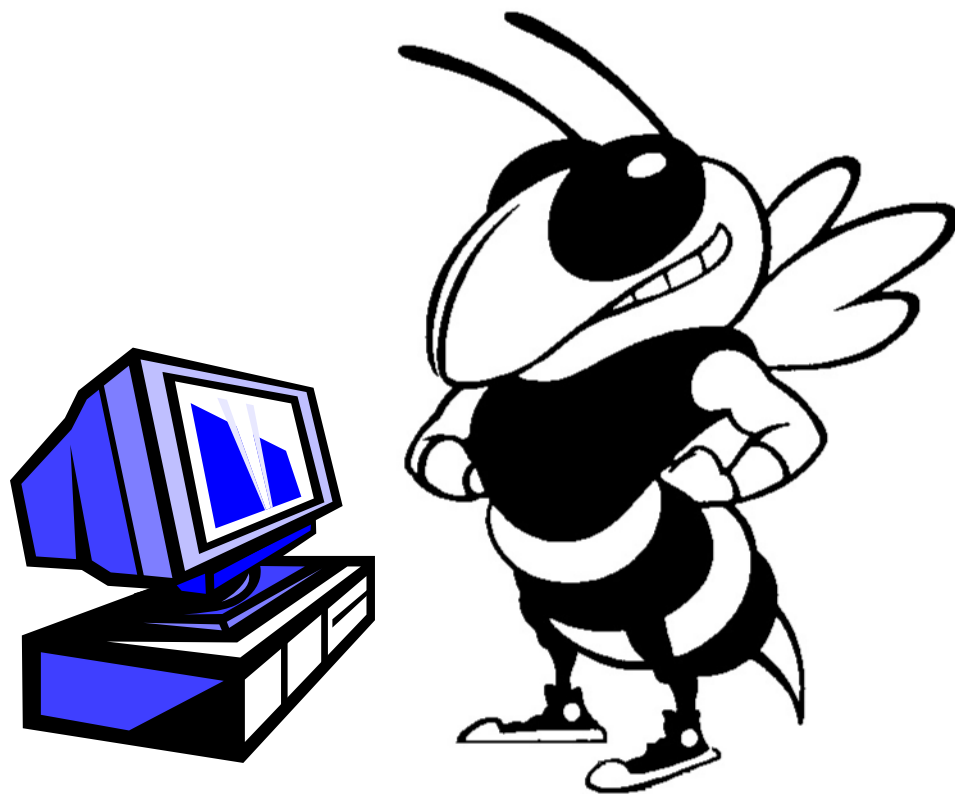


Grants Management Reporting For Project Directors



Georgia Institute of Technology

PeopleSoft Financials System

Revised September 2007

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GRANTS MANAGEMENT SYSTEM

Overview

The Grants Management System is designed to contain all data related to sponsored project tracking and billing. Information from the Office of Sponsored Programs and the Georgia Tech Foundation are interfaced nightly to the Grants Management system.

In addition to providing all of the sponsored project tracking information, the system calculates the indirect cost, when applicable, for each sponsored project transaction posted in the General Ledger each day and then creates an indirect cost posting transaction for each project that is passed to the General Ledger. Calculating indirect cost on a daily basis on the actual encumbrances and expenses ensures that the most current information is available at all times. The General Ledger Expense Report now reflects the indirect postings as they occur, eliminating speculation on the true "available" balance.

Another benefit of the Grants Management system is a nightly posting to the General Ledger of the Georgia Tech Foundation "Other Memo" postings. GTF Other Memo postings identify all budgets and payments made directly through the Foundation Accounting department. (These invoices do not go through GT Accounts Payable.) These GTF payments are recorded in the General Ledger as "Other Memo" transactions. Other Memo transactions are also created for NEETRAC facilities and residual accounts.

The **Other Memo** category is subdivided as follows:

<u>Type</u>	<u>Account</u>	<u>Description</u>
Expense	985110	Sponsored Other Memo-PS
Expense	985500	Sponsored Other Memo-FB
Expense	986400	Sponsored Other Memo-TR
Expense	987100	Sponsored Other Memo-M&S
Expense	987119	Sponsored Other Memo-Entertain
Expense	987800	Sponsored Other Memo-TU
Expense	988100	Sponsored Other Memo-EQ
Expense	989100	Sponsored Other Memo-FA
Expense	987500	Sponsored Other Memo-NEETRAC Facilities
Expense	987600	Sponsored Other Memo-NEETRAC Residual

Changing/Adding Sponsored Budgets

Budget Revision Requests are processed through the Grants Management system. A web page is provided to enter the Budget Revision Request data including approvals and notification information. Upon completion of the Budget Revision review,

Grants and Contracts will enter the budgets as requested or notify the requestor if additional information is necessary. Budget Revisions can only be made by authorized unit financial officers as needed. This functionality is covered in the Grants Management for Campus Administrators training class and material.

Reporting Capabilities

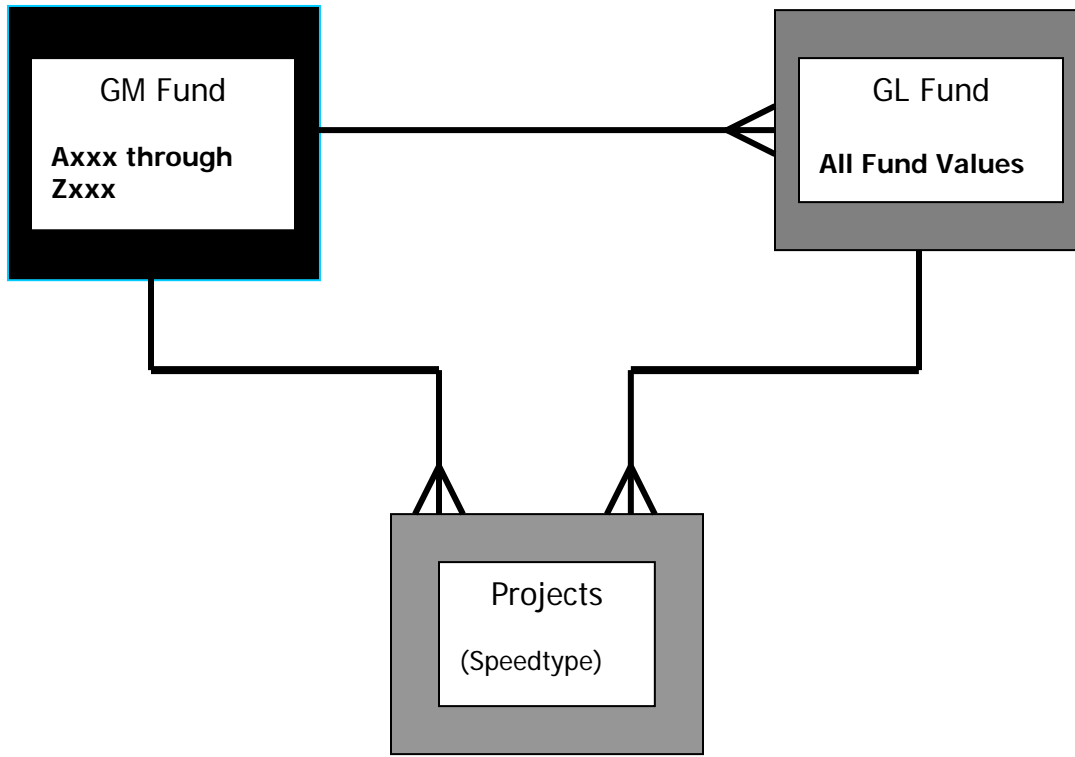
The Grants Management system provides additional “drill down” capabilities on the Project Expenditure and Budget Report (PEB). By “drill down” we mean that information provided at a summary level by fund/project/category can be viewed at the detail level by clicking on the detail button.

Other information such as Project Status Reports provides a high level summary of the demographics and available balance at the Fund/Project level. Information regarding expired, or soon to be expired, projects is also available.

Access for the PDPI

The Project Director/Principle Investigator is not required to attend training. As Campus Administrator for your department, you are responsible for requesting access to the Grants Management Web Reports, teaching the PDPI how to run reports, and most importantly, ensuring that the PDPI understands how to “read” the reports and correctly analyze/interpret the data.

GM FUND/PROJECT RELATIONSHIP



IN GRANTS MANAGEMENT

ALL Projects, BOTH State and Sponsored,

related to one Award have the **same FUND No.**

In General Ledger State and Sponsored projects have a separate Fund.

<u>GM FUND</u>	<u>GL FUND</u>	<u>PROJECT</u>	
R6599	R6599	3506C53	Sponsored Projects
R6599	R6599	3506C71	
R6599	R6599	3506C72	
R6599	10010	3501356	Matching Funds
R6599	Q9144	3506C63	GTRC

LOGGING ON TO WEB GRANTS MANAGEMENT

Two Criteria

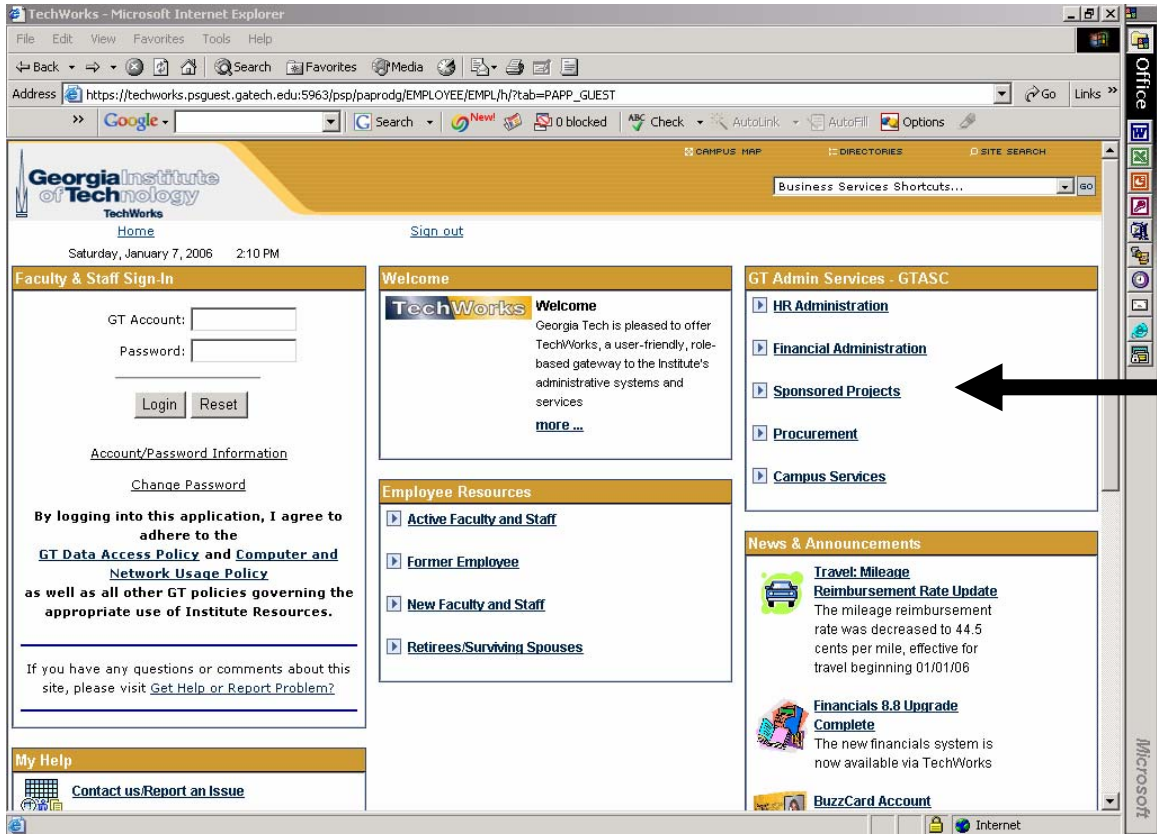
There are two criteria that must be met before you will be granted access to the Grants Management System:

1. Review the Grants Management Reporting for Project Directors documentation
2. Send an email to Grants and Contracts at gc.ask@business.gatech.edu requesting access

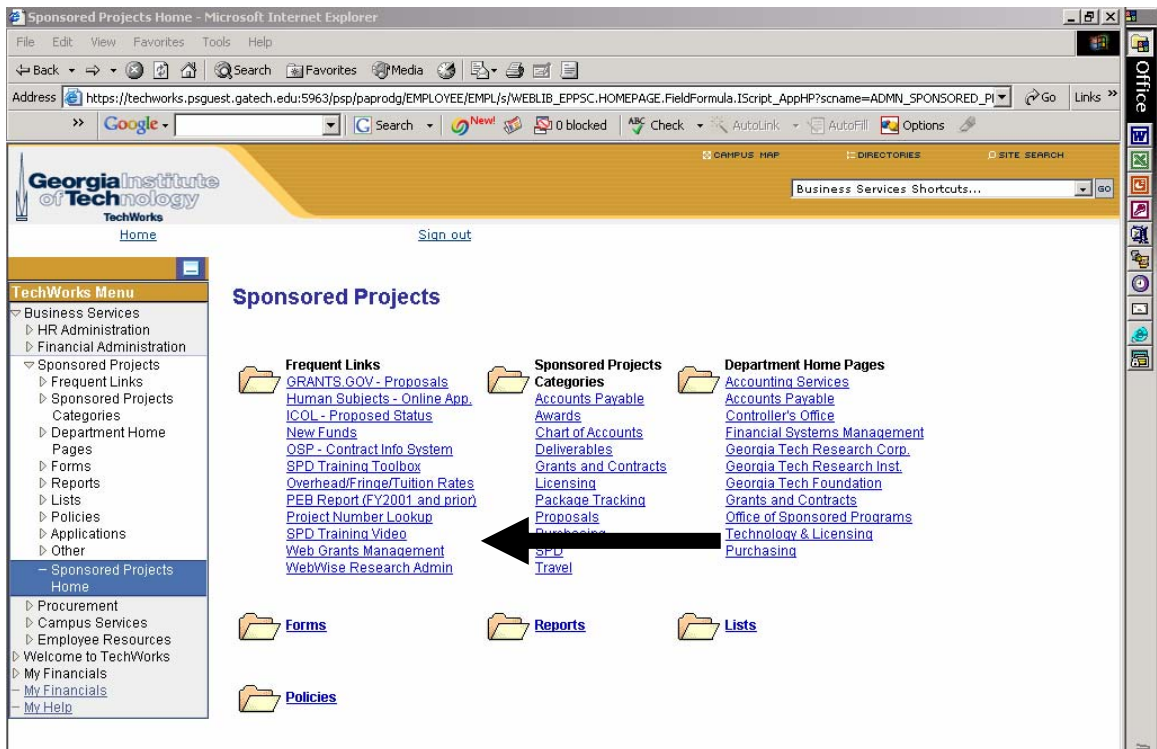
To access the Grants Management system log onto the **TechWorks** home screen. Navigate to the "Sponsored Projects" pagelet and select the "Web Grants Management" link.

PEOPLESOFT FINANCIALS 8.8: GRANTS MANAGEMENT

Alternately, you can navigate to the "GT Admin Services – GTASC" pagelet and then click on the "Sponsored Projects" link.



You then click on the "Web Grants Management" link.



PEOPLESOFT FINANCIALS 8.8: GRANTS MANAGEMENT

Once you click on the “Web Grants Management” link you will be prompted to log into the Grants Management system. Enter your assigned PeopleSoft Login Id and current Password.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Georgia Institute of Technology TechWorks portal. The address bar shows a URL for the Grants Management system. The page features a navigation menu on the left with "Web Grants Management" selected. The main content area is titled "Grants System Login" and includes a login form with fields for "Login:" and "Password:", and "Login" and "Clear" buttons. Below the form is a disclaimer: "By logging into this application, I agree to adhere to the GT Data Access Policy (DAP) and Computer and Network Usage and Security Policy (CNUSP) as well as all other GT policies governing the appropriate use of Institute Resources." A "Login" link is provided below the disclaimer. At the bottom, there is a contact email: "If you have any questions or comments about this site, please email qc.ask@business.gatech.edu". The browser's taskbar at the bottom shows several open applications and the system clock at 2:12 PM.

PEOPLESOFT FINANCIALS 8.8: GRANTS MANAGEMENT

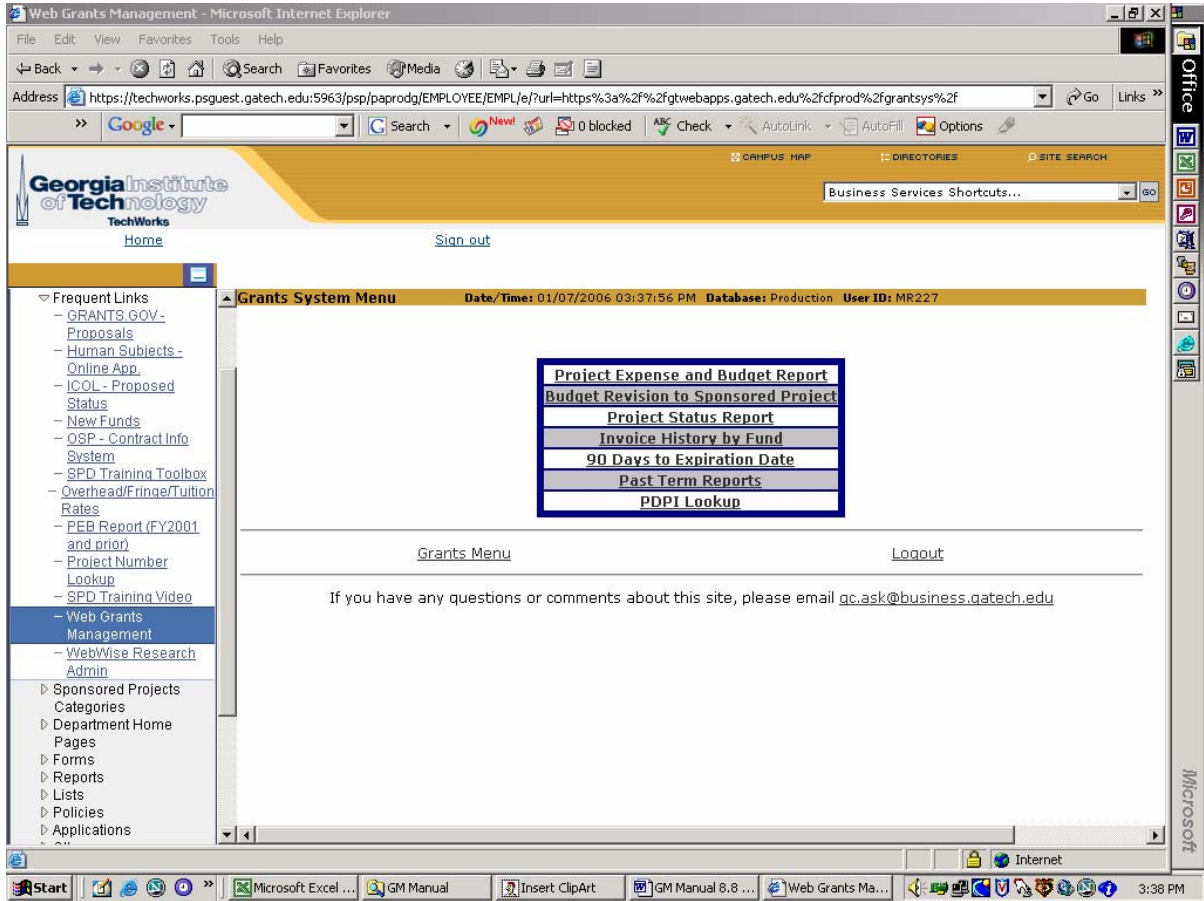
Click 

Forgot your password?

Send an email to admin.accounts@oit.gatech.edu requesting your password be reset. The security administrator will notify you by email when your password has been reset.

Grants Management Main Menu

The Grants Management Main Menu is displayed.



REVIEWING A FUND OR PROJECT

Project Demographics and Budget Information

When your department has been awarded a new project by OSP. Grants Management has sent notification that the appropriate budget and expense project Id(s), also referred to as Speedtype(s), have been established. As you are performing your own departmental activities associated with establishing a new project, use the Grants Management to verify the project "demographics" have been entered correctly.

The Project Expenditure and Budget (PEB) report will provide this information.

The Grants Management Reports Main Menu is displayed. Click on the "Project Expense and Budget Report" link.

The PEB report parameter selection page is displayed.

Welcome Marjorie Ellen Reece
 Date/Time: 09/19/2006 12:43:47 PM Database: Production User ID: MR227

Project Expense and Budget Report

Selection Criteria

Setid: ← Defaults to and should always be "GT"

GM Fund:

or

Project ID:

Fiscal Year: ← Defaults to current FY/Acct Period

Period:

Please enter either GM fund or Project (or part of Project) for a Fiscal Year and Accounting Period.

[PEB Main](#) [Grants Menu](#) [Logout](#)

If you have any questions or comments about this site, please email gc.ask@business.gatech.edu

You can select by **GM Fund** or just one **Project ID**. Enter the **Fiscal Year** and the **Accounting Period**. (Remember Accounting Period designates the month of a Fiscal Year not a calendar year. 1 = July and 12 = June.)

Note: If selecting GM Fund you must enter the entire Fund number. For example: R6599. The report cannot accommodate multiple fund information. However, you can request multiple project ids by entering a portion of the project id and adding a percent sign. For example: 3506%.

Click .

Setid GT

GM Fund R6599

FY 2006 / Period 12

Fund Summaries

[Complete Report](#) [GM Fund Summary](#) [Cost Share Summary](#) [Sponsored Summary](#)

Project Summaries

Prime Project ID displayed as **BOLD**

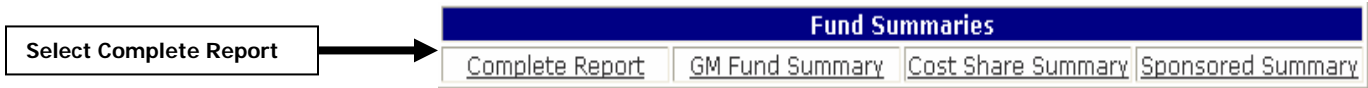
Project ID	Type	Sponsor Name	PI Name	Project Title	Reports
3506C53	SPSD	NATIONAL SCIENCE FOUNDATION/GENERAL		MEASUREMENT OF AERSOLS AND TRACE GASES IN MEXICO CITY OUTFLOW DURING MIR...	Complete, Summary
3506C71	SPSD	NATIONAL SCIENCE FOUNDATION/GENERAL		MEASUREMENT OF AERSOLS AND TRACE GASES IN MEXICO CITY OUTFLOW DURING MIR...	Complete, Summary
3506C72	SPSD	NATIONAL SCIENCE FOUNDATION/GENERAL		MEASUREMENT OF AERSOLS AND TRACE GASES IN MEXICO CITY OUTFLOW DURING MIR...	Complete, Summary
3501356	CSHR	NATIONAL SCIENCE FOUNDATION/GENERAL		MEASUREMENT OF AERSOLS AND TRACE GASES IN MEXICO CITY OUTFLOW DURING MIR...	Complete, Summary
3506C63	CSHR	GTRC		GTRC MATCHING ACCOUNT FOR 3506C53	Complete, Summary

Type: SPSP = Sponsored Project, CSHR = Cost Share Project

[PEB Main](#) [Grants Menu](#) [Logout](#)

If you have any questions or comments about this site, please email gc.ask@business.gatech.edu

The Fund Report options are displayed. Every Project associated with the Fund is listed with two report options at the Project level.



"Complete Report" option selected

Fund Summary			
Georgia Institute of Technology PROJECT EXPENSE AND BUDGET REPORT Fund Summary Setid = GT 06/01/2006 to 06/30/2006			
Principal Investigator:	[REDACTED]	Project ID:	N/A
Sponsor:	NATIONAL SCIENCE FOUNDATION/GENERAL	GM Fund/GL Fund:	R6599/R6599
Award Number:	ATM-0513035	Department:	[REDACTED]
Start Date:	09/15/2005	Billing Group:	GTBC
End Date:	08/31/2008	Accountant:	[REDACTED]
F&A Rate:	See Detail Project	F&A Base:	[REDACTED]
Funded Amount:	\$292,418.00	Cost Share Obligation:	\$49,634.00
Title:	MEASUREMENT OF AEROLS AND TRACE GASES IN MEXICO CITY OUTFLOW DURING MIR...	Contract Value:	\$513,958.00
Closeout Status:			
S10 Salaries and Wages	From 06/01/2006 to 06/30/2006	Details	
	Month	Fiscal Year	Total Contract
Budget:	0.00	100,433.93	100,433.93

The initial Fund Demographics and original budget for each category are displayed.

Sponsored budget categories:

S10 Salaries and Wages	S55 Sub Non-MTDC
S20 Fringe Benefits	S60 Tuition Remission
S30 Domestic Travel	S70 Equipment with title GT
S35 Foreign Travel	S80 Equipment with title Non-GT
S40 Materials and Supplies	S85 Sponsored Other Memo
S50 Sub MTDC(Modified Total Direct Cost)	S90 Sponsored Indirect

Each sponsored category identifies the following balances:

Budget:
Pre-Encumbrance:
Encumbrance:
Expense:
Balance:

Note: The **Fund Life-to-Date** balances are displayed. The balances are updated nightly to reflect the budget and expenditure posting transactions that occur each day.

PROJECT REVIEW AND MONITORING

The **PEB Report** is designed to provide all sponsored financial information in one report. The report is designed to provide both summary and detail information. The Fund summary information is displayed first. From that point you have the option to look at Fund data in more detail by displaying Project summaries. From the Fund or Project summaries, you can review transactions in detail for each category.

Setid GT

GM Fund R6599

FY 2006 / Period 12

Fund Summaries

[Complete Report](#) |
 [GM Fund Summary](#) |
 [Cost Share Summary](#) |
 [Sponsored Summary](#)

Project Summaries

Prime Project ID displayed as **BOLD**

Project ID	Type	Sponsor Name	PI Name	Project Title	Reports
3506C53	SPSD	NATIONAL SCIENCE FOUNDATION/GENERAL	[REDACTED]	MEASUREMENT OF AERSOLS AND TRACE GASES IN MEXICO CITY OUTFLOW DURING MIR...	Complete, Summary
3506C71	SPSD	NATIONAL SCIENCE FOUNDATION/GENERAL	[REDACTED]	MEASUREMENT OF AERSOLS AND TRACE GASES IN MEXICO CITY OUTFLOW DURING MIR...	Complete, Summary
3506C72	SPSD	NATIONAL SCIENCE FOUNDATION/GENERAL	[REDACTED]	MEASUREMENT OF AERSOLS AND TRACE GASES IN MEXICO CITY OUTFLOW DURING MIR...	Complete, Summary
3501356	CSHR	NATIONAL SCIENCE FOUNDATION/GENERAL	[REDACTED]	MEASUREMENT OF AERSOLS AND TRACE GASES IN MEXICO CITY OUTFLOW DURING MIR...	Complete, Summary
3506C63	CSHR	GTRC	[REDACTED]	GTRC MATCHING ACCOUNT FOR 3506C53	Complete, Summary

Type: SPSP = Sponsored Project, CSHR = Cost Share Project

[PEB Main](#)
 [Grants Menu](#)
 [Logout](#)

If you have any questions or comments about this site, please email gc.ask@business.gatech.edu

Fund-Level Report Options

You have four high-level report options at the Fund level. Click on the “report name” you want displayed. Click on the browser “Back” to return to the main PEB Report and select another summary report.



1) Complete Report – lists Fund Summary, Fund Details, and Fund SPD Details

[Fund Summary](#) [Fund Details](#) [Fund SPD Details](#)

Georgia Institute of Technology
PROJECT EXPENSE AND BUDGET REPORT
Fund Summary
 Setid = GT
 06/01/2006 to 06/30/2006

Principal Investigator: ██████████ Sponsor: NATIONAL SCIENCE FOUNDATION/GENERAL Award Number: ATM-0513035 Start Date: 09/15/2005 End Date: 08/31/2008 F&A Rate: See Detail Project Funded Amount: \$292,418.00 Title: MEASUREMENT OF AERSOLS AND TRACE GASES IN MEXICO CITY OUTFLOW DURING MIR... Closeout Status:	Project ID: N/A GM Fund/GL Fund: R6599/R6599 Department: ██████████ Billing Group: GTBC Accountant: ██████████ F&A Base: See Detail Project Cost Share Obligation: \$49,634.00 Contract Value: \$513,958.00
---	--

S10 Salaries and Wages	From 06/01/2006 to 06/30/2006	Details	
	Month	Fiscal Year	Total Contract
Budget:	0.00	100,433.93	100,433.93

➔ Click on one of the Fund Summary options to move to that section of the report. Or, use the scroll bars to move up and down the report.

Note: Use the browser print functions to print the report. For best results change the print page setup to “Landscape” with a right margin of “.25.”

Total Balances are always LIFE-TO-DATE, from the inception of the project through the Fiscal Year/Accounting Period selected on the PEB parameter selection page.

Detail transactions are displayed for the time period selected.

2) **GM Fund Summary** – lists the Fund Demographics and Fund balances by category, including both sponsored and cost-sharing projects.

Georgia Institute of Technology PROJECT EXPENSE AND BUDGET REPORT Fund Summary Setid = GT 06/01/2006 to 06/30/2006			
Principal Investigator:	[REDACTED]	Project ID:	N/A
Sponsor:	NATIONAL SCIENCE FOUNDATION/GENERAL	GM Fund/GL Fund:	R6599/R6599
Award Number:	ATM-0513035	Department:	[REDACTED]
Start Date:	09/15/2005	Billing Group:	GTRC
End Date:	08/31/2008	Accountant:	[REDACTED]
F&A Rate:	See Detail Project	F&A Base:	See Detail Project
Funded Amount:	\$292,418.00	Cost Share Obligation:	\$49,634.00
Title:	MEASUREMENT OF AERSOLS AND TRACE GASES IN MEXICO CITY OUTFLOW DURING MIR...	Contract Value:	\$513,958.00
Closeout Status:			

S10 Salaries and Wages	From	to	Details
	06/01/2006	06/30/2006	
	Month	Fiscal Year	Total Contract
Budget:	0.00	100,433.93	100,433.93
Pre-Encumbrance:	0.00	0.00	0.00
Encumbrance:	-1,750.00	0.00	0.00
Expense:	2,830.00	41,316.93	41,316.93
Balance:			59,117.00

3) **Cost Sharing Summary** – lists the Fund Demographics and Fund balances by category for all cost sharing budgets and expenses.

Georgia Institute of Technology PROJECT EXPENSE AND BUDGET REPORT Cost Share Summary Setid = GT 06/01/2006 to 06/30/2006			
Principal Investigator:	[REDACTED]	Project ID:	N/A
Sponsor:	NATIONAL SCIENCE FOUNDATION/GENERAL	GM Fund/GL Fund:	R6599/R6599
Award Number:	ATM-0513035	Department:	[REDACTED]
Start Date:	09/15/2005	Billing Group:	GTRC
End Date:	08/31/2008	Accountant:	[REDACTED]
F&A Rate:	See Detail Project	F&A Base:	See Detail Project
Funded Amount:	\$292,418.00	Cost Share Obligation:	\$49,634.00
Title:	MEASUREMENT OF AERSOLS AND TRACE GASES IN MEXICO CITY OUTFLOW DURING MIR...	Contract Value:	\$513,958.00
Closeout Status:			

S10 Salaries and Wages	From	to	Details
	06/01/2006	06/30/2006	
	Month	Fiscal Year	Total Contract
Budget:	0.00	30,873.93	30,873.93
Pre-Encumbrance:	0.00	0.00	0.00
Encumbrance:	0.00	0.00	0.00
Expense:	0.00	15,436.93	15,436.93
Balance:			15,437.00

4) **Sponsored Summary** - lists the Fund Demographics and Fund balances by category for all sponsored budgets and expenses (excluding cost sharing).

Project-Level Report Options

You have two report options at the individual project or subproject level.

Project Summaries					
Prime Project ID displayed as BOLD					
Project ID	Type	Sponsor Name	PI Name	Project Title	Reports
3506C53	SPSD	NATIONAL SCIENCE FOUNDATION/GENERAL	[REDACTED]	MEASUREMENT OF AEROLS AND TRACE GASES IN MEXICO CITY OUTFLOW DURING MIR...	Complete, Summary
3506C71	SPSD	NATIONAL SCIENCE FOUNDATION/GENERAL	[REDACTED]	MEASUREMENT OF AEROLS AND TRACE GASES IN MEXICO CITY OUTFLOW DURING MIR...	Complete, Summary
3506C72	SPSD	NATIONAL SCIENCE FOUNDATION/GENERAL	[REDACTED]	MEASUREMENT OF AEROLS AND TRACE GASES IN MEXICO CITY OUTFLOW DURING MIR...	Complete, Summary
3501356	CSHR	NATIONAL SCIENCE FOUNDATION/GENERAL	[REDACTED]	MEASUREMENT OF AEROLS AND TRACE GASES IN MEXICO CITY OUTFLOW DURING MIR...	Complete, Summary
3506C63	CSHR	GTRC	Gregory	GTRC MATCHING ACCOUNT FOR R6599-3506C53	Complete, Summary

Type: SPSP = Sponsored Project, CSHR = Cost Share Project

Every project id within the Fund is listed; the prime project is bolded. You have the option of reviewing the

Complete Project Report (lists Project Summary, Project Details and Project SPD Details.) Or, choosing a **Summary Report** (lists the budget and expense balances by category.)

1) Complete Report – lists Fund Summary, Fund Details, and Fund SPD Details:

[Project Summary](#) [Project Details](#) [Project SPD Details](#)

Georgia Institute of Technology
PROJECT EXPENSE AND BUDGET REPORT
Project Summary
 Setid = GT
 06/01/2006 to 06/30/2006

Principal Investigator: [REDACTED] Sponsor: NATIONAL SCIENCE FOUNDATION/GENERAL Award Number: ATM-0513035 Start Date: 09/15/2005 End Date: 08/31/2008 F&A Rate: 49.4% Funded Amount: \$286,113.00 Title: MEASUREMENT OF AEROLS AND TRACE GASES IN MEXICO CITY OUTFLOW DURING MIR... Closeout Status: Project Status: Active	Project ID: 3506C53 GM Fund/GL Fund: R6599/R6599 Department: [REDACTED] Billing Group: GTRC Accountant: [REDACTED] F&A Base: MTDC Cost Share Obligation: \$0.00 Contract Value: \$0.00
--	---

\$10 Salaries and Wages	From	to	Details
	06/01/2006	06/30/2006	
	Month	Fiscal Year	Total Contract
Budget:	0.00	69,560.00	69,560.00
Pre-Encumbrance:	0.00	0.00	0.00

Click on one of the Project options to move to that section of the report. Or, use the scroll bars to move up and down the report.

Total Balances are always LIFE-TO-DATE, from the inception of the project through the Fiscal Year/Accounting Period selected on the PEB parameter selection page.

Detail transactions are displayed for the time period selected.

2) Summary Report lists the Project Demographics and the budget and expenditure balances for each category.

Georgia Institute of Technology PROJECT EXPENSE AND BUDGET REPORT Project Summary Setid = GT 06/01/2006 to 06/30/2006			
Principal Investigator:	[REDACTED]	Project ID:	3506C53
Sponsor:	NATIONAL SCIENCE FOUNDATION/GENERAL	GM Fund/GL Fund:	R6599/R6599
Award Number:	ATM-0513035	Department:	[REDACTED]
Start Date:	09/15/2005	Billing Group:	GTRC
End Date:	08/31/2008	Accountant:	[REDACTED]
F&A Rate:	49.4%	F&A Base:	MTDC
Funded Amount:	\$286,113.00	Cost Share Obligation:	\$0.00
Title:	MEASUREMENT OF AERSOLS AND TRACE GASES IN MEXICO CITY OUTFLOW DURING MIR...	Contract Value:	\$0.00
Closeout Status:			
Project Status:	Active		

You can look at the detail transactions for any category by scrolling to the desired category.

S10 Salaries and Wages	From	to	Details
	06/01/2006	06/30/2006	
	Month	Fiscal Year	Total Contract
Budget:	0.00	69,560.00	69,560.00
Pre-Encumbrance:	0.00	0.00	0.00
Encumbrance:	-1,750.00	0.00	0.00
Expense:	2,830.00	25,880.00	25,880.00
Balance:			43,680.00

Click on. [Details](#)

The detail posting transactions for the Fiscal Year/Accounting Period entered on the parameter selection page are displayed

S10 Salaries and Wages									
Date	Description	Source	Campus Ref	Other Ref	Account	Budget	Pre-Enc	Encumbrance	Expense
06/23/2006	SPD Encumbrances	ENC			511430	0.00	0.00	-1,750.00	
06/23/2006 Click for SPD	Payroll Postings	HR			511430	0.00	0.00	0.00	1,080.00
06/12/2006 Click for SPD	Payroll Postings	HR			512100	0.00	0.00	0.00	1,080.00
Salaries and Wages Totals:						0.00	0.00	-1,750.00	2,830.00
GRAND TOTAL:						0.00	0.00	-1,750.00	2,830.00

Click on any column heading to re-sort the detail transactions

Still can't find a certain transaction amount you were looking for? Change the date range of the details.

S40 Materials and Supplies From 07/01/2005 to 06/30/2006 Details

Enter the **From** and **To** dates of the posting transactions you want retrieved. Online detail transactions are available from July 1, 1999 forward.

In our example the date was changed from 06/01/2006 to 06/30/2006 to 07/01/2005 to 06/30/2006. Records are listed in descending order by date. (Most current first.)

S40 Materials and Supplies									
Date	Description	Source	Campus Ref	Other Ref	Account	Budget	Pre-Enc	Encumbrance	Expense
06/06/2006	C/T 000013259 FROM 3506853	CST	451462		727200	0.00	0.00	0.00	2,825.00
06/05/2006	Amptek Inc	AP	3500014208	00474102	714100	0.00	0.00	0.00	2,046.00
06/05/2006	Amptek Inc	PO	3500014208	00474102	714100	0.00	0.00	-2,046.00	0.00
06/05/2006	Apr 2006 Machine Shop Charges	CSU	3506000746	MCHSHP04	714100	0.00	0.00	0.00	178.25
05/31/2006	Carolina Fluid Components	PO	3500014219		714100	0.00	0.00	532.74	0.00
05/30/2006		AP	3500014207	00472535	714100	0.00	0.00	0.00	991.50

The employee name is not listed on initial Salary and Wages category, but if you drill down on the underlined date, the name(s) will be displayed that make up the expenditure total.

S10 Salaries and Wages									
Date	Description	Source	Campus Ref	Other Ref	Account	Budget	Pre-Enc	Encumbrance	Expense
<u>05/24/2006</u> Click for SPD	Payroll Postings	HR			511100	0.00	0.00	0.00	3,099.48
05/24/2006	SPD Encumbrances	ENC			511100	0.00	0.00	-3,099.48	0.00
<u>04/20/2006</u> Click for SPD	Payroll Postings	HR			511100	0.00	0.00	0.00	6,198.97

Pay End Date	Pay Group	Name	Dept	Earnings	Fringe	Tuition
05/31/2006	AMB			3,099.48	0.00	0.00
TOTALS:				3,099.48	0.00	0.00

CREATING A BUDGET REVISION REQUEST

General Information

It may be necessary during the lifetime of a project to adjust the budget category allocations or add new monies received for a new subproject. This page is also used to add new subprojects when needed. Budget Revisions and creation of new subprojects can only be made by the authorized unit financial officers as needed.

CHECKING THE CURRENT STATUS OF PROJECTS

Need a high level picture of all of the budgets, expenditures, and available balances for your projects? Now there is a quick and easy way to gather this information.

Navigate to Grants Management Main Menu page.

Click on **Project Status Report**

Grants Menu Logout

Click on Project Status Report.

Please enter one or more of the following search criteria:

Setid:

Complete GM Fund Code:

Complete GL Fund Code:

Partial or complete Project ID:

Select Project Director from list:

Project Status: All Projects Active Inactive

Grants Menu Logout

There are three selection options: the Fund, the Project ID (or a portion of the Project Id and the %), or by the Project Director (Principle Investigator).

To quickly find the PD name, click on the drop down box and click on the first name. Enter the first character of the PD's last name. The cursor moves to the first name in the list whose character matched the character you just entered.

The Project Status Report is displayed:

Search Criteria: Setid: GT GM Fund: R6599 Project Status: All Projects

PROJECT		DATES		FINANCIAL	
3/2007 (Accounting Period/Fiscal Year)					
Project ID: 3501356					
Project Title: MEASUREMENT OF AERSOLS AND TRACE GASES IN MEXICO CITY OUTFLOW DURING MIR...					
Sponsor	NATIONAL SCIENCE FOUNDATION/GENERAL	Project Start Date	09/15/2005	Budget Life to Date	43,900.65
GM Fund	R6599	Project Expiration Date	08/31/2008	Pre-encumbrance Life to Date	0.00
Contract Number	ATM-0513035	GT Funded Amount	43,900.65	Encumbrance Life to Date	8,654.63
GTF Project Number		GT Contract Value	0.00	Expense Life to Date	35,246.02
Project Director		GT Cost Share Obligation	0.00	Free Balance Life to Date	0.00
Closeout Status					
Effective Status	Active				

PROJECT		DATES		FINANCIAL	
3/2007 (Accounting Period/Fiscal Year)					
Project ID: 3506C53					
Project Title: MEASUREMENT OF AERSOLS AND TRACE GASES IN MEXICO CITY OUTFLOW DURING MIR...					
Sponsor	NATIONAL SCIENCE FOUNDATION/GENERAL	Project Start Date	09/15/2005	Budget Life to Date	455,579.00
GM Fund	R6599	Project Expiration Date	08/31/2008	Pre-encumbrance Life to Date	0.00
Contract Number	ATM-0513035	GT Funded Amount	455,579.00	Encumbrance Life to Date	23,435.23
GTF Project Number		GT Contract Value	0.00	Expense Life to Date	225,686.45
Project Director		GT Cost Share Obligation	0.00	Free Balance Life to Date	206,457.32

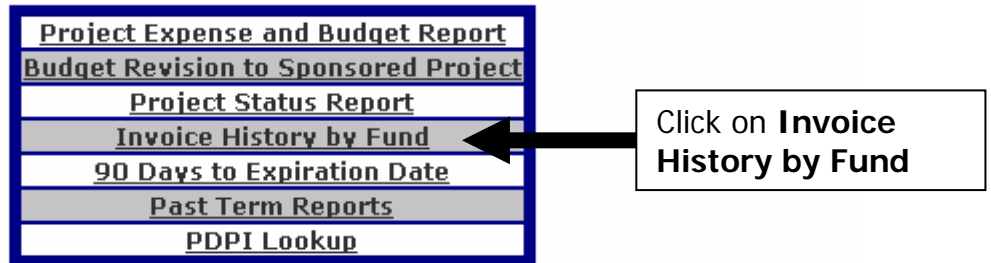
All of the current active projects are listed in Project ID order.

A project is considered "Active" until it is inactivated by the accountant in the Grants Management system. A Project is inactivated when the project expiration date has passed, all final transactions have been posted, the final invoice generated and paid, and all corrections and reconciliations have occurred to the satisfaction of both Georgia Tech and the sponsoring agency.

REVIEWING THE INVOICE HISTORY

It may be necessary to check the invoice history for a project to answer a question from the sponsoring agency. Pertinent invoice information is available.

Navigate to Grants Management Main Menu page.



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Click Invoice History by Fund

Enter the complete Fund Code for a Fiscal Year and Accounting Period.

Setid:

Fund: (format: K8184)

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Enter the Fund. **Click** Submit. Results:

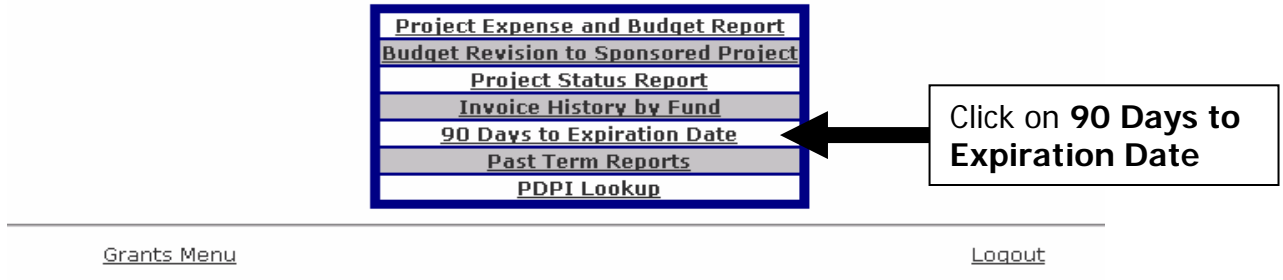
Setid: GT
GM Fund: R6599

Invoice ID	Cycle No.	Invoice Type	Invoice Date	Invoice Ref. No.	Invoice Amount	Invoice Status	Invoice Source
244930	888	Letter of Credit	09/07/2006	0	10,286.39	Generated	Letter of Credit Invoices
242411	888	Letter of Credit	08/23/2006	0	1,803.60	Generated	Letter of Credit Invoices
242246	888	Letter of Credit	08/21/2006	0	790.58	Generated	Letter of Credit Invoices
240432	888	Letter of Credit	07/26/2006	0	11,043.96	Generated	Letter of Credit Invoices
239838	888	Letter of Credit	07/18/2006	0	7,708.67	Generated	Letter of Credit Invoices
237675	888	Letter of Credit	06/27/2006	0	6,500.82	Generated	Letter of Credit Invoices
237185	888	Letter of Credit	06/09/2006	0	45,671.80	Generated	Letter of Credit Invoices
234999	888	Letter of Credit	05/25/2006	0	30,683.87	Generated	Letter of Credit Invoices
234464	888	Letter of Credit	05/09/2006	0	9,479.82	Generated	Letter of Credit Invoices
234417	888	Letter of Credit	05/08/2006	0	22,605.34	Generated	Letter of Credit Invoices
232752	888	Letter of Credit	04/26/2006	0	28,705.58	Generated	Letter of Credit Invoices
232005	888	Letter of Credit	04/06/2006	0	18,408.60	Generated	Letter of Credit Invoices
230277	888	Letter of Credit	03/27/2006	0	8,776.36	Generated	Letter of Credit Invoices
229725	888	Letter of Credit	03/08/2006	0	4,660.35	Generated	Letter of Credit Invoices

90 DAYS TO EXPIRATION REPORT

This report is designed to identify all projects that are within 90 days of the project expiration date. The report always uses today's date as the starting point to begin calculating a 90-day period.

Navigate to Grants Management Main Menu page.



Click on 90 Days to Expiration Date.

The selection parameter page is displayed.

Please enter one or more of the following search criteria:

Setid:

Complete GM Fund Code:

Partial or complete Project ID:

Select Accountant from list:

Select Project Director from list:

Project Status: All Projects Active Inactive

There are several selection options: **Fund, Project ID, Accountant** (for G&C use), and **Principle Investigator**. You can also select Active, Inactive, or All Projects.

Note: The Prime Principle Investigator is always associated with the Fund/Project. Any other staff members included in the original proposal are entered in the Grants Management system. If you have added someone new to the project and will want to run this report by that staff member's name, send an email to Grants and Contracts requesting that person be added to the PDPI list for this Fund/Project.

Sponsored Projects 90 Days to Expiration Date Date/Time: 09/19/2006 03:01:33 PM Database: Production User ID: MR227

Please enter one or more of the following search criteria:

Setid:

Complete GM Fund Code:

Partial or complete Project ID:

Select Accountant from list:

Select Project Director from list:

Project Status: All Projects Active Inactive

Returns the following:

Setid: GT

Project Director: 500918, Huey,Lewis Gregory

Project Status: All Projects

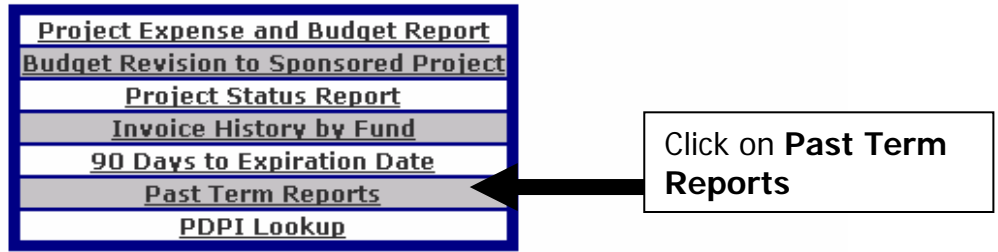
GM Fund	GL Fund	Project	Sponsor	Contract	Start Date	Expiration Date	Contract Cost Type	PDPI	Closeout Status	Effective Status	Project Balance
R5100	10010	3501340	NASA/GODDARD SPACE FLT CTR/MD	NNG04GB42G	12/15/2003	12/14/2006	Cost Plus No Fee			Active	0.00
R5100	R5100	3506884	NASA/GODDARD SPACE FLT CTR/MD	NNG04GB42G	12/15/2003	12/14/2006	Cost Plus No Fee			Active	74,572.10
TOTAL = 74,572.10											

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SPONSORED PROJECTS PAST TERM REPORT

One report that can assist you to successfully close a project is the Sponsored Projects Past Term report. This report lists all projects whose project expiration date has passed, but the project has not yet been closed in the Grants Management system.

Navigate to Grants Management Main Menu page.



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Click Past Term Reports. The selection parameter page is displayed.

Welcome | Marjorie Ellen Neese
sponsored Projects Past Term | Date/Time: 09/19/2006 08:22:39 AM | Database: Production | User ID: MR227

Please enter one or more of the following search criteria:

Setid:

Complete GM Fund Code:

Partial or complete Project ID:

Select Accountant from list:

Select Project Director from list:

Project Status: All Projects Active Inactive

There are several selection options: **Fund, Project ID, Accountant** (for G&C use), or by **Principle Investigator**. Again, you can also select Active, Inactive, or All Projects. The report is sorted by Fund / Project ID.

Setid: GT

Project Director: 500918, Huey,Lewis Gregory

Project Status: All Projects

GM Fund	GL Fund	Project	Sponsor	Contract	Start Date	Expiration Date	Contract Cost Type	PDPI	Closeout Status	Effective Status	Project Balance
R4078	R4078	3506B29	NSF	OPP-0221002	09/01/2002	08/31/2006	Cost Reimbursable			Active	94.11
R6092	R6092	3506C36	UNIVERSITY OF NEW HAMPSHIRE/DURHAM, NH	P5UZC174	03/15/2005	05/31/2006	Cost Plus No Fee			Inactive	0.00
TOTAL = 94.11											

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Grants Management Glossary

Account: A unique identifier (Six digits) used in combination with Project to further identify the type of financial transaction. There are three types of Account codes:

Assets - 1XXXXX (Cash, Accounts Receivable, Inventory)

Liabilities - 2XXXXX (Accounts Payable, Accrued Liabilities, Deposits)

Fund Balance/Equity - 3XXXXX (Fund Balance)

Revenue - 4XXXXX (Tuition, State Appropriations)

Expenses - 5XXXXX (Personal Services, Fringe Benefits)

Expenses - 6XXXXX (Travel)

Expenses - 7XXXXX (Operating Supplies & Materials)

Expenses - 8XXXXX (Equipment and Capital)

Expenses - 9XXXXX (Other Expenses and Contra)

Note: Expense accounts were previously known as Object Codes.

Project: Term used to identify a cost center or sub-cost center that may be an office, department, center, or sponsored project. Each project is identified in the accounting system by a unique set of numbers as required by the BOR Chartfield that is assigned by the Institute to identify all financial transactions, such as encumbrances, expenditures, and revenue, related to a specific budget.

Chartfield: The Board of Regents Chart of Accounts is comprised of 5 unique components. They are:

1. Fund Code
2. Department ID
3. Program Code
4. Project Number (Speedtype)
5. Class

Fund Code: The fund code is used to identify a set of self-balancing accounts (Assets, Liabilities, reserves, and fund balance for each Unrestricted Fund such as Resident Instruction, GTRI, EDI, ATDC, CRT, and Auxiliary Services and each Restricted Fund). Unrestricted Funds are assigned and managed by the Budget Office. Restricted Funds are established for each Grant, Contract, or other Sponsored Agreement at the time of receipt by the Office of Grants & Contracts Accounting or GTRI Accounting as appropriate. Each Restricted Fund Code has a main Project to account for revenues and expenses, and where appropriate, sub-projects to separately account for activities funded by the same Grant, Contract or Sponsored Agreement. This procedure provides for the ability to track all transactions related to a specific grant regardless of the number of separate activities or departments involved in the performance of the sponsored activity.

Department ID: A unique identifier for each campus unit in the organization chart. Note: The first three digits of the Project number are the same as the Department ID.

PeopleSoft Project Number (Referred to as Speedtype): A unit of the Chartfield used to identify all transactions related to a specific cost center or sub-cost center. **It is the only accounting number needed during the data entry process.** There are three sections to this 7 to 9 digit number:

1. First Three Digits: Identifies the department ID.
2. Fourth Digit: High Level Funds source indicator derived from first digit of Class Code:
 - 0 = Research Consortium (State)
 - 1 = State Funded (Appropriations & Revenues)
 - 2 = State Funded Special Initiatives
 - 3 = Lottery Funds (State)
 - 4 = Departmental Sales and Services
 - 6 = Sponsored
3. Fifth to Ninth Digits: Unique project number

Sub-Project: A unit of the Chartfield used to identify all transactions related to a specific sub-cost center that is assigned using the same procedures as a Project Number. Activities accounted for as a Sub-Project are directly related to another Project (Main Project) and are funded by the same source of funds as the main Project. The Sub-Project will be assigned the same Fund Code as the Main Project.

Restricted Funds: Represents Gifts, Grants, Contracts, and other Sponsored Agreements received from external agencies that provide funding for operating purposes that must be expended for specific activities or purposes. These agreements may include a variety of restrictions and requirements that are specified in the individual Terms and Conditions and budgets of the agreements and/or the funding agency.

Sponsored Budget – The budget for a sponsored project is derived from sponsored agreement and it is to be administered according to the Terms and Conditions of the sponsored agreement. The initial funded amount of the sponsored budget is entered into the Main Project as established in the accounting system. Subsequent changes to the agreement may be made to recognize changes in the amount of funding to be provided. In addition, the Sponsored Budgets may be revised by Unit Financial Managers to establish Sub-Projects to identify and manage certain activities separately.

Facilities & Administrative (F&A) Costs (Indirect Cost)

Charges to Sponsored Projects are identified as Direct Costs (Salaries and wages, supplies and services incurred to perform or support the sponsored activities) and Indirect Costs (now referred to as Facilities and Administrative Costs). Indirect costs are those that cannot be specifically identified to a sponsored project, but are required for the overall performance of the sponsored activities. At GIT, the indirect costs include a share of the Operation and Maintenance of Plant, Depreciation

and/or User charges for Buildings and Equipment, Sponsored Program Administrative Expenses and the share of General Administrative Expenses incurred to support sponsored operations. On an annual basis, the Institute completes F&A Rate studies to determine an F&A rate that is used to charge sponsored programs for the appropriate share of these F&A (Indirect) costs. These rate studies are audited by DCAA and the rates are established by the Office of Naval Research (ONR). A copy of the schedule of current Resident Instruction rates is attached.

Office of Naval Research (ONR)

The Office of Naval Research (ONR) is the cognizant Federal agency designated as the Georgia Institute of Technology/Georgia Tech Research Corporation/Georgia Tech Applied Research Corporation contracting agency. The Atlanta Regional Office of ONR addresses direct cost agreements and certain contracting activities. Facilities & Administrative and Fringe Benefits Rate agreement and cost procedures are considered and approved by the Indirect Cost Division located in Arlington, Virginia.

DCAA

The Defense Contract Audit Agency (DCAA) is the designated audit agency for Institute federal sponsored agreements. The Atlanta Branch Office, located in Marietta Georgia, manages audit activities performed at the Institute through a sub-office located on campus. There are usually five auditors assigned to the sub-office and they normally perform approximately 30 different audits on direct and indirect costs and other operating procedures each year.

Floor Check

A Floor Check is one of the types of audits performed by the DCAA audit team on an annual basis. The purpose of this audit is to determine if our employees understand the systems and procedures used to charge Salaries and Wages to Sponsored Projects, and if our employees are performing all of the required procedures. For all employees except GTRI employees, these procedures are covered by the Plan Confirmation System as supported by the SPD system. GTRI procedures provide for the use of timesheets to identify effort charged to sponsored projects.

The Floor Check will consist of an interview by the DCAA auditor who will be accompanied by a representative of Grants & Contracts Accounting Office. Information covered during these interviews is described in the Plan Confirmation System Training video and Reference Manual that is available in each Academic Department and/or from the Grants & Contracts Accounting Office.

A-21 Compliance

OMB Circular A-21, Cost Principles For Educational Institutions, provides information concerning the procedures to be used to determine charges to federally sponsored projects. Where possible, the Institute has incorporated the costing requirements into the Institute operating procedures, such as the Plan Confirmation System as

supported by the SPD System. Other specific requirements are covered in the Grants & Contracts Accounting Office section of the Business & Finance Policies & Procedures manual.