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:

<table>
<thead>
<tr>
<th>Type</th>
<th>Account</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expense</td>
<td>985110</td>
<td>Sponsored Other Memo-PS</td>
</tr>
<tr>
<td>Expense</td>
<td>985500</td>
<td>Sponsored Other Memo-FB</td>
</tr>
<tr>
<td>Expense</td>
<td>986400</td>
<td>Sponsored Other Memo-TR</td>
</tr>
<tr>
<td>Expense</td>
<td>987100</td>
<td>Sponsored Other Memo-M&amp;S</td>
</tr>
<tr>
<td>Expense</td>
<td>987119</td>
<td>Sponsored Other Memo-Entertain</td>
</tr>
<tr>
<td>Expense</td>
<td>987800</td>
<td>Sponsored Other Memo-TU</td>
</tr>
<tr>
<td>Expense</td>
<td>988100</td>
<td>Sponsored Other Memo-EQ</td>
</tr>
<tr>
<td>Expense</td>
<td>989100</td>
<td>Sponsored Other Memo-FA</td>
</tr>
<tr>
<td>Expense</td>
<td>987500</td>
<td>Sponsored Other Memo-NEETRAC Facilities</td>
</tr>
<tr>
<td>Expense</td>
<td>987600</td>
<td>Sponsored Other Memo-NEETRAC Residual</td>
</tr>
</tbody>
</table>

Changing/Addiing 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.

GM FUND
R6599
R6599
R6599

GL FUND
R6599
R6599
R6599

PROJECT
3506C53
3506C71
3506C72

R6599
10010
3501356

R6599
Q9144
3506C63

GTRC

Sponsored Projects

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

```
Fund Summary Fund Details Fund SPD Details

Georgia Institute of Technology
PROJECT EXPENSE AND BUDGET REPORT
Fund Summary
Sedl = GT
06/01/2006 to 06/30/2005

Principal Investigator: [Redacted]
Sponsor: NATIONAL SCIENCE FOUNDATION/GENERAL
Award Number: ATM-0313035
Start Date: 09/15/2005
End Date: 08/31/2009
F&A Rate: See Detail Project
Funded Amount: $252,418.00
Title: MEASUREMENT OF AEROSOLS AND TRACE GASES IN MEXICO CITY OUTFLOW DURING MIR...
Closeout Status:

<table>
<thead>
<tr>
<th>Sponsored budget categories:</th>
</tr>
</thead>
</table>

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

**Sponsored budget categories:**

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

**Fund Summaries**

<table>
<thead>
<tr>
<th>Project ID</th>
<th>Type</th>
<th>Sponsor Name</th>
<th>PI Name</th>
<th>Project Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>35006C53</td>
<td>SPSP</td>
<td>NATIONAL SCIENCE FOUNDATION/GENERAL</td>
<td></td>
<td>MEASUREMENT OF AEROSOLS AND TRACE BAGES IN MEXICO CITY OUTFLOW DURING MIR...</td>
</tr>
<tr>
<td>25600C71</td>
<td>SPSP</td>
<td>NATIONAL SCIENCE FOUNDATION/GENERAL</td>
<td></td>
<td>MEASUREMENT OF AEROSOLS AND TRACE BAGES IN MEXICO CITY OUTFLOW DURING MIR...</td>
</tr>
<tr>
<td>35600C72</td>
<td>SPSP</td>
<td>NATIONAL SCIENCE FOUNDATION/GENERAL</td>
<td></td>
<td>MEASUREMENT OF AEROSOLS AND TRACE BAGES IN MEXICO CITY OUTFLOW DURING MIR...</td>
</tr>
<tr>
<td>35006155</td>
<td>CSIR</td>
<td>NATIONAL SCIENCE FOUNDATION/GENERAL</td>
<td></td>
<td>MEASUREMENT OF AEROSOLS AND TRACE BAGES IN MEXICO CITY OUTFLOW DURING MIR...</td>
</tr>
<tr>
<td>35006C53</td>
<td>CSIR</td>
<td>GTIR</td>
<td></td>
<td>GTIR MATCHING ACCOUNT FOR 35006C53</td>
</tr>
</tbody>
</table>

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

**Periodic Project Review 13**
**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.

<table>
<thead>
<tr>
<th>Fund Summaries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete Report</td>
</tr>
</tbody>
</table>

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

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
### GM Fund Summary
### Period: 06/01/2006 to 06/30/2006

| Principal Investigator: | N/A |
| Sponsor: | NATIONAL SCIENCE FOUNDATION/GENERAL |
| Award Number: | ATM-0513085 |
| Start Date: | 06/15/2005 |
| End Date: | 06/30/2006 |
| F&A Rate: | See Detail Project |
| Funded Amount: | $292,418.00 |
| Title: | MEASUREMENT OF AEROSOLS AND TRACE GASES IN MEXICO CITY OUTFLOW DURING MIR... |
| Closeout Status: | GM Fund/GL |
| Project ID: | N/A |
| Fund: | R6599/R6599 |
| Department: | N/A |
| Billing Group: | GTRC |
| Accountant: | N/A |
| F&A Base: | See Detail Project |
| Cost Share Obligation: | $49,934.00 |
| Contract Value: | $513,958.00 |

<table>
<thead>
<tr>
<th>$10 Salaries and Wages</th>
<th>From 06/01/2006 to 06/30/2006</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget:</td>
<td>0.00</td>
<td>100,433.93</td>
</tr>
<tr>
<td>Pre-Encumbrance:</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Encumbrance:</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Expense:</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Balance:</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

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
### Period: 06/01/2006 to 06/30/2006

| Principal Investigator: | N/A |
| Sponsor: | NATIONAL SCIENCE FOUNDATION/GENERAL |
| Award Number: | ATM-0513085 |
| Start Date: | 06/15/2005 |
| End Date: | 06/30/2006 |
| F&A Rate: | See Detail Project |
| Funded Amount: | $292,418.00 |
| Title: | MEASUREMENT OF AEROSOLS AND TRACE GASES IN MEXICO CITY OUTFLOW DURING MIR... |
| Closeout Status: | GM Fund/GL |
| Project ID: | N/A |
| Fund: | R6599/R6599 |
| Department: | N/A |
| Billing Group: | GTRC |
| Accountant: | N/A |
| F&A Base: | See Detail Project |
| Cost Share Obligation: | $49,934.00 |
| Contract Value: | $513,958.00 |

<table>
<thead>
<tr>
<th>$10 Salaries and Wages</th>
<th>From 06/01/2006 to 06/30/2006</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget:</td>
<td>0.00</td>
<td>30,873.93</td>
</tr>
<tr>
<td>Pre-Encumbrance:</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Encumbrance:</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Expense:</td>
<td>0.00</td>
<td>15,436.93</td>
</tr>
<tr>
<td>Balance:</td>
<td>0.00</td>
<td>15,437.00</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Project ID</th>
<th>Type</th>
<th>Sponsor Name</th>
<th>PI Name</th>
<th>Project Title</th>
<th>Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>3506C53</td>
<td>SPST</td>
<td>NATIONAL SCIENCE FOUNDATION/GENERAL</td>
<td></td>
<td>MEASUREMENT OF AEROSOLS AND TRACE GASES IN MEXICO CITY OUTFLOW DURING MIR...</td>
<td>Complete Summary</td>
</tr>
<tr>
<td>3506C71</td>
<td>SPST</td>
<td>NATIONAL SCIENCE FOUNDATION/GENERAL</td>
<td></td>
<td>MEASUREMENT OF AEROSOLS AND TRACE GASES IN MEXICO CITY OUTFLOW DURING MIR...</td>
<td>Complete Summary</td>
</tr>
<tr>
<td>3506C72</td>
<td>SPST</td>
<td>NATIONAL SCIENCE FOUNDATION/GENERAL</td>
<td></td>
<td>MEASUREMENT OF AEROSOLS AND TRACE GASES IN MEXICO CITY OUTFLOW DURING MIR...</td>
<td>Complete Summary</td>
</tr>
<tr>
<td>350156</td>
<td>CSHR</td>
<td>NATIONAL SCIENCE FOUNDATION/GENERAL</td>
<td></td>
<td>MEASUREMENT OF AEROSOLS AND TRACE GASES IN MEXICO CITY OUTFLOW DURING MIR...</td>
<td>Complete Summary</td>
</tr>
<tr>
<td>3506C53</td>
<td>CSHR</td>
<td>CSBRC</td>
<td></td>
<td>GTRC MATCHING ACCOUNT FOR 85999-3506C53</td>
<td>Complete Summary</td>
</tr>
</tbody>
</table>

Type: SPST = 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:

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.

---

**PeopleSoft Financials 8.8: Grants Management**

**Georgia Institute of Technology**

**PROJECT EXPENSE AND BUDGET REPORT**

**Project Summary**

**SetId = GT**

08/01/2006 to 08/30/2006

---

**Principal Investigator:**

**Sponsor:** NATIONAL SCIENCE FOUNDATION/GENERAL

**Award Number:** ATM-0513035

**Start Date:** 08/15/2005

**End Date:** 08/31/2008

**F&A Rate:** 40.4%

**Funded Amount:** $285,113.00

**Title:** MEASUREMENT OF AEROSOLS AND TRACE GASES IN MEXICO CITY OUTFLOW DURING MIR...

**Closeout Status:**

**Project Status:** Active

---

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.

---

**FISCAL YEAR 2006**

**PERIODIC PROJECT REVIEW 17**
Still can’t find a certain transaction amount you were looking for? Change the date range of the 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.)

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.
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.

Please enter one or more of the following search criteria:

Setid: CT
Complete GM Fund Code: RE599
Complete GL Fund Code: 
Partial or complete Project ID: 
Select Project Director from list: 
Project Status: ☐ All Projects ☐ Active ☐ Inactive

Submit | Clear

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:

<table>
<thead>
<tr>
<th>PROJECT</th>
<th>DATES</th>
<th>FINANCIAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/2007 (Accounting Period/Fiscal Year)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project ID: 3501356</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Title: MEASUREMENT OF AEROSOLS AND TRACE GASES IN MEXICO CITY OUTFLOW DURING MIR...</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sponsor: NATIONAL SCIENCE FOUNDATION/GENERAL</td>
<td>Project Start Date: 09/15/2005</td>
<td>Budget Life to Date: 43,900.65</td>
</tr>
<tr>
<td>GM Fund: 86599</td>
<td>Project Expiration Date: 06/30/2008</td>
<td>Pre-encumbrance Life to Date: 0.00</td>
</tr>
<tr>
<td>Contract Number: ATM-0513035</td>
<td>GT Funded Amount: 45,579.00</td>
<td>Encumbrance Life to Date: 23,535.23</td>
</tr>
<tr>
<td>GTF Project Number</td>
<td>GT Contract Value: 45,579.00</td>
<td>Expense Life to Date: 223,186.43</td>
</tr>
<tr>
<td>Principal Investigator</td>
<td>GT Cost Share Obligation: 0.00</td>
<td>Free Balance Life to Date: 208,457.22</td>
</tr>
<tr>
<td>Effective Status: Active</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

Click Invoice History by Fund

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

Setid: GT

Fund: R6599 (format: K8184)

Submit  Clear

Enter the Fund. Click Submit. Results:

Setid: GT

GM Fund: R6599

<table>
<thead>
<tr>
<th>Invoice ID</th>
<th>Cycle No</th>
<th>Invoice Type</th>
<th>Invoice Date</th>
<th>Invoice Ref. No.</th>
<th>Invoice Amount</th>
<th>Invoice Status</th>
<th>Invoice Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>244950</td>
<td>B80</td>
<td>Letter of Credit</td>
<td>09/07/2005</td>
<td>0</td>
<td>10,286.39</td>
<td>Generated</td>
<td>Letter of Credit Invoices</td>
</tr>
<tr>
<td>242411</td>
<td>B80</td>
<td>Letter of Credit</td>
<td>09/02/2005</td>
<td>0</td>
<td>1,003.60</td>
<td>Generated</td>
<td>Letter of Credit Invoices</td>
</tr>
<tr>
<td>242346</td>
<td>B80</td>
<td>Letter of Credit</td>
<td>09/01/2006</td>
<td>0</td>
<td>790.58</td>
<td>Generated</td>
<td>Letter of Credit Invoices</td>
</tr>
<tr>
<td>240432</td>
<td>B80</td>
<td>Letter of Credit</td>
<td>01/26/2006</td>
<td>0</td>
<td>11,043.96</td>
<td>Generated</td>
<td>Letter of Credit Invoices</td>
</tr>
<tr>
<td>229808</td>
<td>B00</td>
<td>Letter of Credit</td>
<td>07/10/2006</td>
<td>0</td>
<td>7,706.67</td>
<td>Generated</td>
<td>Letter of Credit Invoices</td>
</tr>
<tr>
<td>227675</td>
<td>B00</td>
<td>Letter of Credit</td>
<td>06/27/2006</td>
<td>0</td>
<td>6,500.02</td>
<td>Generated</td>
<td>Letter of Credit Invoices</td>
</tr>
<tr>
<td>227185</td>
<td>B00</td>
<td>Letter of Credit</td>
<td>06/09/2006</td>
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</table>
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.

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.
Returns the following:

Setid: GT

Project Director: 500918, Huey, Lewis Gregory

Project Status: All Projects

<table>
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<tr>
<th>GM Fund</th>
<th>GL Fund</th>
<th>Project</th>
<th>Sponsor</th>
<th>Contract</th>
<th>Start Date</th>
<th>Expiration Date</th>
<th>Contract Cost Type</th>
<th>PDPI</th>
<th>Closeout Status</th>
<th>Effective Status</th>
<th>Project Balance</th>
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<td>3501340</td>
<td>NASA/ODDARD SPACE FLT CTR/MO</td>
<td>NN00408420</td>
<td>12/15/2003</td>
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<td>Cost Plus No Fee</td>
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<td>Active</td>
<td>74,572.10</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL = 74,572.10
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.

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

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.
PDPI LOOKUP

A key feature of the Grants Management application is the ability to select reports by Project Director / Project Investigator (PDPI) instead of fund or project. The primary PDPI is entered in the Grants Management System at the time the award is established. As amendments or subcontracts are awarded the primary PDPI may change. The new primary PDPI is entered or updated when applicable.

Since most awards involve a number of researchers, it is practical to be able to run relevant reports such as PEB and Project Status for other team members responsible for project activities. Grants Management provides this reporting function.

How do I add another PDPI to a project?
How do I delete a PDPI from a project?
How do I change a PDPI for a project?

The accountant for the project can add (or delete) as many PDPI’s as necessary to the Grants Management system. Send an email to the appropriate accountant, including the name and project numbers, requesting the PDPI be added or deleted in Grants Management. The PDPI Lookup page provides a current listing of the PDPI’s associated with a fund or project.

Navigate to Grants Management Main Menu page.

Click PDPI Lookup.
Enter the GM Fund to see the PDPI list for all of the projects in that fund. Or, enter the Project ID to see a list of PDPI’s for that project only. Click Submit.

The official Prime PDPIs are in bold.
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 10 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 Tenth 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.

**2 CFR 200 Compliance**

OMB 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 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.