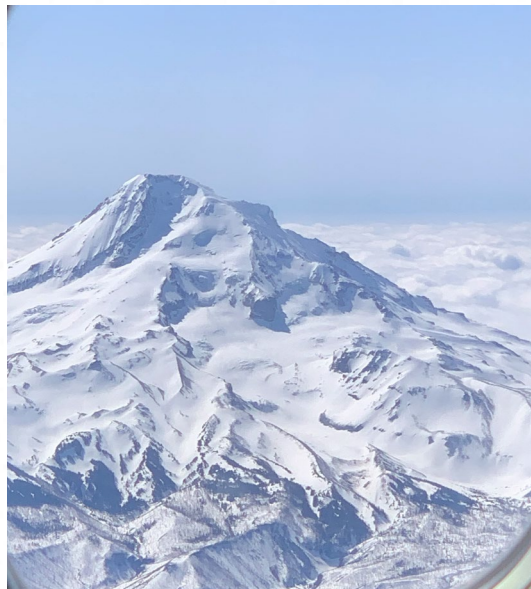


# The Latest Buzz with G&C Accounting

Thursday, February 23, 2023  
1:00 – 2:30 PM



# Agenda

Topic	Presenter(s)
Welcome, Post Awards Research Updates	Josh Rosenberg
Commitment Accounting	Terryl Barnes
Project Accounting Updates	Glenn Campopiano
Cost Accounting Updates	Jonathon Jeffries
Training Updates	Rob Roy
Closing	Josh Rosenberg

# Post Award Research Updates

**Josh Rosenberg**

Exec. Director, Grants and Contracts

# RI Sponsored Programs

*AWARD DATA: FY19 – 23 (YTD through Period 7: January)*

<b>AWARDS: Cumulative Report thru: JANUARY</b>					
College/Unit	FY23		FY22		Award Dollar Variance
	Awarded Amount	Awards	Awarded Amount	Awards	
COMP	\$31,123,356	115	\$18,823,953	97	65.3%
COS	\$32,499,979	184	\$42,835,048	224	-24.1%
DSGN	\$8,234,639	306	\$9,220,738	396	-10.7%
ENGR	\$203,995,324	785	\$182,048,139	753	12.1%
GTRI	\$459,226,332	554	\$498,966,441	503	-8.0%
IAC	\$5,466,729	38	\$3,146,226	21	73.8%
OTHERS	\$69,200,713	193	\$52,911,982	224	30.8%
SCB	\$638,207	5	\$465,725	5	
<b>Total</b>	<b>\$810,385,278</b>	<b>2,180</b>	<b>\$808,418,251</b>	<b>2,223</b>	<b>0.2%</b>
<b>Resident Instruction and Other</b>	<b>\$351,158,946</b>	<b>1,626</b>	<b>\$309,451,811</b>	<b>1,720</b>	<b>13.5%</b>

Key Takeaways:

- Awards for Georgia Tech totaled over \$810 million, with the average award size at \$372K.
- On the RI side, awards increased 13.5% to \$351 million (the big driver was a large award related to the Build Back Better Program under the Department of Commerce).
- We are projecting 5.0% growth for RI awards relative to last year, as award growth often slows in the latter part of the fiscal year.

<b>Awards</b>		
	YTD (Jan.)	Full Year
FY23	\$ 351,158,946	465,328,194
FY22	\$ 309,451,811	443,169,708
FY21	\$ 250,328,281	415,738,536
FY20	\$ 227,608,084	402,520,391
FY19	\$ 247,730,289	406,662,163

# RI Sponsored Programs

## SPONSOR AWARD DATA: FY22 – 23 (YTD through Period 7: January)

<b>RI NEW AWARDS (Through January)</b>						
<b>Federal Agency or Sponsor Type</b>	<b>FY23</b>	<b>% of RI Portfolio</b>	<b>FY22</b>	<b>23 v. 22 \$ Variance</b>	<b>23 v. 22 % Variance</b>	<b>5 Year Avg</b>
NATIONAL SCIENCE FOUNDATION (NSF)	78,296,593	22%	69,476,993	8,819,600	13%	62,440,843
INDUSTRIAL SPONSORS	41,416,292	12%	46,953,232	(5,536,940)	-12%	38,748,777
US DEPT OF COMMERCE	34,294,742	10%	7,453,744	26,840,998	360%	11,718,006
INDUS RES INST/FDNS/SOC	34,254,209	10%	34,283,204	(28,995)	0%	24,598,355
DHHS	31,358,811	9%	29,585,561	1,773,250	6%	27,561,971
COLL/UNIV/RES INST.	28,994,402	8%	27,635,371	1,359,031	5%	28,620,832
US DEPT OF ENERGY	20,065,536	6%	23,781,463	(3,715,927)	0%	20,048,973
NAVY	11,614,910	3%	7,784,022	3,830,888	49%	8,465,905
ARMY	10,435,781	3%	3,683,942	6,751,839	183%	4,761,217
NASA	9,269,797	3%	11,153,952	(1,884,155)	-17%	9,146,600
AIR FORCE	8,820,140	3%	5,273,991	3,546,148	67%	6,952,995
US DEPT OF TRANSPORTATION	7,976,131	2%	6,216,467	1,759,664	28%	4,896,881
GOVT-OWNED/CONTRACTOR OP	7,558,170	2%	5,489,336	2,068,834	38%	6,561,485
US DEPT OF DEFENSE	7,308,268	2%	2,526,268	4,782,000	0%	5,222,595
STATE & LOCAL GOVERNMENT	6,635,130	2%	2,720,505	3,914,624	0%	5,306,114
<b>Grand Total</b>	<b>351,158,946</b>	<b>100%</b>	<b>309,451,811</b>	<b>41,707,135</b>	<b>13.5%</b>	<b>280,818,963</b>

### Key Takeaways:

- Top 15 sponsor types/agencies by award dollars in FY23 listed above; totals at the bottom reflect awards from all sponsors.
- While NSF continues to be our largest sponsor, the distribution remains less concentrated than in years past.

# RI Sponsored Programs

EXPENSE DATA: FY19 – 23 (YTD through Period 7: January)

Expenditure Analysis: JANUARY	FY23 YTD	FY22 YTD	Change
Salaries and Wages	77,243,570	75,297,734	2.6%
Other Direct Costs	22,524,614	32,922,799	-31.6%
Subcontracts	30,931,573	33,743,362	-8.3%
Fringe Benefits	14,657,059	14,494,243	1.1%
Tuition Remission	19,365,158	19,445,195	-0.4%
M&S	17,027,648	13,995,140	21.7%
Equipment	8,020,283	2,924,847	174.2%
Domestic Travel	3,695,379	969,123	281.3%
Foreign Travel	905,117	181,725	398.1%
Unallocated	39,713	413,900	-90.4%
High Performance Computing	39,462	14,124	100.0%
<b>DIRECT</b>	<b>194,449,577</b>	<b>194,402,191</b>	<b>0.0%</b>
<b>IDC</b>	<b>57,923,842</b>	<b>52,529,001</b>	<b>10.3%</b>
<b>Total</b>	<b>252,373,419</b>	<b>246,931,192</b>	<b>2.2%</b>

Expenditures - Direct		
	YTD (Jan.)	Full Year
FY23	\$ 194,449,577	334,229,533
FY22	\$ 194,402,191	330,920,330
FY21	\$ 164,486,542	294,248,586
FY20	\$ 164,344,872	286,744,676
FY19	\$ 168,023,782	279,599,249
Expenditures - Indirect		
	YTD (Jan.)	Full Year
FY23	\$ 57,923,842	98,852,783
FY22	\$ 52,529,001	93,079,082
FY21	\$ 47,806,332	86,156,912
FY20	\$ 49,668,902	84,764,909
FY19	\$ 49,157,467	86,087,217

## Key Takeaways:

- Direct expenditures are flat YOY and indirect expenditures are up 10.3% YOY.
- The big decrease in direct expenditures is due to HEERF funding (found in “Other Direct Costs”) in FY22 not occurring in FY23.
- Salaries and fringe benefits combined have increased 2.3% YOY.
- Subcontract expenses have continued to be down YOY (8.3%), but the decrease has slowed in recent months.
- Domestic and foreign travel expenses have increased significantly with the relaxing of travel restrictions.

# RI Sponsored Programs

## Grants and Contracts *INVOICING* and *FINANCIAL REPORTING* FY22 – FY23 (YTD through Period 7: January)

<b>INVOICING</b>			
<b>Invoicing YTD FY2022 vs. FY2023 (thru January)</b>			
Invoice Types	FY23 (January)	Monthly FY23 Average	FY22 (January)
G&C GIT Standard	\$ 7,007,197	\$ 1,001,028	\$ 1,306,188
G&C GIT Standard Certification Required	\$ 370,365	\$ 52,909	\$ 35,677
G&C GTRC Custom Certification Required	\$ 1,972,513	\$ 281,788	\$ 3,139,435
G&C GTRC Standard	\$ 15,521,329	\$ 2,217,333	\$ 21,343,052
G&C GTRC Standard Certification Required	\$ 47,983,566	\$ 6,854,795	\$ 33,516,229
G&C In House	\$ 24,848,117	\$ 3,549,731	\$ 29,831,410
G&C LOC Draw	\$ 99,965,013	\$ 14,280,716	\$ 76,672,717
G&C SF1034	\$ 7,570,488	\$ 1,081,498	\$ 5,667,214
G&C SF 270	\$ 30,088,964	\$ 4,298,423	\$ 23,320,870
<b>Grand Total</b>	<b>\$ 235,327,552</b>	<b>\$ 33,618,222</b>	<b>\$ 194,832,793</b>
<b>Raw Invoice Counts</b>	<b>7,659</b>	<b>1,094</b>	<b>6,493</b>
<b>Year over Year Invoicing Change</b>	<b>Dollars</b>	<b>Invoice Counts</b>	
YTD change in FY23 over FY22	\$ 40,494,759	1,166	
YTD percentage change	20.8%	18.0%	

<b>FINANCIAL REPORTS</b>		
<b>Financial Reports YTD FY2022 vs. FY2023 (thru January)</b>		
Report Types	FY23 (Jan.)	FY22 (Jan.)
Annual Financial Report	66	82
Final Financial Report	156	91
Monthly Financial Report	98	96
Quarterly Financial Report	360	408
Revised Financial Report	2	2
Semi-Annual Financial Report	28	21
<b>TOTALS</b>	<b>710</b>	<b>700</b>
<b>Year over Year Invoicing Change</b>	<b>Report Counts</b>	
YTD change in FY23 over FY22	10	
YTD percentage change	1.4%	

### Notes:

- G&C continues to reduce the counts of outstanding financial reports and invoices. Efficiency reports show reductions in unbilled invoices of over 24% relative to the prior month.



# RI Sponsored Programs

## Grants and Contracts: FINANCIAL ANALYSIS: FY22 – FY23 (YTD through Period 7: January)

JOURNALS BY THE ANALYST TEAM	FY23	% of Total	FY22	% of Total	% Chg FY
<b>Journals (Total)</b>	841		525		60%
Appropriate Grants Management	666	79%	372	71%	
"Red Flag" Grants Management	175	21%	153	29%	

*Appropriate Grants Management: F&A adjustments, accounting adjustments, in-kind cost sharing, month-end entries, audit, blank object class, tuition correction, equipment entries.*

*"Red Flag" Grants Management: Primarily prior year Salary and Planning Distribution (SPD) transfers, past term/overages.*

### Key Takeaways:

- While journals have increased 60% YOY, the percentage that reflect "appropriate" grants management has improved from 71% to 79%!
- Independent of journal activity through January, the analyst team managed 681 award initiations, 1,489 award modifications, 4,293 award corrections, and 232 service now tickets.



# RI Sponsored Programs

## Award Dollars in Exception Status

<b>AWARD EXCEPTIONS (Overspent) - as of Feb. 1</b>			
Row Labels	Past-term	In-Performance	Grand Total
Financial Aid	(736,764)	(14,202,355)	(14,939,119)
School of Computer Science	(641,298)	(208,380)	(849,677)
General Institutional Expense	(444,336)	(157,660)	(601,996)
Electrical and Computer Engineering	(439,061)	(1,020,802)	(1,459,863)
Mechanical Engineering	(175,860)	(2,455,196)	(2,631,056)
Chemical and Biomolecular Engineering	(117,914)	(305,151)	(423,064)
School of Cybersecurity & Privacy (SCP)	(97,447)	(148,563)	(246,010)
Industrial And Systems Engineering	(82,353)	(268,432)	(350,786)
Materials Science and Engineering	(59,411)	(231,586)	(290,996)
Aerospace Engineering	(30,509)	(1,349,448)	(1,379,958)
Civil And Environmental Engineering	(29,566)	(383,332)	(412,898)
GT/Emory Biomedical Engineering	(28,029)	(816,076)	(844,105)
Chemistry and Biochemistry	(26,253)	(657,078)	(683,331)
Pediatric Technology Center	(23,748)		(23,748)
Engineering Dean's Office	(23,300)		(23,300)
<b>Grand Total</b>	<b>(3,035,658)</b>	<b>(24,368,431)</b>	<b>(27,404,089)</b>
<b>Non-Financial Aid</b>	<b>(2,298,894)</b>	<b>(10,166,076)</b>	<b>(12,464,970)</b>

### Key Takeaways:

- This data represents awards where actual spending plus obligations and commitments exceeds the current budget.
- The biggest risk area is dollars associated with “past-term” awards (the end date has passed).
- Each month at the beginning of the month, Grants and Contracts provides exception reports at both the award and individual grant level to unit financial managers.
- We are also now sending out a cost share exception report to help units manage cost share requirements.
- The exception dollars past-term continue to improve each month, which reduces our compliance risk considerably.

# PI Articles

[PI ARTICLE: Participant Support Costs versus Participant Incentives.](#) (February, 2023) ([PDF Download](#))

[PI ARTICLE: The Problems with Overspending on Sponsored Awards.](#) (January, 2023) ([PDF Download](#))

[PI ARTICLE: Popular Research Metrics.](#) (December, 2022) ([PDF Download](#))

[PI ARTICLE: Cost Sharing – Nuts and Bolts.](#) (November, 2022) ([PDF Download](#))

[PI ARTICLE: An Inventory of Sponsor Required Reports.](#) (October, 2022) ([PDF Download](#))

[PI ARTICLE: How do Fringe Benefit Rates work at Georgia Tech?](#) (September, 2022) ([PDF Download](#))

[PI ARTICLE: The Mysterious and Very Important F&A Cost Reimbursement Rate.](#) (August, 2022) ([PDF Download](#))

[PI ARTICLE: Subrecipient Monitoring – Roles and Responsibilities.](#) (July, 2022) ([PDF Download](#))

[PI ARTICLE: OSP and G&C – Who Does What?](#) (June, 2022) ([PDF Download](#))

[PI ARTICLE: How Much Money Do I Have?](#) (May, 2022) ([PDF Download](#))

[PI ARTICLE: Sponsored Award Management – Timeline and Tasks.](#) (Apr, 2022) ([PDF Download](#))

[PI ARTICLE: My sponsor says they haven't been invoiced.....so what do I do?](#) (Mar, 2022) ([PDF Download](#))

## Notes:

- PI Articles that I will be writing and issuing each month for research faculty and unit financial staff are available on our grants and contracts website (<https://www.grants.gatech.edu/pi-articles>).

# Commitment Accounting Updates

**Terryl Barnes**

Commitment Accounting Manager

# List of Ad Hoc Approvers

- Found on Budget Office website
  - [www.budgets.gatech.edu](http://www.budgets.gatech.edu)
- Required when moving salary on/off worktag from another department.
- Contact ad hoc approver before inserting them into the transaction
- ASC team listed as level 1 approvers for all department. Don't insert them as an ad hoc approver

2/23/2023

12


# Navigation for Ad Hoc Approvers



Georgia Tech Home   Map   Directory   Offices   Guest   Sign In

## Georgia Tech Institute Budget Planning and Administration

Budget Maintenance   Calendars   Reference   Forms   Resources   Commitment Acctg   CARES Act   About   Search



**Coming Events**

May	
07	BA11 (May) OPENING



# Ad Hoc Approvers

The screenshot displays the website header for the Georgia Tech Institute Budget Planning and Administration. The navigation bar includes the following items: Budget Maintenance, Calendars, Reference, Forms, Resources, Commitment Acctg, CARES Act, and A. The 'Commitment Acctg' dropdown menu is open, listing the following options: General Information, CA Calendars, GT Suspense Combo Codes, CA OUC Approvers (highlighted with a yellow border), EDR Transmittal (>90 day), Undesignated, and Job Aids. The background of the page features a photograph of a brick building with a pedimented entrance, identified as 'LYMAN HALL LABORATORY OF CHEMISTRY'. Several people are sitting on benches in the foreground.

# List of Approvers

## CA OUC Approver List

Export Visible Download

### CA OUC Approver List

Show 10 entries

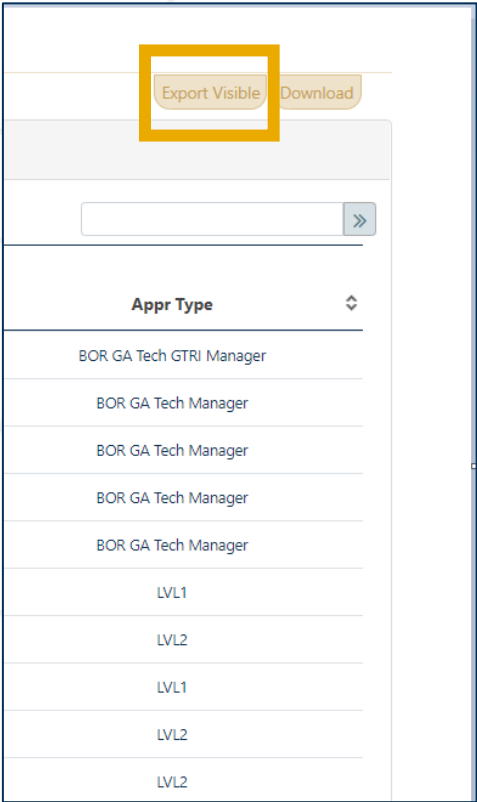
Empl ID	Oper ID	Name	Dept ID	Dept Name	Group	Appr Type
1234567	1234567@030	Aalfs,David D	053	GTRI-Sensors Elec (GTRI-SEAL)	ADHOC	BOR GA Tech GTRI Manager
1234567	1234567@030	Aaron,DeKisha M	536	Housing Office	ADHOC	BOR GA Tech Manager
1234567	1234567@030	Abdallah,Chaouki Tanios	120	Executive VP of Research	ADHOC	BOR GA Tech Manager
1234567	1234567@030	Abernethy,Jacob D	365	School of Computer Science	ADHOC	BOR GA Tech Manager
1234567	1234567@030	Abikoye,Olabisi	360	Computing, College of	ADHOC	BOR GA Tech Manager
1234567	1234567@030	Abikoye,Olabisi	361	Graphics,Vis & Usability (GVU)	DEPT_LEVEL	LVL1
1234567	1234567@030	Abikoye,Olabisi	361	Graphics,Vis & Usability (GVU)	DEPT_LEVEL	LVL2
1234567	1234567@030	Abikoye,Olabisi	962	Computational Health Analytics	DEPT_LEVEL	LVL1
1234567	1234567@030	Abikoye,Olabisi	962	Computational Health Analytics	DEPT_LEVEL	LVL2
1234567	1234567@030	Abikoye,Olabisi	367	Computational Science & Eng	DEPT_LEVEL	LVL2

Showing 1 to 10 of 6,427 entries

Previous 1 2 3 4 5 ... 643 Next

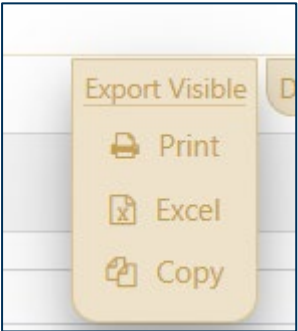


# List of Ad Hoc Approvers: Export Visible and Download



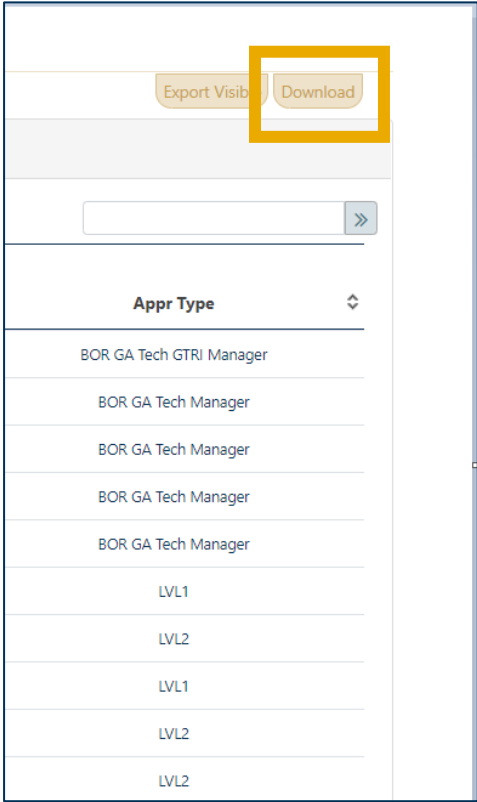
The screenshot shows a web interface with a table of approvers. The 'Export Visible' button is highlighted with a yellow box. Below the table, there is a dropdown menu for 'Appr Type' with the following options:

Appr Type
BOR GA Tech GTRI Manager
BOR GA Tech Manager
BOR GA Tech Manager
BOR GA Tech Manager
BOR GA Tech Manager
LVL1
LVL2
LVL1
LVL2
LVL2

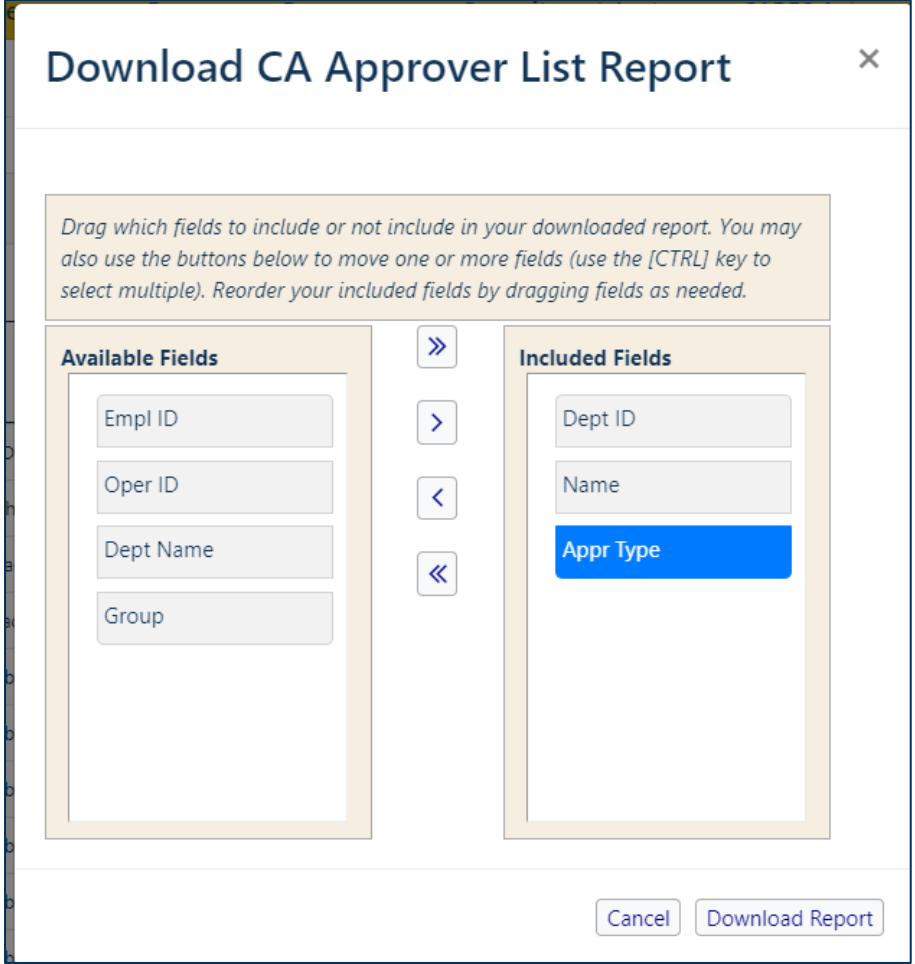


The screenshot shows a dropdown menu with the following options:

- Print
- Excel
- Copy



The screenshot shows the same web interface as the first screenshot, but with the 'Download' button highlighted in a yellow box.



The screenshot shows a dialog box titled "Download CA Approver List Report". It contains a list of available fields and a list of included fields. The "Appr Type" field is selected in the included fields list.

Drag which fields to include or not include in your downloaded report. You may also use the buttons below to move one or more fields (use the [CTRL] key to select multiple). Reorder your included fields by dragging fields as needed.

Available Fields	Included Fields
Empl ID	Dept ID
Oper ID	Name
Dept Name	Appr Type
Group	

Buttons: Cancel, Download Report

# Funding Supplemental Pay

To fund supplemental pay with a Change Position Funding transaction

- Select an earnings code for the type of payment - If an earnings code isn't specified for supplemental payment, the payment will be disbursed according to the regular pay of the position funding distribution.
- Select the distribution percentage - The funding distribution must equal 100% per earnings code.
- Select the correct worktag

**Distribution as of Change Effective Date**

Current	Fringe	>				
Effective Date	EffSeq	Earnings Code	Combination Code	Funding End Date	Percent of Distribution	Chartfield Details
1	11/01/2022	0	03DEXXXXXX20		10.358	<a href="#">Chartfield Details</a>
2	11/01/2022	0	03DEXXXXXX9		29.251	<a href="#">Chartfield Details</a>
3	11/01/2022	0	03DEXXXXXX19		60.391	<a href="#">Chartfield Details</a>
4	11/01/2022	0	SUF 03DEXXXXXX19		100.000	<a href="#">Chartfield Details</a>

**New Distribution** 1 of 1 | View All

Effective Date 12/01/2022

**New Information**

Current	>					
Earnings Code*	Combination Code	Funding End Date	*Percent of Distribution	ChartField Details		
1	<input type="text" value=""/>	03DEXXXXXX9	<input type="text" value=""/>	30.000	<a href="#">ChartField Details</a>	+ -
2	<input type="text" value=""/>	03GRXXXXX19	<input type="text" value=""/>	60.000	<a href="#">ChartField Details</a>	+ -
3	<input type="text" value=""/>	03DEXXXXXX20	<input type="text" value=""/>	10.000	<a href="#">ChartField Details</a>	+ -
4	AFA <input type="text" value=""/>	03DEXXXXXX9	<input type="text" value=""/>	100.000	<a href="#">ChartField Details</a>	+ -
5	SUF <input type="text" value=""/>	03DEXXXXXX20	<input type="text" value=""/>	50.000	<a href="#">ChartField Details</a>	+ -
6	SUF <input type="text" value=""/>	03DEXXXXXX19	<input type="text" value=""/>	50.000	<a href="#">ChartField Details</a>	+ -

# Transferring Supplemental Pay

Specific ledger accounts can be selected for EDR transactions. For example, if you need to move supplemental pay only:

- Search by employee ID > select ledger account and pay period end date

Or

- Click the Combo Code Details tab on the EDR search page, confirm you have selected the correct ledger account for the transaction and click 'next'.

The screenshot shows the 'Retro Distribution Request' search interface. The search filters are as follows:

- Company: 030 Georgia Institute Technology
- Retro Option: E (Earnings Only)
- Position: [Search]
- Empl ID: [Search]
- Chartfield Details: [Search]
- Account: 516205
- Pay Group: [Search]
- From Pay End Dt: [Calendar]
- To Pay End Dt: [Calendar]
- Check Nbr: [Search]

Buttons: Search, Clear Search, Select All.

Search Results Table:

	Account	Earnings, Tax, Deduction Ind	Department	Project	Fund Code	Program Code	Class Field	Operating Unit	Chartfield 1	PC Bus Unit	Activity ID	Chartfield note
1	511100	REG		DEXXXXXXXX	10000	12110	11200					
2	511100	REG		DEXXXXXXXX	10000	12100	11200					
3	511100	REG		GRXXXXXXXX	20000	12100	61000					
4	511100	REG		DEXXXXXXXX	10000	11110	11200					
5	516205	AFA		DEXXXXXXXX	10000	11110	11200					
6	516205	AFA		DEXXXXXXXX	20000	12100	61000					
7	516205	AFA		DEXXXXXXXX	10000	12100	11200					
8	516205	AFA		DEXXXXXXXX	10000	12110	11200					
9	511100	REG		DEXXXXXXXX	10000	11110	11200					
10	516205	AFA		DEXXXXXXXX	10000	11110	11200					

Buttons: Next >>

# Over 90 Day Salary Cost Transfer

- **Only applies to EDRs when moving salary onto a grant (e.g. 03GR00000000)**
- **Complete transmittal form with detail explanations**
  - Found on Budget Office Website
  - Provide responses that will pass audit scrutiny
- **Common reasons to exceptions**
  - Initial or continuing sponsor funding delayed beyond 90 days.
  - Specific approval received by sponsored agency
  - Transfers to cost share or between grants within the same award
- Job Aid: How Do I Submit A Current Fiscal Year Late Express Direct Retro (over 90 days) Request?

# Over 90 Day Salary Cost Transfer Form

- Provide detailed responses to all justification reason questions that pass audit
- Provide supporting documentation

## JUSTIFICATION DETAIL

**NOTE:** For all changes made TO externally-funded sponsored projects\*\*, you must choose a justification reason. If "Other" is selected, enter detailed explanation.

1. Correction of labor charges based on review by employee, PD/PI, or authorized delegate.
2. Correction of clerical error or data input identified by authorized unit financial personnel.
3. New Award costs incurred during the award period charged temporarily to other allowable funds pending establishment of a new award/fund.
4. Allowable pre-award costs (incurred prior to the award period) initially charged to other allowable funds.
5. Renewal award costs charged originally to prior sponsored increment or to other allowable funds.
6. Other: Please specify: \_\_\_\_\_

## JUSTIFICATION FOR LATE TRANSFER (Complete this section for requests over 90 days) \*\*

Pay Period End Date: 7/31/2021      Date of Request: 12/1/2021      Days Late: 123

(a) Explain why the expense was not originally charged to the correct project.

The reason the expense wasn't originally charged to the correct project is due to the award being set up late. Funding for the award was received November 25th however the period of performance began July 1st.

(b) Explain how the expense benefits the scope of work on the "TO" project.

This expense is for the employee that worked on the "To" grant. The employee tested lab samples and analyzed the results

(c) Explain why the error was not identified and corrected timely (within 90 days of the Pay Period End date).

This error was not identified and corrected timely because the award and funding were received late.

(d) Explain what steps are in place to prevent the need for a late cost transfer going forward.

The following steps are in place to prevent the need for a last cost transfer going forward. Follow up with PI, sponsor, and ~~OSP~~ more often. Request an advanced grant number so that expenditures are posted timely.

Cost Transfer of Charges FROM:	Project #	Fund #	Source (e.g. Sponsor Name, GTF, etc.)		Prime Sponsor/ Agency
	Start Date	End Date	Cost Share Obligation	Balance	

Cost Transfer of Charges TO:	Project #	Fund #	Source (e.g. Sponsor Name, GTF, etc.)		Prime Sponsor/ Agency
	Start Date	End Date	Cost Share Obligation	Balance	F&A Rate

PERSONAL SERVICES						
Pay End Date	Salaries	Fringe	Tuition	Subtotal	F&A	Total transfer

Revised 4/2022

# Additional Resources

- Helpful queries: Enter Query name in Query viewer
  - BOR\_CA\_POSITION\_FUNDING – view position funding
  - BOR\_CA\_EDR\_STATUS – view status of EDR transactions
  - BOR\_CA\_EDR\_LOCKS – Locked EDR transactions
  - BOR\_HR\_VACANT\_POSITIONS - Vacant Positions
  - BOR\_CA\_CHG\_FUND\_LOCK - Change Position Funding Locks
- On demand training videos:
  - Media Space: [https://mediaspace.gatech.edu/playlist/details/1\\_8lgt469g](https://mediaspace.gatech.edu/playlist/details/1_8lgt469g)
  - HR Geniussis Training Site: <https://gatech.geniussis.com/FERegistration.aspx>

# Project Accounting Updates

**Glenn Campopiano**

Director, Project Accounting



# Project Accounting – Year End Stuff

- FY23 Year End approaching – close out mindset. Plan ahead and take action now to have a smooth close out. Only 4 more Buzz presentations this year.
- Cost Share – true up your FY23 commitments to ensure you have required funding available.
  - Ensure all cost share expenses are posted to CS grant lines before June 30<sup>th</sup>
- Purchases – Put in requisitions sooner rather than later.
- Responsiveness to G&C communications. Please address our e-mails in a timely fashion and take requested actions as soon as possible. We wouldn't be asking if it wasn't important. Multiple e-mails for the same requests is not efficient or productive.

# New Policy on Prior Year Salary Cost Transfers

## Allowability of Prior Year Salary Cost Transfers

### **Effective July 1, 2023 FY24**

Prior Year Salary Cost Transfers that will be accepted for review and processing:

- Sponsored Grant line to Sponsored Grant line in the same Award
- Sponsored Grant line to Designated or GTRC or GTF funds
- Errors caused by incorrect Award set-up (by OSP or G&C)
- **GTF or GTRC to Sponsored Grant line for mods or initiations completed in June.**
- Requests must be complete with all required documentation or will be returned for correction.
- All requests must go through Service Now.
- If the requests does not meet the above conditions it will not be processed.
- Be Sure to put June pay on GTF or GTRC worktags so they can transfer in FY24 to sponsored worktags. Don't leave the salaries on state funds!
- Get Advanced Project (grant) numbers!

# Open Purchase Order Obligations on Closed Awards

- Once an Award ends the timely close out of open obligations is required for G&C to close out the award and complete financial reporting. Recall we only have up to 120 days total and some agencies (NIH) are closing funding at 90 days past term date.
- Requests to units to either close the PO or move the obligation to another worktag in some case are not being done.
- Very few purchases that occur after the end date are allowable costs – the main two are sub award invoices received no later than 60 days from end date or per terms of sub award contract. The other is for the replenishment of lab consumables to replace existing stock used during the POP.

# Open Purchase Order Obligations on Closed Awards

G&C new process for having open obligations moved off grant-

- We will e-mail the Grant Manager and PI to move off the PO. Our e-mail will indicate that the unit needs to provide confirmation that the change order request has been made.
- If confirmation has not been received within 5 business, we will follow up with the department with a 2nd email that has language "if confirmation of a change order request is not received within 3 business days G&C will move the outstanding purchase order to your Cost Overrun Worktag"
- If there is no response after 2 emails, G&C will request a service now ticket. G&C has made arrangements with Business Services to expedite our requests.

# Advance Project (Grant) Numbers

- Advance project requests are an OSP function so follow their policy.
- IMHO there should be more unit use of this procedure.
- Allows you to charge on the correct worktag and eliminates future EDRs and cost transfers.
- Risk is low to unit if award has high probability of being awarded.
- You can limit risk by sticking to AP budget.
- Timesaver- award runs seamlessly after initiation.
- Can be used even if there is IRB reviews involved.
- Consider using them more often!

# Cost Accounting Updates

**Jonathon Jeffries**

Director - Cost Accounting

# Effort Reporting – Georgia Tech Effort Reporting

- Georgia Tech (Non-GTRI) uses the Plan Confirmation System for all faculty, staff, and graduate students that charge effort (actual or encumbered) to Grant Worktags
- Policy 3.2 Personal Services Reporting Using the Plan Confirmation System
  - (<https://policies.gatech.edu/business-finance/personal-services-reporting-using-plan-confirmation-system>)
- Workload Assignment Form – Distributed Monthly
- Annual Statement of Reasonable – Annual Confirmation
- Required Training - Personal Services Training Tutorial (Genius)



# The Monthly WAF and Grant Management

- Employees including GRAs and Student Assistants paid on sponsored funding(Grant Worktags) receive an WAF monthly via email
- It is GT policy that employees should review their WAF monthly!!
- Employees must report errors in their salary distribution to their Financial Staff and an EDR should be performed ASAP
- Please assist us by educating and informing employees (Faculty too) to regularly review their labor distribution monthly and report issues
  - This could be part of your monthly grant management meetings
- Grant Administrators may find the Ad Hoc Salary report on LITE a useful tool to review salary information and avoid salary errors that require an EDR from happening and being discovered in the Electronic Workload Assignment Form (Waf)
- Improved salary management reduces audit risk, improves billing and reporting compliance, and avoid extra EDRs.

# Effort Reporting – Electronic Workload Assignment

Georgia Institute of Technology		Workload Assignment Report												
Home Dept: Name:	210-Electrical & Computer Engr Doe,John	Employee ID:	515151	Work Department: Title:	210-Electrical & Computer Engr Temp Research Engineer II	Fiscal Year: Month:	2010 August							
<b>INSTRUCTIONS:</b>														
This Workload Assignment Report has been provided for review, confirmation, and/or correction in accordance to Plan Confirmation System requirements.														
1. <b>REVIEW</b> the distribution of your salary to projects to determine if it accurately reflects your current and planned activities.														
2. <b>ERRORS.</b> Contact your departmental Financial Manager or click "Report A Change Or Issue" button at the bottom of this page if: <ul style="list-style-type: none"> <li>a. This workload distribution is not correct (deviates 5% or more from your actual effort).</li> <li>b. You are not familiar with one or more of the projects being charged for your effort.</li> </ul>														
3. <b>NO ERRORS.</b> Retain a printed or electronic copy of this Workload Assignment Report and any modifications.														
4. <b>QUESTIONS.</b> Contact Robert Ellington (894-3488), Grants and Contracts Accounting, if you need information about your responsibilities under the Georgia Tech Plan Confirmation System Requirements.														
<b>IMMEDIATELY CONTACT THE SPD CENTER AT <a href="mailto:SPD.ASK@BUSINESS.GATECH.EDU">SPD.ASK@BUSINESS.GATECH.EDU</a> OR (404) 894-3488 IF ERRORS THAT YOU REPORTED IN A PREVIOUS MONTH HAVE NOT BEEN CORRECTED.</b>														
Project	Sponsor	Project Title	Project Dates											
			Start	Term										
21003123		GRA.VL10.B12-Tepty/G-K Chang	07/01/09	06/30/10										
21065CA	GTF	EMINENT SCHOLAR CHAIR	08/21/87	06/30/09										
2106680	UNDESIGNATED	ELEC ENG UNDESIGNATED SPONSORED RESEARCH	07/01/98	06/30/20										
<b>ALERT: YOUR PERSONAL SERVICES DISTRIBUTION WAS UPDATED DURING THIS REPORT PERIOD. LAST UPDATE: 08-20-2009.</b>														
<b>Current Personal Services Distribution:</b>														
Project	Percent	Total	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
21003123	12.50	6,229.38	2,076.46	2,076.46	2,076.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
21065CA	37.50	18,688.14	2,076.46	2,076.46	2,076.46	4,152.92	4,152.92	4,152.92	0.00	0.00	0.00	0.00	0.00	0.00
2106680	50.00	24,917.52	0.00	0.00	0.00	0.00	0.00	0.00	4,152.92	4,152.92	4,152.92	4,152.92	4,152.92	4,152.92
<b>Total</b>	<b>100.00</b>	<b>49,835.04</b>	<b>4,152.92</b>	<b>4,152.92</b>	<b>4,152.92</b>	<b>4,152.92</b>	<b>4,152.92</b>	<b>4,152.92</b>	<b>4,152.92</b>	<b>4,152.92</b>	<b>4,152.92</b>	<b>4,152.92</b>	<b>4,152.92</b>	<b>4,152.92</b>
Report Run on 10/12/2009 at 02:32:30 PM														

# Effort Reporting – What can Departments do to Help?

- Make sure employees working on Sponsored Awards (Workday Grants) are aware of responsibility
- Encourage new employees working on Sponsored awards to complete Personal Services Tutorial
- If changes are required make immediately,
  - Current year changes are performed in Commitment Accounting
  - Prior Year Changes required an updated ASR; work with assigned Grants Analyst - AVOID
- Complete ASRs for College/Department – Major Audit documentation

# Participant Support vs Other Direct Costs

- Participant Support

This budget category refers to direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with NSF-sponsored conferences or training projects.

- Other Direct Costs

When anticipated, the budget must identify and itemize other anticipated direct costs not included under the headings above, including materials and supplies, publication costs, computer services and consultant services. Examples include aircraft rental, space rental at research establishments away from the proposing organization, minor building alterations, payments to human subjects, and service charges.

NSF PAPG - [https://nsf.gov-resources.nsf.gov/2022-10/nsf23\\_1.pdf](https://nsf.gov-resources.nsf.gov/2022-10/nsf23_1.pdf)

# Training Updates

**Rob Roy**

Director of BOR Sponsored Programs

# 2023 Upcoming Spring Semester Classes & Events

[Saba Quest LMS](#) – Sign in with GT credentials and register!

Offered virtually, via Zoom, unless otherwise noted

## MARCH 2023

**March 13th**

**Advanced Topics:**

**Audit Findings – Effort**

10:00AM – 12:00PM **(Dalney 180)**

**March 13th**

**Advanced Topics:**

**Audit Findings – Salary**

1:00pm – 3:00PM **(Dalney 180)**

**March 14<sup>th</sup>**

**NIH F Series – Fellowship Program**

9:00AM – 10:00AM **(Virtual)**

**March 14<sup>th</sup>**

**Service Centers**

2:00PM – 3:30PM **(Virtual)**

**March 15th**

**Internal Controls Workshop**

10:00AM – 3:00PM **(Virtual)**

**March 16th**

**NSF Proposal Preparation and Review Tips**

12:00PM – 1:30:00PM

**(Virtual)**

**March 20th**

**Pre-Award Proposal, Preparation and Submission**

10:00AM – 12:00PM

**(Virtual)**

**March 22nd**

**Pre-Award Budgeting, F&A, and Cost Principles**

1:00PM – 3:00PM

**(Virtual)**

**March 28th**

**Post Award Management & Financial Compliance**

12:30PM – 3:00PM

**(Virtual)**

**March 30th**

**Post Award Management and Research Compliance**

9:30AM – 12:00PM

**(Virtual)**

## ONGOING COURSES

- *Introduction to the Research Enterprise at GT*
- *NIH Proposal Preparation & Review Tips*
- *NSF Proposal Preparation & Review Tips*
- *Subawards: Request, Monitor, & Risk*
- *Pivot: Finding Funding*



# THANK YOU!



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