The Latest Buzz with G&C Accounting

Thursday, April 25, 2024

1:00 – 2:30 PM

Agenda

Topic	Presenter(s)
Welcome, Research Updates	Josh Rosenberg
Project Accounting Updates	Glenn Campopiano
Project Accounting Updates	Douglas Feller
Cost Accounting Updates	Jonathon Jeffries
Compliance Updates	Charles Derricotte III
Workday and Reporting Updates	Amy Zhang
Training Updates	Josh Rosenberg
Closing	Josh Rosenberg

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Post Award Research Updates

Josh Rosenberg

Exec. Director, Grants and Contracts

RI Sponsored Programs

AWARD DATA: FY20 – 24 (YTD through Period 9: March)

AWARDS: Cumulative Report thru: MAR.	FY24		FY23		Award Dollar Variance
College/Unit	Awarded Amount	Awards	Awarded Amount	Awards	
COMP	$ 40,228,383	144	$ 36,852,579	148	9.2%
COS	$ 49,770,069	229	$ 43,452,214	236	14.5%
DSGN	$ 7,992,684	435	$ 10,763,041	404	-25.7%
ENGR	$ 241,188,021	945	$ 242,726,519	1,008	-0.6%
GTRI	$ 651,659,745	794	$ 634,372,800	740	2.7%
IAC	$ 5,752,637	46	$ 6,933,156	44	-17.0%
OTHERS	$ 54,934,802	271	$ 72,484,071	241	-24.2%
SCB	$ 633,249	6	$ 730,482	6	-13.3%
Total	$ 1,052,159,590	2,870	$ 1,048,314,862	2,827	0.4%
Resident Instruction and Other	$ 400,499,845	2,076	$ 413,942,062	2,087	-3.2%

Awards	YTD (Mar.)	Full Year
FY24	$ 400,499,845	$ 512,798,649
FY23	$ 413,942,062	$ 512,798,649
FY22	$ 360,349,557	$ 443,169,708
FY21	$ 314,433,140	$ 415,738,536
FY20	$ 296,630,435	$ 402,520,391

Key Takeaways:
- Awards for Georgia Tech totaled $1.05 billion.
- On the RI side, awards decreased 3.2% to $400.5 million.
- Increases in funding from DHHS (ARPA-H award), the Department of Energy, and colleges/universities helped to offset decreases in Department of Commerce and industry sponsor awards.
- With 3 months to go in the fiscal year, I continue to project flat award growth on the RI side. Estimates will be more refined in the last 1 – 2 months.

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RI Sponsored Programs

SPONSOR AWARD DATA: FY23 – 24 (YTD through Period 9: March)

RI NEW AWARDS (Through March)						
Federal Agency or Sponsor Type	FY24	% of RI Portfolio	FY23	24 v. 23 $ Variance	24 v. 23 % Variance	5 Year Avg
NATIONAL SCIENCE FOUNDATION (NSF)	$ 85,140,744	21%	$ 83,438,518	$ 1,702,226	2%	$ 73,162,143
DHHS	$ 50,646,526	13%	$ 37,441,883	$ 13,204,643	35%	$ 37,564,985
COLL/UNIV/RES INSTITUTES	$ 47,111,531	12%	$ 41,242,171	$ 5,869,360	14%	$ 41,196,079
INDUSTRIAL SPONSORS	$ 38,644,228	10%	$ 51,527,284	$ (12,883,055)	-25%	$ 47,863,605
INDUS RES INST/FDNS/SOC	$ 38,507,474	10%	$ 39,325,095	$ (817,621)	-2%	$ 33,786,806
US DEPT OF ENERGY	$ 28,982,805	7%	$ 21,381,456	$ 7,601,349	36%	$ 23,551,715
NASA	$ 16,471,689	4%	$ 13,043,835	$ 3,427,854	26%	$ 12,721,676
ARMY	$ 16,113,410	4%	$ 10,596,513	$ 5,516,897	52%	$ 8,236,151
US DEPT OF COMMERCE	$ 15,645,088	4%	$ 34,433,228	$ (18,788,140)	-55%	$ 14,186,543
NAVY	$ 14,001,246	3%	$ 15,841,689	$ (1,840,443)	-12%	$ 12,030,822
AIR FORCE	$ 9,416,749	2%	$ 11,999,734	$ (2,582,985)	-22%	$ 8,065,364
US DEPT OF DEFENSE	$ 9,293,542	2%	$ 14,251,746	$ (4,958,204)	-35%	$ 10,593,288
GOVT-OWNED/CONTRACTOR OP	$ 7,411,695	2%	$ 9,269,020	$ (1,857,325)	-20%	$ 8,148,136
STATE & LOCAL GOVERNMENT	$ 6,651,045	2%	$ 8,519,570	$ (1,868,525)	-22%	$ 6,647,231
US DEPT OF TRANSPORTATION	$ 6,079,341	2%	$ 8,453,631	$ (2,374,290)	-28%	$ 6,856,377
Grand Total	$ 400,499,845	100%	$ 413,942,062	$ (13,442,217)	-3.2%	$ 356,996,083

Key Takeaways:
- Top 15 sponsor types/agencies by award dollars in FY24 listed above; totals at the bottom reflect awards from all sponsors.
- The biggest decrease is from the Department of Commerce ($34.4 million in awards in FY23 versus $15.6 million in FY24). DHHS, Dept. of Energy, and Colleges/Universities/Research Institutes were the biggest areas of growth.

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RI Sponsored Programs

EXPENSE DATA: FY20 – 24 (YTD through Period 9: March)

Expenditure Analysis: MAR.	FY24 YTD	FY23 YTD	Change
Salaries and Wages	$ 105,625,063	$ 98,857,225	6.8%
Subcontracts	$ 52,788,224	$ 40,716,561	29.6%
Tuition Remission	$ 25,535,894	$ 25,561,360	-0.1%
Other Direct Costs	$ 29,894,784	$ 25,052,495	19.3%
M&S	$ 22,533,484	$ 22,010,078	2.4%
Fringe Benefits	$ 20,620,890	$ 18,439,306	11.8%
Equipment	$ 11,701,214	$ 11,133,283	5.1%
Domestic Travel	$ 4,882,925	$ 4,461,141	9.5%
Foreign Travel	$ 1,289,227	$ 1,048,457	23.0%
High Performance Computing	$ 66,900	$ 69,525	-3.8%
Unallocated	$ 130,091	$ (924)	
DIRECT	**$ 275,068,696**	**$ 247,348,506**	**11.2%**
IDC	**$ 80,267,374**	**$ 74,346,905**	**8.0%**
Total	**$ 355,336,070**	**$ 321,695,412**	**10.5%**

Expenditures - Direct		YTD (Mar.)		Full Year
FY24	$	275,068,696	$	372,218,970
FY23	$	247,348,506	$	337,688,551
FY22	$	249,188,727	$	330,920,330
FY21	$	216,044,734	$	294,248,586
FY20	$	211,121,552	$	286,744,676

Expenditures - Indirect		YTD (Mar.)		Full Year
FY24	$	80,267,374	$	111,104,319
FY23	$	74,346,905	$	103,856,777
FY22	$	65,879,754	$	93,079,082
FY21	$	61,444,693	$	86,156,912
FY20	$	63,826,927	$	84,764,909

Key Takeaways:
- Direct expenditures were up 11.2% and indirect expenditures were up 8.0% YOY.
- Relative increases in all areas except Tuition Remission and High Performance Computing.

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RI Sponsored Programs

Grants and Contracts INVOICING and FINANCIAL REPORTING
FY23 – FY24 (YTD through Period 9: March)

INVOICING

Invoicing YTD FY2023 vs. FY2024 (thru Mar.)

Invoice Types	FY24 (Mar. YTD)		Monthly FY24 Average		FY23 (Mar. YTD)	
G&C GIT Standard	$	10,000	$	1,111	$	13,418,544
G&C GIT Standard Certification Required	$	16,360,879	$	1,817,875	$	620,810
G&C GTRC Custom Certification Required	$	1,094,367	$	121,596	$	2,856,886
G&C GTRC Standard	$	-	$	-	$	18,726,125
G&C GTRC Standard Certification Required	$	103,814,281	$	11,534,920	$	61,500,337
G&C In House	$	26,040,234	$	2,893,359	$	37,308,693
G&C LOC Draw	$	138,632,488	$	15,403,610	$	125,801,030
G&C SF1034	$	18,078,337	$	2,008,704	$	12,781,771
G&C SF 270	$	43,275,297	$	4,808,366	$	40,787,452
Grand Total	**$**	**347,305,884**	**$**	**38,589,543**	**$**	**313,801,648**
Raw Invoice Counts		**12,204**		**1,356**		**10,308**

Year over Year Invoicing Change	Dollars		Invoice Counts	
YTD change in FY24 over FY23	$	33,504,236		1,896
YTD percentage change		10.7%		18.4%

Bursar Related	**$**	**14,857,908**			**$**	**12,862,685**
Office of G&C Invoiced	**$**	**332,447,976**			**$**	**300,938,963**

FINANCIAL REPORTS

Financial Reports YTD FY20223 vs. FY2024 (thru Mar.)

Report Types	FY24 (Mar. YTD)	FY23 (Mar. YTD)
Annual Financial Report	76	82
Final Financial Report	167	195
Monthly Financial Report	127	124
Quarterly Financial Report	448	378
Milestone (Event Based)/Revised	1	2
Semi-Annual Financial Report	32	33
TOTALS	**851**	**814**

Year over Year Invoicing Change	Report Counts
YTD change in FY24 over FY23	37
YTD percentage change	4.5%

Notes:
- Invoiced dollars (and counts), as well as financial reports, have remained consistently higher year over year.
- RPA "bots" continue to function very well on both the invoicing and reporting side.

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RI Sponsored Programs

Grants and Contracts: FINANCIAL ANALYSIS: FY23 – FY24 (YTD through Period 9: March)

G&C ANALYST TEAM: JOURNALS	FY24	% of Total	FY23	% of Total	% Chg FY
Journals (Total)	988		1039		-5%
Appropriate Grants Management	773	78%	837	81%	
"Red Flag" Grants Management	215	22%	202	19%	

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:
- The statistics on journals show an 5% decrease relative to last year, although there remains a slight increase in "red flag" journals as a percentage of the total.
- Independent of journal activity through March, the analyst team managed:
    - 906 award initiations,
    - 1,993 award modifications,
    - 4,959 award corrections, and
    - 277 service now tickets.

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RI Sponsored Programs

Award Dollars in Exception Status

AWARD EXCEPTIONS (Overspent) - as of April 1				*April. 1*	*March. 1*
Row Labels	Past-term	In-Performance	Total Sum of Available Balance	Total Count of Award ID	Total Count of Award ID
Financial Aid	(1,469,804)	(30,629,185)	(32,098,989)	7	7
Electrical and Computer Engineering	(847,591)	(979,110)	(1,826,702)	66	73
General Institutional Expense	(467,191)	(471,084)	(938,275)	14	14
School of Interactive Computing	(135,415)	(142,692)	(278,106)	17	20
Mechanical Engineering	(131,057)	(2,709,634)	(2,840,691)	37	37
CHEMISTRY AND BIOCHEMISTRY	(97,032)	(192,431)	(289,463)	13	11
Institute for Bioengineering & Bioscience	(95,178)	(7,910)	(103,088)	2	2
GT/Emory Biomedical Engineering	(89,003)	(1,450,497)	(1,539,500)	22	20
Institute for Electronics and Nanotechnology	(66,951)	(6,332)	(73,283)	4	3
Industrial And Systems Engineering	(57,922)	(6,465)	(64,387)	5	9
Aerospace Engineering	(41,140)	(981,352)	(1,022,492)	22	27
Materials Science and Engineering	(37,395)	(255,953)	(293,348)	18	9
Earth And Atmospheric Sciences	(28,148)	(85,409)	(113,557)	9	7
EI2 Safety, Health, Environmental Services	(27,438)	(530,233)	(557,670)	2	2
EI2 Industry Services	(26,628)	(4,841)	(31,468)	5	4
Grand Total	(3,717,757)	(40,618,825)	(44,336,582)	329	332
Non-Financial Aid	(2,247,953)	(9,989,640)	(12,237,593)	322	325

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).
- Counts down slightly from March.

G&C Education & Outreach – PI Articles and The Latest Buzz

https://www.grants.gatech.edu/pi-articles   https://www.grants.gatech.edu/latest-buzz-gc-accounting

MARCH 2024 ARTICLE (# 25)

Featured PI Article

PI ARTICLE: F&A Rates at Georgia Tech

This article highlights the different F&A rates applicable to sponsored activity at Georgia Tech. Please see the **August 2022 PI Article** for background on F&A, the components of the calculation, how rates are negotiated, etc. More PI articles are found in the **archive**.

Read the Article

Upcoming Events

The Latest Buzz with G&C Accounting

G&C hosts a monthly information session to provide post award research news and updates to the Georgia Tech research community.

Next session (Virtual):
April 25, 2024 (Thursday)
1 - 2:30 p.m.

Register

View Past Session Recordings

G&C Office Hours

The Project Accounting Management Team hosts monthly, virtual "Office Hours" for campus. Anyone is welcome to join and ask questions on the last Monday of each month, between 10:00am and 11:00am.

Next office hours:
April 29, 2024 (Monday)
10 - 11 a.m.

Learn More

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Project Accounting Updates

Glenn Campopiano

Director, Project Accounting

New Summer Pay Form

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Summer Pay Request Form

Faculty Member Name:	Employee ID:
Home Department:	Calendar Year: 2024

Summer Salary Calculation:

Total Base Academic-Year Salary as of May 15:	
One Month Rate:	$0.00
Maximum for Summer:	$0.00

* Total Base Academic-Year Salary = base rate + admin stipend

Total Per Pay Period:

May	$0.00
June	$0.00
July	$0.00
August	$0.00

Total Summer: $0.00

Driver Worktag	Sponsor Name or Department Name	Month	Amount	Teaching, Research, or Service	Notes

I certify that only my personal effort related directly to the research award (such as research, writing progress reports, attending research-related conferences and/or holding research meetings) will be charged to a grant. I certify that no effort expended on research awards during the academic year is being charged as summer salary and that effort has been properly charged in the month(s) expended. I attest that I understand the summer salary limits and that the above detail of my planned activities is listed to the best of my knowledge at this time. If at a later date my summer plans change, I will complete a new request form.

Reference: GT Policy 2.1.7 Maximum Effort; G&C PI article "A Summer Salary Briefing" June 2023; 2CFR200.430(h)(2) Compensation-personal services.

Signature

Faculty Member _____

School Chair _____

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Approver Responsibility

- We all get a lot of approval work-flow and it is easy to assume the requestor or prior approver has done their due diligence in approving the spend authority, expense statement or p-card authorization.

- Each approver should ensure the request is allowable and applicable before approving.

- You might have to check a budget or date or confirm that this is the right grant for the item. Or is this the correct spend code for the purchase?

- A few minutes here prevents more time later correcting a mis-posting or an unallowable charge.

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Participant Support vs. Research Subject

- This came up again the other day and want to reinforce that payments to research subjects for engaging in a research study are not participants as "participant support " is defined.

- From NSF PAPPG guide:

Participant support costs means 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 conferences, or training projects.

NSF's PAPPG addresses this directly and says: *This section of the budget also may not be used for incentive payments to research subjects. Human subject payments should be included on line G.6. of the NSF budget under "Other Direct Costs," and any applicable indirect costs should be calculated on the payments in accordance with the organization's Federally negotiated indirect cost rate.*

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Open Obligations Past Term

- Please close open obligations on grants that have reached their end-date and are not being renewed. This holds up our close out and reporting process.

- Also, late invoices hitting grants after 45 days past the term date cause issues with A/P. Remember invoices posting past term must be for items received in term and vendor was late invoicing.

- Only replenishment of lab supplies consumed during the POP and ordered towards the end of the POP would be allowable if received past term.

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Project Accounting Updates

Douglas Feller

Financial Manager, Project Accounting

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Pre-Paid Travel

- G&C will bill the sponsor pre-paid Travel
- Pre-paid travel expenses will not show up on the SABER
- Reversal of pre-paid travel in the new fiscal year (FY25)
- Reversal will post expenses to the SABER
- Process in place to avoid double billing the sponsor

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Prior Year Salary Cost Transfer

- Please make sure that Salary, Fringe, and Tuition (if applicable) are added to the form

- G&C has to manually enter in the information for all prior year personnel expenses

- Each form should be for an individual employee

Prior Year Salary Cost Transfer Backup

- Signed Prior Year Cost Transfer Form

- Revised and Signed ASR

- Employee Cost Detail confirming expenses charged to the worktag

- Submitted through Service Now

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Other Cost Transfer Options – Non Salary

- Journal Entry in Workday
- Accounting Adjustment

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How pre-award decisions can impact current invoicing

- A competitive budget provides the sponsor with a complete financial picture of the proposed project. Budgets are reviewed by the sponsor to verify that the costs are reasonable and necessary for the proposed project and to ensure that the budget conforms to the sponsor's instructions. Cost estimates of individual line items should be carefully calculated so that the requested funds are adequate but not excessive. This includes cost share budgets.

- Budgets and their associated costs should align with the Sponsor's expectations as well as our own internal policies, procedures, and chart of accounts. Budgets become a living document after they are awarded by the sponsor. The sponsor uses them as a metric of our performance and to confirm that our original expectations of the work and needs for the award are still consistent. Many will not pay invoices if the costs to not align with the budget expectations. –This includes cost share expectations!-

invoices for that subaward are still outstanding. The main reason is that both invoices did not include the correct required cost share reporting percentage of 20% for those billing periods and were rejected as non-approvable by the project grant manager. Additionally,

- Material changes need to be communicated to the sponsor and your CO. Some sponsors will only accept approval from specific persons within the organization, so it is critical to ensure that the correct persons are providing approval for any changes or actions requiring prior approval.

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How pre-award decisions can impact current invoicing

- **200.308 Revision of budget and program plans.**

- (a) The approved budget for the Federal award summarizes the financial aspects of the project or program as approved during the Federal award process. It may include either the Federal and non-Federal share (see definition for *Federal share* in § 200.1) or only the Federal share, depending upon Federal awarding agency requirements. The budget and program plans include considerations for performance and program evaluation purposes whenever required in accordance with the terms and conditions of the award.

- (b) Recipients are required to report deviations from budget or project scope or objective, and request prior approvals from Federal awarding agencies for budget and program plan revisions, in accordance with this section.

- (c) For non-construction Federal awards, recipients must request prior approvals from Federal awarding agencies for the following program or budget-related reasons:

- (1) Change in the scope or the objective of the project or program (even if there is no associated budget revision requiring prior written approval).

- (2) Change in a key person specified in the application or the Federal award.

- (3) The disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project, by the approved project director or principal investigator.

- (4) The inclusion, unless waived by the Federal awarding agency, of costs that require prior approval in accordance with subpart E of this part as applicable.

- (5) The transfer of funds budgeted for participant support costs to other categories of expense.

- (6) Unless described in the application and funded in the approved Federal awards, the subawarding, transferring or contracting out of any work under a Federal award, including fixed amount subawards as described in § 200.333. This provision does not apply to the acquisition of supplies, material, equipment or general support services.

- (7) Changes in the approved cost-sharing or matching provided by the non-Federal entity.

- (8) The need arises for additional Federal funds to complete the project.

***This is the current version, changes are coming to this section and others.

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How pre-award decisions can impact current invoicing

- There is considerable variation in sponsor policies relative to budget revisions. Award terms and/or sponsor agency guidelines must be consulted when revisions are contemplated. To the extent possible, budget revisions should reflect all necessary reallocations of resources that are foreseen through the end of the budget period. If prior sponsor approval is required for a budget revision, a request is made to the program officer as designated in the award — either via an online system, email, or a letter — sufficiently detailing the revision and justification. Once approved by the sponsor, the budget revision will be initiated by OSP.

- Common additional restrictions include: rebudgeting over X% of the award (either by item category or by total budget), moving budgets out of Participant Support Categories or from separately awarded Supplemental funds, incurring expenses for a budget category that was not requested as part of the original proposal, rebudgeting of expenses to issue a subaward that has not been approved by the prime sponsor, and specifying specific portions of costs be cost shared instead of included in the sponsored portion (ex some foundations do not allow fringe or indirect on the main but will allow those costs on the associated cost share account).

How pre-award decisions can impact current invoicing

- Sandia, Dept of Energy (Vipers), Georgia Dept of Transportation (GDOT), and other smaller sponsors, particularly local state and industry sponsors are particularly interested in making sure that our budgets and invoices are perfectly in sync. Some reasons for these enhanced requirements include additional requirements placed on them by their sponsors as a pass through entity (Sandia and GDOT), cooperative agreements where the Government is more involved in the technical aspects of the award, and those with fewer funding opportunities or those that do not work with Universities as part of their normal course of business.

- Sponsors pay particular attention to travel budgets and some contracts specify that only the GSA rates for costs can be used so please be careful there

- ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓ Lodging for $447.03- The allowed GSA rate is $98.00/night. The traveler is charging $199 the first night and $193 the second night. The difference of $196.00 will need to be short paid

- ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓3)- Lodging for $443.63- The allowed GSA rate is $98.00/night. The traveler is charging $197 the first night and $193 the second night. Please clarify, or the difference of $194.00 will need to be short paid

- ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓0)- Lodging for $447.04- The allowed GSA rate is $98.00/night. The traveler is charging $200 the first night and $193 the second night. Please clarify, or the difference of $197.00 will need to be short paid

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How pre-award decisions can impact current invoicing

Travel:
- The ARPA-E Summit and IEEE are budgeted under TT&O travel/ODC (currently are categorized under Travel)
  - Pleas move all ARPA-E summit and IEEE costs and send a revised RRS.
- The ████████████████████████ Workshop is not listed on the budget.
  - Please provide a brief explanation as to why this travel was necessary to this award.

Personnel:
- The total personnel being claimed is $77,407.79, however it looks like rows 56 – 66 are TT&O Personnel. These amounts should be moved to TT&O Personnel/ODCS- Please clarify. The total of these rows is $44,838.61, leaving $32,569.18 in Personnel costs.
- The associated Fringe/IDCS will need to be adjusted as well
- There are some Tuition costs that are labeled as TT&O as well. Please clarify.

ODCs

- Please provide supporting documentation for the CS ODC totaling $33,161.44

Indirects

- Please provide your indirect rate calculation for the federal portion totaling $68,084.73

Cost Accounting Updates

Jonathon Jeffries

Director - Cost Accounting

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Fringe Rates (4) at Georgia Tech

- **Full Benefits** – Regular full-time faculty and Staff, Part-time Employees at least 75% FTE
  - Social Security, $25,000 Life Insurance, Health Insurance, Retirement (ORP or TRS), Non-Payroll Fringe (which includes Terminating Vacation Payouts, Retiree Health and Life Benefit, Workers Compensation, Unemployment Insurance and payments to ERS)
  - Retiree Benefits, Workers Compensation, and Unemployment are allocated to GTRI and paid quarterly
  - Campus Transportation Costs (GTRI allocation included in GTRI Admin Study)
  - Note: GTRI includes a miscellaneous fringe component for Employee Recognition, Relocation, and Tuition

- **Limited Benefits** - Part-time Employees at least 50%, but less than 75% FTE
  - Includes all benefits in Full Rate except Health and Life Insurance

- **Partial Benefits** (Medicare Only) – Part-time Employees less than 50% FTE and Non-Retirement eligible Supplemental Pay Accounts

- **Graduate Student Health Benefit** – GRA and GTA Only
  - Health Insurance Subsidy provided by the Institute

Graduate Assistance and Student Employees – No benefits provided

Fringe Rate Proposal Process

- Resident Instruction (RI) and GTRI submit two fringe proposals annually
  - RI submits an Actuals Study by September 30th
  - GTRI submits an Actuals Study by December 31st
  - **Both submit a Projected Study by April 30th**
  - DCAA audits each proposal for RI annually

- Quarterly Analysis is done to track projected rates during the Fiscal Year
  - RI has Fixed with Carryforward Rates and includes an over/under recovery from a prior closed Fiscal Year
  - GTRI is required to have rates track within 5% of projection or rates are adjusted at year-end
  - Budget Office uses analyses to track Institute required funding, GTRI uses to pay shared benefits

- **Projections** are prepared using 3rd quarter data and any additional information
  - When possible actual rates from the last closed fiscal year (FY23); this allows for an approval from ONR in a timely manner to meet the first payroll of the new Fiscal Year
  - Adjustment may be made for changes in TRS rates, known changes in health premium, or components that are not tracking to a previous trend
  - Costs are determined by applying projected rates to projected salary, but focus is on the rate, not dollars

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Resident Instruction Full Fringe Rate Comparisons

		ACTUALS			Projected	
Full Fringe Benefits		FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Fringe Benefits :		Rate	Rate	Rate	Rate	Rate
Social Security		6.76%	6.85%	6.79%	6.75%	6.79%
Life Insurance		0.21%	0.21%	0.20%	0.21%	0.20%
Health Insurance		8.54%	8.27%	7.93%	8.10%	8.25%
Retirement		13.29%	13.85%	14.01%	13.93%	14.49%
Transportation		0.00%	0.13%	0.14%	0.13%	0.14%
Non-Payroll Fringes Vacation Payout, Retiree, Etc.		2.52%	2.72%	2.44%	2.72%	2.44%
		31.31%	32.03%	31.51%	31.85%	32.31%
Plus (Over)/Under Recovery of Fringe Benefits					-0.10%	-0.57%
Projected Full Rate					31.7%	31.7%

- Health Insurance – Increase based on FY24 YTD Analysis; premium increase effective in calendar year 2024 driving up rate
- Retirement – FY25 TRS employer rate increases from 19.98 to 20.78
- Other Components based on FY3 Actual Rate

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Resident Instruction Grad Health Rate Comparisons

		ACTUALS			Projected	
		FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Graduate Student Health		Rate	Rate	Rate	Rate	Rate
Projected Graduate Student Health Insurance		5.49%	6.51%	6.95%	6.91%	7.35%
Plus (Over)/Under Recovery of Fringe Benefits					0.42%	0.58%
					7.3%	7.9%

- FY25 Grad health rate projected based on FY24 YTD data

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CREATING THE NEXT

GTRI Full Fringe Rate Comparisons

Full Fringe Benefits		ACTUALS			Projected	
		FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Fringe Benefits :		Rate	Rate	Rate	Rate	Rate
Social Security		6.88%	7.26%	6.96%	6.90%	6.96%
Life Insurance		0.17%	0.16%	0.15%	0.16%	0.15%
Health Insurance		6.95%	6.48%	6.18%	6.40%	6.51%
Retirement		12.41%	13.16%	13.41%	13.62%	13.91%
Non-Payroll Fringes		1.81%	1.69%	1.54%	1.69%	1.54%
Misc Fringe		0.57%	0.32%	0.30%	0.37%	0.31%
		28.78%	29.07%	28.53%	29.13%	29.38%

- GTRI adjustments from FY23 actuals mirror those made to RI rates (health and retirement adjustments)
- Miscellaneous Benefit based on GTRI Budget

GT/GTRI Exchange of Services/Admin Study

- The Exchange of Services/Admin Study is prepared annually to identify the projected cost of administrative and support services to be provided to Georgia Tech Research Institute (GTRI) by units and offices funded by the Georgia Institute of Technology, Resident Instruction budget (Fund 10000) and vice-versa provided to Resident Instruction by units funded by GTRI during each fiscal year.

- The Exchange of Services/Admin Study is completed each Spring for the following fiscal year by looking at the most recently closed fiscal year's actual costs and allocation of costs.

- For example, the FY25 study was completed with the starting point being FY23 actual costs and allocations. A "true up" of FY23 actual costs compared to the original study (over or under recovery) will be added to FY25 totals for GTRI to charge our government sponsors for actual costs.

GT/GTRI Exchange of Services/Admin Study

	Actual 2023 Charges	Projected 2024 Charges	Projected 2025 Charges	% Change 2023 Actuals to 2025 Projections
General & Administrative Provided by RI	18,026,765	21,656,622	24,677,817	36.9%
Research Services Provided by RI	14,794,551	12,954,590	17,047,212	15.2%
Total Services Provided by RI	32,821,317	34,611,213	41,725,029	27.1%
Adj for Prior Year (Over)/ Under Recovery (combined)	4,987,709	80,934	(360,273)	
Total Net RI Chgs after Prior Year (Over)/Under	37,809,026	34,692,147	41,364,756	
GTRI Charges for Services Provided	(4,744,630)	(6,552,529)	(5,470,478)	15.3%
Net Amount owed by GTRI to RI		28,139,618	35,894,278	
Decreased Budget support in FY24			7,754,660	

- Driver of G&A Increase from FY23 is an allocation of Administrative Service Center (ASC) and moving OIT direct billed costs to agreement
- Driver of GTRI charges to RI from Fy23 driven by change in allocation of Research Security Costs that is more allocable to actual effort of staff

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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.

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EARLY ASRs

- Terminating Employee ASR on LITE -Security based on Ad-hoc Salary Details

  - Employees must be termed in OneUSG Connect and final payroll posted

  - Any change to salary or distribution voids the signed ASR

  - Requires terminating employee signature, No First-Hand Knowledge

  - Return to easr.ask@office365.gatech.edu once signed

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Personal Services Reporting Tutorial (Effort Training)

- New training for all employees that require effort reporting is available at Quest LMS

- https://gtri.sabacloud.com/Saba/Web_spf/NA7P1PRD132/common/ledetail/RA-AWARENESS-COURSE

As of April 11th

- 4,748 employees have been enrolled in the training

- 1,525 (32%) employees have completed new training

- Training is 10 minutes total so please encourage your faculty and GRAs to complete

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Facilities and Administrative Rate Extension

- The Office of Naval Research (ONR) has extended our current F&A rates for Fy26/Fy27

- The full rate signed rate agreement is available on our website here

- New GSTRP (Tuition Remission) will be requested from ONR once Fall 24 tuition and fees are finalized.

TYPE	FROM	TO	RATE	BASE	APPLICABLE TO	LOCATION
Pred	7/1/2025	6/30/2027	57.4%	(a)	Organized Research (1)	On Campus
Pred	7/1/2025	6/30/2027	26.0%	(a)	Organized Research (1)	Off Campus
Pred	7/1/2025	6/30/2027	66.5%	(a)	Organized Research (2)	On Campus
Pred	7/1/2025	6/30/2027	35.2%	(a)	Organized Research (2)	Off Campus
Pred	7/1/2025	6/30/2027	36.7%	(a)	Other Sponsored Activities	On Campus
Pred	7/1/2025	6/30/2027	52.8%	(a)	Sponsored Instruction	On Campus

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Compliance Updates

Charles H. Derricotte III

Financial Compliance Program Manager

Georgia Tech

Topics for April 2024

- Award Management Best Practices

- Spend Authorizations Best Practices

- Cost Transfer Key Information & Questionnaire Best Practices

- Research Gifts

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Award Management Best Practices

- Utilize Advanced Project Numbers if your award is not currently set-up.
  - They are set up by Grants & Contracts Accounting <u>when OSP approves them </u>and are dependent on timing of approval.
  - APN last for a maximum of 90 days to account for allowable pre-award costs per 2 CFR 200.458 and subject to sponsor guidelines.
  - Make sure to get sponsor approval if cost exceed 90 days of the start for period of performance for pre-award costs. If costs occurred before the 90-day mark of period of performance, then they are at risk for unallowable costs.
  - APN can also be used if the contracting process is taking a long time, and the 90-day pre-award is not applicable, and POP has started.
    - ✓ Reduces EDR's and unnecessary cost transfers
    - ✓ Avoid Late Cost Transfers not being allowed (Timing of set-up of WD grant line compared to date of cost transfer).
    - ✓ Reach out to your Contracting Officer in OSP to determine best approach for your award.

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Award Management Best Practices

- Utilize Discretionary Funding & the Undesignated Account if award is not set up
  - Another proper procedure for placing allowable costs for an award not yet set-up in Workday.
  - Keep in mind that the Undesignated Account must be zeroed out for year end so consider this when managing awards.
  - Keep track of justification for all costs as this will be needed when completing a cost transfer once award is set up.
    - Timing of set-up of grant line compared to date of cost transfer. 90-day clock starts at award initiation in Workday. Consider APN's if many transactions are needed.
  - Applicable cost include
    - Salaries and Fringe (Faculty, <u>Summer Faculty Salaries</u>, Students) -Undesignated & Discretionary Funding-
    - Travel, Equipment, M&S, and Other Direct Costs –Discretionary Funding Only-

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- Spend Authorizations Best Practices – What is a spend authorization?
- Authorization of travel is required for any travel outside the state of Georgia, including international travel on behalf of Georgia Tech. Authorization is obtained by the completion of a spend authorization through Georgia Tech's financial management system and must be approved by the employee's manager, cost center manager (or their delegate), and driver worktag manager(s) prior to the first day of travel. The approval of a spend authorization serves as an attestation to the necessity of the travel and that the anticipated travel expenses are reasonable in nature and amount. (Authorization of Travel Policy 6.2)

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- Spend Authorizations Best Practices – What is needed?

- Include clear statements on the description and justification sections in Workday that detail the { Who, What, When, Where} for selected travel

- Expenses <u>must</u> reflect the benefit for the sponsored award

- <u>Must</u> meet criteria for 2 CFR §200.403 which requires travel to be supported as both necessary and reasonable

- Include the conference agenda in PDF form if available at time of authorization. (Note: Include on expense report at the latest)

- Ensure traveler has reasonable level of effort on the award to substantiate reason for trip. (Effort on award worktags, departmental research worktags)

- If traveler does not have any effort on award then department must be in position to defend the travel within an audit scenario. (Sponsor approval or specific deliverable tied to traveler – Any supporting emails detailing inclusion in meetings or previous research used to support the research in scope)

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- # Spend Authorizations Best Practices-Bad Examples

Description   2023 Winter Simulation Conference

Justification   (empty)

Description   CU-Boulder for a kickoff meeting

Justification   (empty)

Description   Design Culture Team Retreat

Justification   Travel for Design Culture Team Retreat

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- ## Spend Authorizations Best Practices-Good Examples

Description   Who: ▓▓▓▓▓▓▓▓▓▓▓▓▓▓ What: ALQ-128A IDAL Test Planning Working Group When: Feb 22- Feb 24 2021 Where: Wright Patterson Air Force Base, OH Why: Sponsor Required Travel

Justification   Who: ▓▓▓▓▓▓▓▓▓▓▓▓▓
What: ALQ-128A IDAL Test Planning Working Group
When: Feb 22- Feb 24 2021
Where: Wright Patterson Air Force Base, OH
Why: Sponsor Required Travel

Description   Dayton, OH ; Nov. 27-Dec. 01, 2023

Justification   Who: Minor Monkey Sponsor and Consortium
What: Minor Monkey Phase II Demo 1 Critical Design Review
When: November 27 - December 01, 2023
Where: Dayton, OH
Why: Sponsor required travel. Will be presenting at project milestone review.

Description   IEEE ASPDAC and Samsung

Justification   To give an invited tutorial of IEEE ASPDAC conference at Seoul, and visit the sponsor of this research, the Samsung.

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Cost Transfers – Key Information & Best Practices

1. Why is this cost transfer required?

- ◯ 1. Clerical Error
- ◯ 2. Original grant provided was incorrect
- ◯ 3. Reallocation of time entered
- ◯ 4. Reallocation of supplies not used
- ◯ 5. New grant (grant not previously setup)
- ◯ 6. Renewal award
- ◯ 7. Pre-award costs
- ◯ 8. Other

- With year end approaching please process any cost transfers over 90 days in a timely manner to ensure no delays in finalizing expenses. Cost Transfers with insufficient details on the questionnaire will be sent back to initiator.

- The request will require adequate supporting statements that clearly indicate that the costs being moved to a project are directly related to the project scope, allowable by the project budget, and incurred in a timely manner such that they benefit project activities.

- Complete the cost transfer memo section found between "change reason" and "prior worktags" for each transaction. Memo note should clearly state the charge, change reason, and where charges are being moved from and to. Note: <u>This statement can be brief and generic by identifying budget item categories, spend categories, and grantlines in cases where numerous transaction are being made</u>.

- Cost Transfer request should present sufficient and reliable information regarding expense to include...
    - Relevant email communication
        - ➤ Emails with sponsor approvals <u>should be</u> attached as supportive documentation
        - ➤ Keep in mind that emails and any support provided are subject to audit so only upload relevant portion of the communication
    - Budget justification if moving equipment to a different grant/award
    - Documentation should support conclusions made in Cost Transfer Questionnaire

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Cost Transfers – Questionnaire

1. Why is this cost transfer required?
2. In the space below, please explain why the expense was not originally charged to the correct grant, and how the expense benefits the scope of the work on the "to" grant.
3a. Explain why the error was not identified and correctly timely (within 90 days of the original transaction)
3b. Explain what steps are in place to prevent the need for a late cost transfer going forward.

- 2. State clear description and explanation of why cost transfer is required. Should correlate with response from question #1.
  - ➤ State grant line and prime award number where funds are being transferred from and to as applies.
  - ➤ State concise "descriptive change reason" in every transaction.
  - ➤ State associated individual name(s) and job title(s) (e.g GRA, Post Doc, Student Assistant, PI) for respective travel, conference & registration costs {e.g. call out conference name, etc.)

- 3a. Include clarifying language (i.e,who identified error and why)
  - ➤ Ex) Identified by P.I during closeout process
  - ➤ Ex) Identified by department during review of expenditures
  - ➤ Best Practice – Review expenditures on awards on a quarterly basis to ensure accuracy.

- 3b. State clear proactive measure taken to prevent further late transfer occurrence
  - ➤ DO NOT restate explanation from 3a.
  - ➤ Do not leave blank or cost transfer questionnaire will be resent.

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Cost Transfers – Questionnaire (Bad Examples)

1. Why is this cost transfer required?	2. Original grant provided was incorrect
2. In the space below, please explain why the expense was not originally charged to the correct grant, and how the expense benefits the scope of the work on the "to" grant.	Being I just started in this position Jan. 1st 2024, I noticed the charges should have been put on the Prime Worktag and not the Cost Share worktag. Prior Accountant should have done a reconciliation to catch this. It's the same Award.
3a. Explain why the error was not identified and correctly timely (within 90 days of the original transaction)	Reconciliation wasn't done by prior Accountant.
3b. Explain what steps are in place to prevent the need for a late cost transfer going forward.	Timely reconciliations.

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Cost Transfers – Questionnaire (Good Examples)

1. Why is this cost transfer required?	1. Clerical Error
2. In the space below, please explain why the expense was not originally charged to the correct grant, and how the expense benefits the scope of the work on the "to" grant.	Incorrect worktag used due to clerical error. Cost are for materials and supplies to support work efforts on GR10000669 | AWD-100345
3a. Explain why the error was not identified and correctly timely (within 90 days of the original transaction)	Cost moved to intended worktag after financial reconciliation.
3b. Explain what steps are in place to prevent the need for a late cost transfer going forward.	Responsible staff will perform timely reconciliations as determined necessary.

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Cost Transfers – Questionnaire (Bad Examples)

1. Why is this cost transfer required?	1. Clerical Error
2. In the space below, please explain why the expense was not originally charged to the correct grant, and how the expense benefits the scope of the work on the "to" grant.	moving to new funded worktag, same award
3a. Explain why the error was not identified and correctly timely (within 90 days of the original transaction)	was newly funded
3b. Explain what steps are in place to prevent the need for a late cost transfer going forward.	just received new worktag #

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Cost Transfers – Questionnaire (Good Examples)

Question	Answers
1. Why is this cost transfer required?	8. Other
2. In the space below, please explain why the expense was not originally charged to the correct grant, and how the expense benefits the scope of the work on the "to" grant.	The expense was sent to GTF for check processing, foundation will not accept the GR GTF worktag. The expense supports the grant mission for the annual review and is approved by the sponsor for student support.
3a. Explain why the error was not identified and correctly timely (within 90 days of the original transaction)	This Sept 2023 charge was a deposit check for the sponsor approved annual review event that took place in March 2024. The supplier requested payment 6 months in advance but we were not allowed to charge 2024 expenses to the GR GTF worktag until the award was signed for year 2 and the event held.
3b. Explain what steps are in place to prevent the need for a late cost transfer going forward.	Reviewed process of moving GTF to GR GTF with [redacted] and made notes on Center Ops binder for any future accountants.
By checking "I Certify" below I confirm that: 1. I have first-hand knowledge as to the accuracy of this cost transfer and have been delegated authority within the department to certify this request, and 2. The costs being moved to the grant provided in the transaction are directly related to the scope of the award, allowable within the award budget, and have been incurred in a timely manner to benefit the grant activities.	I certify

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Research Gifts – Gifts in Workday that are sponsored (GRXXXXXXX)

- Characteristics: FD20000 Restricted, Function: FN12100
- Utilize the following for making a determination of which you have:
  - [Research Gifts at Georgia Tech | https://research.gatech.edu/research-gifts-georgia-tech](https://research.gatech.edu/research-gifts-georgia-tech)
  - Remember all Research Gifts that fall under FD20000 are subject to allowability based on the Allowable Cost Matrix.
    - [Allowable Cost Matrix | https://controller.gatech.edu/allowable-cost-matrix](https://controller.gatech.edu/allowable-cost-matrix)

Workday Reporting Updates

Amy Zhang

Application Support Analyst Lead

Georgia Tech

G&C web site

Reports and Forms (An Accordion Design)
https://www.grants.gatech.edu/reports-and-forms

- **Sponsored Activity Reports**
- **Facilities and Administrative Reports**
- **Audit Reports**
- **Standard Forms**

*If you have bookmarked the reports link from the old site, please update your bookmark with the new link.

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Grants and Contracts Accounting

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Reports and Forms

⬇ **For Download**

› Sponsored Activity Reports

› Facilities and Administrative Reports

› Audit Reports

⌄ Standard Forms

Budget Categories and Object Codes

Cost Accounting Standards Exception Form

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G&C Participant Support Transaction Detail - GTCR

Added Line Memo column to **G&C Participant Support Transaction Detail – GTCR** report.

Training Updates

Josh Rosenberg
Exec. Director, Grants and Contracts

Georgia Tech.

Current Internal Professional Development Opportunities

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

Other courses have been published to the LMS – Check out the Calendar & Learning Catalog!

SELF-PACED / ON-DEMAND COURSES

- *Introduction to the Research Enterprise at GT*
- *What are GTRC and GTARC?*
- *Fun with the FAR*
- *DFUN with the DFARS*
- *NCURA: AI in Research Administration: Unlocking Efficiency and Innovation*
- *NCURA: Avoid "Returned without Review…." An In-depth Look at Agency RFPs*
- *NCURA: NIH Data Management & Sharing Policy – Budgeting/Application Tips & Tricks (or Treat?)*
- *NCURA: Managing SBIR/STTR Projects*
- *NIH Proposal Preparation & Review Tips*
- *NIH F Series--Fellowship Programs*
- *NIH Fundamentals (NCURA)*

- *NSF Proposal Preparation & Review Tips*
- *Advanced Research Projects Agency for Health (ARPA-H):*
  - *Introduction and Q&A*
  - *Budget Workshop*
  - *Terms & Conditions Workshop*
- *Service Centers and Best Practices*
- *Specialized Service Agreements*
- *Subawards - Request, Monitor, Risk*
- *Effort Reporting*
- *Contract Information Systems (CIS)*
- *Cost Share*
- *Cost Transfers*
- *Pivot: Finding Funding*
- *ORCID iD*

April RAB Recording
NOW AVAILABLE

Research
Administration
Buzz
Quarterly Meeting

April 16, 2024

Dalney 180:
  11:30am – 12:00pm Lunch
  12:00pm – 2:00pm Event

Virtual via Zoom:
  12:00pm – 2:00pm Event

GT Georgia Tech

Click **HERE** to access the September 2023 event recording.

Georgia Tech Research

RESEARCH ADMINISTRATOR
APPRECIATION
EVENT

Professional Recognition

SEPTEMBER 24, 2024

11:30AM - 12:00PM
LUNCH & NETWORKING

12:00PM - 2:00PM
HYBRID EVENT

Click **here** to submit **FY24** recognition details for you, your colleague(s), your direct report(s), or a team.

Georgia Tech

THANK YOU!

GRANTS.GATECH.EDU