The Latest Buzz with G&C Accounting

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

<table>
<thead>
<tr>
<th>Topic</th>
<th>Presenter(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome, Post Awards Research Updates</td>
<td>Josh Rosenberg</td>
</tr>
<tr>
<td>Commitment Accounting</td>
<td>Terryl Barnes</td>
</tr>
<tr>
<td>Project Accounting Updates</td>
<td>Glenn Campopiano</td>
</tr>
<tr>
<td>Cost Accounting Updates</td>
<td>Jonathon Jeffries</td>
</tr>
<tr>
<td>Training Updates</td>
<td>Rob Roy</td>
</tr>
<tr>
<td>Closing</td>
<td>Josh Rosenberg</td>
</tr>
</tbody>
</table>
Post Award Research Updates

Josh Rosenberg
Exec. Director, Grants and Contracts
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.

### Award Dollar Variance

<table>
<thead>
<tr>
<th>College/Unit</th>
<th>FY23</th>
<th>FY22</th>
<th>Award Dollar Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP</td>
<td>$31,123,356</td>
<td>$18,823,953</td>
<td>65.3%</td>
</tr>
<tr>
<td>COS</td>
<td>$32,499,979</td>
<td>$42,835,048</td>
<td>-24.1%</td>
</tr>
<tr>
<td>DSGN</td>
<td>$8,234,639</td>
<td>$9,220,738</td>
<td>-10.7%</td>
</tr>
<tr>
<td>ENGR</td>
<td>$203,995,324</td>
<td>$182,048,139</td>
<td>12.1%</td>
</tr>
<tr>
<td>GTRI</td>
<td>$459,226,332</td>
<td>$498,966,441</td>
<td>-8.0%</td>
</tr>
<tr>
<td>IAC</td>
<td>$5,466,729</td>
<td>$3,146,226</td>
<td>73.8%</td>
</tr>
<tr>
<td>OTHERS</td>
<td>$69,200,713</td>
<td>$52,911,982</td>
<td>30.8%</td>
</tr>
<tr>
<td>SCB</td>
<td>$638,207</td>
<td>$465,725</td>
<td>39.8%</td>
</tr>
<tr>
<td>Total</td>
<td>$810,385,278</td>
<td>$808,418,251</td>
<td>0.2%</td>
</tr>
</tbody>
</table>

### Awards

<table>
<thead>
<tr>
<th></th>
<th>YTD (Jan.)</th>
<th>Full Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY23</td>
<td>$351,158,946</td>
<td>$465,328,194</td>
</tr>
<tr>
<td>FY22</td>
<td>$309,451,811</td>
<td>$443,169,708</td>
</tr>
<tr>
<td>FY21</td>
<td>$250,328,281</td>
<td>$415,738,536</td>
</tr>
<tr>
<td>FY20</td>
<td>$227,608,084</td>
<td>$402,520,391</td>
</tr>
<tr>
<td>FY19</td>
<td>$247,730,289</td>
<td>$406,662,163</td>
</tr>
</tbody>
</table>
**RI Sponsored Programs**

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

### 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 NEW AWARDS (Through January)

<table>
<thead>
<tr>
<th>Federal Agency or Sponsor Type</th>
<th>FY23</th>
<th>% of RI Portfolio</th>
<th>FY22</th>
<th>23 v. 22 $ Variance</th>
<th>23 v. 22 % Variance</th>
<th>5 Year Avg</th>
</tr>
</thead>
<tbody>
<tr>
<td>NATIONAL SCIENCE FOUNDATION (NSF)</td>
<td>78,296,593</td>
<td>22%</td>
<td>69,476,993</td>
<td>8,819,600</td>
<td>13%</td>
<td>62,440,843</td>
</tr>
<tr>
<td>INDUSTRIAL SPONSORS</td>
<td>41,416,292</td>
<td>12%</td>
<td>46,953,232</td>
<td>(5,536,940)</td>
<td>-12%</td>
<td>38,748,777</td>
</tr>
<tr>
<td>US DEPT OF COMMERCE</td>
<td>34,294,742</td>
<td>10%</td>
<td>26,840,998</td>
<td>7,453,744</td>
<td>360%</td>
<td>11,718,006</td>
</tr>
<tr>
<td>INDUS RES INST/FDNS/SOC</td>
<td>34,254,209</td>
<td>10%</td>
<td>28,995</td>
<td>34,283,204 (28,995)</td>
<td>0%</td>
<td>24,598,355</td>
</tr>
<tr>
<td>DHHS</td>
<td>31,358,811</td>
<td>9%</td>
<td>29,585,561</td>
<td>1,773,250</td>
<td>6%</td>
<td>27,561,971</td>
</tr>
<tr>
<td>COLL/UNIV/RES INST.</td>
<td>28,994,402</td>
<td>8%</td>
<td>27,635,371</td>
<td>2,359,031</td>
<td>5%</td>
<td>28,620,832</td>
</tr>
<tr>
<td>US DEPT OF ENERGY</td>
<td>20,065,536</td>
<td>6%</td>
<td>23,781,463</td>
<td>(3,715,927)</td>
<td>0%</td>
<td>20,048,973</td>
</tr>
<tr>
<td>NAVY</td>
<td>11,614,910</td>
<td>3%</td>
<td>7,784,022</td>
<td>3,830,888</td>
<td>49%</td>
<td>8,465,905</td>
</tr>
<tr>
<td>ARMY</td>
<td>10,435,781</td>
<td>3%</td>
<td>3,683,942</td>
<td>6,751,839</td>
<td>183%</td>
<td>4,761,217</td>
</tr>
<tr>
<td>NASA</td>
<td>9,269,797</td>
<td>3%</td>
<td>11,153,952</td>
<td>(1,884,155)</td>
<td>-17%</td>
<td>9,146,600</td>
</tr>
<tr>
<td>AIR FORCE</td>
<td>8,820,140</td>
<td>3%</td>
<td>5,273,991</td>
<td>3,546,148</td>
<td>67%</td>
<td>6,952,995</td>
</tr>
<tr>
<td>US DEPT OF TRANSPORTATION</td>
<td>7,976,131</td>
<td>2%</td>
<td>6,216,467</td>
<td>1,759,664</td>
<td>28%</td>
<td>4,996,881</td>
</tr>
<tr>
<td>GOVT-OWNED/CONTRACTOR OP</td>
<td>7,558,170</td>
<td>2%</td>
<td>5,489,336</td>
<td>2,068,834</td>
<td>38%</td>
<td>6,581,485</td>
</tr>
<tr>
<td>US DEPT OF DEFENSE</td>
<td>7,308,268</td>
<td>2%</td>
<td>2,526,268</td>
<td>4,782,000</td>
<td>0%</td>
<td>5,222,595</td>
</tr>
<tr>
<td>STATE &amp; LOCAL GOVERNMENT</td>
<td>6,635,130</td>
<td>2%</td>
<td>2,720,505</td>
<td>3,914,624</td>
<td>0%</td>
<td>5,306,114</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>351,158,946</strong></td>
<td><strong>100%</strong></td>
<td><strong>309,451,811</strong></td>
<td><strong>41,707,135</strong></td>
<td><strong>13.5%</strong></td>
<td><strong>280,818,963</strong></td>
</tr>
</tbody>
</table>

---

*RI Sponsored Programs*

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

### 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.
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)**

### INVOICING

**Invoicing YTD FY2022 vs. FY2023 (thru January)**

<table>
<thead>
<tr>
<th>Invoice Types</th>
<th>FY23 (January)</th>
<th>Monthly FY23 Average</th>
<th>FY22 (January)</th>
</tr>
</thead>
<tbody>
<tr>
<td>G&amp;C GIT Standard</td>
<td>$ 7,007,197</td>
<td>$ 1,001,028</td>
<td>$ 1,306,188</td>
</tr>
<tr>
<td>G&amp;C GIT Standard Certification Required</td>
<td>$ 370,365</td>
<td>$ 52,909</td>
<td>$ 35,677</td>
</tr>
<tr>
<td>G&amp;C GTRC Custom Certification Required</td>
<td>$ 1,972,513</td>
<td>$ 281,788</td>
<td>$ 3,139,435</td>
</tr>
<tr>
<td>G&amp;C GTRC Standard</td>
<td>$ 15,521,329</td>
<td>$ 2,217,333</td>
<td>$ 21,343,052</td>
</tr>
<tr>
<td>G&amp;C GTRC Standard Certification Required</td>
<td>$ 47,983,566</td>
<td>$ 6,854,795</td>
<td>$ 33,516,229</td>
</tr>
<tr>
<td>G&amp;C In House</td>
<td>$ 24,848,117</td>
<td>$ 3,549,731</td>
<td>$ 29,831,410</td>
</tr>
<tr>
<td>G&amp;C LOC Draw</td>
<td>$ 99,965,013</td>
<td>$ 14,280,716</td>
<td>$ 76,672,717</td>
</tr>
<tr>
<td>G&amp;C SF1034</td>
<td>$ 7,570,488</td>
<td>$ 1,081,498</td>
<td>$ 5,667,214</td>
</tr>
<tr>
<td>G&amp;C SF 270</td>
<td>$ 30,088,064</td>
<td>$ 4,298,423</td>
<td>$ 23,320,870</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>$ 235,327,552</strong></td>
<td><strong>$ 33,618,222</strong></td>
<td><strong>$ 194,832,793</strong></td>
</tr>
</tbody>
</table>

| Raw Invoice Counts                     | 7,659          | 1,094                | 6,493          |

**Year over Year Invoicing Change**

<table>
<thead>
<tr>
<th>Dollars</th>
<th>Invoice Counts</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>YTD change in FY23 over FY22</strong></td>
<td><strong>$ 40,494,759</strong></td>
</tr>
<tr>
<td><strong>YTD percentage change</strong></td>
<td><strong>20.8%</strong></td>
</tr>
</tbody>
</table>

### FINANCIAL REPORTS

**Financial Reports YTD FY2022 vs. FY2023 (thru January)**

<table>
<thead>
<tr>
<th>Report Types</th>
<th>FY23 (Jan.)</th>
<th>FY22 (Jan.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Financial Report</td>
<td>66</td>
<td>82</td>
</tr>
<tr>
<td>Final Financial Report</td>
<td>156</td>
<td>91</td>
</tr>
<tr>
<td>Monthly Financial Report</td>
<td>98</td>
<td>96</td>
</tr>
<tr>
<td>Quarterly Financial Report</td>
<td>360</td>
<td>408</td>
</tr>
<tr>
<td>Revised Financial Report</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Semi-Annual Financial Report</td>
<td>28</td>
<td>21</td>
</tr>
</tbody>
</table>

| **TOTALS**                   | **710**     | **700**     |

**Year over Year Invoicing Change**

- **Report Counts**
  - 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.
Grants and Contracts: FINANCIAL ANALYSIS: FY22 – FY23 (YTD through Period 7: January)

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.

<table>
<thead>
<tr>
<th>JOURNALS BY THE ANALYST TEAM</th>
<th>FY23</th>
<th>% of Total</th>
<th>FY22</th>
<th>% of Total</th>
<th>% Chg FY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journals (Total)</td>
<td>841</td>
<td>60%</td>
<td>525</td>
<td>71%</td>
<td>60%</td>
</tr>
<tr>
<td>Appropriate Grants Management</td>
<td>666</td>
<td>79%</td>
<td>372</td>
<td>71%</td>
<td></td>
</tr>
<tr>
<td>“Red Flag” Grants Management</td>
<td>175</td>
<td>21%</td>
<td>153</td>
<td>29%</td>
<td></td>
</tr>
</tbody>
</table>

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.
RI Sponsored Programs

**Award Dollars in Exception Status**

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

**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.
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

- 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
Navigation for Ad Hoc Approvers
Ad Hoc Approvers

Georgia Tech Institute Budget Planning and Administration

Budget Maintenance ▼ Calendars ▼ Reference ▼ Forms ▼ Resources ▼ Commitment Acctg ▼ CARES Act ▼

General Information
CA Calendars
GT Suspense Combo Codes
CA OUC Approvers
EDR Transmittal (>90 day)
Undesignated
Job Aids
### CA OUC Approver List

<table>
<thead>
<tr>
<th>Empl ID</th>
<th>Oper ID</th>
<th>Name</th>
<th>Dept ID</th>
<th>Dept Name</th>
<th>Group</th>
<th>Appr Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1234567</td>
<td>1234567@030</td>
<td>Aafsh, David D</td>
<td>053</td>
<td>GTRI-Sensors Elec (GTRI-SEAL)</td>
<td>ADHOC</td>
<td>BOR GA Tech GTRI Manager</td>
</tr>
<tr>
<td>1234567</td>
<td>1234567@030</td>
<td>Aaron, DeKisha M</td>
<td>536</td>
<td>Housing Office</td>
<td>ADHOC</td>
<td>BOR GA Tech Manager</td>
</tr>
<tr>
<td>1234567</td>
<td>1234567@030</td>
<td>Abdallah, Chaouki Tanios</td>
<td>120</td>
<td>Executive VP of Research</td>
<td>ADHOC</td>
<td>BOR GA Tech Manager</td>
</tr>
<tr>
<td>1234567</td>
<td>1234567@030</td>
<td>Abernathy, Jacob D</td>
<td>305</td>
<td>School of Computer Science</td>
<td>ADHOC</td>
<td>BOR GA Tech Manager</td>
</tr>
<tr>
<td>1234567</td>
<td>1234567@030</td>
<td>Abikoye, Olabisi</td>
<td>360</td>
<td>Computing, College of</td>
<td>ADHOC</td>
<td>BOR GA Tech Manager</td>
</tr>
<tr>
<td>1234567</td>
<td>1234567@030</td>
<td>Abikoye, Olabisi</td>
<td>361</td>
<td>Graphics, Vis &amp; Usability (GVU)</td>
<td>DEPT_LEVEL</td>
<td>LVL1</td>
</tr>
<tr>
<td>1234567</td>
<td>1234567@030</td>
<td>Abikoye, Olabisi</td>
<td>361</td>
<td>Graphics, Vis &amp; Usability (GVU)</td>
<td>DEPT_LEVEL</td>
<td>LVL2</td>
</tr>
<tr>
<td>1234567</td>
<td>1234567@030</td>
<td>Abikoye, Olabisi</td>
<td>962</td>
<td>Computational Health Analytics</td>
<td>DEPT_LEVEL</td>
<td>LVL1</td>
</tr>
<tr>
<td>1234567</td>
<td>1234567@030</td>
<td>Abikoye, Olabisi</td>
<td>962</td>
<td>Computational Health Analytics</td>
<td>DEPT_LEVEL</td>
<td>LVL2</td>
</tr>
<tr>
<td>1234567</td>
<td>1234567@030</td>
<td>Abikoye, Olabisi</td>
<td>387</td>
<td>Computational Science &amp; Eng</td>
<td>DEPT_LEVEL</td>
<td>LVL2</td>
</tr>
</tbody>
</table>

Showing 1 to 10 of 6,427 entries
List of Ad Hoc Approvers: Export Visible and Download

- Export Visible
- Download

Download CA Approver List Report

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:
- Empl ID
- Dept ID
- Org ID
- Dept Name
- Name
- Group
- Appr Type

Included Fields:
- Dept ID
- Name
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
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’.
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: Specify:

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

<table>
<thead>
<tr>
<th>Pay Period End Date</th>
<th>Date of Request</th>
<th>Days Late</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/31/2021</td>
<td>12/1/2021</td>
<td>123</td>
</tr>
</tbody>
</table>

(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 correctively 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 QSE more often. Request an advanced grant number so that expenditures are posted timely.
Additional Resources

- Helpful queries: Enter Query name in Query viewer
  - BOR_CAPOSITION_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
  - HR Geniussis Training Site: https://gatech.geniussis.com/FERegistration.aspx
Project Accounting Updates

Glenn Campopiano
Director, Project Accounting
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 30th.

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.
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.
# Workload Assignment Report

**Home Dept:** 210-Electrical & Computer Engg  
**Employee ID:** 551351  
**Work Department:** 210-Electrical & Computer Engg  
**Fiscal Year:** 2019  
**Temp Research Engineer II**  
**Month:** August

**Instructions:**
This Workload Assignment Report has been provided for review, confirmation, and/or correction in accordance with Plan Confirmation System requirements.

1. **Review:** The distribution of your salary to projects to determine if it accurately reflects your current and planned activities.
2. **Errors:** Contact your departmental Financial Manager or click "Report A Change Or Issue" at the bottom of this page to:
   a. This workload distribution is not correct (deviates more than 90% or more from your actual effort).
   b. You are not familiar with one or more of the projects being charged for your effort.
3. **Questions:** Contact Robert Billington (394-3488), Grants and Contracts Accounting, if you need information about your responsibilities under the Georgia Tech Plan Confirmation System Requirements.

**Immediately contact the SPD center at SPD.ASK@BUSINESS.GATECH.EDU or (404) 894-3488 if errors that you reported in a previous month have not been corrected.**

### Projects

<table>
<thead>
<tr>
<th>Project</th>
<th>Sponsor</th>
<th>Project Title</th>
<th>Project Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>21001523</td>
<td>GTEVL10 Bi2</td>
<td>ELEMT SCHOLAR CHAIR</td>
<td>07/01/09</td>
</tr>
<tr>
<td>210056CA</td>
<td>GTEVL10 Bi2</td>
<td>ELEMT SCHOLAR CHAIR</td>
<td>07/01/09</td>
</tr>
<tr>
<td>21006680</td>
<td>UNDESIgnED</td>
<td>BLEC ENG UNDESIgnED SPONSORED RESEARCH</td>
<td>07/01/09</td>
</tr>
</tbody>
</table>

**Alert:** Your personal services distribution was updated during this report period. Last update: 08-20-2009.

### Current Personal Services Distribution

<table>
<thead>
<tr>
<th>Project</th>
<th>Percent</th>
<th>Total</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>June</th>
</tr>
</thead>
<tbody>
<tr>
<td>21001523</td>
<td>15.50</td>
<td>6,229.13</td>
<td>2,876.46</td>
<td>2,876.46</td>
<td>2,876.46</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>210056CA</td>
<td>37.50</td>
<td>18,688.14</td>
<td>2,876.46</td>
<td>2,876.46</td>
<td>2,876.46</td>
<td>4,152.92</td>
<td>4,152.92</td>
<td>4,152.92</td>
<td>4,152.92</td>
<td>4,152.92</td>
<td>4,152.92</td>
<td>4,152.92</td>
<td>4,152.92</td>
<td></td>
</tr>
<tr>
<td>21006680</td>
<td>50.00</td>
<td>24,917.52</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>4,152.92</td>
<td>4,152.92</td>
<td>4,152.92</td>
<td>4,152.92</td>
<td>4,152.92</td>
<td>4,152.92</td>
</tr>
<tr>
<td>Total</td>
<td>100.00</td>
<td>49,836.84</td>
<td>4,152.92</td>
<td>4,152.92</td>
<td>4,152.92</td>
<td>4,152.92</td>
<td>4,152.92</td>
<td>4,152.92</td>
<td>4,152.92</td>
<td>4,152.92</td>
<td>4,152.92</td>
<td>4,152.92</td>
<td>4,152.92</td>
<td>4,152.92</td>
</tr>
</tbody>
</table>

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.

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 14th
NIH F Series – Fellowship Program
9:00AM – 10:00AM (Virtual)

March 14th
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!

GRANTS.GATECH.EDU