

COST ACCOUNTING STANDARDS BOARD
DISCLOSURE STATEMENT FOR EDUCATIONAL INSTITUTIONS
CASB DS-2

**Georgia Institute of Technology/
Georgia Tech Research Corporation**

**Updated May 11, 2012
Modification Number 1 September 27, 2013**

Approved Revision Number 10 - Effective July 1, 2012

**Resident Instruction (Other Than GTRI)
And
Georgia Tech Research Corporation**



DEPARTMENT OF THE NAVY

OFFICE OF NAVAL RESEARCH
875 NORTH RANDOLPH STREET
SUITE 1425
ARLINGTON, VA 22203-1995

IN REPLY REFER TO:

Electronic Transmittal

ONR BD242
April 10, 2014

Jilda D. Garton
Associate Vice President for Research
and General Manager GTRC/GTARC
Georgia Institute of Technology
Atlanta, Georgia 30332-0420

Subject: GIT-RI Disclosure Statement (DS-2) Revision #10

Reference: (a) GIT-RI Disclosure Statement Revision #10, effective 7/1/12, dated 5/11/12
(b) DCAA Report No. 1101-2013T19100001 dated 7/19/13
(c) GIT-RI Disclosure Statement Revision #10, modification #1, effective 7/1/12, dated 10/9/13.

Dear Ms. Garton:

Georgia Institute of Technology (GIT) submitted reference (a), effective July 1, 2012, primarily to disclose the splitting of the full benefits fringe rate into two separate fringe benefit rates, one to distribute the benefit costs for persons working at least 75 percent FTE and one to distribute the benefit costs for persons working at least 50 percent FTE but less than 75 percent FTE. This change was determined necessary by GIT as a result of a Board of Regents decision terminating health insurance eligibility of persons working at least 50 percent FTE but less than 75 percent FTE. Since the benefits and salaries for these persons were included in the full benefit rate calculations, the termination of this benefit caused a shift in the causal beneficial relationship between the full benefit pool costs and the distribution base. DCAA Audit Report No. 1101-2013T19100001 dated July 19, 2013, reported that the DS-2 as revised, did not adequately describe GIT-RI's cost accounting practices for the new limited fringe benefit rate due to an incorrect reference to "full-time" in the salaries and wage distribution base description. Accordingly, GIT submitted reference (c) to remove the incorrect reference from the description of the limited fringe benefit distribution base.

Based upon my review of reference (a) through (c) and other pertinent documentation, it is my determination that Revision 10, effective July 1, 2012, as modified and resubmitted on October 9, 2013, is adequate and compliant with the Cost Accounting Standards and 2 CFR 220. However, GIT-RI is reminded that instances of noncompliances not detected may be discovered during subsequent reviews of GIT-RI's cost accounting practices.

It is also my determination that the split in the fringe benefit rates as a result of the termination of eligibility for the health insurance benefit for employees that work at least 50 percent FTE but not 75 percent FTE is a cost accounting practice change. However, a cost impact analysis is not required due to the nature and structure of the change.

If you have any questions regarding this matter, please contact me directly at (703) 696-2586 or via e-mail at david.f.godfrey@navy.mil.

Sincerely,

David F. Godfrey
Contracting Officer

Cc: ONR Atlanta Regional Field Office (J. Gandy, ACO)
DCAA (J. Burgeson, SA)
DCAA (K. Horton, TS)

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COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS	Georgia Institute of Technology (Other than GTRI) INDEX
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<p style="text-align: center;">COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS</p>	<p style="text-align: center;">Georgia Institute of Technology (Other than GTRI)</p> <p style="text-align: center;">GENERAL INSTRUCTIONS</p>
<ol style="list-style-type: none"> 1. This Disclosure Statement has been designed to meet the requirements of Public Law 100-679, and persons completing it are to describe the Educational institution and its cost accounting practices. For complete regulations, instructions and timing requirements concerning submission of the Disclosure Statement, refer to Section 9903.202 of Chapter 99 of Title 48 CFR (48 CFR 9903). 2. Part I of the Statement provides general information concerning each reporting unit (e.g., segments, business units, and central system or group (intermediate administration) offices). Parts II through VI pertain to the types of costs generally incurred by the segment or business unit directly performing under Federally sponsored agreements (e.g., contracts, grants and cooperative agreements). Part VII pertains to the types of costs that are generally incurred by a Central or Group office and are allocated to one or more segments performing under Federally sponsored agreements. 3. Each segment or business unit required to disclose its cost accounting practices should complete the Cover Sheet, the Certification, and Parts I through VI. 4. Each central or group office required to disclose its cost accounting practices for measuring, assigning and allocating its costs to segments performing under Federally sponsored agreements should complete the Cover Sheet, the Certification, Part I and Part VII of the Disclosure Statement. Where a central or group office incurs the types of cost covered by Parts IV, V and VI, and the cost amounts allocated to segments performing under Federally sponsored agreements are material, such office(s) should complete Parts IV, V, or VI for such material elements of cost. While a central or group office may have more than one reporting unit submitting Disclosure Statements, only one Statement needs to be submitted to cover the central or group office operations. 5. The Statement must be signed by an authorized signatory of the reporting unit. 6. The Disclosure Statement should be answered by marking the appropriate line or inserting the applicable letter code which describes the segment's (reporting unit's) cost accounting practices. 7. A number of questions in this Statement may need narrative answers requiring more space than is provided. In such instances, the reporting unit should use the attached continuation sheet provided. The continuation sheet may be reproduced locally as needed. The number of the question involved should be indicated and the same coding required to answer the questions in the Statement should be used in presenting the answer on the continuation sheet. Continuation sheets should be inserted at the end of the pertinent Part of the Statement. On each continuation sheet, the reporting unit should enter the next sequential page number for that Part and, on the last continuation sheet used, the words "End of Part" should be inserted after the last entry. 8. Where the cost accounting practice being disclosed is clearly set forth in the institution's existing written accounting policies and procedures, such documents may be cited on a continuation sheet and incorporated by reference. In such cases, the reporting unit should provide the date of issuance and effective date for each accounting policy and/or procedures document cited. Alternatively, copies of the relevant parts of such documents may be attached as appendices to the pertinent Disclosure Statement part. Such continuation sheets and appendices should be labeled and cross-referenced with the applicable Disclosure Statement item number. 9. Disclosure Statements must be amended when disclosed practices are changed to comply with a new CAS or when practices are changed with or without agreement of the Government (Also see 48 CFR 9903.202-3). 10. Amendments shall be submitted to the same offices to which submission would have to be made were an original Disclosure Statement being filed. 	

**COST ACCOUNTING STANDARDS BOARD
DISCLOSURE STATEMENT
REQUIRED BY PUBLIC LAW 100-679
EDUCATIONAL INSTITUTIONS**

Georgia Institute of Technology (Other than GTRI)

GENERAL INSTRUCTIONS

11. Each amendment should be accompanied by an amended cover sheet (indicating revision number and effective date of the change) and a signed certification. For all resubmissions, on each page, insert "Revision Number ____" and "Effective Date ____" in the Item Description block; and, insert "Revised" under each Item Number amended. Resubmitted Disclosure Statements must be accompanied by similar notations identifying the items which have been changed.

ATTACHMENT - Blank Continuation Sheet

FORM CASB DS-2 (REV 2/96)

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		Georgia Institute of Technology (Other than GTRI) COVER SHEET AND CERTIFICATION	
0.1	Educational Institution (a) Name: (b) Street Address (c) City, State and ZIP Code (d) Division or Campus of (if applicable)	Georgia Institute of Technology/ Resident Instruction (Other than GTRI) 225 North Avenue Atlanta Georgia 30332-0420 Georgia Institute of Technology	
0.2	Reporting Unit is: (Mark one.) A. _____ Independently Administered Public Institution B. _____ Independently Administered Nonprofit Institution C. <u> X </u> Administered as Part of a Public System D. _____ Administered as Part of a Nonprofit System E. _____ Other (Specify)		
0.3	Official to Contact Concerning this Statement: (a) Name and Title (b) Phone Number (include area code and extension)	Jilda D. Garton, Associate Vice Provost for Research Georgia Tech Research Corporation, General Manager 404-894-4819	"R" "R"
0.4	Statement Type and Effective Date: A. (Mark type of submission. If a revision, enter number) (a) _____ Original Statement (b) <u> X </u> Amended Statement: Revision No. <u> 10 </u> B. Effective Date of this Statement: (Specify) 1 July 2012		"R" "R-10" "R-10"
0.5	Statement Submitted To (Provide office name, location and telephone number, include area code and extension): A. Cognizant Federal Agency: Office of Naval Research, Indirect Cost Branch Code ONR242, Room 373 875 North Randolph Street Arlington, VA 22203-1995 Phone: 703-696-2586 B. Cognizant Federal Auditor: Defense Contract Audit Agency, Eastern Region, Atlanta Branch Office 2400 Herodian Way, Suite 200 Smyrna, GA 30080-8500 Phone: 770-859-1440	Office of Naval Research, Atlanta Regional Office 100 Alabama Street, N.W. Suite 4R15 Atlanta, GA 30303-3104 Phone: 404-562-1612	"R-5" "R-7" "R-5" "R-7" "R-5" "R-5" "R-5"

<p align="center">COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS</p>	<p align="center">Georgia Institute of Technology (Other than GTRI) COVER SHEET AND CERTIFICATION</p>
<p align="center">CERTIFICATION</p> <p>I certify that to the best of my knowledge and belief this Statement, as amended in the case of a Revision, is the complete and accurate disclosure as of the date of certification shown below by the above-named organization of its cost accounting practices, as required by the Disclosure Regulations (48 CFR 9903.202) of the Cost Accounting Standards Board under 41 U.S.C. § 422.</p> <p>Date of Certification: <u>10.3.13</u></p> <p align="center">  <u>Steven G. Swant</u> Executive Vice President for Administration and Finance </p> <p>THE PENALTY FOR MAKING A FALSE STATEMENT IN THIS DISCLOSURE IS PRESCRIBED IN 18 U.S.C. § 1001</p>	

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		PART I - GENERAL INFORMATION NAME OF REPORTING UNIT Georgia Institute of Technology (Other than GTRI)
Item No.	Item Description	
	Part I	
1.1.0	<p><u>Description of Your Cost Accounting System</u> for recording expenses charged to Federally sponsored agreements (e.g., contracts, grants and cooperative agreements). (Mark the appropriate line(s) and if more than one is marked, explain on a continuation sheet.)</p> <p>A. _____ Accrual</p> <p>B. <u> X </u> Modified Accrual Basis¹</p> <p>C. _____ Cash Basis</p> <p>Y. _____ Other¹</p>	
1.2.0	<p><u>Integration of Cost Accounting with Financial Accounting.</u> The cost accounting system is: (Mark one. If B or C is marked, describe on a continuation sheet the costs which are accumulated on memorandum records.)</p> <p>A. _____ Integrated with financial accounting records (Subsidiary cost accounts are all controlled by general ledger control accounts.)</p> <p>B. _____ Not integrated with financial accounting records (Cost data are accumulated on memorandum records.)</p> <p>C. <u> X </u> Combination of A and B</p>	
1.3.0	<p><u>Unallowable Costs.</u> Costs that are not reimbursable as allowable costs under the terms and conditions of Federally sponsored agreements are: (Mark one)</p> <p>A. _____ Specifically identified and recorded separately in the formal financial accounting records.¹</p> <p>B. _____ Identified in separately maintained accounting records or workpapers.¹</p> <p>C. _____ Identifiable through use of less formal accounting techniques that permit audit verification.¹</p> <p>D. <u> X </u> Combination of A, B or C¹</p> <p>E. _____ Determinable by other means.¹</p> <p>¹ Describe on a Continuation Sheet.</p>	

FORM CASB DS-2 (REV 2/96)

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		PART I - GENERAL INFORMATION
		NAME OF REPORTING UNIT
		Georgia Institute of Technology (Other than GTRI)
Item No.	Item Description	
1.3.1	<p><u>Treatment of Unallowable Costs.</u> (Explain on a continuation sheet how unallowable costs and directly associated costs are treated in each allocation base and indirect expense pool, e.g., when allocating costs to a major function or activity; when determining indirect cost rates; or, when a central office or group office allocates costs to a segment.)</p>	
1.4.0	<p><u>Cost Accounting Period:</u> <u>July 1 to June 30</u> (Specify the twelve month period used for the accumulation and reporting of costs under Federally sponsored agreements, e.g., 7/1 to 6/30. If the cost accounting period is other than the Institution's fiscal year used for financial accounting and reporting purposes, explain circumstances on a continuation sheet.)</p>	
1.5.0	<p><u>State Laws or Regulations.</u> Identify on a continuation sheet any State laws or regulations which influence the institution's cost accounting practices, e.g., State administered pension plans, and any applicable statutory limitations or special agreements on allowance of costs.</p>	
	<p>¹ Describe on a Continuation Sheet.</p>	

FORM CASB DS-2 (REV 2/96)

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		Continuation Sheet # 1 PART I-GENERAL INFORMATION
		NAME OF REPORTING UNIT Georgia Institute of Technology (Other than GTRI)
Item No.	Item Description	Revision Number 5 – Effective July 1, 2007
1.1.0	<p>Description of Your Cost Accounting System-Modified Accrual Basis</p> <p>The modified accrual basis of accounting is defined as the method of accounting in which expenditures, other than accrued interest on general obligation long-term debt, are recorded at the time liabilities are incurred and revenues are recorded when available and measurable to finance expenditures of the fiscal period.</p> <p style="text-align: right;">“R-3”</p> <p>“R-3” “R-3”</p> <p>“R-3” “R-3”</p> <p>“R-3” “R-3”</p> <p>“R-3” “R-3”</p> <p>“R-3” “R-3”</p> <p>“R-3” “R-3”</p> <p>In accordance with State of Georgia policies, no provisions have been made for the liability and related expenses of earned but not taken leave (described in 1.5.0 (e) below).</p>	
1.2.0	<p>Integration of Cost Accounting with Financial Accounting-Combination of A and B</p> <p>Financial records and reports of Georgia Institute of Technology are maintained according to the requirements of the Board of Regents of the University System of Georgia as developed to conform to the generally accepted accounting principles for Colleges and Universities and State of Georgia accounting and reporting requirements. Within the accounting system, separate project numbers “R-5” and account codes have been established to permit the identification of significant expenditure “R-5” categories as required for federal costing purposes. “R-5”</p> <p>“R-5” The information used to prepare the Facilities & Administrative cost rate proposal and other “R-5”</p> <p>“R-5” Federal cost reports is prepared to conform to the provisions of OMB Circular A-21 (A-21), “R-5”</p> <p>“R-5” Cost Principles for Educational Institutions. The A-21 definitions of direct and indirect cost “R-5”</p> <p>“R-5” pools do not always match the activity definitions that must be used for College and “R-5”</p> <p>“R-5” University accounting and reporting. For this reason, a special analysis of financial activity is “R-5”</p> <p>“R-5” developed annually to permit the determination of expenses according to the definitions of direct “R-5”</p> <p>“R-5” and indirect cost pools as required by A-21. This analysis traces the expenditures from the “R-5”</p> <p>“R-5” accounting records used by the Institute in detail to the accounting records prepared to support “R-5”</p> <p>“R-5” the Facilities & Administrative cost rate proposal based on the provisions of A-21. “R-5”</p>	

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		Continuation Sheet # 2 PART I - GENERAL INFORMATION
Item No.	Item Description	NAME OF REPORTING UNIT Georgia Institute of Technology (Other than GTRI) Revision Number 5 - Effective Date: July 1, 2007
1.3.0	<p>Unallowable Costs-Combination of A and B.</p> <p>Unallowable Costs, as defined by A-21, are identified by specific identification in the formal accounting records of the Institute and through the use of separately prepared and maintained accounting records and workpapers. The procedures used are as follows:</p> <p>1. Specific Identification in the formal accounting Records.</p> <p>“R-5” Within the Chart of Accounts used by the Institute, two features are used to identify “R-5” “R-5” Unallowable Costs. The first feature assigns individual project numbers to departments, cost “R-5” “R-5” centers and offices “R-5” (such as Development Offices) that are unallowable for charges “R-5” “R-5” against Federally sponsored projects. The second feature permits the identification of “R-5” “R-5” unallowable expenses (such as certain travel, advertising, entertainment) within departments, “R-5” “R-5” cost centers and offices where the other activities are allowable. The last two digits of the “R-5” “R-5” account code for such expenses are "90". “R-5”</p> <p>“R-5” Information concerning the use of these project numbers and account codes has been provided to “R-5” “R-5” budget managers in written form and through training classes. In addition the Listing of Account “R-5” “R-5” codes contains instructions concerning the use of these codes and the information required to identify expenditures that are unallowable for Federal costing purposes.</p> <p>2. Separately Prepared and Maintained Accounting Records and Workpapers</p> <p>“R-5” Section J. of A-21 specifically identifies activities that are unallowable for Facilities & “R-5” “R-5” Administrative cost rate determination purposes. Many of these activities are necessary for “R-5” “R-5” the operation of an educational institution and must be supported by the institutional operating “R-5” “R-5” budget and recognized in the accounting records. Examples of these activities include the “R-5” “R-5” operation of an Alumni Office and Development Office. Unallowable expenses of this nature “R-5” “R-5” are specifically identified in the accounting records and they are reported with other “R-5” “R-5” unallowable expenses as Other Institutional Activities. Expenses of this nature are identified “R-5” “R-5” as part of the Facilities & Administrative rate study and appropriate accounting records and “R-5” “R-5” supporting documents are maintained for audit and review purposes. “R-5”</p>	
1.3.1	<p>Treatment of Unallowable Costs</p> <p>Unallowable costs are identified as described above and, as required, reclassified from the functional activity classification used in the financial statements to "Other Institutional Activities", a direct cost objective identified in A-21. Expenditures accounted for as "Other Institutional Activities" receive an appropriate allocation of indirect costs through the procedures outlined in A-21 which allocate indirect expenses on the basis of Modified Total Direct Costs (MTDC). Space used by offices and departments specifically identified as unallowable is also classified as used by "Other Institutional Activities" which causes Building Depreciation, Equipment Depreciation, Interest and Operation and Maintenance “R-5” “R-5” of Plant Expenses to be allocated to this activity. The use of these procedures assures that an “R-5” “R-5” appropriate share of indirect costs is allocated to unallowable costs and that other activities are not charged for support costs that benefit unallowable expenses and activities.</p>	

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		Continuation Sheet # 3 PART I - GENERAL INFORMATION NAME OF REPORTING UNIT Georgia Institute of Technology (Other than GTRI)
Item No.	Item Description	Revision Number 5 - Effective Date: July 1, 2007
1.5.0	<p>State Laws or Regulations The following State laws and regulations influence the Institute's cost accounting practices.</p> <p>a. State University System Accounting Instructions</p> <p>Financial records and reports of Georgia Institute of Technology are maintained according to the requirements of the Board of Regents of the University System of Georgia as developed to conform to the generally accepted accounting principles for Colleges and Universities and State of Georgia accounting and reporting requirements. To comply with this regulation, the Institute must maintain books and records that do not match the requirements of A-21. In addition, changes in accounting requirements of the Board of Regents may create the need to revise cost accounting procedures to obtain information needed for the annual Facilities & Administrative cost rate determination. “R-5”</p> <p>“R-5” Such changes are addressed in annual planning. “R-5”</p> <p>b. State Cost Allocation Plan.</p> <p>Costs incurred by State and Board of Regents offices are identified in a Cost Allocation Plan that is submitted to, audited, and approved by the cognizant Federal audit agency of the Board of Regents. Costs allocated to the Georgia Institute of Technology by this Plan are recognized in the annual Facilities & Administrative cost rate proposal in the General Administrative and General “R-5” Expense, Student Administration and Services, and Operation and Maintenance indirect cost “R-5” pools. Because these costs are based on Federal audits and negotiations, a separate “R-5” Disclosure Statement for the Board of Regents has not been prepared. “R-5”</p> <p>c. State Purchasing Regulations</p> <p>As a member institution of the University System of Georgia, the Institute follows State of Georgia purchasing regulations. These regulations have been incorporated into the operating procedures of the Institute. However, changes to the regulations made by the State or the Board of Regents could influence the activities of the Purchasing Department and the acquisition of goods and services.</p> <p>d. Travel Regulations</p> <p>As a member institution of the University System of Georgia, the Institute follows State of Georgia travel regulations. These regulations have been incorporated into the operating procedures of the Institute for all travel expenses including the cost of airfare, mileage, lodging, and other subsistence expenses. However, changes to the regulations made by the State or the Board of Regents could influence the travel of employees as it relates to State contracts for airline travel and/or the use of other travel services.</p>	

FORM CASB DS-2 (REV 2/96)

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		Continuation Sheet # 4 PART I - GENERAL INFORMATION
		NAME OF REPORTING UNIT Georgia Institute of Technology (Other than GTRI)
Item No.	Item Description	Revision Number 4 - Effective Date: July 1, 2002
1.5.0	<p>State Laws or Regulations (Continued) The following State laws and regulations influence the Institute's cost accounting practices.</p> <p>e. Vacation accruals</p> <p>In accordance with State and Board of Regents policies, vacation expense is recognized on a cash basis on the financial statements of the Institute with no provision or accrual for the liability and related expense of earned but not taken leave. Any change in this procedure would influence the Institute's financial statements and related expenses.</p> <p>f. Pensions Plans</p> <p>Georgia Institute of Technology participates in the Teachers Retirement System of Georgia (TRS), which is a cost sharing, multiple employer, public employee retirement system (PERS). This plan is part of a State government pension plan. The Plan also offers an Optional Retirement Plan (ORP) to certain professorial and professional employees. The Optional Retirement plans are defined contribution retirement plans. (See description in Part VI item nos. 6.1.2. and 6.2.0.).</p> <p>g. Building Construction</p> <p>As of July 1, 2001, the State of Georgia and the Board of Regents of the University System of Georgia was required to implement Governmental Accounting Standards Board (GASB) Statement No. 34 and No. 35, <i>Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments and Public Colleges and Universities</i>. These actions, which apply to Georgia Institute of Technology, required the implementation of new accounting procedures for capital assets including the establishment of new capitalization thresholds and the implementation of the use of depreciation methodologies. Descriptions of the changes made are provided in the appropriate section of Part III Indirect Costs.</p> <p>h. Property and Casualty Insurance</p> <p>Georgia Institute of Technology participates in a self-insured trust fund for casualty insurance maintained by the State of Georgia. The Institute is billed for services provided through the State of Georgia Department of Administrative Services. Casualty insurance premiums are based on replacement cost and the Institute is billed for the coverage on an annual basis.</p> <p style="text-align: center;">-End of Part-</p>	

FORM CASB DS-2 (REV 2/96)

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		PART II - DIRECT COSTS NAME OF REPORTING UNIT Georgia Institute of Technology(Other than GTRI)
Item No.	Item Description	Revision Number 5 – Effective Date: July 1, 2007
	Instructions for Part II	
	Institutions should disclose what costs are, or will be, charged directly to Federally sponsored agreements or similar cost objectives as Direct Costs. It is expected that the disclosed cost accounting practices (as defined at 48 CFR 9903.302-1) for classifying costs either as direct costs or indirect costs will be consistently applied to all costs incurred by the reporting unit.	
2.1.0	<u>Criteria for Determining How Costs are Charged to Federally Sponsored Agreements or Similar Cost Objectives.</u> (For all major categories of cost under each major function or activity such, as instruction, organized research, other sponsored activities and other institutional activities, describe on a continuation sheet, your criteria for determining when costs incurred for the same purpose, in like circumstances, are treated either as direct costs only or as indirect costs only with respect to final cost objectives. Particular emphasis should be placed on items of cost that may be treated as either direct or indirect costs (e.g., Supplies, Materials, Salaries and Wages, Fringe Benefits, etc.) depending upon the purpose of the activity involved. Separate explanations on the criteria governing each direct cost category identified in this Part II are required. Also, list and explain if there are any deviations from the specified criteria.)	
2.2.0	<u>Description of Direct Materials.</u> All materials and supplies directly identified with Federally sponsored agreements or similar cost objectives. (Describe on a continuation sheet the principal classes of materials which are charged as direct materials and supplies.)	
2.3.0	<u>Method of Charging Direct Materials and Supplies.</u> (Mark the appropriate line(s) and if more than one is marked, explain on a continuation sheet.)	
2.3.1	Direct Purchases for Projects are Charged to Projects at:	
	A. _____ Actual Invoiced Costs	
	B. <input checked="" type="checkbox"/> Actual Invoiced Costs Net of Discounts Taken	
	Y. _____ Other(s) ¹	
	Z. _____ Not Applicable	
2.3.2	Inventory Requisitions from Central or Common, Institution-owned Inventory. (Identify the inventory valuation method used to charge projects):	
	A. _____ First In, First Out	
	B. _____ Last In, First Out	
	C. <input checked="" type="checkbox"/> Average Costs ¹	
	D. _____ Predetermined Costs ¹	
"R-5"	Y. _____ Other(s) ¹	
	Z. _____ Not Applicable	
	¹ Describe on a Continuation Sheet.	

FORM CASB DS-2 (REV 2/96)

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		PART II - DIRECT COSTS NAME OF REPORTING UNIT Georgia Institute of Technology(Other than GTRI)																																									
Item No.	Item Description																																										
2.4.0	<p><u>Description of Direct Personal Services.</u> All personal services directly identified with Federally sponsored agreements or similar cost objectives. (Describe on a continuation sheet the personal services compensation costs, including applicable fringe benefits costs, if any, within each major institutional function or activity that are charged as direct personal services.)</p>																																										
2.5.0	<p><u>Method of Charging Direct Salaries and Wages.</u> (Mark the appropriate line(s) for each Direct Personal Services Category to identify the method(s) used to charge direct salary and wage costs to Federally sponsored agreements or similar cost objectives. If more than one line is marked in a column, fully describe on a continuation sheet, the applicable methods used.)</p> <table border="1"> <thead> <tr> <th rowspan="3"></th> <th colspan="4"><u>Direct Personal Services Category</u></th> </tr> <tr> <th><u>Faculty</u></th> <th><u>Staff</u></th> <th><u>Students</u></th> <th><u>Other</u>¹</th> </tr> <tr> <th>(1)</th> <th>(2)</th> <th>(3)</th> <th>(4)</th> </tr> </thead> <tbody> <tr> <td>A. Payroll Distribution Method (Individual time card/actual hours and rates)</td> <td>_____</td> <td><u> X </u></td> <td><u> X </u></td> <td>_____</td> </tr> <tr> <td>B. Plan - Confirmation (Budgeted, planned or assigned work activity, updated to reflect significant changes)</td> <td><u> X </u></td> <td>_____</td> <td><u> X </u></td> <td>_____</td> </tr> <tr> <td>C. After-the-fact Activity Records (Percentage Distribution of employee activity)</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>D. Multiple Confirmation Records (Employee Reports prepared each academic term, to account for employee's activities, direct and indirect charges are certified separately.)</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Y. Other(s)¹</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>						<u>Direct Personal Services Category</u>				<u>Faculty</u>	<u>Staff</u>	<u>Students</u>	<u>Other</u> ¹	(1)	(2)	(3)	(4)	A. Payroll Distribution Method (Individual time card/actual hours and rates)	_____	<u> X </u>	<u> X </u>	_____	B. Plan - Confirmation (Budgeted, planned or assigned work activity, updated to reflect significant changes)	<u> X </u>	_____	<u> X </u>	_____	C. After-the-fact Activity Records (Percentage Distribution of employee activity)	_____	_____	_____	_____	D. Multiple Confirmation Records (Employee Reports prepared each academic term, to account for employee's activities, direct and indirect charges are certified separately.)	_____	_____	_____	_____	Y. Other(s) ¹	_____	_____	_____	_____
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Y. Other(s) ¹	_____	_____	_____	_____																																							
2.5.1	<p>Salary and Wage Cost Distribution Systems.</p> <p>Within each major function or activity, are the methods marked in Item 2.5.0 used by all employees compensated by the reporting unit? (If "NO", describe on a continuation sheet, the types of employees not included and describe the methods used to identify and distribute their salary and wage costs to direct and indirect cost objectives.)</p> <p><u> X </u> Yes _____ No</p> <p>¹ Describe on a Continuation Sheet.</p>																																										

FORM CASB DS-2 (REV 2/96)

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		PART II - DIRECT COSTS NAME OF REPORTING UNIT Georgia Institute of Technology(Other than GTRI)
Item No.	Item Description	
2.5.2	Salary and Wage Cost Accumulation System. (Within each major function or activity, describe, on a continuation sheet, the specific accounting records or memorandum records used to accumulate and record the share of the total salary and wage costs attributable to each employee's direct (Federally sponsored projects, non-sponsored projects or similar cost objectives) and indirect activities. Indicate how the salary and the wage cost distributions are reconciled with the payroll data recorded in the institution's financial accounting records.)	
2.6.0	<u>Description of Direct Fringe Benefits Costs.</u> All fringe benefits that are attributable to direct salaries and wages and are charged directly to Federally sponsored agreements or similar cost objectives. (Describe on a continuation sheet <u>all</u> of the different types of fringe benefits which are classified and charged as direct costs, e.g., actual or accrued costs of vacation, holidays, sick leave, sabbatical leave, premium pay, social security, pension plans, post-retirement benefits other than pensions, health insurance, training, tuition, tuition remission, etc.)	
2.6.1	<u>Method of Charging Direct Fringe Benefits.</u> (Describe on a continuation sheet, how each type of fringe benefit cost identified in item 2.6.0. is measured, assigned and allocated (for definitions, See 9903.302-1); first, to the major functions (e.g., instruction, research); and, then to individual projects or direct cost objectives within each function.)	
2.7.0	<u>Description of Other Direct Costs.</u> All other items of cost directly identified with Federally sponsored agreements or similar cost objectives. (List on a continuation sheet the principal classes of other costs which are charged directly, e.g., travel, consultants, services, subgrants, subcontracts, malpractice insurance, etc.)	
	¹ Describe on a Continuation Sheet.	

FORM CASB DS-2 (REV 2/96)

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		PART II - DIRECT COSTS NAME OF REPORTING UNIT Georgia Institute of Technology(Other than GTRI)																																					
Item No.	Item Description	Revision Number 1 - Effective Date: July 1, 1998																																					
2.8.0	<p><u>Cost Transfers.</u> When Federally sponsored agreements or similar cost objectives are credited for cost transfers to other projects, grants or contracts, is the credit amount for direct personal services, materials, other direct charges and applicable indirect costs always based on the same amount(s) or rate(s) (e.g., direct labor rate, indirect costs) originally used to charge or allocate costs to the project (Consider transactions where the original charge and the credit occur in different cost accounting periods). (Mark one, if "No", explain on a continuation sheet how the credit differs from original charge.)</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>																																						
2.9.0	<p><u>Interorganizational Transfers.</u> This item is directed only to those materials, supplies, and services which are, or will be transferred to you from other segments of the educational institution. (Mark the appropriate line(s) in each column to indicate the basis used by you as transferee to charge the cost or price of Interorganizational transfers or materials, supplies, and services to Federally sponsored agreements or similar cost objectives. If more than one line is marked in a column, explain on a continuation sheet.)</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="text-align: center; border-bottom: 1px solid black;"><u>Materials</u></th> <th style="text-align: center; border-bottom: 1px solid black;"><u>Supplies</u></th> <th style="text-align: center; border-bottom: 1px solid black;"><u>Services</u></th> <th></th> </tr> <tr> <th></th> <th style="text-align: center;">(1)</th> <th style="text-align: center;">(2)</th> <th style="text-align: center;">(3)</th> <th></th> </tr> </thead> <tbody> <tr> <td>A. At full cost <u>excluding</u> indirect costs attributable to group or central office expenses.</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>"R" B. At full cost <u>including</u> indirect costs attributable to group or central office expenses.</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: right;">"R"</td> </tr> <tr> <td>C. At established catalog or market price or prices based on adequate competition.</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Y. Other(s)¹</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Z. Interorganizational transfers are not applicable.</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p>¹ Describe on a Continuation Sheet.</p>		<u>Materials</u>	<u>Supplies</u>	<u>Services</u>			(1)	(2)	(3)		A. At full cost <u>excluding</u> indirect costs attributable to group or central office expenses.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		"R" B. At full cost <u>including</u> indirect costs attributable to group or central office expenses.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	"R"	C. At established catalog or market price or prices based on adequate competition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y. Other(s) ¹	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Z. Interorganizational transfers are not applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
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FORM CASB DS-2 (REV 2/96)

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		Continuation Sheet #1 PART II DIRECT COSTS NAME OF REPORTING UNIT Georgia Institute of Technology(Other than GTRI)
Item No.	Item Description	Revision Number 5 – Effective Date: July 1, 2007
2.1.0	<p>Criteria for Determining How Costs are Charged to Federally Sponsored Agreements or Similar Cost Objectives.</p> <p>The primary direct cost functions of Georgia Institute of Technology are Instruction, Research, Public Service, Service/Recharge Centers, and Other Institutional Activities. Costs incurred to support these activities, such as salaries and wages, fringe benefits, materials and supplies, travel, subcontracts, specialized services center charges, equipment, and other operating expenses are treated as direct costs when identified through specific identification of the individual costs to the benefiting projects and/or other appropriate procedures as required under the circumstances.</p> <p>The procedures used for identification of direct costs by function to benefiting projects and activities apply to sponsored, cost sharing, and institutionally supported projects and activities. Committed cost sharing expenses are separately budgeted and accounted for in the accounting records and included in the appropriate direct cost bases by function.</p> <p>Institute accounting procedures are designed to assure that all costs incurred would be considered reasonable, necessary, allowable, and in accordance with the terms and conditions of the sponsored agreements. Costs are recognized as direct charges to a sponsored project using one or more of the following procedures:</p> <ol style="list-style-type: none"> 1. Specific identification: Costs incurred solely to advance the work under the sponsored agreement. 2. Service/Recharge Center: Costs identified to a particular sponsored project based on actual utilization of services and cost based-charge rates. 3. Proportional Allocation: Costs that benefit two or more projects or activities in proportions that can be determined without undue effort or cost. 4. Mechanical/Accounting System Charges: Costs of minor supplies and services that are identified to the cost objectives by billing systems that are supported by approved requisitions or orders that identify the benefiting sponsored projects or other activities. <p>Costs incurred for administrative and support services that benefit departmental instructional and general activities and costs incurred by separate departments and organizations established primarily to administer sponsored projects are identified separately in the accounting records and recognized as indirect expenses. These projects, required to recognize the expenses incurred for general departmental and institutional business, include charges for administrative and clerical salaries, related fringe benefits, supplies, postage, telecommunications, equipment, and general costs. Specific project numbers and related program codes are used to identify these activities within each department and organization (such as project numbers ending “290” and Program Code 11110 for instructional administration and project numbers ending “400” and Program Code 12110 for research administration).</p>	
“R-5”		“R-5”
“R-5”		“R-5”
“R-5”		“R-5”
“R-5”		“R-5”
“R-5”		“R-5”
“R-5”		“R-5”

FORM CASB DS-2 (REV 2/96)

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		Continuation Sheet #2 PART II DIRECT COSTS NAME OF REPORTING UNIT Georgia Institute of Technology(Other than GTRI)
Item No.	Item Description	Revision Number 5 - Effective Date: July 1, 2007
2.1.0	<p>Criteria for Determining How Costs are Charged to Federally Sponsored Agreements or Similar Cost Objectives. (Continued)</p> <p>In instances where sponsored projects require the services of administrative and clerical staff, supplies, postage, special space renovations, and telecommunications costs (expenses similar to, but not the same as, the charges identified in the indirect administrative projects), such costs will be charged to sponsored agreements as direct costs when:</p> <ol style="list-style-type: none"> 1. The specific type and nature of the services are not provided by the indirect expense projects. 2. The services are required by the project scope, 3. The cost can be accurately identified to the project, and 4. The approved project budget clearly describes the need for the services. <p>Administrative and clerical support costs will be charged as direct costs for a sponsored project that involves:</p> <ol style="list-style-type: none"> 1. Extensive data accumulation, analysis and tabulation, 2. The preparation and production of manuals, large reports or books, 3. Extensive travel and meeting arrangements for conferences and seminars, 4. Management of a project in locations that are remote from campus and similar situations. <p>Other special circumstances for direct charging of costs occur when sponsored projects require specific support services that are not provided by the indirect administrative projects. Examples of instances where sponsored projects will be charged directly for support services are described below:</p> <p><u>-Secure facilities required by a specific program-</u> If a program requires the creation of new secure facilities, including the acquisition of alarm equipment, special construction, or other project-specific facilities costs, these are charged to the program. (These special-purpose facilities may or may not be usable by future programs.)</p> <p><u>-Special Research Security services</u> - Campus Safety expenses (general campus and perimeter security that benefits all activities) and building or site specific security that benefits multiple projects are provided by the Institute as indirect expenses. Some programs, however, due to the level of classification/special access, require project specific additional security services. These services, where managed and/or contracted for separately from the existing security services, are charged directly to sponsored projects.</p> <p><u>-Telecom charges</u> - Telecommunications required for general and institutional business are indirect costs. Exceptions are made for equipment and toll charges for phones needed in field work, cellular phones needed for field site coordination, and phone call charges while on travel.</p> <p><u>-Motor vehicle expenses</u> - Maintenance expenses of project-dedicated vehicles and vehicles used in the field will be directly charged to projects, as well as motor vehicle expenses incurred on travel.</p>	<p>“R-2”</p> <p>“R-5”</p> <p>“R-5”</p> <p>“R-5”</p> <p>“R-5”</p> <p>“R-5”</p> <p>“R-5”</p>

FORM CASB DS-2 (REV 2/96)

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		Continuation Sheet # 3 PART II DIRECT COSTS NAME OF REPORTING UNIT Georgia Institute of Technology(Other than GTRI)	
Item No.	Item Description	Revision Number 5 - Effective Date: July 1, 2007	
2.1.0	Criteria for Determining How Costs are Charged to Federally Sponsored Agreements or Similar Cost Objectives. (Continued) <u>-Real estate rent</u> - Occasionally, in lieu of hotel (travel) costs for long term field-site work, apartments are leased to provide lower-cost housing, and charged directly to the project. <u>-Postage</u> -If the scope of a project requires the collection of, and/or dissemination of data to individuals, agencies, or organizations other than the sponsor, and the cost of this activity is recognized in the project budget, postage will be charged as a direct cost.		
2.2.0	Description of Direct Materials The principal classes of materials and supplies that are charged to Federally sponsored agreements or similar cost objectives are as follows:		
	Primary (1)		
"R-5"	<u>Account Code</u>	<u>Description</u>	"R-5"
	712000	Motor vehicle expenses incurred for project activities	"R-4"
	714000	Supplies and materials including consumable items (not capital)	"R-4"
"R-4"	715000	Repairs and Maintenance of computers and other equipment	"R-4"
"R-4"	719000	Rents other than real estate including minor equipment rentals	"R-4"
"R-4"	723000(2)	College Work-study Expenses	"R-4"
"R-4"	727000	Other operating expenses including contracts for personal services and	"R-4"
"R-4"		Service/Recharge Center charges	
"R-4"	742000	Publications, printing, copying, and reference materials directly related to	"R-4"
		the project scope	
"R-4"	743000	Equipment purchases, Small Value - Inventory (Costing between \$1,000	"R-4"
		and \$4,999)	
"R-4"	744000	Information Technology Equipment, Small Value - Inventory (Costing	"R-4"
		between \$1,000 and \$4,999)	
"R-4"	787000	Graduate Student Tuition Remission	"R-4"
	Notes:		
"R-5"	1. All primary account codes may be subdivided to meet necessary costing objectives.		"R-5"
"R-5"	2. Although these costs are for personal services, the State of Georgia requires they be recorded in the accounting records under account code #723000 which is an operating supplies and expenses		"R-5"
"R-5"	account code.		"R-5"
2.3.2	Inventory Requisitions from Central or Common, Institution-owned Inventory. (C. Average Costs) The Institute manages three inventories on the "Average Cost" basis that may have withdrawals charged to sponsored projects as follows:		
	<u>Inventory</u>	<u>Description</u>	
"R-5"	1. Plant Operations	When additional inventory items are added, a new average is calculated.	
"R-5"	2. Student Health Center	When additional inventory items are added, a new average is	"R-5"
		calculated.	"R-5"
"R-5"			"R-5"
"R-5"			"R-5"
"R-5"			"R-5"
"R-5"			"R-5"

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		Continuation Sheet # 4 PART II DIRECT COSTS NAME OF REPORTING UNIT Georgia Institute of Technology(Other than GTRI)
Item No.	Item Description	Revision Number 5 - Effective Date: July 1, 2007
2.4.0	<p>Description of Direct Personal Services</p> <p>Direct personal services costs consist of salaries and wages plus fringe benefits of regular full-time faculty, principal investigators, professional and administrative staff, joint staff, temporary academic or research professionals, bi-weekly employees, part-time employees and student employees. Salaries and wages are charged directly to benefiting sponsored projects based on the payroll distribution system as supported by information derived from the effort reporting systems. Direct technical effort identified in sponsored agreements is charged by specific identification to sponsored projects unless the services are provided through a Service/Recharge Center. It is the policy of the Institute to estimate personal service costs in proposals, based on average salary rates, when specific personnel are not identified.</p>	<p>“R”</p> <p>“R”</p> <p>“R”</p>
2.5.0	<p>Method of Charging Direct Salaries and Wages-Two Lines Marked for Students</p> <p>A. Payroll Distribution Method (Individual time cards/actual hours and rates) -Students</p> <p>The payroll distribution Method (Individual time card/actual hours and rates) is used for all students except for Graduate Teaching Assistants, Graduate Research Assistants and Graduate Assistants. Individuals appointed to these positions are covered by the Plan-Confirmation System.</p> <p>B. Plan Confirmation system (Budgeted, planned or assigned work activity, updated to reflect significant changes) –Students</p> <p>The Plan Confirmation system (Budgeted, planned or assigned work activity, updated to reflect significant changes) is used for all Graduate Teaching Assistants, Graduate Research Assistants and Graduate Assistants. Other student employees are covered by the Payroll Distribution Method.</p>	<p>“R-5”</p> <p>“R-5”</p>
2.5.2	<p>Salary and Wage Cost Accumulation System</p> <p>The specific accounting records and reports are used to record the share of total salary and wage costs attributable to each direct and indirect cost objective.</p> <p>Professional and Professorial Staff</p> <p>The Resident Instruction units of Georgia Institute of Technology use the Plan-Confirmation System as the basis for distribution of salaries and wages for professional or professorial staff. Under this system the distribution of salaries and wages is based on budgeted, planned, or assigned work activity, updated to reflect any significant changes in work distribution. The accounting records used to record the salary and wage costs are:</p> <p>a. Initial Budget Assignment with Personal Services Data This form identifies the salaries and wages to be paid and the budgets (projects) to be charged for all employees.</p> <p>b. Monthly Employee Cost Detail Form (SPD). This form reflects the distribution of payroll charges to each project for the entire year and once entered in to the Salary Planning and Distribution System (SPD) system, controls the distribution of payroll charges.</p>	<p>“R-5”</p> <p>“R-2”</p> <p>“R-5”</p> <p>“R-2”</p>

FORM CASB DS-2 (REV 2/96)

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		Continuation Sheet # 5 PART II DIRECT COSTS NAME OF REPORTING UNIT Georgia Institute of Technology(Other than GTRI)
Item No.	Item Description	Revision Number 5 - Effective Date: July 1, 2007
2.5.2	<p>Salary and Wage Cost Accumulation System (Continued) The specific accounting records and reports are used to record the share of total salary and wage costs attributable to each direct and indirect cost objective.</p> <p>Professional and Professorial Staff (Continued)</p> <p>c. Initial Workload Assignment to Employee This form identifies the employee's assigned workload for the year including the name and number of each project and activity to be charged. The form is to be maintained throughout the year. "R-5"</p> <p>d. Budget Amendment Request This form is used to revise the salary distribution of payroll charges when there is a significant change in the employee's workload.</p> <p>e. Updated Workload Assignment to Employee This form identifies the employee's revised assigned workload for the year including the name and number of each project and activity to be charged. The form is to be maintained throughout the year. "R-5"</p> <p>f. Annual Statement on the Reasonableness of Salary Charges for the Fiscal Year. This form is used to obtain after-the-fact confirmation that the salary and wages charged to both direct and indirect cost categories are reasonable in relation to work performed.</p> <p>Non-Professional Employees</p> <p>The Resident Instruction units (RI, DLPE, EII) use the Personnel Activity Reporting System for non-professional employees. Under this system the distribution of salaries and wages is based on the after-the-fact distribution of activities as reflected on the Bi-Weekly Time Document (time card). The accounting records used to record the salary and wage costs are: "R-5"</p> <p>a. Initial Budget Assignment with Personal Services Detail This form identifies the salaries and wages to be paid and the budgets (projects) to be charged for all employees. It establishes the appointment and rate of pay. "R-5"</p> <p>b. Bi-Weekly Time Document (Time card) The Bi-Weekly Time Documents account for 100% of the activity for which the employee is compensated. This document establishes the number of hours to be paid and identifies the hours devoted to each sponsored agreement, each indirect cost budget, and any other project where the employee devotes effort. "R-5"</p>	

FORM CASB DS-2 (REV 2/96)

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		Continuation Sheet # 6 PART II DIRECT COSTS NAME OF REPORTING UNIT Georgia Institute of Technology(Other than GTRI)
Item No.	Item Description	Revision Number 10 - Effective Date: July 1, 2012
2.5.2	Salary and Wage Cost Accumulation System (Continued) Non-Professional Employees (Continued)	
"R-2"	c. Monthly Employee Cost Detail (SPD).	"R-2"
"R-5"	This form reflects the distribution of payroll charges to each project for the entire year and	"R-5"
"R-2"	once entered into the Salary Planning and Distribution (SPD) system, controls the distribution of payroll charges based on information provided on the Bi-Weekly Time Documents.	"R-2"
	Reconciliation of Salary and Wage Costs to Payroll Records	
"R-2"	At the end of each day the payroll data are transferred to the financial accounting records and statements of expenditures are prepared for the use of each budget manager including sponsored	"R-2"
"R-5"	project directors. The payroll distribution is reconciled by project to the total payroll expense as	"R-5"
"R-5"	part of a continuous payroll audit process performed by the payroll office.	"R-5"
2.6.0	Description of Direct Fringe Benefits Costs.	
"R-2"	Fringe benefits costs attributable to all activities are charged to benefiting activities on	"R-2"
"R-2"	the basis of fringe benefits rates established for all units of the Institute. The amount	"R-2"
"R-2"	of fringe benefits charged is equal to the product of the salaries and wage base and	"R-2"
"R-2"	the approved fringe benefits rates.	"R-2"
"R-2"	Fringe Benefits Rates are established on an annual basis through negotiation with the Institute's Federal cognizant agency based on current expenses and prior year carry-forward balances.	"R-2"
"R-10"	Four flat fringe benefits rates are established to provide for Full Benefits, Limited Benefits,	"R-10"
"R-10"	Partial Benefits, and Graduate Student Health Insurance Benefits (See 2.6.1 for a	"R-10"
"R-10"	description of the eligibility and coverage provided under these four rates).	"R-10"
"R-6"	Fringe benefits costs are made up of six categories of expenses including: (1) Social	"R-6"
"R-6"	Security, (2) Health Insurance, (3) Life Insurance, (4) Retirement, (5) Non-Payroll Fringe	"R-6"
"R-6"	Benefits, and (6) Termination Vacation Leave. These benefit programs are described below.	"R-6"
"R-10"	1. Social Security -Fringe benefit expense represents payments made on behalf of employees in accordance with the provisions of the Federal Insurance Contributions Act. Employees receiving Full	"R-10"
"R-10"	and Limited Benefits are covered under the OASDI and Medicare portions. Certain employees, receiving Partial Benefits, are covered by the Medicare portion.	"R-10"
"R-9"	2. Health Insurance -Fringe benefit expense represents payments made to provide health insurance coverage for eligible employees and their dependents under one of the several optional health	"R-9"
"R-9"	insurance programs including plans that provide services through Health Maintenance Organizations (HMO) and Preferred Provider Organizations (PPO). Employees are required to	"R-9"
"R-9"	pay a portion of the cost of these health insurance plans. Optional dental insurance is available	"R-9"
"R-9"	with the full cost paid by the employees.	"R-9"

FORM CASB DS-2 (REV 2/96)

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		Continuation Sheet # 7 PART II DIRECT COSTS NAME OF REPORTING UNIT Georgia Institute of Technology(Other than GTRI)
Item No.	Item Description	Revision Number 10 - Effective Date: July 1, 2012
2.6.0	Description of Direct Fringe Benefits Costs. (Continued)	
“R-5” “R-5” “R-5”	<p>3. Life Insurance-Fringe benefit expense represents payments made for basic life insurance coverage for eligible employees. All regular employees working one-half time or more, are covered by basic life insurance with accidental death and dismemberment provisions. The amount of basic life insurance is set for the plan by the Board of Regents. Current coverage is \$25,000 for active employees and “R-5” either \$15,000 or \$25,000 for retired individuals. Additional coverage is offered with any “R-5” additional costs covered entirely by the employees. “R-5”</p>	
“R-10” “R-10” “R-10”	<p>4. Retirement-Fringe benefit expense represents payments made to retirement programs on behalf of employees. Payments to the Teachers Retirement System of Georgia and the Regents Retirement Plan (Optional Retirement Plan) are included in the calculation of the fringe benefits rates. The Georgia Defined Contribution Plan, a retirement system for temporary, seasonal, and part-time employees, requires no employer contributions and is not recognized in the fringe benefits rates calculations. A description of the two programs included in the fringe benefits rates is provided below:</p> <p>a. Teachers Retirement System- This is a cost sharing, multiple employer, public employee retirement system that is part of the State of Georgia government pension plan. The plan is a defined benefit plan that requires contributions by employees and employer contributions at rates established on an annual basis.</p> <p>b. Regents Retirement Plan (Optional Retirement Plan)-The Regents Retirement Plan is available as an option to faculty or staff with FLSA exempt status. This is a defined contribution plan that “R-10” requires contributions by the employee and employer contributions at a flat rate established on “R-10” an annual basis. “R-10”</p>	
“R-10” “R-10” “R-10”	<p>5. Non-Payroll Fringe Benefits- These fringe benefit expenses represent costs incurred by the Institute to provide broad based coverage to employees. Expenses related to these programs are included in the fringe benefit rates calculation with appropriate allocation to benefiting activities based on salaries and wages.</p> <p>a. Workers' Compensation-Fringe benefit expense represents payments made to the State of Georgia self-insurance fund and to other insurance providers for similar coverage. Employees are “R-10” protected under these plans and benefits are paid to cover bodily injury resulting from work- “R-10” associated injuries. “R-10”</p> <p>b. Unemployment Compensation-Fringe benefit expense represents payments made to the Unemployment Compensation program as required under the Georgia Employee Security Act. This program is designed to assist employees who are temporarily unemployed through no fault of their own, are able and available for work, and are unsuccessful in finding work.</p>	
“R-2” “R-10”	<p>c. Employee Liability and Tort Insurance-Fringe benefit expense represents payments to insurance providers for general/professional liability insurance coverage. “R-2” “R-10”</p>	

FORM CASB DS-2 (REV 2/96)

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		Continuation Sheet # 8 PART II DIRECT COSTS NAME OF REPORTING UNIT Georgia Institute of Technology(Other than GTRI)
Item No.	Item Description	Revision Number 8 - Effective Date: July 1, 2010
2.6.0	Description of Direct Fringe Benefits Costs. (Continued)	
"R-5"	d. Direct Payments to Retired Persons-Fringe benefit expense represents retirement payments made to individuals who retired before establishment of the Teachers Retirement System.	"R-5"
"R-5"		"R-5"
	e. Insurance and Bonding-Fringe benefit expense represents payments made to provide coverage under the Performance Bond managed by the State of Georgia.	
	f. General Group Health and Life-Fringe benefit expense represents general charges from the Board of Regents and/or the State of Georgia for expenses incurred to provide insurance programs for retired individuals. (See Part VI for identification of coverage)	
"R-2"		"R-2"
"R-2"		"R-2"
"R-2"		"R-2"
"R-2"		"R-2"
"R-6"	6. Termination Vacation Leave- Fringe benefit expense represents payments of unused vacation leave to separating or retiring employees. Related expenses are included in the fringe benefit rates calculation with appropriate allocation to benefiting activities based on salaries and wages.	"R-6"
"R-6"		"R-6"
"R-6"		"R-6"
"R-8"	7. Graduate Student Health Insurance- Fringe benefit expense represents payments made to provide health insurance coverage for eligible graduate research assistants and graduate teaching assistants under the group policy managed by a third-party insurance provider. Eligible graduate students are required to pay a portion of the cost of this health insurance plan.	"R-8"
"R-8"		"R-8"
"R-8"		"R-8"
"R-8"		"R-8"

FORM CASB DS-2 (REV 2/96)

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		Continuation Sheet # 9 PART II DIRECT COSTS NAME OF REPORTING UNIT Georgia Institute of Technology(Other than GTRI)
Item No.	Item Description	Revision Number 10 - Effective Date: July 1, 2012
2.6.1	Method of Charging Direct Fringe Benefits.	
"R-2"	Fringe benefits costs attributable to all activities are charged on the basis of fixed fringe benefits rates determined on an annual basis through negotiations and agreement with the Office of Naval Research. The amount of fringe benefits charged is equal to the product of the salary and wage base and the approved fixed fringe benefits rates. The salary and wage base represents the amount of charges made to the account codes identified as regular salaries (salaries and wages for permanent, temporary, skilled, or unskilled employees), student assistants (graduate and undergraduate), casual labor, payments for awards, and other forms of compensation.	"R-2" "R-2" "R-5" "R-5" "R-5"
"R-10"	Four flat fringe benefits rates are established to provide for Full Benefits, Limited Benefits, Partial Benefits, and Graduate Student Health Insurance Benefits as described below:	"R-10"
"R-10"	Full Benefits	"R-10"
"R-10"	This rate covers the salaries and wages of regular full-time faculty, principal investigators, professional and administrative staff, joint staff, temporary academic or research professionals covered by applicable retirement programs and group health and life insurance, bi-weekly permanent employees, and part-time employees who work 75 percent but less than 100 percent of a full-time work schedule.	"R-10" "R-10" "R-10" "R-10"
"R-10"	Limited Benefits	"R-10"
"R-10"	This rate covers the salaries and wages of regular faculty, principal investigators, professional and administrative staff, joint staff, temporary academic or research professionals covered by applicable retirement programs, bi-weekly permanent employees, and part-time employees who work 50 percent but less than 75 percent of a full-time work schedule.	"R-10" "R-10" "R-10" "R-10"
"R-2"	Partial Benefits	"R-2"
"R-2"	This rate covers salaries and wages of employees who participate in all or part of the social security program but do not participate in TRS or group health and life insurance plans. This rate covers temporary classified persons, temporary academic or research professionals not eligible for TRS or group health or life insurance coverage, student employees who work in excess of 20 hours per week or are registered for less than a full academic load, part-time employees employed for less than 50 percent of a full work schedule, payments for awards, and other forms of compensation.	"R-2"
"R-8"	Graduate Student Health Insurance Benefits	"R-8"
"R-8"	This rate covers the salaries and wages of eligible graduate research assistants and graduate teaching assistants covered by the applicable group health insurance policy. Only those students who qualify for the graduate tuition remission award, who are enrolled full-time and working no more than 50 percent of a full-time work schedule, are eligible for this benefit.	"R-8" "R-8" "R-8" "R-8"
2.7.0	Description of Other Direct Costs	
"R-2"	The principal classes of other costs which are charged directly to sponsored agreements include travel, subcontracts, computer equipment, Graduate Student Tuition Remission, and other equipment.	"R-2"

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		Continuation Sheet # 10 PART II DIRECT COSTS
		NAME OF REPORTING UNIT Georgia Institute of Technology(Other than GTRI)
Item No.	Item Description	Revision Number 10 - Effective Date: July 1, 2012
2.9.0R	<u>Interorganizational Transfers</u>	
"R"	All interorganizational transfers are made at full cost excluding indirect costs attributable to	"R"
"R"	group or central office expenses, except for specifically identified charges for services provided	"R"
"R"	by GTRI which are billed as direct costs plus the GTRI General & Administrative expenses as	"R"
"R"	appropriate.	"R"
	- End of Part-	

FORM CASB DS-2 (REV 2/96)

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		PART III - INDIRECT COSTS NAME OF REPORTING UNIT Georgia Institute of Technology (Other than GTRI)
Item No.	Item Description	
	<p style="text-align: center;">Instructions for Part III</p> <p>Institution should disclose how the segment's total indirect costs are identified and accumulated in specific indirect cost categories and allocated to applicable indirect cost pools and service centers within each major function or activity, how service center costs are accumulated and "billed" to users, and the specific indirect cost pools and allocation bases used to calculate the indirect cost rates that are used to allocate accumulated indirect costs to Federally sponsored agreements or similar final cost objectives. A continuation sheet should be used wherever additional space is required or when a response requires further explanation to ensure clarity and understanding.</p> <p>The following Allocation Base Codes are provided for use in connection with Items 3.1.0 and 3.3.0.</p> <ul style="list-style-type: none"> A. Direct Charge or Allocation B. Total Expenditures C. Modified Total Cost Basis D. Modified Total Direct Cost Basis E. Salaries and Wages F. Salaries, Wages and Fringe Benefits G. Number of Employees (head count) H. Number of Employees (full-time equivalent basis) I. Number of Students (head count) J. Number of Students (full-time equivalent basis) K. Student Hours—classroom and work performed L. Square Footage M. Usage N. Unit of Product O. Total Production P. More than one base (Separate Cost Groupings)¹ Y. Others¹ Z. Category or Pool not applicable <p>^{1/} List of a continuation sheet, the category and subgrouping(s) of expense involved and the allocation base(s) used.</p>	

FORM CASB DS-2 (REV 2/96)

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		PART III - INDIRECT COSTS	
REVISION NUMBER 4 - EFFECTIVE DATE: JULY 1, 2002		NAME OF REPORTING UNIT Georgia Institute of Technology (Other than GTRI)	
Item No.	Item Description		
3.1.0	<p><u>Indirect Cost Categories - Accumulation and Allocation.</u> This item is directed at the identification, accumulation and allocation of all indirect costs of the institution. (Under the column heading, "Accumulation Method," insert "Yes" or "No" to indicate if the cost elements included in each indirect cost category are identified, recorded and accumulated in the institution's formal accounting system. If "No," describe on a continuation sheet, how the cost elements included in the indirect cost category are identified and accumulated. Under the column heading "Allocation Base," enter one of the allocation base codes A through P, Y, or Z, to indicate the basis used for allocating the accumulated costs of each indirect cost category to other applicable indirect cost categories, indirect cost pools, other institutional activities, specialized service facilities and other service centers. Under the column heading "Allocation Sequence," insert 1, 2, or 3 next to each of the first three indirect cost categories to indicate the sequence of the allocation process. If cross-allocation techniques are used, insert "CA." If an indirect cost category listed in this section is not used, insert "NA.")</p>		
	<u>Indirect Cost Category</u>	<u>Accumulation Method</u>	<u>Allocation Base Code</u> <u>Allocation Sequence</u>
"R-4"	(a) Depreciation/Use Allowances/Interest	_ Yes _	_ P _
"R-4"	Building	_ Yes _	_ P _
"R-4"	Equipment	_ Yes _	_ P _
"R-4"	Capital Improvements to Land ¹	_ Yes _	_ P _
"R"	Interest ¹	_ No _	_ P _
	(b) Operation and Maintenance	_ No _	_ P _
	(c) General Administration and General Expense	_ No _	_ P _
	(d) Departmental Administration	_ No _	_ D _
	(e) Sponsored Projects Administration	_ No _	_ P _
	(f) Library	_ No _	_ P _
	(g) Student Administration and Services	_ No _	_ P _
	(h) Other ¹	_ NA _	_ Z _
	1/ Describe on Continuation Sheet		

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		PART III - INDIRECT COSTS					
		NAME OF REPORTING UNIT Georgia Institute of Technology (Other than GTRI)					
Item No.	Item Description	Revision Number 7 - Effective Date: July 1, 2009					
3.2.0	<p><u>Service Centers.</u> Service centers are departments or functional units which perform specific technical or administrative services primarily for the benefit of other units within a reporting unit. Service Centers include "recharge centers" and the "specialized service facilities" defined in Section J of Circular A-21. (The codes identified below should be inserted on the appropriate line for each service center listed. The column numbers correspond to the paragraphs listed below that provide the codes. Explain on a Continuation Sheet if any of the services are charged to users on a basis other than usage of the services. Enter "Z" in Column 1, if not applicable.)</p>						
		(1)	(2)	(3)	(4)	(5)	(6)
"R-7"	(a) Scientific Computer Operations	A	A	C	A	A	B "R-7"
"R-7"	(b) Business Data Processing	Z	—	—	—	—	"R-7"
"R-7"	(c) Animal Care Facilities	A	A	C	A	A	B "R-7"
	(d) Other Service Centers with Annual Operating Budgets exceeding \$1,000,000 or that generate significant charges to Federally sponsored agreements either as a direct or indirect cost. (Specify below; use a Continuation Sheet, if necessary)						
"R-7"	Clean-room Access	A	A	C	B	A	B "R-7"
"R-7"	Institute of Paper Science and Technology	A	A	C	B	A	B "R-7"
"R-7"	(IPST) Testing Services						"R-7"
"R-7"	National Electric Energy Testing Research and Applications Center (NEETRAC)	A	A	C	A	A	B "R-7"
"R-7"	Office of Information Technology -	C	A	C	B	A	B "R-7"
"R-7"	Telecommunications						"R-7"
	(1) <u>Category Code:</u> Use code "A" if the service center costs are billed only as direct costs of final cost objectives; code "B" if billed only to indirect cost categories or indirect cost pools; code "C" if billed to both direct and indirect cost objectives.						
	(2) <u>Burden Code:</u> Code "A" - center receives an allocation of all applicable indirect costs; Code "B" - partial allocation of indirect costs; Code "C" - no allocation of indirect costs.						
	(3) <u>Billing Rate Code:</u> Code "A" - billing rates are based on historical costs; Code "B" - rates are based on projected costs; Code "C" - rates are based on a combination of historical and projected costs; Code "D" - billings are based on the actual costs of the billing period; Code "Y" - other (explain on a Continuation Sheet).						
	(4) <u>User Charges Code:</u> Code "A" - all users are charged at the same billing rates; Code "B" - some users are charged at different rates than other users (explain on a Continuation Sheet).						
	(5) <u>Actual Costs vs. Revenues Code:</u> Code "A" - billings (revenues) are compared to actual costs (expenditures) at least annually; Code "B" - billings are compared to actual costs less frequently than annually.						
	(6) <u>Variance Code:</u> Code "A" - Annual variance between billed and actual cost are prorated to users (as credits or charges); Code "B" - variances are carried forward as adjustments to billing rate of future periods; Code "C" - annual variances are charged or credited to indirect costs; Code "Y" - other (explain on a Continuation Sheet).						

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		PART III - INDIRECT COSTS NAME OF REPORTING UNIT Georgia Institute of Technology (Other than GTRI)																														
Item No.	Item Description	Revision Number 1 - Effective Date: July 1, 1998																														
3.3.0	<u>Indirect Cost Pools and Allocation Bases</u> (Identify all of the indirect costs pools established for the accumulation of indirect costs, excluding service centers, and the allocation bases used to distribute accumulated indirect costs to Federally sponsored agreements or similar cost objectives within each major function or activity. For all applicable indirect cost pools, enter the applicable Allocation Base Code A through P, Y, or Z, to indicate the basis used for allocating accumulated pool costs to Federally sponsored agreements or similar cost objectives.)																															
“R”	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%; text-align: left; padding: 5px;"><u>Indirect Cost Pools</u></th> <th style="width: 20%; text-align: center; padding: 5px;"><u>Allocation Base Code</u></th> </tr> </thead> <tbody> <tr> <td colspan="2" style="padding: 5px;">A. Instruction</td> </tr> <tr> <td style="padding: 5px;"> <input checked="" type="checkbox"/> On-Campus </td> <td style="text-align: center; padding: 5px;"> <input type="checkbox"/> D </td> </tr> <tr> <td style="padding: 5px;"> <input type="checkbox"/> Off-Campus </td> <td style="text-align: center; padding: 5px;"> <input type="checkbox"/> </td> </tr> <tr> <td style="padding: 5px;"> <input type="checkbox"/> Other¹ </td> <td style="text-align: center; padding: 5px;"> <input type="checkbox"/> </td> </tr> <tr> <td colspan="2" style="padding: 5px;">B. Organized Research</td> </tr> <tr> <td style="padding: 5px;"> <input checked="" type="checkbox"/> On-Campus </td> <td style="text-align: center; padding: 5px;"> <input type="checkbox"/> D </td> </tr> <tr> <td style="padding: 5px;"> <input type="checkbox"/> Off-Campus </td> <td style="text-align: center; padding: 5px;"> <input type="checkbox"/> </td> </tr> <tr> <td style="padding: 5px;"> <input type="checkbox"/> Other¹ </td> <td style="text-align: center; padding: 5px;"> <input type="checkbox"/> </td> </tr> <tr> <td colspan="2" style="padding: 5px;">C. Other Sponsored Activities (Public Service)</td> </tr> <tr> <td style="padding: 5px;"> <input checked="" type="checkbox"/> On-Campus </td> <td style="text-align: center; padding: 5px;"> <input type="checkbox"/> D </td> </tr> <tr> <td style="padding: 5px;"> <input type="checkbox"/> Off-Campus </td> <td style="text-align: center; padding: 5px;"> <input type="checkbox"/> </td> </tr> <tr> <td style="padding: 5px;"> <input type="checkbox"/> Other¹ </td> <td style="text-align: center; padding: 5px;"> <input type="checkbox"/> </td> </tr> <tr> <td colspan="2" style="padding: 5px;">D. Other Institutional Activities¹</td> </tr> <tr> <td style="padding: 5px;"></td> <td style="text-align: center; padding: 5px;"> <input type="checkbox"/> </td> </tr> </tbody> </table>	<u>Indirect Cost Pools</u>	<u>Allocation Base Code</u>	A. Instruction		<input checked="" type="checkbox"/> On-Campus	<input type="checkbox"/> D	<input type="checkbox"/> Off-Campus	<input type="checkbox"/>	<input type="checkbox"/> Other ¹	<input type="checkbox"/>	B. Organized Research		<input checked="" type="checkbox"/> On-Campus	<input type="checkbox"/> D	<input type="checkbox"/> Off-Campus	<input type="checkbox"/>	<input type="checkbox"/> Other ¹	<input type="checkbox"/>	C. Other Sponsored Activities (Public Service)		<input checked="" type="checkbox"/> On-Campus	<input type="checkbox"/> D	<input type="checkbox"/> Off-Campus	<input type="checkbox"/>	<input type="checkbox"/> Other ¹	<input type="checkbox"/>	D. Other Institutional Activities ¹			<input type="checkbox"/>	“R”
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D. Other Institutional Activities ¹																																
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3.4.0	<u>Composition of Indirect Cost Pools.</u> (For each pool identified under Items 3.1.0 and 3.2.0, describe on a continuation sheet the major organizational components, sub groupings of expenses, and elements of cost included.) ¹ Describe on a Continuation Sheet.																															

FORM CASB DS-2 (REV 2/96)

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		PART III - INDIRECT COSTS
		NAME OF REPORTING UNIT
		Georgia Institute of Technology(Other than GTRI)
Item No.	Item Description	
3.5.0	<p><u>Composition of Allocation Bases.</u> (For each allocation base code used in Items 3.1.0 and 3.3.0, describe on a continuation sheet the makeup of the base. For example, if a modified total direct cost base is used, specify which of the elements of direct cost identified in Part II, Direct Costs, that are included, e.g., materials, salaries and wages, fringe benefits, travel costs, and excluded, e.g., subcontract costs over first \$25,000. Where applicable, explain if service centers are included or excluded. Specify the benefiting functions and activities included. If any cost objectives are excluded from the allocation base, such cost objectives and the alternate allocation method used should be identified. If an indirect cost allocation is based on Cost Analysis Studies, identify the study, and fully describe the study methods and techniques applied, the composition of the specific allocation base used, and the frequency of each recurring study.</p>	
3.6.0	<p><u>Allocation of Indirect Costs to Programs That Pay Less Than Full Indirect Costs.</u> Are appropriate direct costs of all programs and activities included in the indirect cost allocation bases, regardless of whether allocable indirect costs are fully reimbursed by the sponsoring organizations?</p> <p>A. <input checked="" type="checkbox"/> Yes</p> <p>B. <input type="checkbox"/> No ¹</p>	
	<p>¹ Describe on a Continuation Sheet.</p>	

FORM CASB DS-2 (REV 2/96)

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		Continuation Sheet # 1 PART III -INDIRECT COSTS NAME OF REPORTING UNIT Georgia Institute of Technology(Other than GTRI)
Item No.	Item Description	Revision Number 7 - Effective Date: July 1, 2009
	<u>Indirect Cost Categories-Cost Accumulation</u>	
3.1.0(a)	(a) Depreciation/Use Allowances/Interest -Building Cost Accumulation Method - Accumulated in the formal accounting System	
"R-4"	The cost of buildings is accumulated in the Institute's formal accounting system. Effective	"R-4"
"R-4"	July 1, 2001, the total cost of each complex building was adjusted to recognize the cost by	"R-4"
"R-4"	building components, with no change in the total building cost. Major renovations and repairs	"R-4"
"R-4"	to campus facilities costing more than \$100,000 and having a useful life of more than two	"R-4"
"R-7"	years have been included in the building costs. This information is maintained in the Asset	"R-7"
"R-7"	Management System records which calculates depreciation charges using the estimated service	"R-7"
"R-7"	life and the straight line method. The Asset Management System maintains a record of current	"R-7"
"R-4"	year depreciation charges and accumulated prior year depreciation charges by building. These	"R-4"
"R-4"	procedures provide for recognition of one half year of depreciation charges in the year of	"R-4"
"R-4"	additions and/or deletions to building costs.	"R-4"
3.1.0(a)	(a) Depreciation/Use Allowances/Interest -Equipment Cost Accumulation Method -Accumulated in the formal accounting System	
"R-7"	The cost of equipment is accumulated in the Institute's formal accounting system and the inventory is	"R-7"
"R-7"	maintained by Property Control by building and room. Government funded equipment is	"R-7"
"R-7"	excluded from the depreciation calculations. Equipment owned by GTRC that is assigned to	"R-7"
"R-7"	the Institute for use is combined with Institute owned equipment for Facilities & Administrative	"R-7"
"R-7"	cost rate determination purposes. Effective July 1, 2001, as part of the required	"R-7"
"R-5"	changes to comply with GASB 34 and 35, the equipment capitalization threshold was changed	"R-5"
"R-5"	from \$1,000 to \$5,000 and the depreciation method of accounting was implemented. The	"R-5"
"R-7"	equipment costs information is maintained in the Asset Management System, which calculates	"R-7"
"R-7"	depreciation charges using the estimated service life and the straight line method. The Asset	"R-7"
"R-7"	Management System maintains a record of current year depreciation charges and accumulated	"R-7"
"R-5"	prior year depreciation charges by item of equipment. These procedures provide for recognition	"R-5"
"R-5"	of one half year of depreciation charges in the year of addition and/or deletion to costs.	"R-5"
"R-5"	Depreciation charges on capitalized equipment costing between \$1,000 and \$5,000 that was	"R-5"
"R-5"	obtained prior to July 1, 2002, will be recognized until the assets are disposed of or fully	"R-5"
"R-5"	depreciated.	"R-5"

FORM CASB DS-2 (REV 2/96)

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		Continuation Sheet # 2 PART III- INDIRECT COSTS NAME OF REPORTING UNIT Georgia Institute of Technology(Other than GTRI)
Item No.	Item Description	Revision Number 7 - Effective Date: July 1, 2009
	Indirect Cost Categories-Cost Accumulation (Continued)	
3.1.0(a)	(a) Depreciation/Use Allowances/Interest -Equipment Cost Accumulation Method (Continued) -Accumulated in the formal accounting System (Continued)	
"R-4"	No recognition of gains or losses on the disposition of depreciable property is recognized, in accordance with the State of Georgia surplus property procedures, which provide for the transfer of such property to other State agencies without compensation, or other acceptable means of disposal. The depreciation is identified as to use by functional activity based on space utilization by building, or by room for buildings included in the special study of space utilization performed to determine space utilization on a room-by-room basis in joint-use facilities. Total equipment depreciation by function is determined by combining the depreciation by function determined for each building.	"R-4" "R-4" "R-4" "R-4" "R-4" "R-4" "R-4" "R-4"
3.1.0(a)	Interest	"R"
"R"	Accumulation Method - Not accumulated in the financial records	"R"
"R"	Interest expense incurred by the State of Georgia through the Georgia State Finance and Investment Commission (GSFIC) and/or by the Institute, GTRC or other component units to support the construction of facilities on the Georgia Institute of Technology campus is identified and documented annually as part of the Facilities & Administrative rate determination study.	"R"
"R-5"	Appropriate accounting schedules and supporting documents are maintained for audit and review purposes.	"R-5" "R-5" "R-5"
"R"		"R"
"R"		"R"
3.1.0(a)	Capital Improvements to Land Accumulation Method - Accumulated in the financial records	
"R-4"	Capital improvements to land costs are accumulated in the financial records of the Institute.	"R-4"
"R-7"	This information is maintained in the Asset Management System records which calculates depreciation charges using the estimated service life and the straight line method.	"R-7"
"R-4"		"R-4"
3.1.0(b)	Operation and Maintenance Accumulation Method- Not accumulated in the financial records	
"R"	Operation and Maintenance Physical Plant costs, as defined by generally accepted accounting principles for educational institutions, are accumulated in the financial records of the Institute net of the cost of major renovations and repairs to campus facilities in excess of \$100,000, and direct charges for services provided to other units and departments. For purposes of determination of the Facilities & Administrative cost rate according to the provisions of OMB Circular A-21 (A-21), an analysis of the operating expenses reported in this and other cost categories is performed to identify other expenses that are to be reported as Operation and Maintenance expenses according to A-21. The three major departments that are reclassified to Operation and Maintenance are Facilities Planning, Property Control, and Campus Safety. These costs are combined with the Operation and Maintenance of Physical Plant expenses to create the Operation and Maintenance indirect cost pool. The amount of the reimbursement from GTRI for Plant Administration, Campus Network, Campus Security, and Property Control as determined by a special study and/or allocation, is deducted from the total amount of expenses before allocation to the Other Than GTRI activities.	"R" "R-5" "R-5" "R-5" "R-5" "R-7" "R-5" "R-5" "R-7" "R-7" "R-7"

FORM CASB DS-2 (REV 2/96)

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		Continuation Sheet # 3 PART III - INDIRECT COSTS NAME OF REPORTING UNIT Georgia Institute of Technology(Other than GTRI)
Item No.	Item Description	Revision Number 7 - Effective Date: July 1, 2009
	<u>Indirect Cost Categories-Cost Accumulation (Continued)</u>	
3.1.0(c)	General Administrative and General Expenses Cost Accumulation Method- Not accumulated in the formal accounting system	
	Institutional Support costs, as defined by generally accepted accounting principles for educational institutions, are accumulated in the financial records of the Institute. For purposes of determination of Facilities & Administrative rates according to the provisions of OMB Circular A-21 (A-21), an analysis of the operating expenses reported in Institutional Support and other cost categories is performed to identify expenses that are to be reported as General Administrative and General Expenses according to the provisions of A-21. The cost of General Administrative and General Expenses provided to GTRI, a separately accounted for segment, are identified by a cost study and the amount of the reimbursement is reflected as a reduction in the amount of expenses applicable to this segment. The significant reclassifications are:	
"R-5"		"R-5"
"R-5"		"R-5"
"R-5"		"R-5"
"R-5"		"R-5"
"R-5"		"R-5"
"R-5"		"R-5"
"R-5"		"R-5"
"R-5"		"R-5"
	From Institutional Support:	
	a. To Operation and Maintenance	
	- Facilities Planning	
"R-7"	- Property Control	"R-7"
	- Campus Safety	
	b. To Fringe Benefits	
	- General staff benefits	
	c. To Other Institutional Activities	
	- Development and Communications Offices	
	d. To Indirect Expense of Sponsored Projects (IESP)	
	- Grants & Contracts Accounting	
	To General Administrative and General Expense	
	a. State of Georgia Cost Allocation (Institutional Support costs of the Board of Regents)	
"R"	From a special study of the cost of services provided to GTRI	"R"
"R"	-GTRI Reimbursement for General Administrative and General Expense	"R"
3.1.0(d)	Departmental Administration Accumulation Method- Not accumulated in the financial records.	
	The Institute identifies administrative, clerical and general technical support activities performed in academic departments using separate projects for Indirect Expense of Instruction, Indirect Expense of Sponsored Projects and Indirect Expense of Public Service. Salaries and fringe benefits of professorial and professional employees who perform administrative activities and direct activities are excluded from the direct and indirect expenses used for rate determination purposes.	
"R-5"		"R-5"
"R-5"		"R-5"
"R-5"		"R-5"
"R-5"		"R-5"
"R-5"		"R-5"
	A departmental administration allowance of 3.6% of the modified total direct cost base is recognized in the rate calculation in recognition of the salaries excluded from the calculation of indirect expense.	

FORM CASB DS-2 (REV 2/96)

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		Continuation Sheet # 4 PART III - INDIRECT COSTS NAME OF REPORTING UNIT Georgia Institute of Technology(Other than GTRI)
Item No.	Item Description	Revision Number 5 - Effective Date: July 1, 2007
	Indirect Cost Categories-Cost Accumulation (Continued)	
3.1.0(e)	Sponsored Projects Administration	
	Accumulation Method- Not accumulated in the financial records.	
	Indirect Expense of Sponsored Projects	
	Expenses recognized as Sponsored Projects Administration represent separate offices and organizations established primarily to administer and support research and public service sponsored projects. These offices and organizations are reported in a number of different cost groupings within the financial records of the Institute which are prepared according to generally accepted accounting principles for educational institutions. For purposes of determination of Facilities & Administrative cost rates according to the provisions of OMB Circular A-21 (A-21), an analysis of the operating expenses reported in the Institutional Support, Academic Support, Indirect Research activities and other cost categories is performed to identify expenses that are to be reported as Sponsored Projects Administrative Expenses according to the provisions of A-21. The cost of OSP and OPFA expenses that benefit GTRI, a separately accounted for segment, are identified by a cost study and the amount of the reimbursement is reflected as a reduction in the amount of expenses applicable to this segment. The significant reclassifications are:	
"R-5"	From Resident Instruction Research	"R-5"
"R-5"	-Indirect Expense of Sponsored Projects project numbers	"R-5"
"R-5"	-Office of the Provost Financial Administration (OPFA)	"R-5"
"R-5"	-Office of Sponsored Programs (OSP)	"R-5"
"R-5"	-Office of Interdisciplinary Programs	"R-5"
"R-5"	-Research Communications	"R-5"
"R-5"	From Institutional Support	"R-5"
"R-5"	-Grants & Contracts Accounting	"R-5"
"R-5"	From GTRI	"R-5"
"R-5"	-Research Security	"R-5"
"R-5"	-WebWise Services	"R-5"
"R-5"	From a special study of the cost of services provided to GTRI	"R-5"
"R-5"	-GTRI Reimbursement for OSP and OPFA	"R-5"
	Indirect Expense of Instruction	
	Expenses recognized as Indirect Expense of Instruction represent separate offices and organizations established primarily to administer instruction and general activities of academic departments. These offices and organizations are reported in a several cost groupings within the financial records of the Institute which are prepared according to generally accepted accounting principles for educational institutions. For purposes of determination of Facilities & Administrative cost rates according to the provisions of OMB Circular A-21 (A-21), an analysis of the operating expenses reported in the Instruction, Institutional Support, and Academic Support activities is performed to identify expenses that are to be reported as Indirect Expense of Instruction according to the provisions of A-21. The significant reclassifications are:	
"R-5"	From Resident Instruction	"R-5"
"R-5"	-Indirect Expense of Instruction project numbers	"R-5"
"R-5"	From Academic Support	"R-5"
"R-5"	-Office of the Provost Financial Administration (OPFA)	"R-5"

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		Continuation Sheet # 5 PART III - INDIRECT COSTS NAME OF REPORTING UNIT Georgia Institute of Technology(Other than GTRI)
Item No.	Item Description	Revision Number 5 - Effective Date: July 1, 2007
	<u>Indirect Cost Categories-Cost Accumulation (Continued)</u>	
3.1.0(e)	Sponsored Projects Administration (Continued) Accumulation Method- Not accumulated in the financial records.	
	Georgia Tech Research Corporation (GTRC) Indirect Expenses Within the GTRC accounting system, separate accounts and object codes are used to permit the identification of significant expenditure categories as required for federal costing purposes.	
"R-5"	For purposes of preparing the Facilities & Administrative cost rate proposal and other Federal	"R-5"
"R-5"	cost reports for the combined activities and expenses of GTRC and the Institute according to	"R-5"
"R-5"	the provisions of OMB Circular A-21, expenses incurred by GTRC that benefit research and	"R-5"
"R-5"	other sponsored activities are identified by a special analysis. This special analysis of financial	"R-5"
"R-5"	activity is developed annually to permit the determination of expenses according to the	"R-5"
"R-5"	definitions of direct and indirect cost pools as required by A-21. The analysis traces the	"R-5"
"R-5"	expenditures from the accounting records used by the Corporation in detail to the accounting	"R-5"
"R-5"	records prepared to support the Facilities & Administrative cost rate proposal based on the	"R-5"
"R-5"	provisions of A-21. Indirect costs are accumulated on memorandum records for recognition in	"R-5"
"R-5"	the Administrative Cost Rate Proposal.	"R-5"
3.1.0(f)	Library Accumulation Method- Not accumulated in the financial records.	
"R-5"	Library Expenses are reported in separate project numbers in the Academic Support group of	"R-5"
"R-5"	projects in the financial records of the Institute which are prepared according to generally	"R-5"
"R-5"	accepted accounting principles for educational institutions. For purposes of determination of	"R-5"
"R-5"	Facilities & Administrative cost rates according to the provisions of OMB Circular A-21 (A-21),	"R-5"
"R-5"	the Library Expenses are reclassified to a separate indirect cost pool. Total Library operating	"R-5"
"R-5"	expenses are adjusted to recognize the reimbursement from services that benefit GTRI.	"R-5"
3.1.0(g)	-Student Administration and Services -Accumulation Method- Not accumulated in the financial records.	
"R-5"	Student Administration and Services Expenses are reported in separate project numbers in the	"R-5"
"R-5"	Student Services group of projects in the financial records of the Institute which are prepared	"R-5"
"R-5"	according to generally accepted accounting principles for educational institutions. For purposes	"R-5"
"R-5"	of determination of Facilities & Administrative cost rates according to the provisions of OMB	"R-5"
"R-5"	Circular A-21 (A-21), the allowable expenses, as identified below, are reported in a separate	"R-5"
"R-5"	indirect cost pool.	"R-5"
	Vice President for Student Affairs Registrar's Office Placement Office Graduate Studies Office Co-op Division State of Georgia Cost Allocation	
"R"		"R"

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		Continuation Sheet # 6 PART III - INDIRECT COSTS NAME OF REPORTING UNIT Georgia Institute of Technology(Other than GTRI)
Item No.	Item Description	Revision Number 5 - Effective Date: July 1, 2007
3.1.0(a)	<u>Indirect Cost Categories- Allocation Base</u>	
	(a) Depreciation/Use Allowances/Interest	
	-Building Cost Allocation Base Code- P More Than One Base	
"R-5"	Depreciation charges are determined for the total cost of buildings used for each functional activity based on the net assignable square feet of space utilized. Net assignable square feet utilized by function is determined on a building-by-building basis from Institute records maintained by the Facilities Office for all facilities except those with space used jointly. A special study of space utilization is performed to determine space utilization on a room-by-room basis in such facilities. Office space utilization in jointly used facilities is determined on the basis of the salary/wage distribution of employees using the rooms according to the type of activity performed.	"R-5"
"R-5"		"R-5"
"R-5"		"R-5"
"R-5"		"R-5"
"R-5"		"R-5"
"R-5"		"R-5"
"R-5"		"R-5"
"R-5"		"R-5"
	-Equipment Allocation Base Code-P More Than One Base	
"R-5"	Depreciation charges are determined for the cost of equipment used for each functional activity is based on the net assignable square feet of space utilized. Net assignable square feet utilized is determined on a building-by-building basis from Institute records maintained by the Facilities Office for all facilities except those facilities with space used jointly. A special study of space utilization is performed every two years to determine space utilization on a room-by-room basis in such facilities. Office space utilization in jointly used facilities is determined on the basis of salary distribution according to the type of activity performed.	"R-5"
"R-5"		"R-5"
	-Interest Expense Allocation Base Code -P More Than One Base	
"R"	Interest expense for each functional activity is based on the net assignable square feet of space utilized. Net assignable square feet utilized is determined on a building-by-building basis from Institute records maintained by the Facilities Office for all facilities except those facilities with space used jointly. A special study of space utilization is performed every two years to determine space utilization on a room-by-room basis in such facilities. Office space utilization in jointly used facilities is determined on the basis of salary distribution according to the type of activity performed.	"R"
"R"		"R"
"R"		"R"
"R"		"R"
"R"		"R"
"R"		"R"
"R"		"R"
"R"		"R"
	Capital Improvements to Land	
	Allocation Base Code-P More Than One Base	
"R-5"	Depreciation charges determined for the cost of Capital Improvements are allocated to the benefiting functional activities of employees and students based on the campus population.	"R-5"
"R-5"	Personal service costs are used to allocate the employees' portion of the depreciation to direct cost activities and other activities performed by the employees.	"R-5"
"R-5"		"R-5"
"R-5"		"R-5"
3.1.0(b)	Operation and Maintenance Allocation Base Code- P More Than One Base Net assignable square feet as determined for use charge allocations is used to allocate costs to benefiting activities. See section 3.5.0 for a description of the cost groupings used to allocate costs.	

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		Continuation Sheet # 7 PART III - INDIRECT COSTS NAME OF REPORTING UNIT Georgia Institute of Technology(Other than GTRI)
Item No.	Item Description	Revision Number 1 - Effective Date: July 1, 1998
3.1.0(c)	<p><u>Indirect Cost Categories- Allocation Base (Continued)</u> General Administrative and General Expenses Allocation Base Code- P More Than One Base</p> <p>General Administrative and General Expenses are allocated to activities benefiting from the services provided on the basis of the modified total direct costs of activities as identified by function. Two cost groupings are used to allocate the costs as identified below:</p> <p>1. Executive Management All Institute activities plus the benefiting activities of the Georgia Tech Athletic Association, Georgia Tech Foundation and Georgia Tech Research Corporation (GTRC). - The expenses of the President's Office and the Senior Vice President for Administration and Finance are allocated to these activities.</p> <p>2. Fiscal and General Administration All Institute activities plus the benefiting activities of Georgia Tech Research Corporation. - Fiscal Operations - General Administrative Services - Administrative Computer System - General Institutional Expense - State of Georgia Cost Allocation</p>	
"R"		"R"
3.1.0(e)	<p>Sponsored Projects Administration Allocation Base Code- P More Than One Base.</p> <p>Indirect Expense of Sponsored Projects Sponsored Projects Administration Expenses are allocated to activities benefiting from the services provided on the basis of the modified total direct costs of activities as identified by function. Seven cost groupings are used to allocate the costs as identified in Section 3.5.0.</p> <p>Indirect Expense of Instruction Indirect Expense of Instruction is allocated to Resident Instruction units' instructional activities.</p> <p>Georgia Tech Research Corporation (GTRC) Indirect Expenses GTRC indirect expenses are allocated to activities benefiting from the services provided on the basis of the modified total direct costs of activities as identified by function. Two cost groupings are used to allocate the costs as identified in Section 3.5.0.</p>	

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COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		Continuation Sheet # 8 PART III - INDIRECT COSTS NAME OF REPORTING UNIT Georgia Institute of Technology(Other than GTRI)
Item No.	Item Description	
3.1.0(f)	<p><u>Indirect Cost Categories- Allocation (Continued)</u> Library Allocation Base Code- P More Than One Base. Library Expenses are allocated to activities benefiting from the services provided using two bases as identified below:</p> <ol style="list-style-type: none"> 1. Expenses are first allocated on the basis of primary categories of users, including students, professional employees and other users. <ol style="list-style-type: none"> a. The student category consists of full-time equivalent students enrolled at the Institute b. The professional employee category consists of all faculty members and other professional employees of the Institute, on a full-time equivalent basis. c. The other users category consists of all other users of the library as identified by the Library staff. 2. Amounts allocated above are assigned as follows: <ol style="list-style-type: none"> a. The student category is assigned to Instruction function. b. The amount identified to professional employees is assigned to major functional activities in proportion to the salaries and wages of all faculty and other professional employees applicable to those functions. c. The amount identified to other users is assigned to Other Institutional Activities 	
3.1.0(g)	<p>Student Administration and Services Allocation Base Code- P More Than One Base. Student Administration and Services Expenses are allocated to activities benefiting from the services provided using two bases as identified below:</p> <ol style="list-style-type: none"> 1. Allocation on the basis of student contact hours. This allocation identifies the total number of student hours devoted to Institute activities including classroom time, laboratory time and employment hours. 2. Apportionment on the basis of student activities. The second allocation assigns the Student Services Administration and Services expenses to the activities of the students. Classroom and laboratory time is assigned to the Instruction function. Hours of employment are assigned to activities where students were employed. 	

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COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		Continuation Sheet # 9 PART III - INDIRECT COSTS NAME OF REPORTING UNIT Georgia Institute of Technology(Other than GTRI)
Item No.	Item Description	Revision Number 7 - Effective Date: July 1, 2009
3.2.0	Service Centers. Other Service Centers with Annual Budgets exceeding \$1,000,000 or that generate significant charges to Federally sponsored agreements either as a direct or indirect cost.	
3.2.0(d)	Clean-room Access User Charges Code B – some users are charged at different rates than other users.	
“R-7”	Industrial users are charged at the fully burdened cost-based rate. Educational users (the class of customers that includes research personnel for which their charges from the service center are to federally sponsored projects) are charged at a lower rate that consists only of the direct costs of the center.	“R-7” “R-7” “R-7” “R-7”
“R-7”	Institute of Paper Science and Technology (IPST) Testing Services	“R-7”
“R-7”	User Charges Code B – some users are charged at different rates than other users	“R-7”
“R-7”	Non-member Industrial users are charged at the fully burdened cost-based rate. Educational users (the class of customers that includes research personnel for which their charges from the service center are to federally sponsored projects) are charged at a lower rate that consists only of the direct costs of the center.	“R-7” “R-7” “R-7” “R-7”
“R-7”	Office of Information Technology - Telecommunications	
“R-7”	Charges for campus telecom are at the full burdened cost-based rate except for the relatively few and minimal dollar amount of telecom direct charges to federal projects for which the capital reserve provision allowed under auxiliary fund guidelines is not included in the rate calculation.	“R-7” “R-7” “R-7” “R-7”

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COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		Continuation Sheet # 10 PART III - INDIRECT COSTS NAME OF REPORTING UNIT Georgia Institute of Technology(Other than GTRI)
Item No.	Item Description	Revision Number 7 - Effective Date: July 1, 2009
3.4.0	Composition of Indirect Cost Pools. Describe the major organizational components, sub groupings of expenses, and elements of cost included in each cost pool.	
	(a) Depreciation/Use Allowance/Interest	
"R-4"	1. Building Depreciation	"R-4"
"R-4"	Building depreciation is calculated on the basis of the cost of buildings as reported in the	"R-4"
"R-4"	Institute financial statements.	"R-4"
	2. Equipment Use Allowances	
	2.a. Equipment Use Allowances	
"R-4"	The use of equipment use allowance is to be discontinued as of June 30, 2002.	"R-4"
"R-4"	2.b. Equipment Depreciation	
"R-4"	The equipment depreciation is calculated on the basis of the cost of equipment as reported	"R-4"
"R-4"	in the Institute financial statements. No residual value is used in the depreciation calculation	"R-4"
"R-4"	and no recognition of gains or losses on the disposition of depreciable property is recognized,	"R-4"
"R-4"	in accordance with the State of Georgia surplus property procedures which provide for	"R-4"
"R-4"	the transfer of such property to other State agencies without compensation, if requested, or	"R-4"
"R-4"	other acceptable means of disposal. The cost of GTRC owned computer equipment used by the	"R-4"
"R-7"	Institute is accounted for in the Institute's Asset Management System inventory records.	"R-7"
"R-4"	Depreciation is calculated on these assets along with the equipment owned by the Institute.	"R-4"
	Capital Improvements to Land	
"R-4"	The Capital Improvements depreciation is calculated on the basis of the cost of	"R-4"
"R-4"	Capital Improvements as reported in the Institute's financial statements.	"R-4"
	(b) Operation and Maintenance	
	The major organizational units and offices included in the Operation and Maintenance indirect cost pool are:	
	<u>Resident Instruction Offices</u>	
	- Plant Operations-General Administration	
	- Plant Operations-Craft Administration	
"R-7"	- Property Control	"R-7"
	- Building and Equipment Maintenance	
	- Campus Network	
	- Custodial Services	
	- Utilities	
	- Rental Space Costs	
	- Grounds Maintenance	
	- Campus Safety	
	- State Cost Allocation Plan (Facilities and Planning)	
"R-5"	- GTRI Reimbursement for Plant Administration, Campus Network, Campus Security,	"R-5"
"R-7"	and Property Control	"R-7"

FORM CASB DS-2 (REV 2/96)

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		Continuation Sheet # 11 PART III - INDIRECT COSTS NAME OF REPORTING UNIT Georgia Institute of Technology(Other than GTRI)
Item No.	Item Description	Revision Number 5 - Effective Date: July 1, 2007
3.4.0	<p>Composition of Indirect Cost Pools. Describe the major organizational components, sub groupings of expenses, and elements of cost included in each cost pool. (Continued)</p> <p>(b) Operation and Maintenance (Continued) The major organizational units and offices included in the Operation and Maintenance indirect cost pool are:</p> <p style="padding-left: 40px;"><u>GTRI</u></p> <p>“R” - Research Property Management Charge from GTRI “R”</p> <p>(c) General Administration and General Expense The major organizational units and offices included in this indirect cost pool are: Executive Management - President's Office - Senior Vice President for Administration and Finance Fiscal and General Administration - Fiscal Operations (including Accounts Payable, Bursar, Budget Office, Controller's Office, Financial Data Processing, Management and Technology, Accounting Services, “R-5” Payroll and Records Office and Internal Auditing, Legal) “R-5” - General Administrative Services (including Information Systems and Services, Office of Human Resources, Post Office and Procurement) “R-5” - General Institutional Expense - State of Georgia Cost Allocation Plan “R” - GTRI Reimbursement for General Administration and General Expense “R”</p> <p>(d) Departmental Administration</p> <p>The Institute accounts for administrative, clerical and general technical support activities performed in academic departments using separate project numbers to identify Indirect Expense “R-5” of Instruction, Indirect Expense of Sponsored Projects and Indirect Expense of Public Service. “R-5” Salaries and fringe benefits of professorial and professional employees who perform administrative activities and direct activities are excluded from the indirect expenses for rate determination purposes. A departmental administration allowance of 3.6% of the modified total direct cost base is recognized in the rate calculation in recognition of the salaries excluded from the calculation of indirect expense.</p>	

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		Continuation Sheet # 12 PART III - INDIRECT COSTS
		NAME OF REPORTING UNIT Georgia Institute of Technology (Other than GTRI)
Item No.	Item Description	Revision Number 5 - Effective Date: July 1, 2007
3.4.0	Composition of Indirect Cost Pools. Describe the major organizational components, sub groupings of expenses, and elements of cost included in each cost pool. (Continued)	
	(e) Sponsored Projects Administration -Indirect Expense of Sponsored Projects The major organizational units and offices included in this indirect cost pool are:	
	<u>Resident Instruction</u>	
	- Indirect Expense of Sponsored Projects (IESP)-Academic Departments	
"R-5"	- Office of the Provost Financial Administration (OPFA)	"R-5"
"R-5"	- Office of Sponsored Programs (OSP)	"R-5"
	- Grants & Contracts Accounting	
"R"	- Research Communications	"R"
	<u>GTRI</u>	
"R-5"	- Less: GTRI reimbursement for Office of Sponsored Programs (OSP)	"R-5"
"R"	- Plus GTRI Charge for Research Security Office	"R"
"R-5"	- Plus GTRI Charge for WebWise Services	"R-5"
	e) Sponsored Projects Administration -Indirect Expense of Instruction The major organizational units and offices included in this indirect cost pool are:	
	<u>Resident Instruction</u>	
	- Indirect Expense of Instruction (IEI)-Academic Departments	
"R-5"	- Office of the Provost Financial Administration (OPFA)	"R-5"
	e) Sponsored Projects Administration -GTRC Indirect Expense The major offices and expenses included in this indirect cost pool are:	
	-GTRC Administrative Salaries	
	-Group Insurance and Other Benefits	
	-Administrative Travel	
	-Audit Expense	
	-Insurance Expense	
	-Materials and Supplies	
	-Repairs and Maintenance	
	-Information System Design and Installation	
	-Equipment Rental Expense	
	-Operation and Maintenance of Research Facilities	
"R-2"	-Research Faculty Support Programs	"R-2"

FORM CASB DS-2 (2/96)

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		Continuation Sheet # 13 PART III - INDIRECT COSTS NAME OF REPORTING UNIT Georgia Institute of Technology (Other than GTRI)
Item No.	Item Description	Revision Number 1 - Effective Date: July 1, 1998
3.4.0	<p><u>Composition of Indirect Cost Pools.</u> Describe the major organizational components, sub groupings of expenses, and elements of cost included in each cost pool. (Continued)</p> <p>(f) Library The major organizational units and offices included in this indirect cost pool are:</p> <ul style="list-style-type: none"> -Library Personal Services -Library Operating Supplies and Expenses -Library Book Purchases -GTRI Reimbursement for Services 	“R”
“R”	<p>(g) Student Administration and Services The major organizational units and offices included in this indirect cost pool are:</p> <ul style="list-style-type: none"> -Vice President for Student Affairs -Registrar's Office -Placement Office -Graduate Studies Office -Co-op Division -State of Georgia Cost Allocation 	“R”
3.5.0	<p><u>Composition of Allocation Bases.</u></p> <p>The Allocation Base code reported in Item 3.1.0 is "P" which represents "More Than One Base." Therefore, this section describes the allocation bases used for each indirect cost pool and cost groupings within pools where appropriate. Throughout this section, where the term, "Modified Total Direct Cost (MTDC) is used, (Allocation Code "D") the following definition applies:</p> <p>" Modified total direct costs consists of salaries and wages, fringe benefits, materials and supplies, travel, and subgrants and subcontracts up to the first \$25,000 each; and "R" excluding equipment, capital expenditures, charges for tuition remission, rental costs "R" (except rental costs for equipment and facilities that are charged direct to a sponsored "R" agreement), scholarships and fellowships, as well as the portion of each subgrant and "R" subcontract in excess of \$25,000." "R"</p> <p>Charges for services or supplies provided by Service and Re-charge Centers are accounted for as materials and/or supplies and included in the MTDC, except for services provided to construct and/or install capital asset, which are capitalized.</p>	“R”

FORM CASB DS-2 (REV 2/96)

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		Continuation Sheet # 14 PART III - INDIRECT COSTS NAME OF REPORTING UNIT Georgia Institute of Technology(Other than GTRI)
Item No.	Item Description	Revision Number 5 - Effective Date: July 1, 2007
3.5.0	Composition of Allocation Bases.(Continued)	
3.5.0(a)	(a) Depreciation/Use Allowances/Interest -Building Cost Allocation Base Code- P More Than One Base	
"R-4"	Depreciation charges are determined for the total cost of buildings used for each functional activity based on the net assignable square feet of space utilized. Net assignable square feet utilized by function is determined on a building-by-building basis from Institute records maintained by the Facilities Office for all facilities except those with space used jointly. A special study of space utilization is performed to determine space utilization on a room-by-room basis in such facilities. Office space utilization in jointly used facilities is determined on the basis of the salary/wage distribution of employees using the rooms according to the type of activity performed. "R-4"	
3.5.0(a)	Equipment Allocation Base Code- P More Than One Base	
"R-4"	Equipment depreciation charges are determined for the cost of equipment used for each functional activity is based on the net assignable square feet of space utilized. Net assignable square feet utilized is determined on a building-by-building basis from Institute records maintained by the Facilities Office for all facilities except those facilities with space used jointly. A special study of space utilization is performed to determine space utilization on a room-by-room basis in such facilities. Office space utilization in jointly used facilities is determined on the basis of salary distribution according to the type of activity performed. "R-4"	
3.5.0(a) "R"	Interest Expense Allocation Base Code- P More Than One Base "R"	
"R"	Interest expense incurred to support the construction of facilities used for each functional activity is based on the net assignable square feet of space utilized. Net assignable square feet utilized is determined on a building-by-building basis from Institute records maintained by the Facilities Office for all facilities except those facilities with space used jointly. A special study of space utilization is performed to determine space utilization on a room-by-room basis in such facilities. Office space utilization in jointly used facilities is determined on the basis of salary distribution according to the type of activity performed. "R"	
"R"		
"R"		
"R"		
"R"		
"R"		
"R"		
	Capital Improvements to Land Allocation Base Code-P More Than One Base	
"R-4"	Depreciation charges determined for the cost of Capital Improvements are allocated to the benefiting functional activities of employees and students based on the campus population. Personal service costs are used to allocate the employees' portion of the depreciation to direct cost activities and other activities performed by the employees. "R-4"	
"R-5"		
"R-5"		

FORM CASB DS-2 (REV 2/96)

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		Continuation Sheet # 15 PART III - INDIRECT COSTS
Item No.	Item Description	Revision Number 1 - Effective Date: July 1, 1998
3.5.0	<u>Composition of Allocation Bases.</u> (Continued)	
3.5.0(b)	Operation and Maintenance Allocation Base Code- P More Than One Base	
	Net assignable square feet as determined for use charge allocations is used to allocate costs to benefiting activities. See the following for a description of the cost groupings and allocation bases used to allocate costs.	
	<u>Plant Maintenance Allocation Groupings</u>	
	1. Plant Administration and General	
	<u>Allocated to:</u>	
	a. All on campus space, excluding Athletics	
"R"	b. GTRI space is excluded from this allocation because it is charged directly.	"R"
	2. Campus Safety	
	<u>Allocated to:</u>	
	a. All Space Including Athletics and Auxiliary.	
"R"	b. GTRI space is excluded from this allocation because it is charged directly.	"R"
	3. Resident Instruction Plant Operations	
	<u>Allocated to:</u>	
	a. Resident Instruction Space including Space used in CRB by Resident Instruction Units.	
	4. Campus Network	
	<u>Allocated to:</u>	
	a. Activities using on campus space excluding athletics and auxiliary.	
"R"	b. GTRI space is excluded from this allocation because it is charged directly.	"R"
	5. Research Property Management	
	<u>Allocated to:</u>	
"R"	a. RI Research space	"R"
"R"	6. Rented Space	"R"
	<u>Allocated to:</u>	
"R"	a. Activities performed in each rented facility.	"R"

FORM CASB DS-2 (REV 2/96)

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		Continuation Sheet # 16 PART III - INDIRECT COSTS NAME OF REPORTING UNIT Georgia Institute of Technology(Other than GTRI)
Item No.	Item Description	Revision Number 5 - Effective Date: July 1, 2007
3.5.0	<u>Composition of Allocation Bases. (Continued)</u>	
3.5.0(c)	General Administrative and General Expenses Allocation Base Code- P More Than One Base	
"R"	General Administrative and General Expenses are allocated to activities benefiting from the services provided on the basis of the modified total direct costs of activities as identified by function. The two cost groupings used as bases to allocate the costs are identified below:	"R"
"R"	1. Executive Management All Institute activities plus the benefiting activities of the Georgia Tech Athletic Association, Georgia Tech Foundation and Georgia Tech Research Corporation (GTRC).	"R"
"R"	2. Fiscal and General Administration All Institute activities plus the benefiting activities of Georgia Tech Research Corporation.	"R"
	Sponsored Projects Administration Allocation Base Code- P More Than One Base.	
3.5.0(e)	Indirect Expense of Sponsored Projects (IESP) IESP Sponsored Projects Administration Expenses are allocated to activities benefiting from the services provided on the basis of the modified total direct costs of activities as identified by function.	
"R"	Five cost groupings are used to allocate the costs as identified below:	"R"
"R-5"	1. Office of Sponsored Programs	"R-5"
"R"	<u>Allocated to:</u> a. All RI sponsored activities	"R"
"R"	b. Exclude GTF and GTRC awards.	"R"
"R"	c. GTRI is excluded from this allocation because it pays directly.	"R"
"R-5"	2. Office of the Provost Financial Administration	"R-5"
"R"	<u>Allocated to:</u> a. Total RI research and Other Sponsored Activities	"R"
"R"	b. GTRI is excluded from this allocation because it pays directly.	"R"
"R"	3. Resident Instruction Academic and Other Units	
"R"	<u>Allocated to:</u> a. Total RI Research and Other Sponsored Activities	"R"
"R-5"	4. Grants and Contracts Accounting	"R-5"
"R"	<u>Allocated to:</u> a. RI Sponsored Instruction, Research, and Other Sponsored Activities.	"R"

FORM CASB-2 (REV 2/96)

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		Continuation Sheet # 17 PART III - INDIRECT COSTS NAME OF REPORTING UNIT Georgia Institute of Technology(Other than GTRI)
Item No.	Item Description	Revision Number 5 - Effective Date: July 1, 2007
3.5.0	<u>Composition of Allocation Bases. (Continued)</u>	
	Sponsored Projects Administration (Continued)	
3.5.0(e)	Allocation Base Code- P More Than One Base.	
	Indirect Expense of Sponsored Projects (IESP) (Continued)	
	5. Research Security	
	<u>Allocated to:</u>	
"R"	a. RI Classified Research Projects	"R"
"R"	b. GTRI is excluded from this allocation because it pays directly.	"R"
"R"		"R"
"R"		"R"
"R-5"	6. WebWise Services	"R-5"
"R-5"	<u>Allocated to:</u>	"R-5"
"R-5"	a. Total RI research and Other Sponsored Activities	"R-5"
"R-5"	b. GTRI is excluded from this allocation because it pays directly.	"R-5"
	Indirect Expense of Instruction	
	<u>Allocated to:</u>	
	a. Instruction	
	GTRC Indirect Expense	
	<u>Allocated to:</u>	
	GTRC Administrative Expenses:	
"R"	-Resident Instruction Sponsored Research and Other Sponsored Activities	"R"
"R"	-Resident Instruction Cost Sharing Research and Other Sponsored Activities	"R"
"R"	-GTRI is excluded from this allocation because charges are made directly by GTRC.	"R"
	GTRC Rent Expenses:	
	-Resident Instruction Sponsored Research Activities	
	-Resident Instruction Cost Sharing Research Activities	
"R"	-GTRI is excluded from this allocation because charges are made directly by GTRC.	"R"

FORM CASB DS-2 (REV 2/96)

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		Continuation Sheet # 18 PART III - INDIRECT COSTS
		NAME OF REPORTING UNIT Georgia Institute of Technology(Other than GTRI)
Item No.	Item Description	Revision Number 1 - Effective Date: July 1, 1998
	Composition of Allocation Bases. (Continued)	
3.5.0(f)	<p>Library Allocation Base Code- P More Than One Base.</p> <p>Library Expenses are allocated to activities benefiting from the services provided using two bases as identified below:</p> <ol style="list-style-type: none"> 1. Expenses are first allocated on the basis of primary categories of users, including students, professional employees and other users. <ol style="list-style-type: none"> a. The student category consists of full-time equivalent students enrolled at the Institute b. The professional employee category consists of all faculty members and other professional employees of the Institute, on a full-time equivalent basis. c. The other users category consists of all other users of the library as identified by the Library staff. 2. Amounts allocated above are assigned as follows: <ol style="list-style-type: none"> a. The student category is assigned to Instruction function. b. The amount identified to professional employees is assigned to major functional activities in proportion to the salaries and wages of all faculty and other professional employees applicable to those functions. c. The amount identified to other users is assigned to Other Institutional Activities. 	
"R"	3. GTRI is excluded from this allocation because it pays directly.	"R"
3.5.0(g)	<p>Student Administration and Services Allocation Base Code- P More Than One Base.</p> <p>Student Administration and Services Expenses are allocated to activities benefiting from the services provided using two bases as identified below:</p> <ol style="list-style-type: none"> 1. Allocation on the basis of student contact hours. This allocation identifies the total number of student hours devoted to Institute activities including classroom time, laboratory time and employment hours. 2. Apportionment on the basis of student activities. The second allocation assigns the Student Services Administration and Services expenses to the activities of the students. Classroom and laboratory time is assigned to the Instruction function. Hours of employment are assigned to activities where students were employed. 	
	-End of Part-	

FORM CASB DS-2 (REV 2/96)

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		PART IV - DEPRECIATION AND USE ALLOWANCES NAME OF REPORTING UNIT Georgia Institute of Technology-(Other than GTRI)																																																													
Item No.	Item Description	Revision Number 4 - Effective Date: July 1, 2002																																																													
4.1.0	<p style="text-align: center;">Part IV</p> <p><u>Depreciation Charged to Federally Sponsored Agreements or Similar Cost Objectives.</u> (For each asset category listed below, enter a code from A through C in Column (1) describing the method of depreciation; a code from A through D in Column (2) describing the basis for determining useful life; a code from A through C in Column (3) describing how depreciation methods or use allowances are applied to property units; and Code A or B in Column (4) indicating whether or not the estimated residual value is deducted from the total cost of depreciable assets. Enter Code Y in each column of an asset category where another or more than one method applies. Enter Code Z in Column (1) only, if an asset category is not applicable)</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 15%; text-align: center;">Depreciation Method (1)</th> <th style="width: 15%; text-align: center;">Useful Life (2)</th> <th style="width: 15%; text-align: center;">Property Unit (3)</th> <th style="width: 15%; text-align: center;">Residual Value (4)</th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">“R-4”</td> <td style="text-align: center;">A</td> <td style="text-align: center;">C</td> <td style="text-align: center;">A</td> <td style="text-align: center;">B</td> <td style="vertical-align: top;">“R-4”</td> </tr> <tr> <td style="vertical-align: top;">“R-4”</td> <td style="text-align: center;">A</td> <td style="text-align: center;">C</td> <td style="text-align: center;">A</td> <td style="text-align: center;">B</td> <td style="vertical-align: top;">“R-4”</td> </tr> <tr> <td style="vertical-align: top;">“R-4”</td> <td style="text-align: center;">A</td> <td style="text-align: center;">C</td> <td style="text-align: center;">A</td> <td style="text-align: center;">B</td> <td style="vertical-align: top;">“R-4”</td> </tr> <tr> <td style="vertical-align: top;">“R-4”</td> <td style="text-align: center;">A</td> <td style="text-align: center;">C</td> <td style="text-align: center;">A</td> <td style="text-align: center;">B</td> <td style="vertical-align: top;">“R-4”</td> </tr> <tr> <td style="vertical-align: top;">“R-4”</td> <td style="text-align: center;">A</td> <td style="text-align: center;">C</td> <td style="text-align: center;">A</td> <td style="text-align: center;">B</td> <td style="vertical-align: top;">“R-4”</td> </tr> <tr> <td style="vertical-align: top;">“R-4”</td> <td style="text-align: center;">A</td> <td style="text-align: center;">C</td> <td style="text-align: center;">A</td> <td style="text-align: center;">B</td> <td style="vertical-align: top;">“R-4”</td> </tr> <tr> <td style="vertical-align: top;">“R-4”</td> <td style="text-align: center;">A</td> <td style="text-align: center;">C</td> <td style="text-align: center;">A</td> <td style="text-align: center;">B</td> <td style="vertical-align: top;">“R-4”</td> </tr> <tr> <td style="vertical-align: top;">“R-4”</td> <td style="text-align: center;">A</td> <td style="text-align: center;">C</td> <td style="text-align: center;">A</td> <td style="text-align: center;">B</td> <td style="vertical-align: top;">“R-4”</td> </tr> <tr> <td style="vertical-align: top;">“R-4”</td> <td style="text-align: center;">Z</td> <td style="text-align: center;">Z</td> <td style="text-align: center;">Z</td> <td style="text-align: center;">Z</td> <td style="vertical-align: top;"></td> </tr> </tbody> </table> <p style="margin-left: 20px;">(i) Enter Code Y on this line if other asset categories are used and enumerate on a continuation sheet each such asset category and the applicable codes. Otherwise enter Code Z.)</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><u>Column (1) - Depreciation Method Code</u></p> <p>A. Straight Line B. Expensed at Acquisition C. Use Allowance Y. Other or more than one method¹</p> <p><u>Column (3) - Property Unit Code</u></p> <p>A. Individual units are accounted for separately B. Applied to groups of assets with similar service lives C. Applied to groups of assets with varying service lives Y. Other or more than one method¹</p> </div> <div style="width: 45%;"> <p><u>Column (2) - Useful Life Code</u></p> <p>A. Replacement Experience B. Term of Lease C. Estimated service life D. As prescribed for use allowance by Office of Management and Budget Circular No. A-21 Y. Other or more than one method¹</p> <p><u>Column (4) - Residual Value Code</u></p> <p>A. Residual value is deducted B. Residual value is not deducted Y. Other or more than one method¹</p> </div> </div> <p style="text-align: center;">¹ Describe on a Continuation Sheet.</p>				Depreciation Method (1)	Useful Life (2)	Property Unit (3)	Residual Value (4)		“R-4”	A	C	A	B	“R-4”	“R-4”	A	C	A	B	“R-4”	“R-4”	A	C	A	B	“R-4”	“R-4”	A	C	A	B	“R-4”	“R-4”	A	C	A	B	“R-4”	“R-4”	A	C	A	B	“R-4”	“R-4”	A	C	A	B	“R-4”	“R-4”	A	C	A	B	“R-4”	“R-4”	Z	Z	Z	Z	
	Depreciation Method (1)	Useful Life (2)	Property Unit (3)	Residual Value (4)																																																											
“R-4”	A	C	A	B	“R-4”																																																										
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COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		PART IV - DEPRECIATION AND USE ALLOWANCES NAME OF REPORTING UNIT Georgia Institute of Technology-(Other than GTRI)	
Item No.	Item Description	Revision Number 4 - Effective Date: July 1, 2002	
4.1.1	Asset Valuations and Useful Lives. Are the asset valuations and useful lives used in your indirect cost proposal consistent with those used in the institution's financial statements? (Mark one.)		
"R-4"	A. <input checked="" type="checkbox"/> Yes		"R-4"
	B. <input type="checkbox"/> No ¹		"R-4"
4.2.0	<u>Fully Depreciated Assets</u> . Is a usage charge for fully depreciated assets charged to Federally sponsored agreements or similar cost objectives? (Mark one. If yes, describe the basis for the charge on a continuation sheet.)		
	A. <input type="checkbox"/> Yes		
	B. <input checked="" type="checkbox"/> No		
4.3.0	<u>Treatment of Gains and Losses on Disposition of Depreciable Property</u> . Gains and losses are: (Mark the appropriate line(s) and if more than one is marked, explain on a continuation sheet.)		
"R-4"	A. <input type="checkbox"/> Excluded from determination of sponsored agreements costs		"R-4"
	B. <input type="checkbox"/> Credited or charged currently to the same pools to which the depreciation of the assets was originally charged		
"R-4"	C. <input checked="" type="checkbox"/> Taken into consideration in the depreciation cost basis of the new items, where trade-in is involved		"R-4"
	D. <input type="checkbox"/> Not accounted for separately, but reflected in the depreciation reserve account		
	Y. <input type="checkbox"/> Others ¹		
	Z. <input type="checkbox"/> Not applicable		
4.4.0	<u>Criteria for Capitalization</u> . (Enter (a) the minimum dollar amount of expenditures which are capitalized for acquisition, addition, alteration, donation and improvement of capital assets, and (b) the minimum number of expected life years of assets which are capitalized. If more than one dollar amount or number applies, show the information for the majority of your capitalized assets, and enumerate on a continuation sheet the dollar amounts and/or number of years for each category or sub category of assets involved which differs from those for the majority of assets.)		
"R-4"	A. Minimum Dollar Amount <u>\$5,000</u>		"R-4"
	B. Minimum Life Years <u>2</u>		
4.5.0	<u>Group or Mass Purchase</u> . Are group or mass purchases (initial complement) of similar items, which individually are less than the capitalization amount indicated above, capitalized? (Mark one.)		
	A. <input type="checkbox"/> Yes ¹		
	B. <input checked="" type="checkbox"/> No		
		¹ Describe on a Continuation Sheet.	

FORM CASB DS-2 (REV 2/96)

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		Continuation Sheet PART IV - DEPRECIATION AND USE ALLOW. NAME OF REPORTING UNIT Georgia Institute of Technology-(Other Than GTRI)
Item No.	Item Description	Revision Number 4 - Effective Date: July 1, 2002
4.1.0(e)	Equipment	
"R-4"		"R-4"
"R-4"		"R-4"
"R-4"		"R-4"
"R-4"		"R-4"
4.1.1	Asset Valuation and Useful Lives	
"R-4"	The financial statements of the Institute report asset valuation at cost with recognition of	"R-4"
"R-4"	depreciation expense on Buildings and Equipment items costing more that \$5,000 purchases	"R-4"
"R-4"	after July 1, 2001. The asset values used to determine depreciation expense for Facilities &	"R-4"
"R-4"	Administrative Rates are consistent with the valuations reflected in the financial statement,	"R-4"
"R-4"	except that depreciation expense determined for capitalized equipment items obtained prior to	"R-4"
"R-4"	July 1, 2002 costing between \$1,000 and \$4,999 is recognized in the Facilities &	"R-4"
"R-4"	Administrative Rates.	"R-4"
4.4.0	Criteria for Capitalization	
"R-4"	The minimum dollar amount of expenditures which are capitalized nfinancial statements of the	"R-4"
"R-4"	Institute report asset valuation at cost with recognition of depreciation expense on Buildings	"R-4"
"R-4"	and Equipment items costing more that \$5,000 purchases after July 1, 2001. The asset values	"R-4"
"R-4"	used to determine depreciation expense for Facilities & Administrative Rates are consistent	"R-4"
"R-4"	with the valuations reflected in the financial statement, except that depreciation expense	"R-4"
"R-4"	determined for capitalized equipment items obtained prior to July 1, 2002 costing between	"R-4"
"R-4"	\$1,000 and \$4,999 is recognized in the Facilities & Administrative Rates.	"R-4"
-End of Part-		

FORM CASB DS-2 (REV 2/96)

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		PART V - OTHER COSTS AND CREDITS NAME OF REPORTING UNIT Georgia Institute of Technology(Other than GTRI)
Item No.	Item Description	Revision Number 6 - Effective Date: July 1, 2008
	Part V	
5.1.0	<p><u>Method of Charging Leave Costs.</u> Do you charge vacation, sick, holiday and sabbatical leave costs to sponsored agreements on the cash basis of accounting (i.e., when the leave is taken or paid), or on the accrual basis of accounting (when the leave is earned)? (Mark applicable line(s))</p>	
"R-6"	<p>A. <input checked="" type="checkbox"/> Cash</p> <p>B. <input checked="" type="checkbox"/> Accrual¹</p>	"R-6"
5.2.0	<p><u>Applicable Credits.</u> This item is directed at the treatment of "applicable credits" as defined in Section C of OMB Circular A-21 and other incidental receipts (e.g., purchase discounts, insurance refunds, library fees and fines, parking fees, etc.). (Indicate how the principal types of credits and incidental receipts the institution receives are usually handled.)</p>	
	<p>A. <input checked="" type="checkbox"/> The credits/receipts are offset against the specific direct or indirect costs to which they relate.</p> <p>B. <input type="checkbox"/> The credits/receipts are handled as a general adjustment to the indirect pool.</p> <p>C. <input type="checkbox"/> The credits/receipts are treated as income and are not offset against costs.</p> <p>D. <input type="checkbox"/> Combination of methods¹</p> <p>Y. <input type="checkbox"/> Other¹</p>	
	-End of Part-	
	¹ Describe on a Continuation Sheet.	

FORM CASB DS-2 (REV 2/96)

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		Continuation Sheet #1 PART V - OTHER COSTS AND CREDITS NAME OF REPORTING UNIT Georgia Institute of Technology(Other than GTRI)
Item No.	Item Description	Revision Number 6 – Effective Date: July 1, 2008
5.1.0	Method of Charging Leave Costs.	
“R-6”	The cash basis of accounting is used as the primary method for charging leave costs to	“R-6”
“R-6”	sponsored agreements (i.e., when the leave is taken or paid). However, termination vacation	“R-6”
“R-6”	leave is charged using the accrual basis of accounting. Termination vacation leave expenses are	“R-6”
“R-6”	included in the fringe benefit rates calculation with appropriate allocation to benefiting activities	“R-6”
“R-6”	based on salaries and wages.	“R-6”

FORM CASB DS-2 (REV 2/96)

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		PART VI - DEFERRED COMPENSATION AND INSURANCE COSTS												
		NAME OF REPORTING UNIT Georgia Institute of Technology-(Other than GTRI)												
Item No.	Item Description													
	Instructions for Part VI													
	<p>This part covers the measurement and assignment of costs for employee pensions, post retirement benefits other than pensions (including post retirement health benefits) and insurance. Some organizations may incur all of these costs at the main campus level or for public institutions at the governmental unit level, while others may incur them at subordinate organization levels. Still others may incur a portion of these costs at the main campus level and the balance at subordinate organization levels.</p> <p>Where the segment (reporting unit) does not directly incur such costs, the segment should, on a continuation sheet, identify the organizational entity that incurs and records such costs. When the costs allocated to Federally sponsored agreements are material, and the reporting unit does not have access to the information needed to complete an item, the reporting unit should require that entity to complete the applicable portions of this Part IV. (See item 4, page (i), General Instructions)</p>													
6.1.0	<u>Pension Plans.</u>													
6.1.1	<p>Defined-Contribution Pension Plans. Identify the types and number of pension plans whose costs are charged to Federally sponsored agreements. (Mark applicable line(s) and enter number of plans.)</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 70%; text-align: left;"><u>Type of Plan</u></th> <th style="width: 20%; text-align: center;"><u>Number of Plans</u></th> </tr> </thead> <tbody> <tr> <td>A.</td> <td><input type="checkbox"/> Institution employees participate in State/Local Government Retirement Plan(s)</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>B.</td> <td><input checked="" type="checkbox"/> Institution uses TIAA/CREF plan or other defined contribution plan that is managed by an organization not affiliated with the institution</td> <td style="text-align: center;">___1___</td> </tr> <tr> <td>C.</td> <td><input type="checkbox"/> Institution has its own Defined-Contribution Plan(s)¹</td> <td style="text-align: center;">_____</td> </tr> </tbody> </table>			<u>Type of Plan</u>	<u>Number of Plans</u>	A.	<input type="checkbox"/> Institution employees participate in State/Local Government Retirement Plan(s)	_____	B.	<input checked="" type="checkbox"/> Institution uses TIAA/CREF plan or other defined contribution plan that is managed by an organization not affiliated with the institution	___1___	C.	<input type="checkbox"/> Institution has its own Defined-Contribution Plan(s) ¹	_____
	<u>Type of Plan</u>	<u>Number of Plans</u>												
A.	<input type="checkbox"/> Institution employees participate in State/Local Government Retirement Plan(s)	_____												
B.	<input checked="" type="checkbox"/> Institution uses TIAA/CREF plan or other defined contribution plan that is managed by an organization not affiliated with the institution	___1___												
C.	<input type="checkbox"/> Institution has its own Defined-Contribution Plan(s) ¹	_____												
6.1.2	<p><u>Defined-Benefit Pension Plan.</u> (For each defined-benefit plan (other than plans that are part of a State or Local government pension plan) describe on a continuation sheet the actuarial cost method, the asset valuation method, the criteria for changing actuarial assumptions and computations, the amortization periods for prior service costs, the amortization periods for actuarial gains and losses, and the funding policy.)</p>													
6.2.0	<p><u>Post Retirement Benefits Other Than Pensions (including post retirement health care benefits)(PRBs).</u> (Identify on a continuation sheet all PRB plans whose costs are charged to Federally sponsored agreements. For each plan listed, state the plan name and indicate the approximate number and type of employees covered by each plan.)</p> <p>Z. <input type="checkbox"/> Not Applicable</p>													
		¹ Describe on a Continuation Sheet.												

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		PART VI - DEFERRED COMPENSATION AND INSURANCE COSTS NAME OF REPORTING UNIT Georgia Institute of Technology-(Other than GTRI)
Item No.	Item Description	
6.2.1	Determination of Annual PRB Costs. (On a continuation sheet, indicate whether PRB costs charged to Federally sponsored agreements are determined on the cash or accrual basis of accounting. If costs are accrued, describe the accounting practices used, including actuarial cost method, the asset valuation method, the criteria for changing actuarial assumptions and computations, the amortization periods for prior service costs, the amortization periods for actuarial gains and losses, and the funding policy.)	
6.3.0	<p><u>Self-Insurance Programs (Employee Group Insurance).</u> Costs of the self-insurance programs are charged to Federally sponsored agreements or similar cost objectives: (Mark one.)</p> <p>A. _____ When accrued (book accrual only) B. _____ When contributions are made to a nonforfeitable fund C. _____ When contributions are made to a forfeitable fund D. _____ When the benefits are paid to employee E. _____ When amounts are paid to an employee welfare plan Y. _____ Other or more than one method¹ Z. <input checked="" type="checkbox"/> Not Applicable</p>	
6.4.0	<p><u>Self-Insurance Programs (Workers' Compensation, Liability and Casualty Insurance.)</u></p>	
6.4.1	<p><u>Workers' Compensation and Liability.</u> Costs of such self-insurance programs are charged to Federally sponsored agreements or similar cost objectives: (Mark one.)</p> <p>A. _____ When claims are paid or losses are incurred (no provision for reserves) B. _____ When provisions for reserves are recorded based on the present value of the liability C. _____ When provisions for reserves are recorded based on the full or undiscounted value, as contrasted with present value, of the liability D. _____ When funds are set aside or contributions are made to a fund Y. <input checked="" type="checkbox"/> Other or more than one method¹ Z. _____ Not Applicable</p>	
6.4.2	<p><u>Casualty Insurance.</u> Costs of such self-insurance programs are charged to Federally sponsored agreements or similar cost objectives: (Mark one.)</p> <p>A. _____ When losses are incurred (no provision for reserves) B. _____ When provisions for reserves are recorded based on replacement costs C. _____ When provisions for reserves are recorded based on reproduction costs new less observed depreciation (market value) excluding the value of land and other indestructibles. D. _____ Losses are charged to fund balance with no charge to contracts and grants (no provision for reserves) Y. <input checked="" type="checkbox"/> Other or more than one method¹ Z. _____ Not Applicable</p>	

¹ Describe on a Continuation Sheet.

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		Continuation Sheet # 1 PART VI-DEFERRED COMP. AND INSURANCE NAME OF REPORTING UNIT Georgia Institute of Technology-(Other than GTRI)	
Item No.	Item Description	Revision Number 9 - Effective Date: July 1, 2011	
6.1.2	<p>Defined-Benefit Pension Plan Georgia Institute of Technology participates in the Teachers Retirement System of Georgia (TRS), which is a cost sharing multiple employer public employee retirement system (PERS). This plan is part of a State government pension plan.</p>		
6.2.0	<p>Post Retirements Benefits Other Than Pensions Post Retirement Benefit plans are managed for all former Institute employees by the Board of Regents for all segments. Employees of the Institute may work for one or more of the segments during their career and no distinction between segments is made for Post Retirement Benefits coverage. Current costs are charged to sponsored projects through the Sponsored Projects Fringe Benefits Rates that are determined each year for Resident Instruction and GTRI units. The plans included in the Post Retirement Benefits are identified below with the number of former employees covered from all segments of the Institute.</p>		
"R-6"			"R-6"
"R-6"			"R-6"
"R-6"			"R-6"
		Number	
		Covered	
			Type of Employee
"R-9"	-Blue Cross/Blue Shield PPO		"R-9"
"R-9"		926	Retired "R-9"
"R-9"		26	Retired on Disability "R-9"
"R-9"		176	Spouse of Deceased Employee "R-9"
"R-9"	-Blue Cross/Blue Shield HSA PPO		"R-9"
"R-9"		25	Retired "R-9"
"R-9"		0	Retired on Disability "R-9"
"R-9"		2	Spouse of Deceased Employee "R-9"
"R-6"	-BlueChoice HMO		"R-9"
"R-9"		67	Retired "R-9"
"R-9"		7	Retired on Disability "R-9"
"R-9"		2	Spouse of Deceased Employee "R-9"
"R-9"			"R-9"
"R-9"			"R-9"
"R-9"	-Kaiser HMO		"R-9"
"R-9"		127	Retired "R-9"
"R-9"		18	Retired on Disability "R-9"
"R-9"		10	Spouse of Deceased Employee "R-9"
"R-9"	-CIGNA Life Insurance		"R-9"
"R-9"		1,253	Retired "R-9"
"R-9"		65	Retired on Disability "R-9"
6.2.1	<p>Determination of Annual PRB Costs PRB costs are charged to Federally sponsored projects on the cash basis of accounting as part of the Sponsored Projects Fringe Benefit Rates.</p>		

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		Continuation Sheet # 2 PART VI-DEFERRED COMP. AND INSURANCE NAME OF REPORTING UNIT Georgia Institute of Technology -(Other than GTRI)
Item No.	Item Description	Revision Number 10 – Effective Date: July 1, 2012
6.4.1	<p>Workers' Compensation and Liability Response: Y-Other Method</p> <p>Georgia Institute of Technology participates in a self-insured trust fund for Workers' Compensation maintained by the State of Georgia. Payments are made to other insurance providers for “R-10” similar coverage in other states where required. Workers' Compensation premiums are based “R-10” on loss experience for the previous year and loss exposure for the number of employees covered under the program.</p>	
6.4.2	<p>Georgia Institute of Technology participates in a self-insured program of professional liability insurance for its employees that was established by the Board of Regents of the University System of Georgia under powers authorized by the State of Georgia. The program insures the employees to the extent that they are not immune from liability against personal liability for damages arising out of the performance of their duties or in any way connected therewith. The Program is administered by the State of Georgia Department of Administrative Services as a Self-Insurance Fund.</p> <p>Casualty Insurance Response: Y-Other Method</p> <p>Georgia Institute of Technology participates in a self-insured trust fund for casualty insurance maintained by the State of Georgia. The Institute is billed for services provided through the State of Georgia Department of Administrative Services. Casualty insurance premiums are based on replacement cost and the Institute is billed for the coverage on an annual basis.</p> <p style="text-align: center;">-End of Part-</p>	

FORM CASB DS-2 (REV 10/94)

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		PART VII - CENTRAL SYSTEM OR GROUP EXPENSES
		NAME OF REPORTING UNIT Georgia Institute of Technology(Other than GTRI)
Item No.	Item Description	Revision Number 1 - Effective Date: July 1, 1998
	<p>DISCLOSURE BY CENTRAL SYSTEM OFFICE, OR GROUP (INTERMEDIATE ADMINISTRATION) OFFICE, AS APPLICABLE.</p> <p>Instructions for Part VII</p> <p>This part should be completed <u>only</u> by the central system office or a group office of an educational system when that office is responsible for administering two or more segments, where it allocates its costs to such segments and where at least one of the segments is required to file Parts I through VI of the Disclosure Statement.</p> <p>The reporting unit (central system or group office) should disclose how costs of services provided by the reporting unit are, or will be, accumulated and allocated to applicable segments of the institution. For a central system office, disclosure should cover the entire institution. For a group office, disclosure should cover all of the subordinate organizations administered by that group office.</p>	
7.1.0	<p><u>Organizational Structure.</u></p> <p>On a continuation sheet, list all segments of the university or university system, including hospitals, Federally Funded Research and Development Centers (FFRDC's), Government-owned Contractor-operated (GOCO) facilities, and lower-tier group offices serviced by the reporting unit.</p>	
7.2.0	<p><u>Cost Accumulation and Allocation.</u></p> <p>On a continuation sheet, provide a description of:</p> <p>A. The services provided to segments of the university or university system (including hospitals, FFRDC's, GOCO facilities, etc.), in brief.</p> <p>B. How the costs of the services are identified and accumulated.</p> <p>C. The basis used to allocate the accumulated costs to the benefiting segments.</p> <p>D. Any costs that are transferred from a segment <u>to</u> the central system office or the intermediate administrative office, and which are reallocated to another segment(s).</p>	
"R"	If none, so state. None.	"R"
"R"	E. Any fixed management fees that are charged to a segment(s) in lieu of a prorata or allocation basis and the basis of such charges. If none, so state. None.	"R"

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COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		Continuation Sheet # 1 PART VII-CENTRAL SYSTEM OR GROUP NAME OF REPORTING UNIT Georgia Institute of Technology(Other than GTRI)
Item No.	Item Description	Revision Number 7 - Effective Date: July 1, 2009
7.1.0	Organizational Structure.	
"R"	The Georgia Institute of Technology is a unit of the University System of Georgia.	"R"
"R"	Operating units of the Institute include Resident Instruction, Georgia Tech Research	"R"
"R-5"	Institute (GTRI), Distance Learning and Professional Education (DLPE), and the	"R-5"
"R-5"	Enterprise Innovation Institute. Other financial reporting elements of the Institute	"R-5"
"R-5"	include the Georgia Tech Foundation, the Georgia Tech Research Corporation, the	"R-5"
"R-5"	Georgia Tech Applied Research Corporation, the Georgia Tech Alumni Association,	"R-5"
"R-5"	and the Georgia Tech Athletic Association. Other GASB Statement No. 39	"R-5"
"R-5"	reportable component units are Georgia Tech Facilities, Inc. and Georgia Advanced	"R-5"
"R-5"	Technology Ventures, Inc..	"R-5"
7.2.0.A	Cost Accumulation and Allocation.	
	A. The services provided to segments of the university or university system (including hospitals, FFRDC's, GOCO facilities, etc.) in brief.	
"R"	1) <u>Executive Management</u> : Cost of highest-level Georgia Tech administration	"R"
"R"	excluding academic administration.	"R"
"R"	2) <u>Accounts Payable</u> : Provides payment for purchasing, per diem, and travel.	"R"
"R"	3) <u>Budget Office</u> : Provides maintenance of Institute budget and interface with the	"R"
"R"	Board of Regents budget office.	"R"
"R"	4) <u>Bursar's Office</u> : Handles cash, including petty cash funds.	"R"
"R-5"	5) <u>Controller/Accounting Services</u> : Financial reporting for the Institute, bank accounts	"R-5"
"R"	management.	"R"
"R"	6) <u>Human Resources</u> : Hiring processes, benefits administration, personnel problems,	"R"
"R"	Institute Employee Assistance, Administrative training programs.	"R"
"R"	7) <u>Payroll Department</u> : Produces paychecks or direct deposit transactions for	"R"
"R"	authorized employees and all related federal reports /returns.	"R"
"R-7"	8) <u>Purchasing Department</u> : Issues purchase orders to vendors, posts encumbrances.	"R-7"
"R"	9) <u>Risk Management</u> : Responsible for Institute professional liability, casualty &	"R"
"R"	property insurance programs.	"R"
"R"	10) <u>Library</u> : Cost of the Institute central Library.	"R"
"R-7"	11) <u>Plant Administration/Services</u> : Administration and services provided by the	"R-7"
"R-7"	physical plant operation.	"R-7"
"R-7"	12) <u>Logistics and Property Control</u> : Maintenance of movable equipment inventory.	"R-7"
"R-7"	(Logistics costs not allocated to GTRI; GTRI has its own logistics operation.)	"R-7"
"R"	13) <u>Campus Network</u> : Maintenance of the campus-wide computer network.	"R"
"R"	14) <u>Office of Legal Affairs</u> : Legal assistance in contract, employee relations, and other	"R"
"R"	areas.	"R"
"R-5"	15) <u>Office of Sponsored Programs</u> : Submission of sponsored agreement proposals,	"R-5"
"R"	negotiation of contracts, administration of contracts, administration of subcontracts,	"R"
"R"	and related administrative support activity.	"R"
"R-5"	16) <u>Office of the Provost Financial Administration</u> : Institute research administration	"R-5"
"R"	executive management including management of the Institute's interdisciplinary	"R"
"R"	programs.	"R"

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		Continuation Sheet # 2 PART VII-CENTRAL SYSTEM OR GROUP NAME OF REPORTING UNIT Georgia Institute of Technology(Other than GTRI)
Item No.	Item Description	Revision Number 7 - Effective Date: July 1, 2009
	<u>Cost Accumulation and Allocation.</u>	
7.2.0.B	B. How the costs of the services are identified and accumulated.	“R”
“R”	Direct costs of services are accumulated in the budgets of the service departments.	“R”
“R”	In an annual service center study, the associated business office administrative costs,	“R”
“R-4”	building and equipment depreciation costs, and plant maintenance costs are	“R-4”
“R”	identified and associated with the direct costs of each service department using a	“R”
“R”	personal services allocation base for administration and a square foot allocation base	“R”
“R”	for facility costs.	“R”
	<u>Cost Accumulation and Allocation.</u>	
7.2.0.C	C. The basis used to allocate the accumulated costs to the benefiting segments.	
“R”	1) <u>Executive Management</u> : Personal services of all activities of the Institute and its	“R”
“R”	affiliated entities as described in 7.1.0.	“R”
“R”	2) <u>Accounts Payable</u> : Costs of processing payments to vendors are allocated on the	“R”
“R”	number of invoices. Costs of processing travel/per diem claims are allocated on the	“R”
“R”	number of travel/per diem claims.	“R”
“R”	3) <u>Budget Office</u> : Identification of the salaries of the service providers.	“R”
“R”	4) <u>Bursar’s Office</u> : Number of transactions.	“R”
“R-5”	5) <u>Controller/Accounting Services</u> : Number of active Institute projects.	“R-5”
“R”	6) <u>Human Resources</u> : FTE, filled budget positions (actual employees).	“R”
“R”	7) <u>Payroll Department</u> : Number of Payroll Checks	“R”
“R-7”	8) <u>Purchasing Department</u> : Number of invoices and travel/per diem claims.	“R-7”
“R-7”		“R-7”
“R”	9) <u>Risk Management</u> : Dollars of insurance premiums.	“R”
“R”	10) <u>Library</u> : EFT of GTRI employees as % of total EFT of students and employees	“R”
“R”	at the Institute.	“R”
“R-7”	11) <u>Plant Administration/Services</u> : Square footage.	“R-7”
“R-7”	12) <u>Logistics and Property Control</u> : Number of equipment items.	“R-7”
“R-7”	(Logistics costs not allocated to GTRI; GTRI has its own logistics operation.)	“R-7”
“R”	13) <u>Campus Network</u> : Square footage.	“R”
“R”	14) <u>Office of Legal Affairs</u> : Personal services of all activities of the Institute and its	“R”
“R”	affiliated entities as described in 7.1.0.	“R”
“R-5”	15) <u>Office of Sponsored Programs</u> : Dollars of new research awards received in the	“R-5”
“R-7”	most recent completed fiscal year.	“R-7”
“R-7”	16) <u>Office of the Provost Financial Administration</u> : MTDC of most recent completed	“R-7”
“R-7”	fiscal year.	“R-7”
	-End of Part-	

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