

# The Latest Buzz with G&C Accounting

Tuesday, March 1, 2022

9:00 – 10:30 AM



# Agenda

Topic	Presenter(s)
Welcome, Post Award Research Updates	Josh Rosenberg
Commitment Accounting Updates	Terryl Barnes
Project Accounting Topics	Glenn Campopiano
Review Process for Cost Transfers	Doug Feller
Cost Accounting Updates	Jonathon Jeffries
Reporting Updates and Fixed Price Form in DocuSign	Amy Zhang / Neli Tranakiev
Training Update	Rob Roy
Closing	Josh Rosenberg

# Post Award Research Updates

**Josh Rosenberg**

Sr. Director, Grants and Contracts

# RI Sponsored Programs

AWARD DATA: FY18 – 22 (YTD through Period 7: January)

AWARDS: Cumulative Report thru: JANUARY					
College/Unit	FY22		FY21		Award Dollar Variance
	Awarded Amount	Awards	Awarded Amount	Awards	
COMP	\$18,823,953	97	\$20,643,247	120	-8.8%
COS	\$42,815,048	223	\$35,526,497	199	20.5%
DSGN	\$9,220,738	396	\$8,441,009	421	9.2%
ENGR	\$183,879,956	755	\$154,765,525	715	18.8%
GTRI	\$498,932,076	502	\$441,890,431	495	12.9%
IAC	\$3,146,226	21	\$3,550,649	28	-11.4%
OTHERS	\$52,867,714	224	\$27,086,355	194	95.2%
SCB	\$465,725	5	\$315,000	1	47.8%
<b>Total</b>	<b>\$810,151,435</b>	<b>2,223</b>	<b>\$692,218,712</b>	<b>2,173</b>	<b>17.0%</b>
<b>Resident Instruction and Other</b>	<b>\$311,219,360</b>	<b>1,721</b>	<b>\$250,328,281</b>	<b>1,678</b>	<b>24.3%</b>

## Key Takeaways:

- January continued to reflect very strong growth in RI awards.
- The colleges of Engineering and Sciences led the way, with combined growth of over \$36 million YOY.
- GTRI had a very strong January and is now reflecting growth of nearly 13% in awards YOY.

Awards		
	YTD (Jan.)	Full Year
FY22	\$ 311,219,360	\$ 492,681,267
FY21	\$ 250,328,281	\$ 415,738,536
FY20	\$ 227,608,084	\$ 402,520,391
FY19	\$ 247,730,289	\$ 406,662,163
FY18	\$ 223,960,918	\$ 354,545,260

# RI Sponsored Programs

## SPONSOR AWARD DATA: FY21 – 22 (YTD through Period 7: January)

RI NEW AWARDS (Through January)						
Federal Agency or Sponsor Type	FY22	% of RI Portfolio	FY21	22 v. 21 \$ Variance	22 v. 21 % Variance	5 Year Avg
NATIONAL SCIENCE FOUNDATION (NSF)	71,227,810	23%	42,560,731	28,667,079	67%	58,463,651
INDUSTRIAL SPONSORS	46,879,940	15%	37,330,282	9,549,659	26%	37,998,692
INDUS RES INST/FDNS/SOC	40,272,248	13%	21,007,884	19,264,364	92%	22,247,818
DHHS	29,585,561	10%	29,826,786	(241,225)	-1%	26,673,312
COLL/UNIV/RES INSTITUTES	27,635,371	9%	28,637,115	(1,001,744)	-3%	27,249,949
US DEPT OF ENERGY	23,781,463	8%	24,210,758	(429,295)	-2%	17,740,451
US DEPT OF EDUCATION	18,550,955	6%	3,879,000	14,671,955	378%	5,553,291
NASA	11,153,952	4%	6,836,387	4,317,565	63%	8,592,731
US DEPT OF COMMERCE	7,453,744	2%	6,282,401	1,171,343	19%	6,027,691
US DEPT OF TRANSPORTATION	6,216,467	2%	8,304,207	(2,087,740)	-25%	3,655,050
GOVT-OWNED/CONTRACTOR OP	5,386,040	2%	6,939,454	(1,553,414)	-22%	5,862,931
AIR FORCE	5,273,991	2%	5,332,506	(58,515)	-1%	7,356,318
NAVY	4,790,146	2%	3,257,794	1,532,352	47%	7,273,481
ARMY	3,707,941	1%	4,654,982	(947,041)	-20%	3,171,556
STATE AND LOCAL GOVERNMENT	2,735,505	1%	5,775,325	(3,039,819)	-53%	5,908,016

### Key Takeaways:

- 99% of RI sponsored funding comes from the 15 agency/sponsor types listed above.
- Our largest area of growth this year continues to come from NSF awards.
- Through January, we continue to outpace both FY21 and 5-year averages across our sponsors.

# RI Sponsored Programs

*EXPENSE DATA: FY18 – 22 (YTD through Period 7: January)*

Expenditure Analysis: Jan.	FY22 YTD	FY21 YTD	Change
Salaries and Wages	75,297,734	69,378,461	8.5%
Other Direct Costs	32,922,999	21,682,357	51.8%
Subcontracts	33,743,362	25,928,343	30.1%
Fringe Benefits	14,494,243	14,037,711	3.3%
Tuition Remission	19,445,195	17,196,542	13.1%
M&S	13,995,140	10,295,599	35.9%
Equipment	2,924,847	5,569,608	-47.5%
Domestic Travel	969,123	78,423	1135.8%
Foreign Travel	181,725	28,121	546.2%
Unallocated	413,900	291,377	42.0%
High Performance Computing	14,124	-	100.0%
<b>DIRECT</b>	<b>194,402,392</b>	<b>164,486,542</b>	<b>18.2%</b>
<b>IDC</b>	<b>52,529,117</b>	<b>47,806,332</b>	<b>9.9%</b>
<b>Total</b>	<b>246,931,509</b>	<b>212,292,874</b>	<b>16.3%</b>

Expenditures - Direct		
	YTD (Jan.)	Full Year
FY22	\$ 194,402,392	\$ 324,744,933
FY21	\$ 164,486,542	\$ 294,248,586
FY20	\$ 164,344,872	\$ 286,744,676
FY19	\$ 168,023,782	\$ 279,599,249
FY18	\$ 160,220,963	\$ 267,645,605
Expenditures - Indirect		
	YTD (Jan.)	Full Year
FY22	\$ 52,529,117	\$ 89,646,150
FY21	\$ 47,806,332	\$ 86,156,912
FY20	\$ 49,668,902	\$ 84,764,909
FY19	\$ 49,157,467	\$ 86,087,217
FY18	\$ 46,168,851	\$ 82,706,390

## Key Takeaways:

- Direct expenditures are up 18.2% YOY and indirect expenditures are up 9.9% YOY. The big increase in direct comes from HEERF III student aid distributions.
- Salaries and fringe benefits have increased over 8.5% YOY.
- Subcontracts continue to be up significantly.
- Materials and Supplies are up 35.9% YOY.
- Travel expenses have predictably increased significantly as pandemic restrictions have eased.
- Other direct costs are up over 50% due in large part to HEERF III student aid expenditures.

# RI Sponsored Programs

## Grants and Contracts INVOICING and FINANCIAL REPORTING FY21 – FY22 (YTD through Period 7: January)

<b>INVOICING</b>			
<b>Invoicing YTD FY2021 vs. FY2022 (thru January)</b>			
Invoice Types	FY22 (July - January)	Monthly FY22 average	FY21 (July - January)
G&C GIT Standard	\$ 1,473,366	\$ 210,480.92	\$ 668,682
G&C GIT Standard Certification Required	\$ 256,400	\$ 36,629	\$ 316,924
G&C GTRC Custom Certification Required	\$ 4,028,522	\$ 575,503	\$ 3,544,139
G&C GTRC Standard	\$ 27,034,277	\$ 3,862,040	\$ 26,969,410
G&C GTRC Standard Certification Required	\$ 41,565,948	\$ 5,937,993	\$ 25,752,069
G&C In House	\$ 33,057,426	\$ 4,722,489	\$ 27,339,526
G&C LOC Draw	\$ 81,449,189	\$ 11,635,598	\$ 79,963,080
G&C SF1034	\$ 5,669,994	\$ 809,999	\$ 8,118,895
G&C SF 270	\$ 27,708,272	\$ 3,958,325	\$ 28,688,455
Blank	\$ -	\$ -	\$ 123,391
<b>Grand Total</b>	<b>\$ 222,243,395</b>	<b>\$ 31,749,056</b>	<b>\$ 201,484,571</b>
<b>Raw Invoice Counts</b>	<b>8,003</b>	<b>1,143</b>	<b>8,213</b>
<b>Year over Year Invoicing Change</b>	<b>Dollars*</b>	<b>Invoice Counts*</b>	
YTD change in FY22 over FY21	\$ 20,758,824	(210)	
YTD percentage change	10.3%	-2.6%	

\*Invoice dollars and counts do not reflect an over \$5 million NSF draw on Feb. 3

<b>FINANCIAL REPORTS</b>		
<b>Financial Reports YTD FY2021 vs. FY2022 (thru January)</b>		
Report Types	FY22 (July - January)	FY21 (July - January)
Annual Financial Report	69	101
Final Financial Report	95	143
Financial Report Conversion/Milestone	1	2
Monthly Financial Report	77	109
Quarterly Financial Report	485	269
Semi-Annual Financial Report	22	21
Revised Financial Report	2	-
<b>TOTALS</b>	<b>751</b>	<b>645</b>
<b>Year over Year Invoicing Change</b>	<b>Report Counts</b>	
YTD change in FY22 over FY21	106	
YTD percentage change	16.4%	

# RI Sponsored Programs

*Award Dollars in Exception Status (as of January 31)*

<b>AWARD EXCEPTIONS (Overspent)</b>			
<b>Top 15 Departments (Areas)</b>	<b>Past-term</b>	<b>In-Performance</b>	<b>Grand Total</b>
MECHANICAL ENGINEERING	(1,089,735)	(1,625,871)	(2,715,606)
ELEC AND COMPUTER ENGR	(995,571)	(1,521,105)	(2,516,676)
AEROSPACE ENGINEERING	(864,782)	(1,072,302)	(1,937,084)
COMPUTER SCIENCE	(480,084)	(878,736)	(1,358,820)
(Not Assigned to a Specific Department)	(326,573)	(9,885,329)	(10,211,902)
INDUSTRIAL AND SYSTEMS ENG	(242,740)	(240,767)	(483,506)
SCHOOL OF BIOLOGICAL SCIENCES	(183,221)	(353,241)	(536,463)
GEORGIA TECH MANUFACTURING INSTITUTE	(108,450)		(108,450)
BIOENGINEERING & BIOSCIENCE	(93,595)	(408,412)	(502,007)
CHEMISTRY AND BIOCHEMISTRY	(86,794)	(530,620)	(617,414)
PSYCHOLOGY	(76,359)	(264,416)	(340,775)
INTERACTIVE COMPUTING	(75,854)	(450,258)	(526,111)
CIVIL & ENVIRONMENTAL ENGINEERING	(64,092)	(604,702)	(668,794)
EII - ENTERPRISE INNOVATION INSTITUTE	(49,040)	(224,753)	(273,793)
MATERIALS SCIENCE AND ENGR	(48,129)	(504,890)	(553,018)
<b>Grand Total</b>	<b>(4,907,483)</b>	<b>(21,053,184)</b>	<b>(25,960,667)</b>

## Key Takeaways:

- This data represents awards where actual spending plus obligations and commitments exceeds the current budget.
- The biggest risk area is dollars associated with “past-term” awards (the end date has passed).
- The dollars presented this month are significantly lower than last month. Last month’s numbers counted an award as overspent even if only one grant within the award was overspent (but the award technically wasn’t); this month’s presentation corrects for this and only includes awards which are truly overspent at the award level.
- While the award is still “in-performance,” there may be budget modifications forthcoming and other adjustments.
- Each month, Grants and Contracts provides exception reports at both the award and individual grant level to unit financial managers.
- We are in the process of developing reports in the system that can easily be run by unit financial managers themselves which will track these exceptions “real-time” ....we hope to roll these out to campus by the end of March.



# Commitment Accounting Updates

**Terryl Barnes**

Commitment Accounting Mgr

# OneUSG Connect Release 6.30

- **6.30 OneUSG Connect release coming in March 2022**
- **Commitment Accounting Updates include:**
  - **Adding attachments to Change Position Funding (CPF) transaction**
  - **Encumber additional paygroups:**
    - **03C Temporary Staff Biweekly**
    - **03L Temporary Salaried Monthly**
  - **Encumber supplemental pay for employees in the 03F Academic year Faculty paygroup.**

# Key Points: CPFs

Note: CPFs change the distribution for **current and/or future (not prior)** pay periods only

- **Effective date on CPF transactions must be the beginning of the current pay period or a future pay period**  
For monthly employees, this is the first of the month. For bi-weekly employees, please refer to the bi-weekly calendar, and note the bi-weekly pay periods begin on a Sunday.  
<https://hr.gatech.edu/payroll>
- **The new combo code must be different from the original combo code.** If both the combo codes are the same, a transaction is not needed and will be denied.
- When submitting a CPF transaction please note the distribution going forward will be the same, unless there is an existing future effective dated transaction with a different funding distribution. No need to enter effective dates for each pay period unless the distribution is changing for a specific pay period.
- **Please add a Level 2 Financial Approver from each of the From and To combo codes.** If a combo code belongs to another department, please contact the financial approver from that department **prior** to inserting them in the approval flow.
- **Please enter CPFs in a timely manner so that you avoid having to enter EDRs.** Please adhere to the deadline for the month stated in the email from Commitment Accounting on the first of every month.

# Key Points: CPFs

Effective Date: 11/1/2021 Incumbent data will not populate until an effective date is entered.

Current Incumbents

Empl ID	Empl Record	Display Name	Pay Group	Comp Rate	Comp Freq
1	0				

New Distribution

Effective Date 11/01/2021

New Information

Current

	Earnings Code	Combination Code	Funding End Date	*Percent of Distribution	ChartField Details
1		03DE00000502		12.000	<a href="#">ChartField Details</a>
2		03DE00000458		20.000	<a href="#">ChartField Details</a>
3		03GR00011118	09/14/2023	48.000	<a href="#">ChartField Details</a>
4		03DE00000491		20.000	<a href="#">ChartField Details</a>

- Funding end dates in OneUSG apply to grant combo codes only (03GR)
  - + 45 days or + 90 days (central administrative review)
  - Workday has the 'real' end date (w/o the 45 or 90 days added). Payroll expenditures should not be charged after the 'real' end date.
- End dates are auto populated
- Funding end dates should not be altered in OneUSG
- To stop funding a position on a combo code, enter submit a Change Position Funding transaction indicating the new effective date (must be the start of pay period) or terminate the employee.

# Key Points: EDRs

Note: EDRs reallocate payroll expenditures that have **already posted**

- Recommend searching by employee ID number only. Some employees have multiple positions and there are times when position numbers are reused. Searching by employee ID number should display all funding sources regardless of position number.
- To narrow your search results trying entering specific combo code by clicking chart field details.
- You can also narrow your search by using the From Pay End date and To Pay End date fields.

**Retro Distribution Request**

Search - New

Company\* 030 Georgia Institute Technology

Retro Option\* E (Earnings Only)

Position

Empl ID

[Chartfield Details](#)

Account

Pay Group

From Pay End Dt  To Pay End Dt

Check Nbr

[Search](#) [Clear Search](#)

1-1 of 1 | View All

**Search Results** Combo Code Details Search Keys ||>

Select	Locked Trx	Pay Period End Date	Check Nbr	Empl ID	Name	Combination Code	Amount
1 <input type="checkbox"/>							

[Next >>](#)

# Key Points: EDRs

- Pending EDR transactions can be found at the bottom of the EDR Request Page under the Search Existing section. Note that once an EDR is fully approved and processed the transaction is removed from your search existing section.

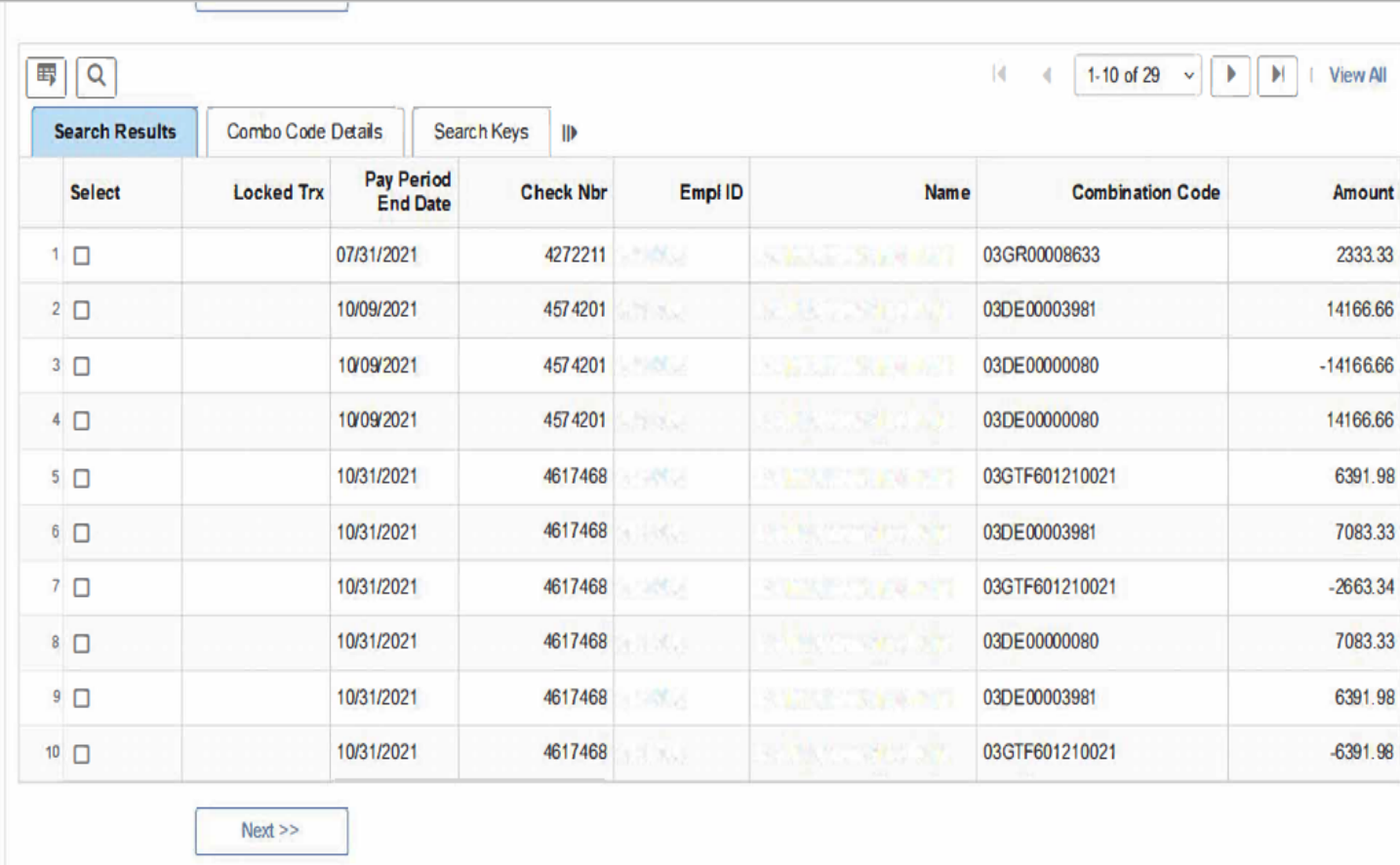
## Search - Existing

Select	Transaction ID	Processed?	Approval Status	Position Number	Company	Pay Group	Pay Period End Date	Paycheck Number	Empl ID	Account	Combination Code	Retro Type		
1 <input type="checkbox"/>	AVPHR3D2AJ	Not Proces	Pending		030				3105177			Em Only	<input data-bbox="2293 768 2339 811" type="button" value="+"/>	<input data-bbox="2369 768 2415 811" type="button" value="-"/>
2 <input type="checkbox"/>	RG1DRT0V2Q	Not Proces	Pending		030				3415118			Em Only	<input data-bbox="2293 832 2339 875" type="button" value="+"/>	<input data-bbox="2369 832 2415 875" type="button" value="-"/>

[Next >>](#)

# Key Points: EDRs

EDR Request Page: Only select rows where the salary is being moved from, then select next. Avoid selecting unnecessary rows in your transaction. Note no salary is available to move from 03DE0000080 for Pay Period End Date 10/09/2021.



Select	Locked Trx	Pay Period End Date	Check Nbr	Empl ID	Name	Combination Code	Amount
1 <input type="checkbox"/>		07/31/2021	4272211			03GR00008633	2333.33
2 <input type="checkbox"/>		10/09/2021	4574201			03DE00003981	14166.66
3 <input type="checkbox"/>		10/09/2021	4574201			03DE00000080	-14166.66
4 <input type="checkbox"/>		10/09/2021	4574201			03DE00000080	14166.66
5 <input type="checkbox"/>		10/31/2021	4617468			03GTF601210021	6391.98
6 <input type="checkbox"/>		10/31/2021	4617468			03DE00003981	7083.33
7 <input type="checkbox"/>		10/31/2021	4617468			03GTF601210021	-2663.34
8 <input type="checkbox"/>		10/31/2021	4617468			03DE00000080	7083.33
9 <input type="checkbox"/>		10/31/2021	4617468			03DE00003981	6391.98
10 <input type="checkbox"/>		10/31/2021	4617468			03GTF601210021	-6391.98

Next >>

If you are reallocating only a portion of the original amount that posted, we need only one line for that amount. We do not need a second line for the amount that you are **not** reallocating.

# Key Points: EDRs

Note: EDRs reallocate payroll expenditures that have **already posted**

- All EDR transactions must have an Employee Cost Detail (ECD) Report attached. **Please note that the attached ECD Report needs to be from the current pay period and must be run prior to submitting the transaction.**
- Please add a Level 2 financial approver for each of the From and To combo codes. If a combo code belongs to another department, please contact the financial approver from that department **prior** to inserting them in the approval flow.
- If you are reallocating only a portion of the original amount that posted, we need only one line for that amount. We do not need a second line for the amount that you are not reallocating the full amount.

Original Amount	Original Combo Code	Original Account	Chartfield Details	New Combo Code	Revised Amount
11083.33	03DE00005210	511100	<a href="#">Chartfield Details</a>	03GR00001180	395.67

- Please note that the EDR approval deadline is the day before the last working day of the month by 4:45pm.



# EDR Justifications

## New Distribution

A screenshot of a dropdown menu titled "New Distribution". The menu is open, showing a list of options. The top option is highlighted in blue. The options listed are: Clerical, DistPerct, EndGrant, FYE Adjust, FringeTax, FundingSrc, GrantLate, Other, Overspent, and PositionFu. A small downward arrow is visible at the bottom of the menu.

- **Clerical:** Typos or mis-keyed entries (e.g. GR10005560 vs GR10005660). An overlooked expense is not a clerical error.
- **Grant Late:** Expenses to be charged to a forthcoming grant should be parked on an Undesignated worktag or an advance worktag and not another grant.
- **Other:** Requires detail. "To correct an error" or "To transfer to correct project" are insufficient.
- **Overspent:** An overrun on one grant should not be transferred to a different grant for the purpose of resolving the former's deficit.
- **PositionFu:** EDRs that correct a recent position funding change should have a matching CPF submitted as well.

*EDRs and late cost transfers should not be used as a means of managing awards*

# Employee Cost Detail Report

Report ID: BCAR005  
 Home Dept:  
 Org:  
 Title: Name: Empl ID: Monthly/Hourly Rate: \$ 6,250.00/Month FTE: 1.00

PeopleSoft  
 MONTHLY EMPLOYEE COST DETAIL  
 Fiscal Year 2021 (2020-07-01 through 2021-06-30)

Page No. 1  
 Run Date 12/28/2020  
 Run Time 11:04:07

Fund		10600 Other General											Total	
Combo Code		03DE00002341												
Acct/Obj#		521100												
Start/Stop Date		2020-07-01 2021-06-30												
HR POS#	Rcd#	JC#	30016943 0 421X04											
Fast Pay Period		Original Amt	Orig %	Adj %	Original Amt	Orig %	Adj %	Original Amt	Orig %	Adj %	Original Amt	Orig %	Adj %	Total
JUL	1	31-JUL-2020	6,250.00	100.000										6,250.00
AUG	2	31-AUG-2020	6,250.00	100.000										6,250.00
SEP	3	30-SEP-2020	6,250.00	100.000										6,250.00
OCT	4	31-OCT-2020	6,250.00	100.000										6,250.00
NOV	5	30-NOV-2020	6,250.00	100.000										6,250.00
Future Acctg Period		Original Amt	Orig %	Adj %	Original Amt	Orig %	Adj %	Original Amt	Orig %	Adj %	Original Amt	Orig %	Adj %	Total
DEC	6	6,250.00	100.000											6,250.00
JAN	7	6,250.00	100.000											6,250.00
FEB	8	6,250.00	100.000											6,250.00
MAR	9	6,250.00	100.000											6,250.00
APR	10	6,250.00	100.000											6,250.00
MAY	11	6,250.00	100.000											6,250.00
JUN	12	6,250.00	100.000											6,250.00
Total		75,000.00												75,000.00

- Once EDR is submitted, the Employee Cost Detail Report is updated to reflect **proposed** changes.
- If EDR is denied, changes revert back to original distribution (resubmit EDR).
- Once EDR is approved, changes are posted to Workday/Ad Hoc Salary Details Lite Report
- Confirm posting in Workday/EDW Workday Ad Hoc Salary Details Lite Report

# EDR Processing

- Any EDRs that are saved but not submitted post GL-processing will be deleted overnight.
- Once an EDR is approved by all level approvers, it is ready to be processed.
- BORDBEUPD process posts funding changes to the Department Budget Table and Job Data and releases the lock on the record.
- Process runs in batch daily during the following times:
  - 5:00 a.m.
  - 9:00 a.m.
  - 1:00 p.m.
  - 5:00 p.m.

## > 90 Day EDR Justification

- **Only applies to EDRs when moving salary on TO a grant (e.g. 03GR00000000)**
- **Complete Transmittal Form with detailed explanation**
  - Found on [Budget Office Website](#)
- **Common reasons to exceptions**
  - Initial or continuing sponsor funding delayed beyond 90 days
  - Specific approval received by sponsored agency
  - Transfers to cost share or between grants within the same award
- Job Aid: [How Do I Submit A Current Fiscal Year Late Express Direct Retro \(over 90 days\) Request?](#)

3/1/2022

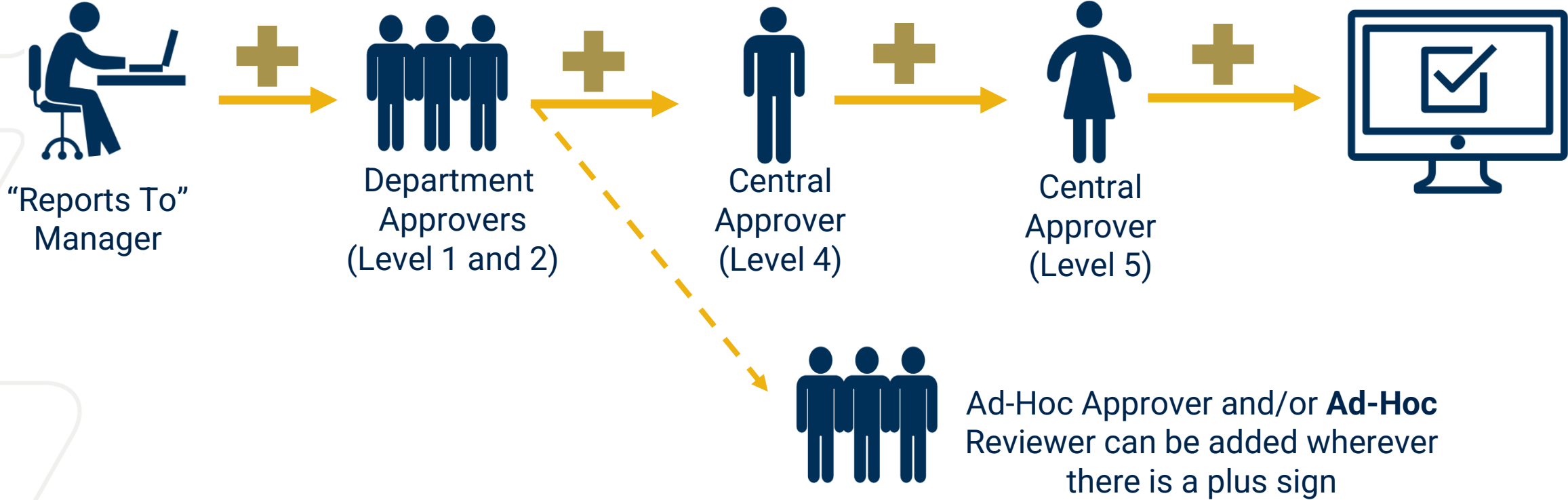
20

# Workflow Approvals

3/1/2022

21

# Workflow Approval



# List of Ad Hoc Approvers

- Ad Hoc Approvers are individuals who are not part of the established approval workflow
- They need to indicate their approval for a transactions.
- Could be from another department
- Level 2 Financial Approver for CA transactions
- Contact adhoc approver **BEFORE** inserting them into a transaction
  
- [www.budgets.gatech.edu](http://www.budgets.gatech.edu)


# Navigation for Ad Hoc Approvers



Georgia Tech Home   Map   Directory   Offices   Guest   Sign In

**Georgia Tech** Institute Budget Planning and Administration

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



**Coming Events**

May	
07	BA11 (May) OPENING



# Commitment Accounting Ad Hoc Approvers

The screenshot displays the website header for the Georgia Tech Institute Budget Planning and Administration. The navigation bar includes links for Budget Maintenance, Calendars, Reference, Forms, Resources, Commitment Acctg, and CARES Act. A dropdown menu is open under 'Commitment Acctg', listing options such as General Information, CA Calendars, GT Suspense Combo Codes, CA OUC Approvers (highlighted with a yellow box), EDR Transmittal (>90 day), Undesignated, and Job Aids. The background features a photograph of a brick building with a pedimented entrance, identified as Swan Hall, with people sitting on benches in front.

# List of Approvers

## CA OUC Approver List

Export Visible Download

### CA OUC Approver List

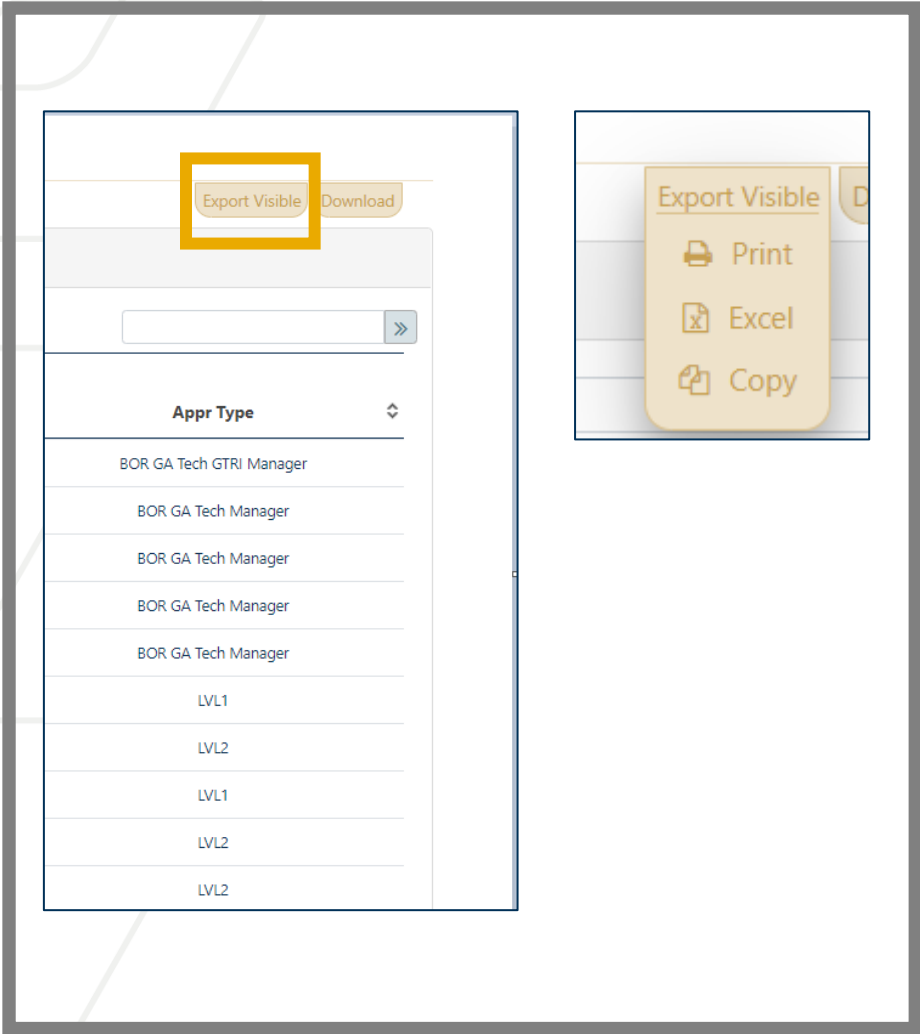
Show 10 entries

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

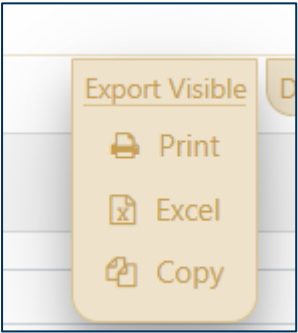
Showing 1 to 10 of 6,427 entries

Previous 1 2 3 4 5 ... 643 Next

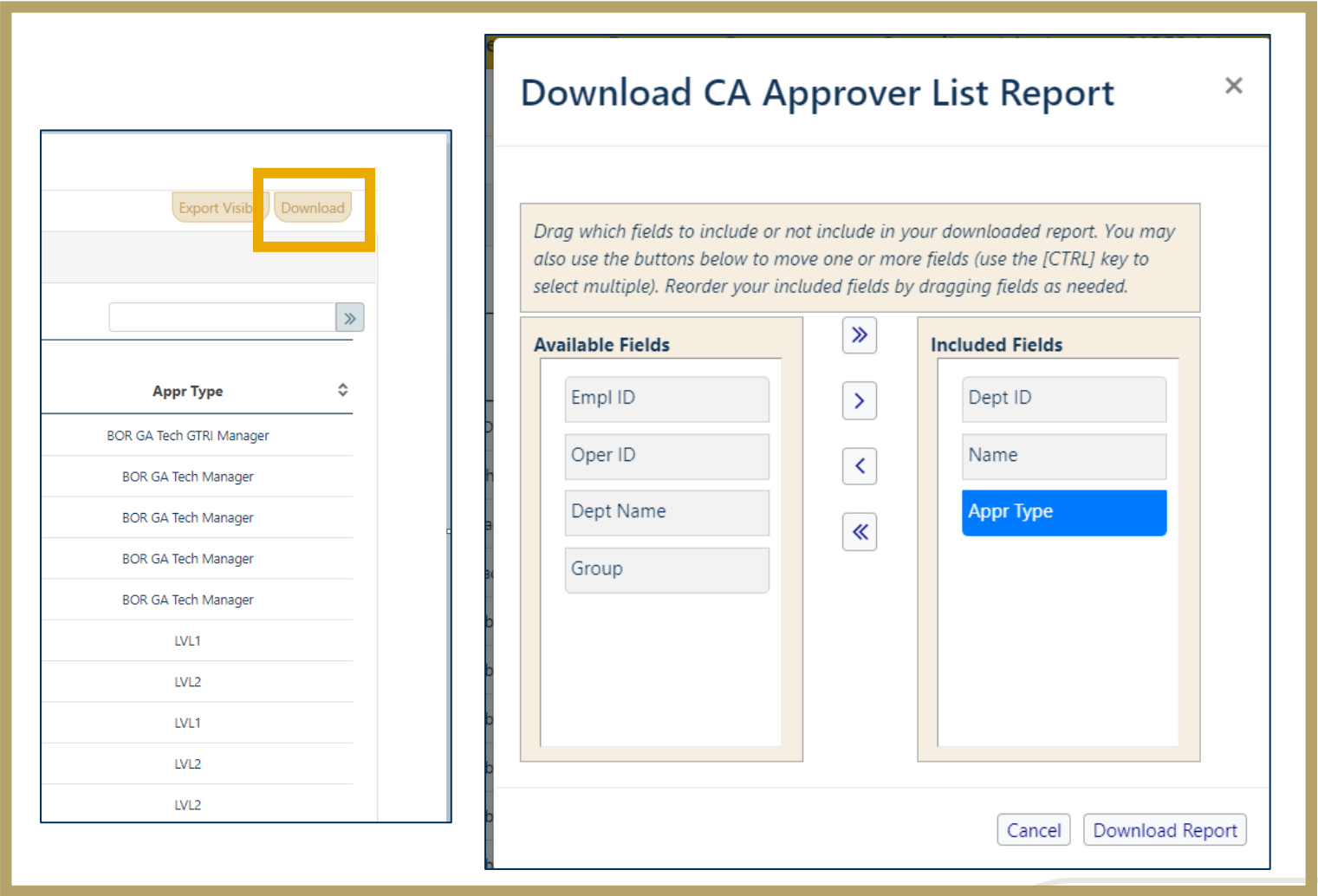
# List of Ad Hoc Approvers: Export Visible and Download



This screenshot shows the top of a web application interface. At the top right, there are two buttons: 'Export Visible' and 'Download'. The 'Export Visible' button is highlighted with a yellow box. Below the buttons is a search bar with a right-pointing arrow. Underneath is a dropdown menu labeled 'Appr Type' with a diamond icon. The dropdown is open, showing a list of roles: 'BOR GA Tech GTRI Manager', 'BOR GA Tech Manager', 'LVL1', and 'LVL2'.



This is a close-up of the 'Export Visible' button and its dropdown menu. The dropdown menu is open and contains three options: 'Print' with a printer icon, 'Excel' with an Excel icon, and 'Copy' with a copy icon.



This screenshot shows the same interface as the first one, but the 'Download' button is highlighted with a yellow box. Below the interface is a modal window titled 'Download CA Approver List Report' with a close button (X) in the top right corner. The modal contains a text box with instructions: 'Drag which fields to include or not include in your downloaded report. You may also use the buttons below to move one or more fields (use the [CTRL] key to select multiple). Reorder your included fields by dragging fields as needed.' Below the text are two columns of fields. The 'Available Fields' column contains 'Empl ID', 'Oper ID', 'Dept Name', and 'Group'. The 'Included Fields' column contains 'Dept ID', 'Name', and 'Appr Type'. The 'Appr Type' field in the 'Included Fields' column is highlighted in blue. At the bottom of the modal are 'Cancel' and 'Download Report' buttons.

# Ad Hoc Approver List Report

	A	B	C
1	<b>Georgia Institute of Technology</b>		
2	<b>CA OUC Approver List</b>		
3	<i>Run Date: 3/24/2021 7:46:36 AM</i>		
4			
5	<b>Dept ID</b>	<b>Name</b>	<b>Appr Type</b>
6	50	Brinkley,Sharonneika Angelique	LVL1
7	50	Betterson,Jahmele German	LVL2
8	50	Sims,Germaine Yvette	LVL1
9	50	Campbell,Kimberly E	LVL1
10	50	Santana,Ervin	LVL1
11	50	Shaffer,Camille Louise	LVL1
12	50	Harrison,Ricky Terrell	LVL2
13	50	Pounds,Iteeah M	LVL1
14	50	Green,Allana	LVL1
15	50	Ellison,Sonia Y	LVL1
16	50	Drummond,Christopher K	LVL2
17	50	McCoy,Julie H	LVL2
18	50	Parrish,Bridgette	LVL1

# Project Accounting Topics

**Glenn Campopiano, CRA**

Director, Project Accounting

# Facilities & Administration (F&A) and other Rates

## A short overview on F&A rates and Fringe Benefit Rates

- F&A, also known as "indirect costs" or overhead (e.g., electricity, central administrative services), are the real costs of university operations which are not readily assignable to a particular project. F&A rates are determined by the Uniform Guidance, 2 CFR Part 220, "Cost Principles for Educational Institutions."
- GT negotiates our F&A rates with the Federal government through our cognizant agency, the Office of Naval Research. (ONR)
- Our rates can be found here: <https://www.grants.gatech.edu/facilities-and-admin-rates>
- F&A is not profit – it is a charge for those costs which cannot be directly charged to an award but are incurred by the Institute.
- Rates vary by sponsor and type of award – please see chart.

# Facilities & Administration (F&A) and other Rates

Georgia Tech Research Corporation  
Resident Instruction Units

## Approved F&A, GSTRP, and Fringe Benefits Rates FY 2014 - FY 2023 July 1, 2022

Activity (1)	FY 2014 (2)		FY 2015	FY2016 (3)	FY 2017 (3)	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
	Applied	Approved	Rates	Rates	Rates	Rates	Rates	Rates	Rates	Rates	Rates
<b>Facilities &amp; Administrative Rates:</b>											
<b>Research - On Campus</b>											
Capped	52.7%	55.9%	55.9%	57.4%	57.8%	57.8%	57.8%	57.8%	58.2%	58.2%	58.2%
Uncapped (DoD Contracts)	57.0%	59.6%	59.6%	61.4%	62.0%	62.0%	62.0%	62.0%	64.6%	64.6%	64.6%
<b>Research - Off Campus</b>											
Capped	-	26.0%	26.0%	26.0%	26.0%	26.0%	26.0%	26.0%	26.0%	26.0%	26.0%
Uncapped (DoD Contracts)	-	29.7%	29.7%	30.0%	30.2%	30.2%	30.2%	30.2%	32.4%	32.4%	32.4%
<b>Other Sponsored</b>	35.0%	36.1%	36.1%	34.82%	34.82%	34.82%	34.82%	34.82%	35.90%	35.90%	35.90%
<b>Instruction</b>	53.5%	55.2%	55.2%	53.92%	53.92%	53.92%	53.92%	53.40%	53.40%	53.40%	53.40%
<b>Industrial (Non-Government) (4)</b>	59.8%	59.8%	59.8%	61.8%	63.8%	63.8%	63.80%	63.80%	64.60%	64.60%	64.60%
<b>Graduate Student Tuition Remission:</b>											
GSTRP (Monthly)	\$ 1,253	\$ 1,253	\$ 1,366	\$ 1,489	\$ 1,489	\$ 1,526	\$ 1,526	\$ 1,557	\$ 1,557	\$ 1,557	
<b>Fringe Benefits Rates:</b>											
Graduate Student Health Insurance	1.9%	1.9%	2.6%	3.0%	4.7%	6.5%	6.5%	6.2%	6.1%	5.4%	
Full Benefits	28.5%	28.5%	29.8%	30.0%	28.8%	29.8%	31.9%	31.9%	32.3%	32.6%	
Limited Benefits	19.5%	19.5%	19.5%	21.3%	20.0%	20.8%	23.1%	23.3%	23.4%	23.5%	
Partial Benefits	1.4%	1.4%	1.4%	1.5%	1.5%	1.4%	1.4%	1.5%	1.5%	1.4%	

- Note:
1. F&A and GSTRP rates approved on a Predetermined basis unless otherwise indicated. Fringe Benefits rates approved as Fixed rates.
  2. FY 2014 rates were approved by ONR initially on a provisional basis (equal to FY 2013 Predetermined Rates). Applied rates represent the amounts charged to awards initiated prior to the final rate agreement. Approved rates represent the amounts charged to awards initiated after the final rate agreement.
  3. FY2016 and FY2017 predetermined rates were included on the same predetermined rate agreement. These rates will be considered the negotiated rates in effect at the time of the award and applied in each fiscal years per Appendix III of 2 CFR 200.
  4. Industrial Rates based on rate study, but not approved by ONR.
  5. FY2022 Fringe Rates are Provisional

# Facilities & Administration (F&A) and other Rates

Waived F&A and F&A on Cost Share, Foregone F&A.

- In some awards F&A is not allowed or capped by a sponsor. In these cases OSP & EVPR will make the determination to accept that term.
- When an award has cost share, the same F&A rate is applied to the cost share direct costs as the sponsored award.
- When F&A is not allowed or capped below our normal rate by sponsor the foregone F&A may be counted as cost share if sponsor allows it.
- F&A is not applied to Tuition, Equipment or Participant Support expenses.
- On cost share – 3<sup>rd</sup> party In-kind does not get F&A applied.



# Facilities & Administration (F&A) and other Rates

## Fringe Benefit Rates

When salary is charged to a sponsored award the appropriate fringe rate is applied. GT has 4 Fringe Benefit rates

1. Full Benefits – Regular full time faculty and staff, Part time employees at least 75% FTE
2. Limited Benefits – Part time Employees at least 50%, but less than 75% FTE
3. Partial Benefits – Part-time employees less than 50%, extra comp.
4. Graduate Student Health Benefit – GRA & GTA only.

When cost share is provided fringe is calculated and included in the cost share budget if salary is a direct cost of the cost share.

# Facilities & Administration (F&A) and other Rates

## Take away:

- When budgeting for a proposal ensure you are using the current F&A and Fringe rates.
- Include FB and F&A on cost share budgets.
- If F&A is less than our normal rate due to sponsor restriction check to see if it can be cost shared (when cost share is required).
- Review Saber on new awards for missing or incorrect rates.
- F&A on Federal awards usually remains constant if spanning multiple years. Initial rate is used for life of award.

# Review Process for Cost Transfers

**Douglas Feller**

G&C Financial Manager

# Paper Cost Transfer Review

## **G&C Review Check List**

1. Prior Year vs Current Year
2. Prior Year – Determine if the “From” worktag is allowable for a cost transfer
3. Days Late – Over 90 days is unallowable
4. Award Budget Balance for the “To” Worktag
5. Expenses – Specifically all Associated SPD expenses (Salary, Fringe, & Tuition)
6. Detailed Justification for Transfer
7. Backup documentation

# Accounting Adjustments and JEs

- Check List Review is repeated for these 2 transactions within Workday
- Make sure you are using Accounting adjustments when appropriated
  - INV and EXP cost transfer moving the entire line expense

# Cost Accounting Updates

**Jonathon Jeffries, CPA**

Director of Cost Accounting

# Accounts for Service Center Billing

- Billing to Worktag established in the Financial System
  - Ledger Account 471100 Quasi – Revenue
    - RC471101 - Quasi/Internal DSS - State, GTF, and GTRC Funds
    - RC470131 - (New Revenue Category ) – Sponsored Awards

The ledger account 471100 is setup as a contra by the Controller's office to avoid duplication of revenue from Grants billing and to avoid intra-departmental transfers creating revenue

- Billing to external sources without a Worktag (Bursar)
  - Ledger Account 452500 – Sales Miscellaneous
    - RC452590 - DSS - External to GT

# 2022 NIH Salary Cap

- Effective January 2, 2022
  - ***\$203,700 per year for full-time appointment***
  - \$16,975.00 per month
  - Previously \$199,300 or \$16,608.33 per month
- Must be applied based on level of effort
- Applies to **all** subawards and subcontracts
- Grantee can re-budget funds to accommodate new cap if adequate funds available and does not negatively impact the scope of the award



# 2022 NIH Salary Cap Example

- Effective January 2, 2022
  - **\$203,700 per year for full-time appointment**
  - \$16,975.00 per month

Example – Monthly Rate \$25,000 month

- 1 Summer Month @ 100% Effort
  - Cost Share 8,025.00 (25,000 – 16,975.00)
  
- 1 Summer Month @ 50% Effort
  - Cost Share 4,012.50 (12,500 – 8,487.50)

# NIH Salary Cap Management

- NIH Cap Report Analysis sent out quarterly
  - Report will show over the cap amount requiring a cost share
  - Exceptions must be cleared via Commitment Accounting by close
- NIH Calculator is posted on G&C website under Resources
- To Request linked NIH Cost Share Grant
  - Submit a request via Workday

# EARLY ASRs

- Terminating Employee ASR on LITE -Security based on Ad-hoc Salary Details
  - Employees must be termed in OneUSG Connect and final payroll posted
  - Any change to salary or distribution voids the signed ASR
  - Requires terminating employee signature, No First-Hand Knowledge
  - Return to [earr.ask@business.gatech.edu](mailto:earr.ask@business.gatech.edu) once signed

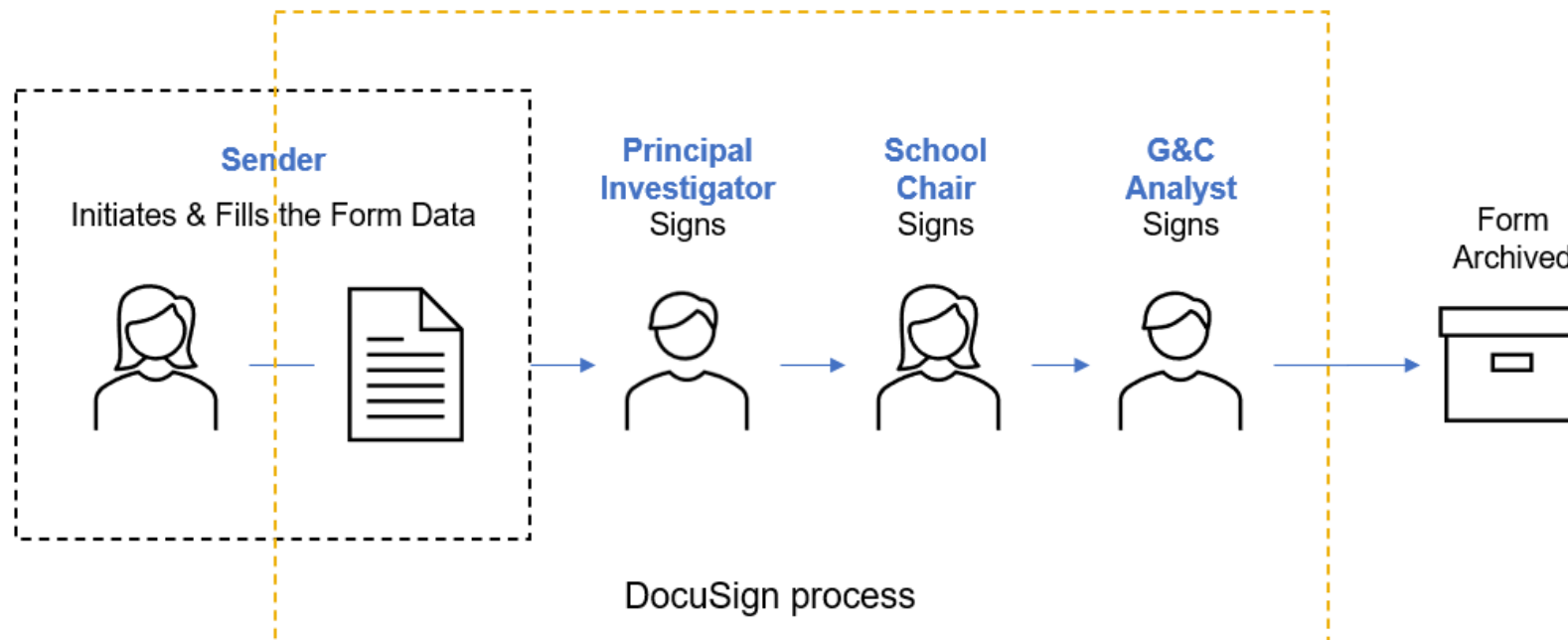
# Reporting Updates and Fixed Price Form in DocuSign

**Amy Zhang / Neli Tranakiev**

# PI Fixed Price Close-Out Certification Form via DocuSign

The G&C PI Fixed Price Close-Out Certification Form is now available for electronic submission.

- Generated by initiator – fills all the required data;
- Electronic Signatures collected by PI, School Chair, G&C FA - automatically routed via DocuSign;
- Signed form archived in electronic format via Application Xtender.



# PI Fixed Price Close-Out Certification Form via DocuSign

1. Initiator/ Sender – fills names/emails (this creates the DocuSign envelope) and starts the process

- Link to the template is available on the G&C website at:

<https://grants.gatech.edu/standard-forms>



The screenshot shows the Georgia Tech Grants and Contracts Accounting website. The header includes the Georgia Tech logo and the text "Grants and Contracts Accounting". A navigation menu at the top lists: Home, Operating Units, Policies and Procedures, Reports and Forms, Resources, Applications, FAQs, and Training. Below the navigation, the breadcrumb trail reads "GT Home / Admin & Finance / Home / Reports and Forms". The main heading is "Standard Forms". A list of forms is displayed, with "Standard Forms" highlighted in a yellow box. Other forms listed include: Budget Categories and Object Codes, Cost Accounting Standards Exception Form, Cost Share Requirements and Certification Form, Cost Share Certification Form (MS Word), and Cost Transfer Form (MS Excel). Below the list, there are links for "Memorandum of Understanding – Part Supp / Sub Allow (MS Word)", "PI Fixed Price Close-Out Certification Form (DocuSign) (Manual PDF Form)" (highlighted in a yellow box), "Service Center Request Form", and "Cost Share Tuition Waiver Calculator".

# PI Fixed Price Close-Out Certification Form via DocuSign

## 1. Initiator (Sender)

- Log in to DocuSign

DocuSign

Log In

Email \*

NEXT

[No account? Sign up for free](#)

- Select to USE the form template

The screenshot shows the DocuSign eSignature interface. At the top, there are navigation tabs: Home, Manage, Templates, and Reports. The 'Templates' tab is selected. Below the navigation, the title of the template is 'Grants\_Fixed Price Close-Out Certification Form'. A yellow arrow points to a blue 'USE' button, which is highlighted with a yellow box. Below the 'USE' button, there is a list of recipients. The recipients are:

Recipient ID	Recipient Name	Recipient Email	Action
1	sender:		Needs to Sign
2	Principal Investigator:		Needs to Sign
3	School Chair:		Needs to Sign
4	G&C Analyst:		Needs to Sign
5	OIT Imaging Archiver: OIT DocuSign Webservice	oit-docusign-epi@gatech.edu	Receives a Copy

# PI Fixed Price Close-Out Certification Form via DocuSign

Grants\_Fixed Price Close-Out Certification Form

Recipients

1 sender NEEDS TO SIGN CUSTOMIZE

Name \*  
Neli Tranakiev

Email \*  
ntranakiev@gatech.edu

2 Principal Investigator 3

Name \*  
[Redacted]

Email \*  
[Redacted]

School Chair 4

Name \*  
[Redacted]

G&C Analyst NEEDS TO SIGN CUSTOMIZE

Name \*  
[Redacted]

Email \*  
[Redacted]

OIT Imaging Archiver CC RECEIVES A COPY CUSTOMIZE

Name \*  
OIT DocuSign Webservice

5 SEND DISCARD

## 1. Initiator (Sender)

- Enters the names for the 3 “signers” (GT emails will auto populate)
- SEND



# PI Fixed Price Close-Out Certification Form via DocuSign

## 2. Sender (Initiator):

- Receives an invitation to “Sign Now” upon sending, or by link in an email notification;
- enters form data (all required fields);
- FINISH.

Do you want to sign this document now?

**SIGN NOW** SIGN LATER

This site uses cookies, some of which are required for the operation of the site. [Learn More](#)

Today

Neli Tranakiev via DocuSign  
Please view the DocuSign: Grants\_Fixed Pri... 12:35 PM

Please Review & Act on These Documents

Neli Tranakiev  
Georgia Institute of Technology

Thank you.

Please review the documents below. **CONTINUE**

Sponsor Name: [ ] Award End Date: [ ]  
Principal Investigator/Project Director: Neli Tranakiev

This site uses cookies, some of which are required for the operation of the site. [Learn More](#)

Enter text **FINISH** OTHER A [ ]

**GT Georgia Tech**  
Office of Grants & Contracts Accounting  
925 Dalney Street NW Atlanta, GA 30318  
Send form to Award G&C Financial Analyst

**PI FIXED PRICE CLOSE-OUT CERTIFICATION FORM**

Required - AWD-#####

Fund Number: [ ] Award Start Date: [ ]  
Sponsor Name: [ ] Award End Date: [ ]  
Principal Investigator/Project Director: Neli Tranakiev

Grant Award Type (Fixed Price only):  
 Federal or Federal Flow-through  Non-Federal

Residual balance Amount, if applicable: \$ [ ] Contract Amount: \$ [ ]

**FILL IN**

# PI Fixed Price Close-Out Certification Form via DocuSign

3. Signer 1 – PI – review and sign;
4. Signer 2 – School Chair - review and sign;
5. Signer 3 – G&C Financial Analyst – review and update;
6. Form completed:
  - parties notified (can download)
  - form sent to a service email to be archived
7. Integration runs – form archived at ApplicationXtender and Indexed.

The image displays a DocuSign email notification and the ApplicationXtender interface. The email, from DocuSign NA3 System, contains a link to a document titled "Grants Fixed Price Close-Out Certification Form". The document content includes a certification statement from the Principal Investigator (Nelli Tranakiev) dated 2/21/2022, certifying that all allocable expenses have been charged to the project and that all project activities were completed. The form also includes fields for PI Name, PI Signature, and Date.

The ApplicationXtender interface shows a list of applications under the "ACCOUNTING" category. A "Query Results" window is open, displaying a "PI FIXED PRICE CLOSE-OUT CERTIFICATION FORM" for Fund Number AMD-001050, Award Start Date 04/01/2020, and Award End Date 08/31/2021. The form details the Principal Investigator (XiaoLi Ma), Grant Award Type (Non-Federal), and Residual balance Amount (\$342.59). A justification of the residual balance is provided: "AMD-001050/GR00004555 FIXED Member Hitachi submitted \$50,000 Membership Payment but remaining residual balance of \$342.59 to transfer to FFP Membership Residual Account DE00016299."

# Training Updates

**Rob Roy**

Director of BOR Sponsored Programs

# Training

# Upcoming Spring Semester Classes

# Events

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

Offered Virtually, via BlueJeans, unless otherwise noted

**March 8<sup>th</sup>**

**Cayuse Proposal System,**  
09:00am – 10:30am (Virtual)

**March 10<sup>th</sup>**

**Basic Certification Workshop,**  
9:00am – 1:30pm (Virtual)

**March 10<sup>th</sup>**

**eRouting Proposal Module,**  
02:00pm – 3:30pm (Virtual)

**March 15<sup>th</sup>**

**NSF Proposal Prep & Review Tips,**  
12:00pm – 1:30pm (Virtual)

**March 15<sup>th</sup>**

**Service Centers and Best Practices,**  
2:00pm – 3:30pm (Virtual)

**March 22<sup>nd</sup>**

**2 CFR 200 Workshop,**  
09:00am – 4:00pm (Virtual)

**March 24<sup>th</sup>**

**NIH Proposal Prep & Review Tips,**  
09:30am – 11:00am (Virtual)

**March 24<sup>th</sup>**

**NIH F-Series – Fellowship Programs,**  
11:15am – 12:15pm (Virtual)

**March 29<sup>th</sup>**

**Internal Controls Workshop,**  
09:00am – 3:00pm (Virtual)

**April 6<sup>th</sup>**

**Basic Certification Workshop,**  
09:00am – 1:30pm (Virtual)

**April 12<sup>th</sup>**

**eRouting Proposal Module,**  
09:00am – 10:30am (Virtual)

**April 12<sup>th</sup>**

**Post-Award & Compliance Part I,**  
12:30pm – 3:00pm (Virtual)

**April 14<sup>th</sup>**

**Post-Award & Compliance Part II,**  
9:30am – 11:00am (Virtual)

**April 14<sup>th</sup>**

**Cayuse Proposal System,**  
02:00pm – 3:30pm (Virtual)

**April 20<sup>th</sup>**

**Pre-Award Part I,**  
09:30am – 12:00pm (Virtual)

**April 21<sup>st</sup>**

**Pre-Award Part II,**  
12:30pm – 3:00pm (Virtual)

# THANK YOU!



[GRANTS.GATECH.EDU](https://grants.gatech.edu)