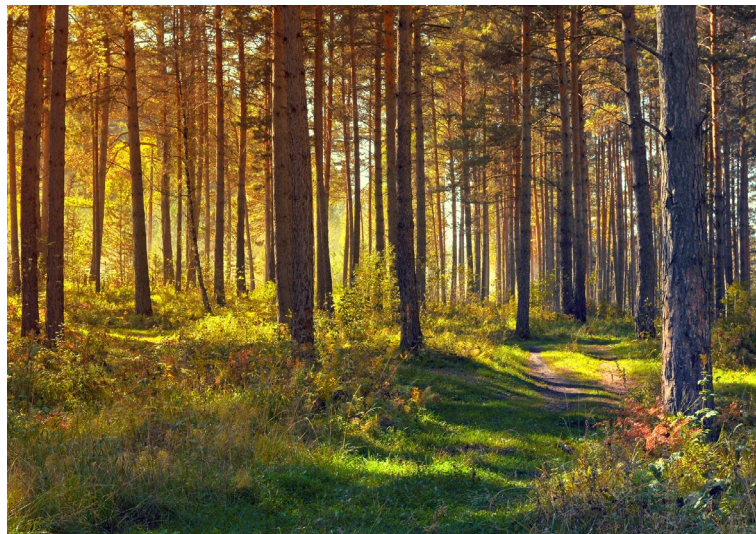


The Latest Buzz with G&C Accounting

Tuesday, September 19, 2023
11:00 AM – 12:30 PM



Agenda

Topic	Presenter(s)
Welcome, Post Award Research Updates	Josh Rosenberg
Commitment Accounting Updates	Terryl Barnes
Project Accounting Updates	Glenn Campopiano
Cost Accounting Updates	Jonathon Jeffries
Workday and Reporting Updates	Amy Zhang
Training Updates	Rob Roy
Closing	Josh Rosenberg

Post Award Research Updates

Josh Rosenberg

Exec. Director, Grants and Contracts

RI Sponsored Programs

AWARD DATA: FY20 – 24 (YTD through Period 2: August)

AWARDS: Cumulative Report thru: AUGUST					
College/Unit	FY24		FY23		Award Dollar Variance
	Awarded Amount	Awards	Awarded Amount	Awards	
COMP	\$ 7,714,864	35	\$ 11,986,966	40	-35.6%
COS	\$ 17,948,821	67	\$ 11,661,111	73	53.9%
DSGN	\$ 1,413,517	114	\$ 1,732,810	99	-18.4%
ENGR	\$ 66,737,910	231	\$ 60,607,750	237	10.1%
GTRI	\$ 177,349,678	180	\$ 146,373,867	172	21.2%
IAC	\$ 988,560	9	\$ 3,357,933	15	-70.6%
OTHERS	\$ 27,077,214	79	\$ 19,170,297	66	41.2%
SCB	\$ 480,966	3	\$ -	0	0.0%
Total	\$ 299,711,530	718	\$ 254,890,735	702	17.6%
Resident Instruction and Other	\$ 122,361,852	538	\$ 108,516,868	530	12.8%

Awards		
	YTD (August)	Full Year
FY24	\$ 122,361,852	\$ -
FY23	\$ 108,516,868	\$ 512,798,649
FY22	\$ 132,740,919	\$ 443,169,708
FY21	\$ 104,376,664	\$ 415,738,536
FY20	\$ 82,733,125	\$ 402,520,391

Key Takeaways:

- Awards for Georgia Tech totaled \$299.7 million.
- On the RI side, awards increased 12.8% to \$122.4 million.
- The primary drivers of award growth were increases in NSF (GRFP and CMAT) and Dept. of Commerce (GEORGIA-AIM Technology Corridor).

RI Sponsored Programs

SPONSOR AWARD DATA: FY23 – 24 (YTD through Period 2: August)

RI NEW AWARDS (Through August)						
Federal Agency or Sponsor Type	FY24	% of RI Portfolio	FY23	24 v. 23 \$ Variance	24 v. 23 % Variance	5 Year Avg
NATIONAL SCIENCE FOUNDATION (NSF)	\$ 41,405,395	34%	\$ 42,952,314	\$ (1,546,919)	-4%	\$ 38,528,118
DHHS	\$ 14,279,837	12%	\$ 13,094,807	\$ 1,185,030	9%	\$ 14,458,638
US DEPT OF ENERGY	\$ 12,120,242	10%	\$ 3,985,003	\$ 8,135,239	204%	\$ 7,401,366
US DEPT OF COMMERCE	\$ 9,934,190	8%	\$ 3,598,486	\$ 6,335,704	176%	\$ 3,784,765
INDUSTRIAL SPONSORS	\$ 8,641,303	7%	\$ 13,116,215	\$ (4,474,912)	-34%	\$ 9,921,168
ARMY	\$ 8,240,529	7%	\$ 2,846,004	\$ 5,394,525	190%	\$ 2,663,676
NAVY	\$ 5,076,552	4%	\$ 8,138,311	\$ (3,061,759)	-38%	\$ 4,052,095
COLL/UNIV/RES INST.	\$ 5,059,565	4%	\$ 5,731,937	\$ (672,372)	-12%	\$ 6,710,412
AIR FORCE	\$ 3,990,560	3%	\$ 716,362	\$ 3,274,198	457%	\$ 1,840,981
INDUS RES INST/FDNS/SOC	\$ 3,384,178	3%	\$ 2,754,447	\$ 629,732	23%	\$ 4,802,791
ENVIRONMENTAL PROTECTION AGENCY	\$ 2,123,000	2%	\$ 749,999	\$ 1,373,001	183%	\$ 1,210,993
NASA	\$ 1,465,311	1%	\$ 3,757,605	\$ (2,292,294)	-61%	\$ 3,008,731
US DEPT OF EDUCATION	\$ 1,103,551	1%	\$ 3,263,506	\$ (2,159,955)	-66%	\$ 5,668,686
NUCLEAR REGULATORY COMM	\$ 1,000,000	1%		\$ 1,000,000		\$ 1,000,000
GOVT-OWNED/CONTRACTOR OP	\$ 990,088	1%	\$ 1,186,077	\$ (195,989)	-17%	\$ 1,195,045
Grand Total	\$ 122,361,852	100%	\$ 108,516,868	\$ 13,844,984	12.8%	\$ 113,204,729

Key Takeaways:

- Top 15 sponsor types/agencies by award dollars in FY24 listed above; totals at the bottom reflect awards from all sponsors.
- The most significant increases were in awards from the Department of Energy and the Department of Commerce.

RI Sponsored Programs

EXPENSE DATA: FY20 – 24 (YTD through Period 2: August)

Expenditure Analysis: AUGUST	FY24 YTD	FY23 YTD	Change
Salaries and Wages	\$ 26,596,117	\$ 25,869,187	2.8%
Subcontracts	\$ 11,933,634	\$ 11,149,217	7.0%
Tuition Remission	\$ 4,628,702	\$ 4,512,132	2.6%
Other Direct Costs	\$ 11,634,393	\$ 9,975,992	16.6%
M&S	\$ 4,525,573	\$ 4,446,935	1.8%
Fringe Benefits	\$ 5,885,471	\$ 5,617,882	4.8%
Equipment	\$ 1,285,526	\$ 1,426,806	-9.9%
Domestic Travel	\$ 1,404,902	\$ 1,204,023	16.7%
Foreign Travel	\$ 426,902	\$ 423,649	0.8%
High Performance Computing	\$ 15,061	\$ 10,978	37.2%
Unallocated	\$ 35,238	\$ 24,228	45.4%
DIRECT	\$ 68,371,520	\$ 64,661,029	5.7%
IDC	\$ 20,906,664	\$ 19,345,488	8.1%
Total	\$ 89,278,184	\$ 84,006,517	6.3%

Expenditures - Direct		
	YTD (August)	Full Year
FY24	\$ 68,371,520	\$ -
FY23	\$ 64,661,029	\$ 337,688,551
FY22	\$ 61,592,087	\$ 330,920,330
FY21	\$ 52,570,991	\$ 294,248,586
FY20	\$ 49,259,730	\$ 286,744,676
Expenditures - Indirect		
	YTD (August)	Full Year
FY24	\$ 20,906,664	\$ -
FY23	\$ 19,345,488	\$ 103,856,777
FY22	\$ 9,685,775	\$ 93,079,082
FY21	\$ 8,238,531	\$ 86,156,912
FY20	\$ 8,893,567	\$ 84,764,909

Key Takeaways:

- Direct expenditures were up 5.7% and indirect expenditures were up 8.1% YOY.
- Increases were relatively consistent on all categories, with only equipment showing a YOY decrease.

RI Sponsored Programs

Grants and Contracts *INVOICING* and *FINANCIAL REPORTING* FY23 – FY24 (YTD through Period 2: August)

INVOICING			
Invoicing YTD FY2023 vs. FY2024 (thru Aug.)			
Invoice Types	FY24 (August YTD)	Monthly FY24 Average	FY23 (August YTD)
G&C GIT Standard	\$ -	\$ -	\$ 14,791
G&C GIT Standard Certification Required	\$ 680,193	\$ 340,096	\$ 80,152
G&C GTRC Custom Certification Required	\$ 206,427	\$ 103,214	\$ 747,742
G&C GTRC Standard	\$ -	\$ -	\$ 5,926,481
G&C GTRC Standard Certification Required	\$ 24,049,898	\$ 12,024,949	\$ 13,408,476
G&C In House	\$ 5,724,698	\$ 2,862,349	\$ 4,043,772
G&C LOC Draw	\$ 34,360,153	\$ 17,180,076	\$ 30,600,632
G&C SF1034	\$ 3,623,775	\$ 1,811,887	\$ 2,784,878
G&C SF 270	\$ 11,555,996	\$ 5,777,998	\$ 10,345,356
Grand Total	\$ 80,201,139	\$ 40,100,569	\$ 67,952,281
Raw Invoice Counts	2,626	1,313	2,249
Year over Year Invoicing Change	Dollars	Invoice Counts	
YTD change in FY24 over FY23	\$ 12,248,858	377	
YTD percentage change	18.0%	16.8%	

FINANCIAL REPORTS		
Financial Reports YTD FY20223 vs. FY2024 (thru August)		
Report Types	FY24 (Aug.)	FY23 (Aug.)
Annual Financial Report	18	29
Final Financial Report	33	39
Monthly Financial Report	33	44
Quarterly Financial Report	121	133
Revised Financial Report	-	-
Semi-Annual Financial Report	4	5
TOTALS	209	250
Year over Year Invoicing Change	Report Counts	
YTD change in FY24 over FY23	(41)	
YTD percentage change	-16.4%	

Notes:

- Early in the fiscal year, variances in both directions tend to be more pronounced. There were some changes made from the sponsor side on reporting requirements that led to the reduction in required financial reports.

RI Sponsored Programs

Grants and Contracts: FINANCIAL ANALYSIS: FY23 – FY24 (YTD through Period 2: August)

JOURNALS BY THE ANALYST TEAM	FY24	% of Total	FY23	% of Total	% Chg FY
Journals (Total)	214		224		-4%
Appropriate Grants Management	160	75%	164	73%	
"Red Flag" Grants Management	54	25%	60	27%	

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

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

Key Takeaways:

- The statistics on journals show a 4% decline relative to last year, and a continued reduction in "red flag" grants management concerns.
- Independent of journal activity through June, the analyst team managed 210 award initiations, 494 award modifications, 883 award corrections, and 88 service now tickets.

RI Sponsored Programs

Award Dollars in Exception Status

AWARD EXCEPTIONS (Overspent) - as of September 1			
Row Labels	Past-term	In-Performance	Grand Total
Financial Aid	(1,479,804)	(23,054,893)	(24,534,697)
Electrical and Computer Engineering	(526,090)	(3,308,103)	(3,834,193)
General Institutional Expense	(467,191)	(232,828)	(700,019)
Chemistry and Biochemistry	(394,271)	(1,184,269)	(1,578,541)
Center for Education Integrating Science, Mathematics & Computing (CEISMC)	(292,345)	(72,004)	(364,349)
Mechanical Engineering	(254,801)	(3,069,184)	(3,323,984)
GT/Emory Biomedical Engineering	(129,250)	(2,461,485)	(2,590,735)
School of Computer Science	(109,346)	(221,229)	(330,575)
Institute for Electronics and Nanotechnology	(104,704)	(47,820)	(152,524)
Institute for Bioengineering & Bioscience	(96,343)		(96,343)
Materials Science and Engineering	(77,101)	(1,165,668)	(1,242,769)
Industrial And Systems Engineering	(64,193)	(124,162)	(188,355)
Aerospace Engineering	(34,985)	(1,295,249)	(1,330,234)
School of Public Policy	(31,663)	(32,392)	(64,055)
EI2 Safety, Health, Environmental Services	(27,438)	(357,313)	(384,750)
Grand Total	(4,265,505)	(48,446,841)	(52,712,347)
Non-Financial Aid	(2,785,701)	(25,391,948)	(28,177,650)

Key Takeaways:

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

PI Articles

[PI ARTICLE: A Celebration of Georgia Tech Research.](#) (August, 2023) ([PDF Download](#))

[PI ARTICLE: Audits and Reviews.](#) (July, 2023) ([PDF Download](#))

[PI ARTICLE: A Summer Salary Briefing.](#) (June, 2023) ([PDF Download](#))

[PI ARTICLE: Exception Reports and the Importance of Sponsored Budget Management.](#) (May, 2023) ([PDF Download](#))

[PI ARTICLE: Cost Transfers – Manageable Problems.](#) (April, 2023) ([PDF Download](#))

[PI ARTICLE: The Craft of Carryover.](#) (March, 2023) ([PDF Download](#))

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

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

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

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

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

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

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

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

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

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

Notes:

- PI Articles that I will be writing and issuing each month for research faculty and unit financial staff are available on our grants and contracts website

- <https://www.grants.gatech.edu/pi-articles>

- The latest article:

[PI ARTICLE: A Celebration of Georgia Tech Research.](#) (August, 2023)

Commitment Accounting Updates

Terryl Barnes

Director - Commitment Accounting

Commitment Accounting Reminders

- Review salaries allocated to your department's undesignated and suspense work tags to ensure balances posted to these work tags are cleared timely.
- Exceptions to EDR salary cost transfers over the 90-day limit will be considered:
 - In situations where initial or continuing sponsor funding is delayed beyond 90 days after the effective date, consideration for recognition of cost transfers beyond the limit will be addressed by the Grants & Contracts Accounting Office if the transfer is requested within the reporting period of the sponsored project (typically 60 -90 days after the expiration date of the project).
 - If the terms and conditions of the sponsored agreement provide for acceptance and payment of the expenses covered by the proposed cost transfer and appropriate supporting documentation is provided, the Senior Director of Grants & Contracts Accounting may approve the proposed transfer.
 - Submit over 90-day requests via GT Servicenow (Financials)

CPFs: Key Points

Note: CPFs change the distribution of **only current and/or future** payroll expenditures- impact only **unprocessed** payrolls

- **Be sure to have complied all necessary information BEFORE trying to submit the transaction. Necessary information includes:**
 - Position Number
 - Combo Codes/Worktags for the new funding distribution
 - Effective Date/s
 - Percent of distribution for each effective date, in case there are multiple effective dates
 - Any Ad Hoc approvers who will need to be added in the approval flow, if applicable
- **Avoid causing the position to lock while entering the transaction.**
 - Remaining on the CPF page too long without submitting the transaction will cause the position to lock without a transaction number.
 - Entering the same combo code in the new distribution section more than once with the same earnings code or blank earnings code can cause the position to lock.
 - Submit ticket to OneUSG to have the position unlocked.

CPFs: Key Points

Note: CPFs change the distribution of **only current and/or future** payroll expenditures- impact only **unprocessed** payrolls

- **Effective date on CPF transactions must be the beginning of the current pay period or a future pay period (not the employee start date or semester start date).** For monthly positions, this is the first of the month. For bi-weekly positions, please refer to the bi-weekly calendar, and note the **bi-weekly pay periods begin on a Sunday.**

<https://hr.gatech.edu/payroll>

- The funding end date on combo codes pertains to grants only and is the OneUSG grant end date. The funding end date is auto populated. Do not enter, remove, or change the end date manually. Typically, 45 days are added to the Workday grant end date to arrive at the OneUSG grant end date to allow final close out adjustments. The Workday end date is the official grant end date to go by, and so do not charge funding after the grant has ended even if the transaction in OneUSG will allow it.
- **A financial approver from each of the From and To combo codes must be on the approval flow.** If a combo code belongs to another department, please contact the financial approver from that department **prior** to inserting them in the approval flow.
- When submitting a CPF transaction, with an Effective Date say 8/1/2023, please note that you do **not** need to insert a separate row for each month after August if the funding distribution is to stay the same for future pay periods. You need to add a row only if the distribution will be change for another future pay period.
- CPF transactions must be approved and processed prior to payroll processing to be effective for monthly payroll processing. Please submit and approve these transactions timely so that EDRs are avoided.

Review/Approve Change Position Funding

- Are all effective date(s) beginning of a future pay period?

Effective Date: 10/1/2025

- Is the current incumbent info correct?

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

- Review Distribution as of change effective date (click chartfield details)

ChartField Details

Combination Code:

ChartField Detail

Account	Fund Code	Department
<input type="text" value="999999"/>	<input type="text" value="21021"/>	<input type="text" value="012"/>

- Review new information section

- Combo codes
- Funding end dates (only applicable to grants)
- Percent of distribution
- Attachments (if needed)
- Comments
- Workflow/Ad-hoc approvers

File Attachment

Attached File:



EDRs: Key Points

Note: An EDR is needed to reallocate past pay period expenditures (processed payrolls)

- When submitting an EDR, only one row is needed and recommended if you are moving off only one partial amount to another combo code. In this case, you do not need to insert another row for the amount that is staying on the original combo code (the amount you are not moving).
- Insert another row only if you are moving off partial amounts to multiple combo codes. When inserting a row, the entire amount of the original distribution will need to be accounted for amongst the rows.
- The ECD report attached must be:
 - **From (run within) the current pay period (month), AND**
 - **The salary to be transferred must be clearly viewable as a past pay period amount (and NOT an encumbrance) on the report.**
- Please carefully select the applicable EDR justification option. This is important for audit purposes. If 'Other' is selected, please provide a detailed explanation of why the salary wasn't charged correctly to the original combo code, just stating "Reallocating to correct worktag" isn't a sufficient response.
- **A financial approver from each of the From and To combo codes must be on the approval flow.** A list of CA approvers can be found under the Commitment Acctg menu of the Budget Office website at <https://www.budgets.gatech.edu/rCmtAcctg/CAApproverList>
- **Please establish cost share early and often. Over 90 day policy applies when moving salaries on to a grant worktag, including cost share.** Please note that cost share grants should have a class code and function that begins with 1. Cost share worktags with a class code beginning with 6 (Sponsored Operations) will break a Workday custom validation.
- Please note the monthly EDR approval deadline which is communicated via email at the beginning of every month. EDRs that are not fully approved by the deadline will need to be denied and reentered.

Thank you for your cooperation in submitting and approving CPFs and EDRs timely!

Review/Approve Express Direct Retro

- Is the employee information correct?

Search Criteria	
Empl ID:	
Position:	Accounting Mgr
Company:	Georgia Institute Technology
Pay Group:	

- Is the accounting date in the current accounting period?

Accounting Date	10/31/2025
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- Is the current combo code outside of my department?

Current Distribution				
Employee Information Combo Code Details Request Details >				
	Combo Descr	Account Descr	Dept ID	Project
1	GTRI GTRI Payroll Clearing Acc	Salaries-Professional/Admin	012	DE00005210

- Is the new combo code correct?
- Is the transfer amount correct?
- Current employee cost detail report attached?
- Appropriate cost transfer justification/Comments?
- Ad hoc approvers included?

New Combo Code	Amount to Transfer



Additional Tools

- Helpful queries:
 - BOR_CA_POSITION_FUNDING
 - BOR_CA_EDR_STATUS
 - BOR_CA_EDR_LOCKS
- On demand training videos located on:
 - Media Space: https://mediaspace.gatech.edu/playlist/details/1_8lgt469g
 - HR Geniussis Training Site: <https://gatech.geniussis.com/FERegistration.aspx>

Commitment Accounting

- Commitment Accounting Office Hours
- When: Wednesday September 20, 2023 1-3PM
- Location: Virtual Teams Link
- Topics: Come with your questions/concerns

Project Accounting Updates

Glenn Campopiano

Director, Project Accounting

Grants and Contracts Accounting

- What are Project Financial Management Best / Good Practices?
- Some ideas to help you manage awards.
- Downstream Effects of Past term charges, Overruns and late cost transfers/ EDR.
- What happens to invoicing, financial reporting and close out when these conditions occur.

Grants and Contracts Accounting

- You have a new award –
- Let's load PS, start the purchasing of M&S and equipment in the beginning of the award. Purchases at end of award raise questions of how did it benefit work.
- Stay within budget –avoid overruns.
- Are you loading the right personnel?
- Limit SPD moves –try not to manage by EDR. Communicate with GRAs/RE/PI to monitor their monthly eWaf and bring errors to you right away.
- Review burn rate at least monthly –communicate with PI if not on track.
- Do you have a sub-award? What is your plan for Sub-Recipient monitoring and invoice approval?

Grants and Contracts Accounting

- Do you have cost share? Follow cost share budget plan. Try to match sponsor burn rate & cost share burn rate. Some sponsor require equal burn rates in order for G&C to invoice.
- Does sub award have cost share?– don't approve sub invoices unless cost share provided – good leverage to ensure compliance with meeting cost share. Be sure to communicate with G&C about 3rd party cost share so it is properly recorded.
- 90 days to end date – run SABER and sort for awards ending in 90 days or less. Review now to have a smooth closeout. Should be a monthly task.

Grants and Contracts Accounting

- Need a no cost extension? –let's get it in place prior to award end date. Or at least start process before end date.
- Award closes with no issues and you close open encumbrances. You're not doing last minute EDRs or cost transfers.
- Next slides are a more step by step plan for managing sponsored awards. the goal really is to actively manage during period of performance and be proactive to avoid errors. Everyone needs to have a plan that works for them and unit. Not going to read through it all here.

Grants and Contracts Accounting

- Proposal reviewed by unit financial manager or grant manager:
 - Check budget for errors in salary costs, fringe rate, tuition rate & OH rate
 - Be mindful of participant support costs vs research subject costs.
 - Ensure cost share funds secured if required.
- Submit Proposal
- Advance Award (project) number-
 - Are there delays in the contracting process and you have greater than 90% certainty in getting the award? – request an advance award/grant number.
 - Allows you to post charges in the correct place and avoid cost transfers later.
 - Must commit depart fund in case award does not materialize.
- Proposal awarded:
 - Set up project workbook (WB) and cost share workbook if needed.
 - Load personal services through end of award in workbooks(WB) per budget, through end of fiscal year in commitment accounting(if possible)
 - Encumber travel, M&S and equipment in WB.
 - Begin requisitions for purchases as soon as possible.
 - Issue sub-awards if needed.

Grants and Contracts Accounting

- Review at least monthly for:
 - Review Exception reports sent by G&C
 - PS charges are correct for persons and amounts
 - Fringe, OH & tuition posting correctly – look for errors.
 - Has travel, M&S and equipment charges posted correctly?
 - Remove unneeded encumbrances
 - Sub recipient monitoring –capture meetings, emails, reports, etc.
 - Is cost share being met in step with sponsored expenses?
 - Is everyone reviewing their eWafs monthly? And reporting mistakes?
- Review financial progress (burn rate) with PI if not on track.
 - Cause for lack of spending –wrong PS loading, supplies not being purchased, travel not happening, etc. Determine corrective measures.
 - Sub awardees are invoicing and meeting deliverables (and cost share if needed)
 - Cost share being met?
- 90 days before award end date:
 - Review spend plan to ensure zero balance at end. If needed, spending without effort is unallowable.
 - Has work progressed? Is a no cost extension needed? Request now if needed to avoid gap in end date and NCE approval date.
 - Review cost share commitments-bring into budget if off track.
 - All M&S and equipment on hand. Close unneeded purchase orders.
 - Review sub awards and let them know to get final invoices in on time.
 - Ask PI if a renewal mod/proposal is needed. Submit per sponsor guidelines.

Grants and Contracts Accounting

- 30 days before award end date:
 - Final check on burn rate
 - Cost share should be met or met by end of award
 - Sub awards pending final invoice/deliverables.
 - Discourage late M&S purchases that will arrive after end date.
 - Review personal and find out where they will be charged after award ends and make commitment accounting change – may be moved to undesignated or other sponsored– but ensure past term charges do not post.
- Award ends:
 - Deliverables met?
 - Programmatic reporting complete?
 - Equipment tagged and accounted for or does it return to sponsor?
 - Cost share is met?
 - Sub award invoices submitted or on the way?
- This is just a broad outline. There are lots of unique tasks left out such as animal approvals, human subject approvals, export control, NDAs, IP contracts, foreign national restrictions, participant support, program income, etc. The goal is to have a structured method that prevents awards from going sideways at any point and not being aware. Ultimately the PI is responsible and should be actively involved by unit financial staff to be kept up to date and the source for decision making regarding PS loadings and the spending of the award.

Grants and Contracts Accounting

Contract Information System – CIS

- Has award details and documents.
- Specifies funded amount and POP.
- Identifies Contracting Officer (CO)

Workday

- SABER – Sponsor Award Budget Expense Report – main report for grant monitoring
- EBBR – Expense Budgetary Balance Report
- Other Funding Sources Dashboard (GTF, DSS, etc.)

Commitment Accounting

- Loads effort on grant lines
- Express Direct Retro (EDR) redistributes past effort to correct error/omissions.
- Run Monthly Project Cost Detail

Lite Reporting

- Has personnel services reports.

OneBudget

- For managing state funds.

Grants and Contracts Accounting

- **What happens when award is overrun?**
 - WD invoicing is interrupted and accountant has to manually intervene to invoice. Adding extra work for accountant. If we invoice up to contract value WD chooses amounts and object class.
 - When over run is moved off it may not match what was invoiced –this may impact financial reports.
 - Overruns cost the unit discretionary funds to pay for them.
- **What happens with past term charges?**
 - WD invoicing is interrupted and accountant must determine if past term charge was allowable (think EDR) and then has to change end date on award, manually create invoice, then go back and reset date on award.
 - If unallowable, it still prevents the invoicing from being done by system and now analyst must work with unit to get unallowable charge off grant.

Grants and Contracts Accounting

- What issues do EDR cause?
- Sometimes EDR are required. We bill most sponsors monthly. When you do an EDR from award to another award that means a sponsor was over charged in the month and the other was under charged. This sometimes leads to having to credit a sponsor or redo a financial report. Added work for the accountants. I have seen a project with a 4 month POP go 4 months with no expenses(and no invoices)Then in month 5 several EDR were done to put charges on award. Since it was past term WD did not generate invoice. The following month it was picked up by accountant. So 2 months after award ended sponsor finally gets an invoice. They were not happy. And fortunately they paid.

Grants and Contracts Accounting

- How do you help G&C stay current with invoicing, reporting and closeouts?
- If these 4 things were minimized across campus productivity / efficiency in G&C would increase.
 1. Stay within budget –avoid overruns.
 2. Load PS timely –avoid EDRs
 3. No past term charges. Some are unavoidable, like a late supplier invoice or sub-contract invoice but a good bit are avoidable.
 4. Cost transfers –are always under audit scrutiny –by their nature they are mistakes –which questions internal controls.
- Thanks for helping out and reach out anytime!

Cost Accounting Updates

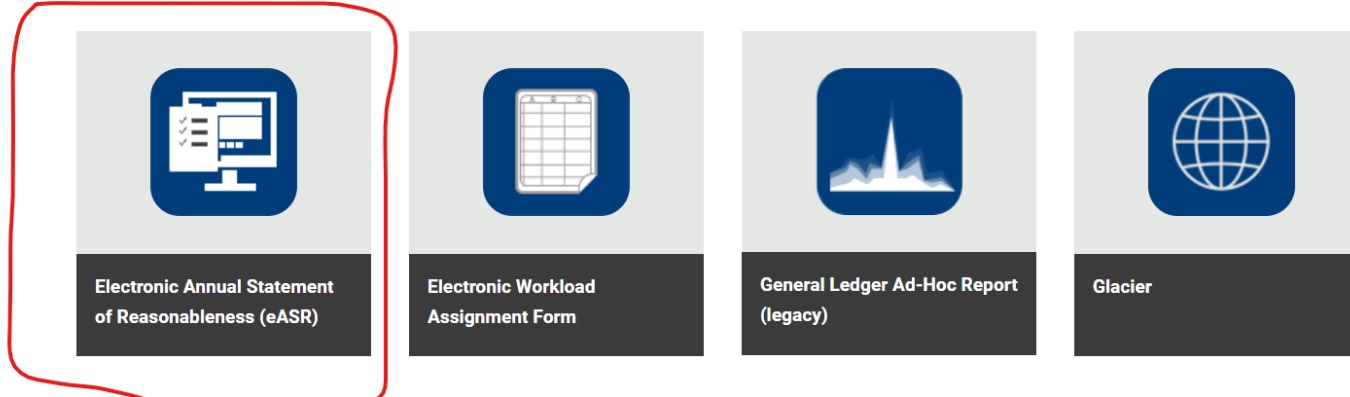
Jonathon Jeffries

Director - Cost Accounting

Annual Statement of Reasonableness

- 1,242 (20%) FY23 ASRs still need employee confirmation as of Friday, September 15th
- ASRs are now past due and out of compliance
- Paper ASRs will be distributed to the department of record but electronic certification is still allowed and preferred
- 1,707 (35%) of approved ASRs approved by employee still require Unit Financial Manager approval
- Unit Financial Managers updates can be made by emailing help desk at easr.ask@business.gatech.edu
- Manual ASRs for prior year cost transfers can be requested from the help desk or produced on the ASR page by the assigned UFM
- A revised and signed ASR is required back-up documentation for prior year journal entries

ASRs – UFM Approval via TechWorks



eASR Menu

Date/Time: 09/15/2023 01:12:14 PM

Database: Production

GEORGIA Institute of TECHNOLOGY

electronic Annual Statement of Reasonableness (eASR)

eASR Confirmation by Employee
eASR Certification by UFM
eASR Status Report
Manual ASR Form
eASR Confirmation by Employee - View Only
eASR Manual Deptid Entry
eASR Administration

[Logout](#)

If you have any questions or comments about this site, please email asr.ask@business.gatech.edu

RI Fringe Rate Study Submissions to ONR

- **Resident Instruction (RI)**
 - Fringe Actuals (FY23) – due September 30th 2023
 - FY25 Fringe Proposal – due April 30th 2024
- **Partial Benefits (Medicare Only)** – Part-time Employees less than 50%, Extra Compensation not covered by retirement programs
- **Full Benefits** – Regular full-time faculty and Staff, Part-time Employees at least 75%
 - Social Security, \$25,000 Life Insurance, Health Insurance, Retirement (ORP or TRS), Non-Payroll Fringe
 - Non- Payroll Fringe includes Terminating Vacation Payouts, Retiree Health and Life Benefit, Workers Compensations, Unemployment Insurance and payments to ERS
 - Retiree Benefit, Workers Compensation, and Unemployment allocated to GTRI and paid quarterly
 - New for FY22 Campus Transportation Costs, GTRI to includes costs in GTRI Admin Study
 - GTRI includes a miscellaneous fringe component for Employee Recognition, Relocation, and Tuition
- **Limited Benefits** - Part-time Employees at least 50%, but less than 75%
 - Includes all benefits in Full Rate except Health and Life Insurance
- **Graduate Student Health Benefit** – GRA and GTA Only
 - Health Insurance Subsidy provided by Institute
- **No Benefit** – Graduate Assistance and Student Employees

Resident Instruction Full Fringe Rate Comparisons (Actuals)

Fringe Benefit Rate No. 2 - Full Fringe Benefits		FY 2020	FY 2021	FY 2022	FY 2023
Fringe Benefits :		Rate	Rate	Rate	Rate
Social Security		6.62%	6.76%	6.85%	6.79%
Life Insurance		0.23%	0.21%	0.21%	0.20%
Health Insurance		8.69%	8.54%	8.27%	7.93%
Retirement		14.36%	13.29%	13.85%	14.01%
Non-Payroll Fringes, Termination Vac Leave		<u>2.55%</u>	<u>2.52%</u>	<u>2.85%</u>	<u>2.58%</u>
		32.45%	31.31%	32.03%	31.51%
Salaries and Wages		\$554,667,918	\$543,250,673	\$570,511,117	\$650,731,120
Over/(Under) Recovery		(2,514,276)	2,929,699	710,604	4,175,444

- Full fringe eligible salary up 14% in FY23
- Employer health care premiums remained flat with increased base lowering effective rates, increases expected in 2024
- Non-payroll decrease driven by lower retiree health and terminating vacation costs

Resident Instruction Grad Health Rate Comparisons (Actuals)

		FY 2020	FY 2021	FY 2022	FY 2023
Fringe Benefits Rate No. 4 - Graduate Student Health		Rate	Rate	Rate	Rate
Graduate Student Health Insurance		5.28%	5.49%	6.51%	6.95%
Salaries and Wages		88,508,923	91,169,054	99,986,638	108,685,725
Projected Rate No. 4					
Over/(Under) Recovery		\$653,410	\$648,425	(\$460,569)	(\$710,341)

- Increase in premium in FY23 reflecting in higher rate

Workday Reporting Updates

Amy Zhang

Application Support Analyst Lead

Workday 2023 R2

- Originating Spend Journal Source for Facilities and Administration Cost
- Available in Saber Actuals

SABER - Sponsored Award Budget Expense Report								
Order G&C Sponsor Accountant	Award G&C Financial Analyst	Budget Reference	Fiscal Year	Period	Operational Transaction	Originating Journal Source for F&A	Originating Spend Transaction for F&A	Supplier
IR Fedrick	Shavon Deriso	BR22	FY22	Mar	Facilities And Administration: CO503 Georgia Institute of Technology on 03/18/2022	EDR - Express Direct Retro	EDR_20220318_02 - CO503 Georgia Institute of Technology - 03/18/2022 - EXPRESS DIRECT RETRO 03-18-2022	
IR Fedrick	Shavon Deriso	BR22	FY22	Mar	Facilities And Administration: CO503 Georgia Institute of Technology on 03/18/2022	FRF - Flat Rate Fringe	FRF_20220318_03 - CO503 Georgia Institute of Technology - 03/18/2022 - FLAT RATE FRINGE 03-18-2022	
IR Fedrick	Shavon Deriso	BR22	FY22	Mar	Facilities And Administration: CO503 Georgia Institute of Technology on	FRF - Flat Rate Fringe	FRF_20220331_01 - CO503 Georgia Institute of Technology - 03/31/2022 - FLAT RATE	

Workday 2023 R2

- Rename Assistance Listings to CFDA Assistance Listings

≡ MENU



Q cfda



View CFDA Assistance Listings

2302 items

CFDA Assistance Listing	CFDA Assistance Listing Number	CFDA Assistance Listing Description	CFDA Assistance Listing Inactive
Q	0		No
Q	10.001	Agricultural Research Basic and Applied Research	No
Q	10.025	Plant and Animal Disease, Pest Control, and Animal Care	No
Q	10.028	Wildlife Services	No
Q	10.030	Indemnity Program	No
Q	10.051	Commodity Loans and Loan Deficiency Payments	No
Q	10.053	Dairy Indemnity Program	No
Q	10.054	Emergency Conservation Program	No
Q	10.055	Direct and Counter-cyclical Payments Program	No
Q	10.056	Farm Storage Facility Loans	No

Training Updates

Rob Roy

Director of BOR Sponsored Programs

2023 Upcoming Fall Semester Classes & Events

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

Offered virtually, via Zoom, unless otherwise noted

September 2023

September 18th

Internal Controls Workshop

10:00am – 3:00pm **(Virtual)**

September 28th

**Cayuse Proposals System
Training**

10:00am – 11:30am **(Virtual)**

September 28th

eRouting Proposal Module

2:00pm – 3:30pm **(Virtual)**

Ongoing & On-Demand Courses

- *Introduction to the Research Enterprise at GT*
- *What are GTRC and GTARC?*
- *NIH Proposal Preparation & Review Tips*
- *NIH F Series--Fellowship Programs*
- *NSF Proposal Preparation & Review Tips*
- *Advanced Research Projects Agency for Health (ARPA-H): Introduction and Q&A*
- *Advanced Research Projects Agency for Health (ARPA-H): Budget Workshop*
- *Advanced Research Projects Agency for Health (ARPA-H): Terms & Conditions Workshop*
- *Service Centers and Best Practices*
- *Specialized Service Agreements*
- *Subawards - Request, Monitor, Risk*
- *Effort Reporting*
- *Cost Share*
- *Pivot: Finding Funding*
- *Budget Preparation for Early Career Researchers*
- *Proposal Preparation & Submission Process for Early Career Researchers*
- *Post-Award Management for Early Career Researchers*

RESEARCH ADMINISTRATION BUZZ

RAB MEETING

October 23rd
Dalney 180 & Virtual
January, April, July, October 2024 dates TBD

[Log in](#) using GT credentials and register for the event option you wish to attend.





Georgia Tech
Research

RESEARCH ADMINISTRATOR APPRECIATION EVENT

SEPTEMBER 25, 2023

LUNCH: 11:30AM - 12:00PM

HYBRID EVENT: 12:00 - 2:00PM

[Log in](#) using GT credentials and register for the event option you wish to attend.

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



Save-the-Date!

Georgia Research Administrators NeTwork (GRANT) Conference

October 12, 2023

10am-4pm

Dalney 180 and via Zoom



We hope to see you **in-person** for this highly interactive and engaging event!

Agenda and registration coming soon.

*There will be limited online participation available.
Priority registration for both in-person and virtual seats will be
available to Georgia-based organizations, including remote employees.*

GT Certification Contact Hours & CEU credit



Approved by RACC
to use for your
CRA, CPRA CFRA
recertification
hours!



THANK YOU!



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