

The Latest Buzz with G&C Accounting

Thursday, April 24, 2025
10:00 – 11:30 AM



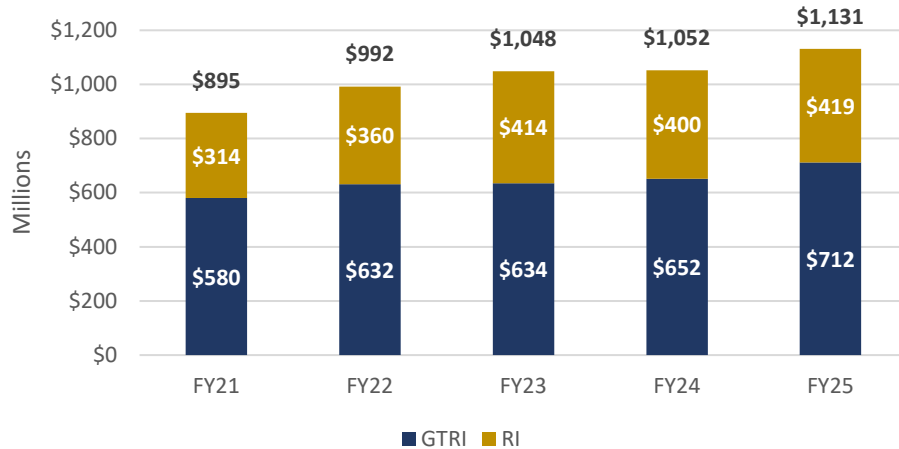
Agenda

Topic	Presenter(s)
Research Updates	Jonathon Jeffries
Cost Accounting Updates	Jonathon Jeffries, Andrew Chung, Barkley Howard
Commitment Accounting Updates	Jason Cole
Sponsored Research Accounting Updates	Glenn Campopiano
Compliance Updates	Charles Derricotte III, Karon Gray
Workday and Reporting Updates	Amy Zhang
G&C Month End Close Process	Tony Wang
Training Updates	Rob Roy
Closing	Jonathon Jeffries

Georgia Tech Research (RI and GTRI)

Fiscal Year-to-Date Sponsored Awards

(March)



Trends:

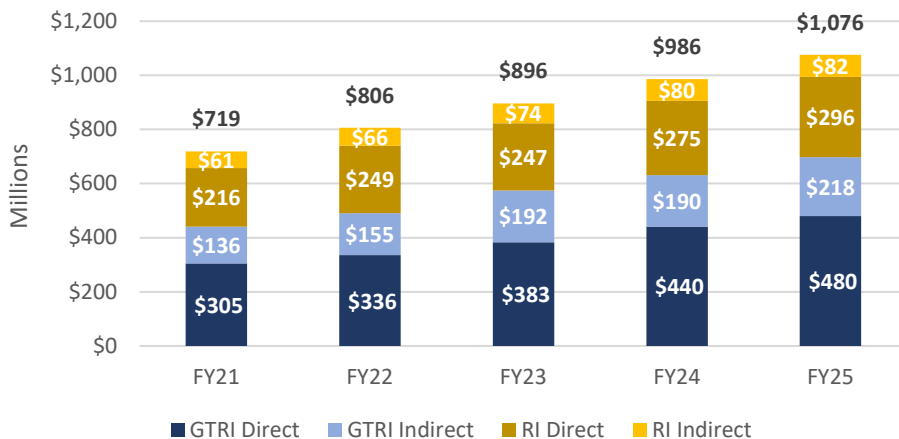
Actuals (AWARDS):

- **FY25: \$1,130,887,297**
- GTRI: up 9.2% and \$60.0 million (\$711.8 million in FY25 vs. \$651.8 million in FY24)
- RI: up 4.6% and \$18.6 million (\$419.1 million in FY25 vs. \$400.5 million in FY24)
- **GT Overall: up 7.4% and \$78.6 million (\$1.131 billion in FY25 vs. \$1.052 billion in FY24)**

Projections for full year FY25: GTRI (6.8% growth), RI (flat growth).

Fiscal Year-to-Date Sponsored Expenditures

(March)



Trends:

Actuals (EXPENDITURES):

- **FY25: \$1,075,557,383**
- GTRI: up 10.7% and \$67.2 million (\$697.8 million in FY25 vs. \$630.6 million in FY24)
- RI: up 6.3% and \$22.3 million (\$377.7 million in FY25 vs. \$355.4 million in FY24)
- **GT Overall: up 9.1% and \$89.5 million (\$1.076 billion in FY25 vs. \$986.0 million in FY24)**

Projections for full year FY25: GTRI (14.9% growth), RI (4.9% growth).

RI Sponsored Programs

AWARD DATA: FY21 – 25 (YTD through Period 9: March)

AWARDS: Cumulative Report thru: MARCH					
College/Unit	FY25				Award Dollar Variance
	Awarded Amount	Awards	Awarded Amount	Awards	
COMP	\$ 29,469,906	127	\$ 40,228,383	144	-26.7%
COS	\$ 52,162,307	267	\$ 49,770,069	229	4.8%
DSGN	\$ 6,932,007	114	\$ 7,992,684	435	-13.3%
ENGR	\$ 258,052,706	1,068	\$ 241,188,021	945	7.0%
GTRI	\$ 711,792,785	737	\$ 651,754,888	794	9.2%
IAC	\$ 4,972,523	45	\$ 5,752,637	46	-13.6%
OTHERS	\$ 66,892,501	265	\$ 54,934,608	271	21.8%
SCB	\$ 612,564	9	\$ 633,249	6	-3.3%
Total	\$ 1,130,887,297	2,632	\$ 1,052,254,539	2,870	7.5%
Resident Instruction and Other	\$ 419,094,512	1,895	\$ 400,499,651	2,076	4.6%

Awards		
	YTD (Mar.)	Full Year
FY25	\$ 419,094,512	\$ 496,349,867
FY24	\$ 400,499,651	\$ 496,349,867
FY23	\$ 413,942,062	\$ 512,798,650
FY22	\$ 360,349,557	\$ 443,169,708
FY21	\$ 314,433,140	\$ 415,738,536

Key Takeaways:

- Awards for Georgia Tech totaled \$1.13 billion.
- On the RI side, awards increased 4.6% to \$419.1 million:
 - Biggest increases came from the Department of Energy, Industrial Sponsors, and the Department of Defense.
 - Biggest decreases came from NSF and the Army.

RI Sponsored Programs

SPONSOR AWARD DATA: FY24 – 25 (YTD through Period 9: March)

RI NEW AWARDS (Through March)						
Federal Agency or Sponsor Type	FY25	% of RI Portfolio	FY24	25 v. 24 \$ Variance	25 v. 24 % Variance	5 Year Avg
NATIONAL SCIENCE FOUNDATION (NSF)	\$ 73,627,999	18%	\$ 85,140,744	\$ (11,512,745)	-14%	\$ 72,455,609
INDUSTRIAL SPONSORS	\$ 56,422,126	13%	\$ 38,641,228	\$ 17,780,897	46%	\$ 50,688,758
COLL/UNIV/RES INSTITUTES	\$ 53,073,381	13%	\$ 47,111,337	\$ 5,962,043	13%	\$ 43,787,912
US DEPT OF ENERGY	\$ 51,051,346	12%	\$ 28,982,805	\$ 22,068,541	76%	\$ 30,233,569
DHHS	\$ 46,884,038	11%	\$ 50,646,526	\$ (3,762,488)	-7%	\$ 41,206,557
INDUS RES INST/FDNS/SOC	\$ 36,882,535	9%	\$ 38,507,474	\$ (1,624,939)	-4%	\$ 36,886,432
NASA	\$ 17,964,823	4%	\$ 16,471,689	\$ 1,493,135	9%	\$ 14,075,649
US DEPT OF DEFENSE	\$ 15,565,601	4%	\$ 9,293,542	\$ 6,272,060	67%	\$ 12,933,300
US DEPT OF COMMERCE	\$ 13,262,486	3%	\$ 15,645,088	\$ (2,382,602)	-15%	\$ 15,576,752
NAVY	\$ 10,021,672	2%	\$ 14,001,246	\$ (3,979,574)	-28%	\$ 11,422,749
ARMY	\$ 10,019,628	2%	\$ 16,113,410	\$ (6,093,782)	-38%	\$ 9,457,520
GOVT-OWNED/CONTRACTOR OP	\$ 8,480,921	2%	\$ 7,411,695	\$ 1,069,226	14%	\$ 8,377,711
STATE & LOCATL GOVERNMENT	\$ 7,706,979	2%	\$ 6,654,045	\$ 1,052,934	16%	\$ 6,822,473
US DEPT OF TRANSPORTATION	\$ 4,774,938	1%	\$ 6,079,341	\$ (1,304,403)	-21%	\$ 6,766,717
AIR FORCE	\$ 3,699,940	1%	\$ 9,416,749	\$ (5,716,809)	-61%	\$ 7,782,040
Grand Total	\$ 419,094,512	100%	\$ 400,499,651	\$ 18,502,093	4.6%	\$ 381,500,398

Key Takeaways:

- Top 15 sponsor types/agencies by award dollars in FY25 listed above; totals at the bottom reflect awards from all sponsors.
- We have seen a reduced concentration at the top of the sponsor list, with no individual sponsor constituting 20% of our portfolio.

RI Sponsored Programs

EXPENDITURE DATA: FY21 – 25 (YTD through Period 9: March)

Expenditure Analysis: March	FY25 YTD	FY24 YTD	Change
Salaries and Wages	\$ 108,886,047	\$ 105,625,063	3.1%
Subcontracts	\$ 59,635,294	\$ 52,788,224	13.0%
Tuition Remission	\$ 24,625,459	\$ 25,535,894	-3.6%
Other Direct Costs	\$ 38,881,944	\$ 29,894,784	30.1%
M&S	\$ 20,658,153	\$ 22,533,484	-8.3%
Fringe Benefits	\$ 21,698,821	\$ 20,620,890	5.2%
Equipment	\$ 14,829,425	\$ 11,701,214	26.7%
Domestic Travel	\$ 4,401,443	\$ 4,882,925	-9.9%
Foreign Travel	\$ 1,521,673	\$ 1,289,227	18.0%
High Performance Computing	\$ 155,916	\$ 66,900	133.1%
Unallocated/Blank Object Class	\$ 479,249	\$ 216,496	121.4%
DIRECT	\$ 295,773,424	\$ 275,155,101	7.5%
INDIRECT (IDC)	\$ 81,952,531	\$ 80,267,374	2.1%
Total	\$ 377,725,955	\$ 355,422,474	6.3%

Expenditures - Direct		
	YTD (Mar.)	Full Year
FY25	\$ 295,773,424	\$ 392,784,378
FY24	\$ 275,155,101	\$ 371,624,622
FY23	\$ 247,348,506	\$ 337,688,551
FY22	\$ 249,188,727	\$ 330,920,330
FY21	\$ 216,044,734	\$ 294,248,586
Expenditures - Indirect		
	YTD (Mar.)	Full Year
FY25	\$ 81,952,531	\$ 113,435,129
FY24	\$ 80,267,374	\$ 111,102,607
FY23	\$ 74,346,905	\$ 103,856,777
FY22	\$ 65,879,754	\$ 93,079,082
FY21	\$ 61,444,693	\$ 86,156,912

Key Takeaways:

- Direct expenditures were up 7.5% and indirect expenditures were up 2.1% YOY.
- Direct expenditures reflect growth in most object classes, with notable exceptions in tuition remission, materials & supplies, and domestic travel.
- Indirect Cost Recovery (IDC) to date has been relatively steady in terms of growth year over year.

RI Sponsored Programs

EXPENDITURE DATA: FY21 – 25 (YTD through Period 9: March)

EXPENDITURES: Cumulative Report thru: MARCH			
College/Unit	Expenditures - FY25	Expenditures - FY24	Variance
COMP	\$ 28,520,465	\$ 30,428,057	-6.3%
COS	\$ 45,582,461	\$ 44,990,933	1.3%
DSGN	\$ 7,030,781	\$ 8,194,688	-14.2%
ENGR	\$ 214,022,501	\$ 206,976,506	3.4%
GTRI	\$ 697,831,428	\$ 630,622,124	10.7%
IAC	\$ 5,176,473	\$ 4,873,499	6.2%
OTHERS	\$ 76,760,861	\$ 59,350,815	27.6%
SCB	\$ 632,413	\$ 607,977	4.0%
Total	\$ 1,075,557,383	\$ 986,044,598	9.1%
Resident Instruction and Other	\$ 377,725,955	\$ 355,422,474	6.3%

RI Sponsored Programs

Grants and Contracts PROJECT ACCOUNTING STATISTICS FY24 – FY25 (YTD through Period 9: March)

INVOICING			
Invoicing YTD FY2024 vs. FY2025 (thru March)			
Invoice Types	FY25 (Mar. YTD)	Monthly FY25 Average	FY24 (Mar. YTD)
G&C GIT Standard Certification Required	2,295,286	\$ 255,032	\$ 1,462,041
G&C GTRC Custom Certification Required	925,522	\$ 102,836	\$ 1,009,992
G&C GTRC Standard Certification Required	113,084,851	\$ 12,564,983	\$ 103,620,380
G&C In House	25,250,128	\$ 2,805,570	\$ 26,344,923
G&C LOC Draw	151,916,733	\$ 16,879,637	\$ 138,632,488
G&C SF1034	15,929,584	\$ 1,769,954	\$ 18,140,004
G&C SF270	46,654,292	\$ 5,183,810	\$ 42,284,369
Bursar Billed	20,704,358	\$ 2,300,484	\$ 14,857,908
Grand Total	\$ 376,760,755	\$ 41,862,306	\$ 346,352,105
Raw Invoice Counts	12,284	1,365	12,187
		\$ -	
Year over Year Invoicing Change		Dollars	Invoice Counts
YTD change in FY25 over FY24		\$ 30,408,650	97
YTD percentage change		8.8%	0.8%

FINANCIAL REPORTS		
Financial Reports YTD FY2024 vs. FY2025 (thru March)		
Report Types	FY25 (Mar. YTD)	FY24 (Mar. YTD)
Annual Financial Report	68	76
Final Financial Report	135	167
Monthly Financial Report	74	127
Quarterly Financial Report	285	448
Milestone (Event Based)/Revised	3	1
Semi-Annual Financial Report	91	32
TOTALS	656	851
Year over Year Reporting Change		Report Counts
YTD change in FY25 over FY24		(195)
YTD percentage change		-22.9%

Through March					
G&C ANALYST TEAM: JOURNALS	FY25	% of Total	FY24	% of Total	% Chg FY
Journals (Total)	1053		988		7%
Appropriate Grants Management	833	79%	773	78%	
"Red Flag" Grants Management	220	21%	215	22%	

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.

Other Stats:

- Independent of journal activity through March, the analyst team managed: 834 award initiations, 1,972 award modifications, 4,082 award corrections, 1,881 closeouts, and 261 service now tickets.

RI Sponsored Programs

Award Dollars in Exception Status

AWARD EXCEPTIONS (Overspent) - as of April 1				Total Count of Award ID	
Row Labels	Past-term	In-Performance	Available Balance	1-Apr	3-Mar
Electrical and Computer Engineering	(377,251)	(1,057,799)	(1,435,050)	44	52
GT/Emory Biomedical Engineering	(246,551)	(139,539)	(386,090)	17	21
Physics	(228,195)	(65,843)	(294,038)	3	6
Mechanical Engineering	(111,689)	(815,794)	(927,482)	25	26
Industrial And Systems Engineering	(61,625)	(8,169)	(69,794)	2	2
School of Cybersecurity & Privacy (SCP)	(45,687)	(177,381)	(223,068)	5	5
AMAC Accessibility Solutions and Research Center	(44,461)	(188,377)	(232,837)	4	3
EI2 Pass-Through	(41,023)		(41,023)	1	-
School of Public Policy	(38,033)		(38,033)	2	3
Chemical and Biomolecular Engineering	(34,417)	(593,047)	(627,464)	15	18
Packaging Research Center	(25,000)		(25,000)	1	-
Aerospace Engineering	(20,441)	(424,899)	(445,340)	18	27
Civil And Environmental Engineering	(6,296)	(364,312)	(370,608)	6	6
Biological Sciences	(5,811)	(119,079)	(124,891)	4	7
Materials Science and Engineering	(5,578)	(524,603)	(530,182)	6	7
Grand Total	(1,300,979)	(28,689,099)	(29,990,078)	208	240

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).

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

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

<https://www.grants.gatech.edu/latest-buzz-gc-accounting>

[MARCH 2025 ARTICLE \(# 37\)](#)

Featured PI Article



PI ARTICLE: *Advance Project Numbers (APN)*

There are often situations where the initiation of a pending award may occur after the start date of the period of performance, or you require 90-day pre-award time to prepare for the work to purchase equipment (or other pre award tasks) to be ready to work on the start date. More PI articles are found in the [archive](#).

[Read the Article](#)

Upcoming Events

The Latest Buzz with G&C Accounting

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



Next session (Virtual):

April 24, 2025 (Thursday)

10 - 11:30 a.m.

[Register](#)

[View Past Session Recordings](#)

G&C Office Hours

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



Next office hours:

April 28, 2025 (Monday)

10 - 11 a.m.

[Learn More](#)

Cost Accounting Updates

Jonathon Jeffries

Director - Cost Accounting

NIH Salary Cap Management

- 2025 NIH Cap released April 3, 2025 – \$225,700
- <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-25-085.html>
-
- Historical Rates available at
- <https://grants.nih.gov/policy-and-compliance/policy-topics/nih-fiscal-policies/salary-cap-summary>
- Report of over the cap employees based on effort will be sent monthly make sure to process required EDRS
 - Report will show over the cap amount requiring a cost share
 - Exceptions must be cleared via Commitment Accounting by EDR
 - Please process timely and reach out with concerns
 - Please enter Summer Pay so we can get an accurate calculated

2025 NIH Salary Cap Example

- Effective January 1, 2025
 - **\$225,700 per year for full-time appointment**
 - \$18,808.33 per month

Example – Monthly Rate \$30,000 month

- 1 Month @100% Effort
 - Cost Share 11,191.67 (30,000 – 18,808.33)
- 1 Month @ 50% Effort
 - Cost Share 5,595.83 (15,000 – 9,404.17)

Year End Effort Compliance - NIH

Example NIH Cap Email from Grant and Contracts

Employee ID	Employee Name	Award	Driver Worktag	Grant Manager Name	Annual NIH Salary Cap	Annual Max NIH Charge	Annual Earned Salary	NIH Salary	Annual Effort (Award)	Over Cap (Annual)
3332007	Bird,Larry J	AWD-0001986	GR00818486	Ford, Chad	\$212,100.00	\$10,605.00	\$300,000.00	\$15,000.00	5.0%	\$4,395.00

Example of Correction Issues

	<u>Current Status</u>	<u>Excess Moved from Prime to Cost Share</u>	<u>Excess Moved from Prime to Non Linked Worktag</u>	<u>Excess Moved from NonLinked Worktag to Cost Share</u>
PI Salary	300,000.00	300,000.00	300,000.00	300,000.00
NIH Salary	15,000.00	15,000.00	10,605.00	19,395.00
Effort	5.00%	5.00%	3.54%	6.47%
NIH Cap	212,100.00	212,100.00	212,100.00	212,100.00
Prime Grant	15,000.00	10,605.00	10,605.00	15,000.00
Cost Share Grant	-	4,395.00	-	4,395.00
Max Billed to NIH	10,605.00	10,605.00	7,497.74	13,712.27
Over the Cap Amount	4,395.00	-	3,107.27	1,287.74

Sponsored Award Effort Limitation

- FY25 implementation of a maximum **annual** 98% effort on RI sponsored awards (GR Worktags)
- New procedure applies to all non-student employees including Post Docs
- Allows documented time for administration duties including annual training and general departmental meetings; protects the Institute from compliance issues
- JE was posted in April based on March close to grant salary exceeding 98%
- Amounts over 98% will be centrally funded for FY25
- Any questions contact – jonathon.jeffries@business.gatech.edu

Cost Accounting Updates

Andrew Chung

Cost Accountant II

NEW - Graduating Employee ASR Report

- New report designed to help identify students who have applied for graduation during FY25 and had either all or a portion of their salaries charged to a sponsored grant.
- The new report also allows you to generate the ASRs for those students from the dashboard.
- Why is it necessary for UFM's to identify this specific group of students now when the FY25 ASRs have not been published yet on the official ASR website?
 - This specific group of students (usually GRAs, GTAs, student assistants) will be required to sign their ASRs since at least a portion of their salaries were charged to a sponsored grant.
 - However, ASRs for FY25 will not be available until around the third week of July on the ASR website.
 - By that time, the students who have graduated will already have left the institute (most of them will graduate and termed by 5/15) and thus it will be very difficult to get their signed ASRs.
 - This will result in UFM's having to obtain a signed ASR from someone else (usually a PI) who has first-hand knowledge of the student's work - after the fact – leading to inefficiencies.
 - Always preferable to obtain the signature from the employee themselves whenever possible.

NEW - Graduating Employee ASR Report

- Why not use the existing “Terminating Employee ASR” available on LITE?
- Two main limitations compared to the new “Graduating Employee ASR” report:
 1. That report does not help you identify which students are graduating. You must know which employees are terminating before fiscal year end to pull their ASR.
 2. That report does not include encumbrances (future pay) – which means the Terminating ASR may not be accurate – depending on when the report was pulled.
- *The ASR is only accurate if a termination date is entered in OneUSG and the final payroll for the employee has posted. Any changes to the employee salary distribution after signature will void the ASR.*

Navigating the Graduating Employee ASR Report

The screenshot shows a web application interface for the 'Graduating Employee ASR Report'. The breadcrumb trail at the top reads: 'Explore / ECE / ECE-Financial Reports-QA / Applied for Graduation/Graduated ASR / Start Here'. Below this is a toolbar with navigation icons and a 'View: Original' link. The main filter menu is on the left, with a red box highlighting the filter options. Annotations with arrows point to specific filters:

- Fiscal Year:** Set to '2025'. Annotation: 'Pre-populated with current FY. Always double check this data.'
- Employee Department:** Set to '(None)'. Annotation: 'Must select employee's home dept.'
- Award ID:** Set to '(Multiple values)'.
- Worktag ID:** Set to '(None)'.
- Paygroup Description:** Set to '(Graduate Assistants)'. Annotation: 'Pre-populated with "Graduate Assistants". Make sure to also select "Student Assistants" from the drop-down menu to pull ALL student data.'
- Employee:** Set to '(All)'.
- Job Title:** Set to '(All)'.
- Requested Grad Term:** Set to '2025 Spring'. Annotation: 'Pre-populated with current term. This is the term when student applied to graduate. Always double check this data.'
- Graduation Term Name:** Set to '(All)'.
- Exp/Enc:** Set to '(All)'. Annotation: 'Pre-populated with "All" value. Exp/Enc refers to expenditures or encumbrances (future pay).'
- Enrolled in Future Semester:** Set to '(None)'. Annotation: 'Once employee home dept is selected, the value will change to "All". You can then select "no" from drop-down to only pull only those students that are graduating in the current period.'

- Some filters will be pre-populated with specific value when you first log in
- You must select the employee's home department to populate the data on the main dashboard.
- In the Paygroup Description, "Graduate Assistants" include GRAs (salaried), GTAs and GAs/ while "student assistants" include GRAs (hourly) and student assistants.
- This report pulls in the most recent data available from our database.

Navigating - Graduating Employee ASR Report

- Some employee information may appear on more than one row if they held more than one position or had more than one supervisor during the fiscal year.
- Rows 18 – 20 on the screenshot is the same employee (“Bob”) who held three different positions during FY25 (GA, GRA & GTA).
- This employee’s total ASR salary will be the sum of rows 18-20, on “Salary Sponsored / Cost Share” column. For “Bob”, his total salary is \$3,300 (\$1,200 + \$1,100 + \$1,000).

Start Here															Salary
Fiscal Year															Sponsored/Cost
Employee Department															
Award ID															
Worktag ID															
Paygroup Description															
Employee															
Job Title															
Requested Grad Term															
Graduation Term Name															
Exp/Enc															
Enrolled in Future Semest															
Row #	Employee Department	Fiscal Year	Paygroup Description	GTID	Employee	Job Title	Position Number	Supervisor Name	Requested Grad Term	Requested Grad Program Name	Enrolled in Future Semester	Email	Termination Date		
1	160 - Aerospace Engineering	2025	Graduate Assistants			Graduate Teaching Assist...			2025 Spring	Doctor of Philosophy	No		5/15/2025		
2	160 - Aerospace Engineering	2025	Graduate Assistants			Graduate Teaching Assist...			2025 Spring	Doctor of Philosophy	No		10/7/2025		
3	160 - Aerospace Engineering	2025	Graduate Assistants			Graduate Research Assist...			2025 Spring	Doctor of Philosophy	No				
4	160 - Aerospace Engineering	2025	Graduate Assistants			Graduate Research Assist...			2025 Spring	MS in Aerospace Engineering	No		5/15/2025		
5	160 - Aerospace Engineering	2025	Graduate Assistants			Graduate Assistant			2025 Spring	Doctor of Philosophy	No		5/15/2025		
6	160 - Aerospace Engineering	2025	Graduate Assistants			Graduate Research Assist...			2025 Spring	Doctor of Philosophy	No				
7	160 - Aerospace Engineering	2025	Graduate Assistants			Graduate Research Assist...			2025 Spring	Doctor of Philosophy	No				
8	160 - Aerospace Engineering	2025	Graduate Assistants			Graduate Research Assist...			2025 Spring	Doctor of Philosophy	Summer 2025		8/15/2025		
9	160 - Aerospace Engineering	2025	Graduate Assistants			Graduate Research Assist...			2025 Spring	Doctor of Philosophy	No		8/15/2025		
10	160 - Aerospace Engineering	2025	Graduate Assistants			Graduate Research Assist...			2025 Spring	Doctor of Philosophy	Fall 2025		8/15/2025		
11	160 - Aerospace Engineering	2025	Graduate Assistants			Graduate Research Assist...			2025 Spring	Doctor of Philosophy	No		5/15/2025		
12	160 - Aerospace Engineering	2025	Graduate Assistants			Graduate Research Assist...			2025 Spring	MS in Aerospace Engineering	No		5/15/2025		
13	160 - Aerospace Engineering	2025	Graduate Assistants			Graduate Research Assist...			2025 Spring	MS in Aerospace Engineering	No		5/15/2025		
14	160 - Aerospace Engineering	2025	Graduate Assistants			Graduate Research Assist...			2025 Spring	Doctor of Philosophy	No		8/15/2025		
15	160 - Aerospace Engineering	2025	Graduate Assistants			Graduate Research Assist...			2025 Spring	MS in Aerospace Engineering	No		5/15/2025		
16	160 - Aerospace Engineering	2025	Graduate Assistants			Graduate Research Assist...			2025 Spring	Doctor of Philosophy	No		5/15/2025		
17	160 - Aerospace Engineering	2025	Graduate Assistants			Graduate Teaching Assist...			2025 Spring	Doctor of Philosophy	No		5/15/2025		
18	160 - Aerospace Engineering	2025	Graduate Assistants			Graduate Assistant			2025 Spring	MS in Aerospace Engineering	No		5/4/2025	1,200	
19	160 - Aerospace Engineering	2025	Graduate Assistants			Graduate Research Assist...			2025 Spring	MS in Aerospace Engineering	No		5/4/2025	1,100	
20	160 - Aerospace Engineering	2025	Graduate Assistants			Graduate Teaching Assist...			2025 Spring	MS in Aerospace Engineering	No		5/4/2025	1,000	
21	160 - Aerospace Engineering	2025	Graduate Assistants			Graduate Research Assist...			2025 Spring	MS in Computer Science	No		5/15/2025		
22	160 - Aerospace Engineering	2025	Graduate Assistants			Graduate Research Assist...			2025 Spring	Doctor of Philosophy	No				
23	160 - Aerospace Engineering	2025	Graduate Assistants			Graduate Research Assist...			2025 Spring	MS in Aerospace Engineering	No		5/15/2025		
24	160 - Aerospace Engineering	2025	Graduate Assistants			Graduate Research Assist...			2025 Spring	MS in Aerospace Engineering	No		5/15/2025		
25	160 - Aerospace Engineering	2025	Graduate Assistants			Graduate Research Assist...			2025 Spring	MS in Aerospace Engineering	No		5/15/2025		
26	160 - Aerospace Engineering	2025	Graduate Assistants			Graduate Research Assist...			2025 Spring	MS in Aerospace Engineering	No		5/15/2025		
27	160 - Aerospace Engineering	2025	Graduate Assistants			Graduate Research Assist...			2025 Spring	MS in Aerospace Engineering	No		5/15/2025		
28	160 - Aerospace Engineering	2025	Graduate Assistants			Graduate Research Assist...			2025 Spring	MS in Aerospace Engineering	No		5/15/2025		
29	160 - Aerospace Engineering	2025	Graduate Assistants			Graduate Research Assist...			2025 Spring	MS in Aerospace Engineering	No		5/15/2025		

Navigating - Graduating Employee ASR Report

Start Here ASR														
Fiscal Year 2025 Start Here														
Employee Department 160 - Aerospace Engineering														
Award ID	Row #	Employee Department	Fiscal Year	Paygroup Description	GTID	Employee	Job Title	Position Number	Supervisor Name	Requested Grad Term	Requested Grad Program Name	Enrolled in Future Semester	Email	Termination Date
(Multiple values)	1	160 - Aerospace Engineering	2025	Graduate Assistants			Graduate Teaching Assist..			2025 Spring	Doctor of Philosophy	No		5/15/2025
	2	160 - Aerospace Engineering	2025	Graduate Assistants			Graduate Teaching Assist..			2025 Spring	Doctor of Philosophy	No		5/15/2025
	3	160 - Aerospace Engineering	2025	Graduate Assistants			Graduate Research Assist..			2025 Spring	Doctor of Philosophy	No		5/15/2025
Worktag ID	4	160 - Aerospace Engineering	2025	Graduate Assistants			Graduate Research Assist..			2025 Spring	MS in Aerospace Engineering	No		5/15/2025
(All)	5	160 - Aerospace Engineering	2025	Graduate Assistants			Graduate Assistant			2025 Spring	Doctor of Philosophy	No		5/15/2025
	6	160 - Aerospace Engineering	2025	Graduate Assistants			Graduate Research Assist..			2025 Spring	Doctor of Philosophy	No		
Paygroup Description	7	160 - Aerospace Engineering	2025	Graduate Assistants			Graduate Research Assist..			2025 Spring	Doctor of Philosophy	No		
Graduate Assistants	8	160 - Aerospace Engineering	2025	Graduate Assistants			Graduate Research Assist..			2025 Spring	Doctor of Philosophy	Summer 2025		8/15/2025
	9	160 - Aerospace Engineering	2025	Graduate Assistants			Graduate Research Assist..			2025 Spring	Doctor of Philosophy	No		8/15/2025
Employee	10	160 - Aerospace Engineering	2025	Graduate Assistants			Graduate Research Assist..			2025 Spring	Doctor of Philosophy	Fall 2025		8/15/2025
(All)	11	160 - Aerospace Engineering	2025	Graduate Assistants			Graduate Research Assist..			2025 Spring	Doctor of Philosophy	No		5/15/2025
	12	160 - Aerospace Engineering	2025	Graduate Assistants			Graduate Research Assist..			2025 Spring	MS in Aerospace Engineering	No		5/15/2025
Job Title	13	160 - Aerospace Engineering	2025	Graduate Assistants			Graduate Research Assist..			2025 Spring	MS in Aerospace Engineering	No		5/15/2025
(All)	14	160 - Aerospace Engineering	2025	Graduate Assistants			Graduate Research Assist..			2025 Spring	Doctor of Philosophy	No		8/15/2025
	15	160 - Aerospace Engineering	2025	Graduate Assistants			Graduate Research Assist..			2025 Spring	MS in Aerospace Engineering	No		5/15/2025
Requested Grad Term	16	160 - Aerospace Engineering	2025	Graduate Assistants			Graduate Research Assist..			2025 Spring	Doctor of Philosophy	No		5/15/2025
2025 Spring	17	160 - Aerospace Engineering	2025	Graduate Assistants			Graduate Teaching Assist..			2025 Spring	Doctor of Philosophy	No		5/15/2025
	18	160 - Aerospace Engineering	2025	Graduate Assistants			Graduate Assistant			2025 Spring	MS in Aerospace Engineering	No		5/4/2025
Graduation Term Name	19	160 - Aerospace Engineering	2025	Graduate Assistants			Graduate Research Assist..			2025 Spring	MS in Aerospace Engineering	No		5/4/2025
(All)	20	160 - Aerospace Engineering	2025	Graduate Assistants			Graduate Teaching Assist..			2025 Spring	MS in Aerospace Engineering	No		5/4/2025
	21	160 - Aerospace Engineering	2025	Graduate Assistants			Graduate Research Assist..			2025 Spring	MS in Computer Science	No		5/15/2025
Exp/Enc	22	160 - Aerospace Engineering	2025	Graduate Assistants			Graduate Research Assist..			2025 Spring	Doctor of Philosophy	No		
(All)	23	160 - Aerospace Engineering	2025	Graduate Assistants			Graduate Research Assist..			2025 Spring	MS in Aerospace Engineering	No		5/15/2025
	24	160 - Aerospace Engineering	2025	Graduate Assistants			Graduate Research Assist..			2025 Spring	MS in Aerospace Engineering	No		5/15/2025
Enrolled in Future Semest..	25	160 - Aerospace Engineering	2025	Graduate Assistants			Graduate Research Assist..			2025 Spring	MS in Aerospace Engineering	No		5/15/2025
(All)	26	160 - Aerospace Engineering	2025	Graduate Assistants			Graduate Research Assist..			2025 Spring	MS in Aerospace Engineering	No		5/15/2025
	27	160 - Aerospace Engineering	2025	Graduate Assistants			Graduate Research Assist..			2025 Spring	MS in Aerospace Engineering	No		5/15/2025
	28	160 - Aerospace Engineering	2025	Graduate Assistants			Graduate Research Assist..			2025 Spring	MS in Aerospace Engineering	No		5/15/2025
	29	160 - Aerospace Engineering	2025	Graduate Assistants			Graduate Research Assist..			2025 Spring	MS in Aerospace Engineering	No		5/15/2025

Click on row to generate employee's ASR

When "All is selected under "Enrolled in Future Semester" filter, the information for students who are enrolled in the next semesters will be pulled in as well.

Navigating - Graduating Employee ASR Report

- Once ASR is generated from the dashboard (see ex. below), you can download it and either obtain a wet signature from the student or route it through DocuSign (recommended).
- Report will be available on LITE soon and once available, UFM's will be notified via email. For any questions regarding this report, please reach out to easr.ask@office365.gatech.edu
- You may find other uses for this report. This topic may be covered in a future Buzz.

Georgia Institute of Technology
Annual Statement of Reasonableness for Salary Charges
For the Fiscal Year Ended June 30, 2025

Home Department: 160 - Aerospace Engineering

Fiscal Year: 2025

Paygroup: 03G

Name: BOB

EMPLID:

Title: Graduate Teaching Assistant

Year-End Personal Salary Distribution

Worktag ID	Sponsor	Worktag Name	Academic/Fiscal Salary	Total Academic/Fiscal Salary (%)	Summer Salary	Total Summer Salary (%)	Total Salary	Total Salary (%)
DE00021975		AE - Graduate Student Support - Academic Year						
GR00003672	US DEPT OF TRANSPORTATION/FED A...	COST SHARE - MODELING AND MEASUREMENTS OF COMBUSTION NOISE IN...						
Grand Total								

Cost Accounting Updates

Barkley Howard
Financial Analyst

How to access DocuSign Templates

To access DocuSign, log into GT eSignature

<https://esignature.gatech.edu/>

Georgia Tech eSignature

LOGIN Get Started Campus Forms FAQ Support

Document Security
Understand Protected Data
Follow These Steps to Send Protected Data!

DocuSign & Protected Data

GT eSignature MS Teams
Access Training Videos
Collaborate
Get Updates
Click Here to Join!

SIGNATURE AUTHORITY
Understand Georgia Tech and USG signature policies

ESIGNATURE BASICS
Review eSignature Basics in our Support Section

DOCUSIGN CONTACTS
Use the DocuSign Address Book to find GT recipient emails

SUPPORT
Need help? Learn how to get support

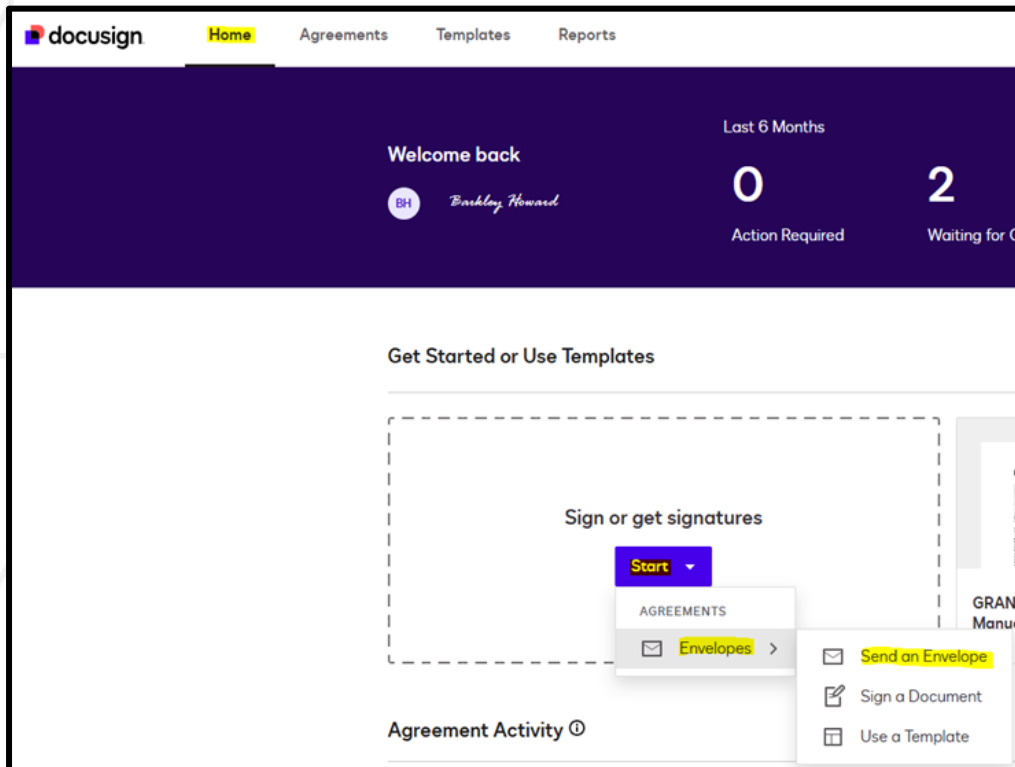
LOGIN
Login using your GT Account and password

Create a New Agreement Envelope

1. Navigate to the home screen.
2. Place an ASR file inside the dashed box labeled "Sign or get signatures."

Alternatively

3. Select Start → Envelopes → Send an Envelope

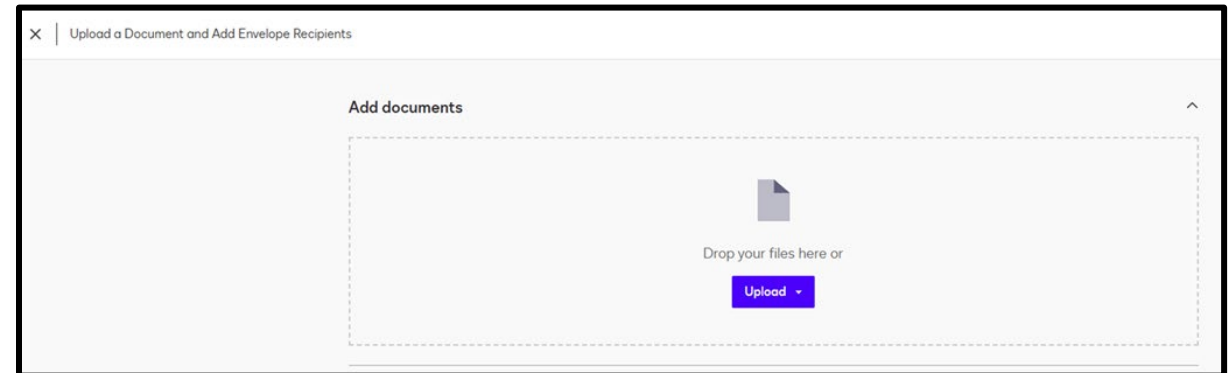


Continue to step four or five only if Step Three was chosen. Skip steps four and five if Step Two was completed.

4. Place an ASR file inside the dotted box labeled "Drop your files here or"

Alternatively

5. Select Upload



Apply Template

- DocuSign will prompt you to select a matching template.
- Choose the **Individual Employee** template if the employee is certifying, or the **First-Hand Confirmation** template if the PI or Supervisor is certifying.

Note: Ensure that only one box is selected.

×

Select Matching Templates

Select the matching templates to apply to your uploaded documents.

ASR.pdf ^

	Template Name	Match	Pages
<input type="checkbox"/>	GRANTS-Manual_ASR_First-Hand_Confirmation_Only_Tableau	100%	1-1
<input type="checkbox"/>	GRANTS-Manual_ASR_Individual_Employee_Only_Tableau	100%	1-1

Cancel

Apply

Add Recipients

Add recipients

Some of the recipients are locked and cannot be changed
[Learn More...](#)

☒ Set signing order [View](#)

1

First-Hand Confirmation

Needs to Sign

Customize

Name *

Email *

2

Sender

Needs to Sign

Customize

Name *

Email *

1. Recipient 1: Enter the name and email address of the certifying employee or the first-hand knowledge confirmer, depending on the selected template.


Note: If the covered employee is unable to complete the ASR, the certification may be signed by the employee's supervisor, principal investigator (PI), or another organizational unit head. The signer must have firsthand knowledge of all the employee's activities and use appropriate means of verification to confirm that the work was performed.

2. Recipient 2: Enter the name and email address of the Unit Financial Manager (UFM) certifying the ASR.

Note: UFM's must ensure that the reported amounts on the ASR align with department payroll and commitment accounting records before signing. However, UFM's are not required to know the exact effort of each employee.

3. Select Send Now.

Note: After all signatures are obtained, the completed ASR will automatically route to the G&C Cost Accounting team.

 Georgia
Tech

Commitment Accounting Updates

Jason Cole

Director - Commitment Accounting

CPF and EDR Monthly Deadlines

- Submit CPF transactions by **Tuesday, April 22nd** for it to be guaranteed effective for monthly payroll processing. CPFs not approved prior to the monthly payroll processing will be denied. If denied, please resubmit the CPF with the applicable effective date and submit an EDR as well to reallocate the salary posted.
- Please note the EDR monthly deadline: **Tuesday, April 29th, at 4:45pm**. EDRs that are pending past the deadline will be denied and should be resubmitted once the EDR page opens for May.
- Over 90-day limitation will become applicable on **Wednesday April 30th**, for the **January** monthly payroll postings. Please be sure to review and submit EDRs timely in order to avoid submitting the Over 90-day request.

>90 Day EDR Justification

- **This justification only applies to EDRs when moving salary on to a grant (e.g. 03GR00000000).**
 - When initial/continuing sponsor funding is delayed beyond 90 days after the effective date if the transfer is requested typically 60-90 days after the expiration date of the project.
 - Grants & Contracts may approve the proposed transfer if the terms and conditions of the sponsored agreement provide for acceptance and payment of the expenses by the proposed cost transfer.
- **Make sure you are not parking charges-** Salary allocated to a grant as a place holder while waiting on correct grant/award to be setup. Allocate it to the Undesignated/Non-sponsored funding or request an advanced project.
- **Common reasons for 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.
- **Action Steps:**
 1. Complete [transmittal form](#).
 2. Submit to ASC via [ServiceNow](#).

Georgia Institute of Technology OVER 90 DAYS LATE EXPRESS DIRECT RETRO (EDR) TRANSMITTAL FORM			
Dept Org Name	Dept Org Name	Employee ID #	
Employee Name			
Contact/Approval Information			
Requested By:			Title:
Date:	Phone:	Email:	
Approved By:			Date:
Approved By: (if shared)			Date:
Approved By: (if shared)			Date:
			Dept ID
			Dept ID
	Current FY	Prior FY	
JUSTIFICATION DETAIL			
<i>NOTE: For all changes made TO externally-funded sponsored projects**, you must choose a justification reason. If "Other" is selected, enter detailed explanation.</i>			
<input type="checkbox"/> 1. Correction of labor charges based on review by employee, PD/PI, or authorized delegate.			
<input type="checkbox"/> 2. Correction of clerical error or data input identified by authorized unit financial personnel.			
<input type="checkbox"/> 3. New Award costs incurred during the award period charged temporarily to other allowable funds pending establishment of a new award/fund.			
<input type="checkbox"/> 4. Allowable pre-award costs (incurred prior to the award period) initially charged to other allowable funds.			
<input type="checkbox"/> 5. Renewal award costs charged originally to prior sponsored increment or to other allowable funds.			
<input type="checkbox"/> 6. Other: Please specify:			
JUSTIFICATION FOR LATE TRANSFER (Complete this section for requests over 90 days) **			
Pay Period End Date	Date of Request:	Days Late: 0	
(a) Explain why the expense was not originally charged to the correct project.			
(b) Explain how the expense benefits the scope of work on the "TO" project. What work did the employee perform?			
(c) Explain why the error was not identified and corrected timely (within 90 days of the Pay Period End date).			
(d) Explain what steps are in place to prevent the need for a late cost transfer going forward. Include people/groups involved and frequency			

Commitment Accounting | Best Practices

End of the year

- Be proactive with transactions, Think CPF, CPF, CPF
- Pay attention to the Over 90 day/EDR deadlines
- Check your undesignated balance
- Check Cost Overrun
- Review EWAFs and ASRs for accuracy. CA can't move anything after FY ends.

Commitment Accounting | Best Practices

Common connection/ Report issues

- Make sure your connected to the VPN
- Use the core link not the self-service link. <https://core.hprod.onehcm.usg.edu>
- Clear your cache, especially after an update
- Try a different browser, and take screen shots of any errors
- Lastly create a new Run Control ID, they can get corrupted

Sponsored Research Accounting Updates

Glenn Campopiano

Director, Sponsored Research Accounting

Award Exceptions

Dept	Award ID	Award Name	Award Lifecycle Status	Award Start Date	Award End Date	Months Left for Award	Original Budget	Available Balance	Balance Status	Performance Status
Civil And Environmental Engineering	AWD-005302	RAPID: COLLABORATIVE RESEARCH: SUB	Central Administrative Review	9/1/2023	8/31/2024	-7	128,716.00	(6,296.07)	Overspent	Past-term
GT/Emory Biomedical Engineering	AWD-003112	PRECISION AGING NETWORK: CLOSING T	Central Administrative Review	9/30/2021	8/31/2024	-7	101,506.00	(95,936.88)	Overspent	Past-term
Mechanical Engineering	AWD-004195	A COLLABORATIVE INDUSTRIAL ASSESSME	Close Out	9/1/2022	8/31/2024	-7	363,196.00	(98,740.28)	Overspent	Past-term
School of Interactive Computing	AWD-006164	Physics-driven Modeling and Learning for F	Central Administrative Review	8/1/2023	11/11/2024	-4	287,722.00	(1,758.96)	Overspent	Past-term
Packaging Research Center	AWD-001178	PRC ASSOC. MEMBER ATOTECH	Central Administrative Review	6/1/2020	11/30/2024	-4	20,420.00	(25,000.00)	Overspent	Past-term
School of Interactive Computing	AWD-004126	Symbiotic Intelligence: Using Egocentric Vi	Central Administrative Review	1/1/2023	12/31/2024	-3	174,550.00	(1,395.98)	Overspent	Past-term
Aerospace Engineering	AWD-004730	Engine Maintenance Logistics Grand Chall	Close Out	1/1/2023	12/30/2024	-3	100,000.00	(4,116.69)	Overspent	Past-term
Electrical and Computer Engineering	AWD-004745	PHYSICAL DESIGN PARAMETER OPTIMIZA	Close Out	1/1/2023	12/31/2024	-3	120,000.00	(2,128.70)	Overspent	Past-term
Electrical and Computer Engineering	AWD-006515	Fiber Network Sensing and Performance M	Close Out	1/1/2024	12/31/2024	-3	70,000.00	(692.33)	Overspent	Past-term
EI2 Pass-Through	AWD-002930	2021 BUILD TO SCALE PROGRAM	Central Administrative Review	10/1/2021	12/31/2024	-3	1,271,991.00	(41,023.18)	Overspent	Past-term
School of Interactive Computing	AWD-102606	COMBATTING PROFESSIONAL HARASSME	Close Out	7/10/2018	1/10/2025	-2	45,000.00	(268.68)	Overspent	Past-term
Electrical and Computer Engineering	AWD-003653	ABISKO: CODESIGN IN THE WILD	Close Out	5/19/2022	2/1/2025	-2	100,000.00	(1,051.87)	Overspent	Past-term
Mechanical Engineering	AWD-005308	Geo-localization and Time-synchronization	Close Out	2/1/2023	1/31/2025	-2	92,000.00	(9,238.55)	Overspent	Past-term
AMAC Accessibility Solutions and Res	AWD-000745	GA DEPT OF EDUCATION AND TFL: AT SER	Central Administrative Review	1/1/2020	2/14/2025	-1	150,000.00	(44,460.81)	Overspent	Past-term
Materials Science and Engineering	AWD-004865	MAGNETO-OPTICAL FILMS FROM CHIRAL	Close Out	5/5/2023	2/27/2025	-1	90,176.00	(5,578.16)	Overspent	Past-term
Biological Sciences	AWD-005256	NANOHYDROGEL DRUG DELIVERY	Close Out	9/5/2023	2/28/2025	-1	55,986.00	(5,811.21)	Overspent	Past-term
Institute for Bioengineering & Bioscienc	AWD-004297	A framework for developing translatable in	Central Administrative Review	6/1/2022	2/15/2025	-1	44,242.65	(2,740.52)	Overspent	Past-term
School of Public Policy	AWD-006385	Power Outage and Grid Resilience Analysi	Close Out	7/19/2024	2/28/2025	-1	100,694.00	(27,411.97)	Overspent	Past-term

Cost Share Exceptions

Award	Award Lifecycle Status	Cost share PCT	Months Left for Award	Cost share required	Cost share PCT should be	10%	minimum Cost Share PCT	Exception
AWD-101857: I-CORPS: ATHERAXON - PHASE I 01/29/2018 (version 0)	Close Out	43%	-70	2988.59	100%	0.1		0.9 Exception
AWD-103254: FY16 SOUTHEASTERN TRADE ADJUSTMENT ASSISTANCE CENT 05/01/2016 (version 1)	Close Out	51%	-59	430899.39	100%	0.1		0.9 Exception
AWD-103413: OPERATION OF SOUTHEASTERN TRADE ADJUSTMENT ASSISTA 05/01/2017 (version 1)	Close Out	25%	(59)	339,618.23	99%	10%		88.56% Exception
AWD-101677: ABBA-ADVANCED BIOFUELS AND BIOPRODUCTS WITH AVAP 10/15/2017 (version 1)	Close Out	14%	(59)	32,680.64	90%	10%		79.90% Exception
AWD-002187: Assessment of selected mitigation strategies for e 02/01/2021 (version 0)	Close Out	86%	(43)	714.99	100%	10%		90.00% Exception
AWD-102142: RITMOridesourcing 08/01/2018 (version 3)	Close Out	13%	(34)	605,284.57	100%	10%		90.00% Exception
AWD-001005: EFFECTS OF TESTOSTERONE AND CORTISOL ON TWO DIMENS 02/07/2020 (version 2)	Close Out	0%	(33)	208.00	100%	10%		90.00% Exception
AWD-003320: TERRADYNAMICALLY ROBUST ROBOTS FOR CROP MANAGEMENT 02/15/2022 (version 3)	Close Out	63%	(17)	3,384.72	98%	10%		88.17% Exception
AWD-005241: GEORGIA TECH-AMERICORPS PROGRAM 09/14/2023 (version 1)	Central Administrative Review	56%	(7)	19,838.37	80%	10%		69.92% Exception
AWD-004195: A COLLABORATIVE INDUSTRIAL ASSESSMENT CENTER FOR E 09/01/2022 (version 3)	Close Out	82%	(7)	31,935.70	100%	10%		90.00% Exception
AWD-101914: NATIONAL CENTER FOR SUSTAINABLE TRANSPORTATION (NC 12/01/2016 (version 5)	Close Out	55%	-6	1272582.08	100%	0.1		0.9 Exception
AWD-101324: CENTER FOR TEACHNING OLD MODELS NEW TRICKS (TOMNET 11/01/2016 (version 5)	Central Administrative Review	32%	(6)	873,153.55	100%	10%		90.00% Exception
AWD-005774: DESIGNING DIABETES MOBILE HEALTH TECHNOLOGY FOR AN 02/26/2024 (version 1)	Central Administrative Review	0%	(3)	1,482.98	43%	10%		33.11% Exception
AWD-004594: The Effective of Metacognitive Feedback on Postsec 10/01/2022 (version 1)	Close Out	0%	(3)	822.25	74%	10%		64.14% Exception
AWD-001575: AUTONOMOUS, ADAPATIVE AND SECURE DISTRIBUTION PROT 08/01/2020 (version 5)	Central Administrative Review	48%	(2)	234,100.36	66%	10%		56.00% Exception
AWD-003886: AUDIOT GRA PHASE IIA 07/22/2022 (version 3)	Central Administrative Review	51%	(2)	1,775.37	100%	10%		90.00% Exception
AWD-003017: RAPID DETECTION AND QUANTITATION OF ACTIVE MIRCOOR 09/01/2001 (version 2)	Close Out	36%	0	197,738.94	100%	10%		90.00% Exception
AWD-002968: YR 6 SETAAC- SOUTHEASTERN TRADE ADJUSTMENT ASSISTA 05/01/2021 (version 4)	Active	30%	0	213,393.86	94%	10%		84.19% Exception
AWD-004327: YR 7 SETAAC-SOUTHEASTERN TRADE ADJUSTMENT ASSISTAN 05/01/2022 (version 2)	Active	0%	0	152,647.63	53%	10%		42.61% Exception
AWD-005841: Compact Micro-Optical Cavity Arrays - Phase I 03/15/2024 (version 2)	Close Out	0%	0	14,912.26	58%	10%		47.69% Exception
AWD-004764: GEORGIA'S ENERGYSHED 05/01/2023 (version 3)	Active	60%	0	50,860.42	73%	10%		63.10% Exception

Year End Important Deadlines

SPONSORED GRANTS

The last day for Office of Sponsored Programs (OSP) integration to Workday Grants for new awards and modifications is Friday, June 20, 2025, at 5pm.

All Request Framework submissions to request a New Award Line or Grant or to change Grant Attributes must be entered in Workday by Monday, June 30, 2025, at 5pm.

All Budget Amendment for Organization requests for grants must be submitted in Workday by Friday, June 20, 2025, at 5pm.

JOURNAL DEADLINE DATES

The dates listed below should be followed by campus users for submitting and approving ALL year-end journals. Do not approve or take ANY action on inbox items after Thursday, June 26, 2025. This will have major impacts on year-end reconciliations and may impact fiscal year-end close.

TYPE OF ENTRY	DEADLINE DATE	TIME
Written Prior Year Cost Transfer Requests for Grants	Friday, June 13, 2025	5pm
Written Cost Transfer Requests for Grants < 90 days	Friday, June 13, 2025	5pm
PCard Verifications	Wednesday, June 18, 2025	5pm
Accounting Journals and Adjustments (Create Journals)	Thursday, June 26, 2025	5pm
EIB Upload Journals (other than GTPE and GTRI)	Thursday, June 26, 2025	5pm
Expense Report – Operational Journal Accounting Adjustment	Thursday, June 26, 2025	5pm
Supplier Invoice - Operational Journal Accounting Adjustment	Thursday, June 26, 2025	5pm

What not to put in an E-Mail

PI response to unallowable charges –

“Please work it out so its allowable. I’m not writing any more email about this. I need to write proposals and do research.”

Remember Georgia is an open records state – no expectation of privacy in what you say in an email.

Year End to Do's

- Review students graduating to prevent salary overpayments.
- Get ASRs signed by leaving students before they go if possible.
- Meet FY25 cost share requirements. Review Faculty time to be sure it is cost shared correctly.
- Review all awards ending June 30th or sooner to be sure they can close properly.
- If you have proposals in OSP that will have a start date in FY25 and you have confidence they will be contracted after the start date get an advance project number (Award) from OSP.

Adding Documents in WD to Awards

We have enabled grant managers and Principal Investigators to add attachments to the award landing page in Workday.

This will be useful for the awards that require reporting the details of the work done in a month to accompany our invoices (FAA ASCENT for example) No longer will it have to be emailed to G&C and it will part of the history of the award.

Also travel permissions or purchase permissions could be attached for future reference especially if audited.

Adding Documents in WD to Awards

The Instructions can be found on the G&C website under Reports and Forms <https://www.grants.gatech.edu/reports-and-forms>

It is under Standard Forms –Award Manage Attachments(Instructions)

▼ Standard Forms

Budget Categories and Object Codes

Cost Accounting Standards Exception Form

Award Manage Attachments (Instructions)

Salary Planning and Distribution Forms

eASR Guide

Adding Documents in WD to Awards

Job Aid: Managing Attachments on Workday Award Page

This job aid provides detailed step-by-step instructions for managing attachments on the Workday award page. Attachments can include documents such as expense activity reports, milestone documentation, PI technical reports, general progress report and travel approval emails.

Prerequisites

Before proceeding, ensure the following:

- You have the necessary permissions to access and manage the attachments on the award page. All Grant Managers or Principal Investigators (PIs) should have access to manage attachments on their assigned Awards.
- You are logged into Workday with your credentials.

Step-by-Step Instructions

Adding an Attachment

This section details how to attach a new document, such as a PI technical report or a travel approval email, to the award page.

1. **Navigate to the Award Page:**
 - Access the Workday home page, Search Award number or name in the Workday search bar.
 - Locate and open the specific award you want to manage attachments.
2. **Locate the Attachments Section:**
 - On the award page, look for the Related Action next to the award name.
3. **Add a New Attachment:**
 - Click on "Related Action" next to the Award Name.
 - Click on the Arrow (>) next to Award under Action to locate "Manage Attachments".
 - A file selection dialog will appear. Select the file you want to attach from your local computer.
 - Provide any required information, such as:
 - **Comments:** Enter a brief comment on the document
 - **Category:** Select the appropriate category for the document from a dropdown, if available. Examples might include Sponsor approval, Notice of Award.
 - Click "OK" to attach the file to the award record.

Adding Documents in WD to Awards

- Click "Done" to complete attaching files.

The screenshot displays the Georgia Tech Award Management System interface. At the top, the header shows 'wdm - getach' and the Georgia Tech logo. A search bar contains 'AWD-103716'. The main content area is titled 'AWD-103716: GEORGIA GEAR UP 08/29/2016 (version 10)'. Below this, there are tabs for 'Overview', 'Award Lines', 'Budget', 'Award Tasks', and 'Billing & Receivables'. The 'Overview' tab is active, showing a 'Summary' section with fields like 'Sponsor Award Reference Number', 'Sponsor', 'Company', 'Name', 'Description', 'Award Lifecycle Status', 'Sponsor Award Reference Number', 'Award Date', 'Award Signed Date', and 'Award Type'. A right-hand sidebar contains an 'Actions' menu with options like 'Award', 'Additional Data', 'Audits', 'Budget Template', 'Business Process', 'Customer Contract', 'Customer Invoice', 'Favorite', 'Integration I/O', 'Reporting', and 'Roles'. The 'Award' action is highlighted, and a dropdown menu is visible with options like 'View Award History', 'View Award Task Status', 'Amend Award', 'Copy', 'Create Billing Schedule', 'Create Customer Invoice for Award Grant Transactions', 'Create Award', 'Find Subawards', 'Maintain Award Tasks', 'Maintain Subawards', 'Maintain Billing Status for Award Grant Transactions', 'Manage Attachments', and 'Correct'. The 'Manage Attachments' option is highlighted. Below the sidebar, there is a section titled 'Award Manage Attachments' with a sub-header 'Award AWD-103716: GEORGIA GEAR UP 08/29/2016 (version 10)'. Underneath, there is an 'Attachments' section with a large box containing the text 'Drop files here' and a 'Select files' button.

wdm - getach

Menu Georgia Tech

Q AWD-103716

AWD-103716: GEORGIA GEAR UP 08/29/2016 (version 10)

Sponsor Award Reference Number P3345160030

Sponsor US DEPT OF EDUCATION/GENERAL

Overview Award Lines Budget Award Tasks Billing & Receivables

Summary Sponsor Funding Details SABER - POB Award History - QTCR Notes

Company OGS Georgia Institute of Technology

Name GEORGIA GEAR UP

Description GEORGIA GEAR UP

Award Lifecycle Status Close Out

Sponsor Award Reference Number P3345160030

Award Date 08/29/2016

Award Signed Date 08/29/2016

Award Type Grant

Actions

Award

Additional Data

Audits

Budget Template

Business Process

Customer Contract

Customer Invoice

Favorite

Integration I/O

Reporting

Roles

View Award History

View Award Task Status

Amend Award

Copy

Create Billing Schedule

Create Customer Invoice for Award Grant Transactions

Create Award

Find Subawards

Maintain Award Tasks

Maintain Subawards

Maintain Billing Status for Award Grant Transactions

Manage Attachments

Correct

Bill-To Sponsor US DEPT OF EDUCATION/GENERAL

Award Schedule GEORGIA GEAR UP

Currency USD

Award Total 28,363,405.00

Billed Amount 20,799,046.07

Award Manage Attachments

Award AWD-103716: GEORGIA GEAR UP 08/29/2016 (version 10)

Attachments

Drop files here

or

Select files

Adding Documents in WD to Awards

Award Manage Attachments

Award AWD-103716: GEORGIA GEAR UP 08/29/2016 (version 10)

Attachments

test attach.xlsx
✓ Successfully Uploaded!

Comment	Test
Attachment Category	<div>Search</div> <ul style="list-style-type: none"><input type="radio"/> Financial Report Template<input type="radio"/> Notice of Award<input type="radio"/> Sponsor Approval<input type="radio"/> Sponsor Billing Instructions<input type="radio"/> Sponsor Invoice Template

Upload

OK Cancel

Viewing an Attachment

This section explains how to access and view an attached document, useful for reviewing grant-related files.

1. **Navigate to the Award Page:**
 - Follow the same steps as above to open the specific award page.
2. **Locate the Attachments Section:**
 - Find the "Attachments" tab on the award page.
3. **View the Attachment:**
 - Click on the name or link of the attachment you want to view. The file will open in a new tab or window, or display inline, depending on the file type

(e.g., PDF, Word document) and Workday's settings. Supported file types typically include PDFs, Word documents, and Excel files..

AWD-103716: GEORGIA GEAR UP 08/29/2016 (version 10)

Sponsor Award Reference Number	IP040100000	Sponsor Street Cost / Sponsor Facilities And Administration	25,747,292.00 / 858,608.00	Award Contract Dates	08/29/2016 - 12/31/2026
Sponsor	US DEPT OF EDUCATION/GENERAL	Cost Share Total	7,343,435.00	CFDA Assistance Listing	84.334 - Gaining Early Awareness and Readiness for Undergraduate Programs

Overview Award Lines Budget Award Tasks Billing & Receivables Additional Data Additional Reports Amendments Set Up & History

Summary Sponsor Funding Details 34000 - FES Award History STOR Notes Attachments

Attachments: 1 item

Attachment	Comment
test attach.pdf	test

Editing an Attachment

Workday typically stores attachments as read-only files, meaning direct editing is not supported. To update an attachment, you must delete the existing file and upload a new version.

1. **Delete the Old Attachment:**
 - Follow the steps in the "Deleting an Attachment" section below to remove the current file.
2. **Add the Updated Attachment:**
 - Follow the steps in the "Adding an Attachment" section to upload the new version of the file, ensuring you to update the description and category as needed.

Deleting an Attachment

This section covers removing an attachment from the award page, useful for cleaning up outdated or incorrect files.

1. **Navigate to the Award Page:**
 - Open the award page as described in the navigation steps.
2. **Locate the Award Manage Attachments Page:**
 - Click on "Related Action" next to the Award Name.
 - Click on the Arrow (>) next to Award under Action to locate "Manage Attachments".
 - Click on "Manage Attachments".
3. **Delete the Attachment:**
 - Click on the "Recycle Bin" icon next to the attachment you want to delete.

Adding Documents in WD to Awards

AWD-103716: GEORGIA GEAR UP 08/29/2016 (version 10)

Sponsor Award Reference Number: P3343190000

Sponsor: US DEPT OF EDUCATION/GENERAL

Company: C0802 Georgia Institute of Technology

Name: GEORGIA GEAR UP

Description: GEORGIA GEAR UP

Award Lifecycle Status: Close Out

Sponsor Award Reference Number: P3343190000

Award Date: 08/29/2016

Award Signed Date: 08/29/2016

Award Type: Grant

Actions:

- Award
- View Award History
- View Award Task Status
- Award Award
- Copy
- Create Billing Schedule
- Create Customer Invoice for Award Grant Transactions
- Create Award
- Print Subgrants
- Maintain Award Tasks
- Maintain Subawards
- Maintain Billing Status for Award Grant Transactions
- Manage Attachments
- Cancel

BB-To Sponsor: US DEPT OF EDUCATION/GENERAL

Award Schedule: GEORGIA GEAR UP

Currency: USD

Award Total: 23,343,425.00

Billed Amount: 23,799,548.97

Award Manage Attachments

Attachments

test attach.pdf

Comment: test

Attachment Category: Sponsor Approval

Additional Features and Considerations

- **Searching for Attachments:** If there are multiple attachments, you may use a filter within the "Attachments" section to find specific files by Attachment, Comment, or Attachment Category. This is particularly useful for large grant portfolios.

Attachment	Comment	Attachment Category
test attach.pdf	test	
test attach.xlsx	Test 2	Sponsor Approval

- **Attachment Limits:** Be aware that Workday may have limits on file size (commonly 50MB or less, depending on configuration) and supported file types (e.g., PDF, DOCX, XLSX).

Troubleshooting

If you encounter issues, consider the following:

- **Upload Issues:** Ensure the file size is within Workday's limits and that the file type is supported. Common supported types include PDFs, Word documents, and Excel files.
- **Missing Manage Attachments:** If you cannot find the "Manage Attachments" Please create a Service Now ticket.

Compliance Updates

Charles H. Derricotte III

Financial Compliance Program Manager

Real Time Scenario: Equipment Split Costs

- Under 2 CFR 200, an entity generally cannot charge two separate sponsors/agencies for the same equipment item unless the costs are properly allocated based on the benefit received by each project. This aligns with key principles of allowability, allocability, and reasonableness found in 2 CFR § 200.403–200.405



Image ID: 2RGMH8G
www.alamy.com

Allowability Conditions – Split Costs

- Both projects benefit from the equipment in proportion to the charge;
- The benefit can be clearly documented and justified
- There is no duplication of cost (i.e., the full cost isn't charged to both awards)
- The equipment is not considered a general use item (e.g., office computers used for multiple purposes).



Example Scenario – Equipment Purchase

- If a \$10,000 piece of lab equipment is purchased and will be used on multiple awards, what are allowable situations:
 - It will be used equally on an NSF and NIH project: You may charge \$5,000 to each award, with documentation explaining how the allocation was determined. (50/50) More common
 - It will be used equally on an NSF, Private, and NIH project: You may charge \$3,333 to each award, with documentation explaining how the allocation was determined. (33/33/33) Less common
 - It will be used equally on an NSF, Private, Dept.of Energy, and NIH project: You may charge \$2,500 to each award, with documentation explaining how the allocation was determined. (25/25/25/25) Rare
 - Note: Explanations are still needed even if department/institute covers a portion of the funds as well.
 - Keep in mind sponsor terms and conditions, as well as any prior approval requirements.
 - Review if the cost charged will change scope of award(s) Scope of Work.

Equipment Description: XYZ High-Precision Spectrometer

Total Cost: \$24,000

Projects Involved:

- Project A (NSF Award #AWD-123456)
- Project B (DOE Award #AWD-654321)

Prepared by:

[Name], Research Administrator

[Date]

Can be completed by:

Grant Manager

P.I or Co P.I

Key Personnel (Note: Must be present on both awards)

Other Personnel or Students are prohibited.

Justification for Allocation:

The XYZ High-Precision Spectrometer will be used to conduct advanced material analysis critical to the research aims of both Project A and Project B. Prior to purchase, Dr. Smith – Principal Investigator of both projects assessed the anticipated usage and confirmed that each project will utilize the equipment approximately 50% of the time over the next two years.

Consistent with 2 CFR § 200.405 (Allocable Costs), the equipment cost is being equitably allocated based on the proportionate benefit to each project. As such, \$12,000 (50%) of the total equipment cost will be charged to NSF Award #AWD-123456 and \$12,000 (50%) to DOE Award #AWD-654321.

This allocation approach complies with the federal cost principles outlined in:

- § 200.403 (Factors Affecting Allowability of Costs)
- § 200.404 (Reasonable Costs)
- § 200.405 (Allocable Costs)
- § 200.313 (Equipment)

Both sponsors have been notified (if required) per their respective guidelines, and documentation of usage logs and benefit assessment will be retained for audit purposes.

Call to Action

- Ideal scenario is to charge one sponsor for equipment purchase, however split costs are allowable if sufficiently documented.
- Equipment is not general used items such as computers, must be specialized and exceed 5K threshold per 2CFR200 & state policies.
- Regular splits of 50/50 or 33% can be acceptable if documented.
- Documentation must support funding sources used (even gifts and department funding)
- Supporting documentation statement should be filled out by Key Personnel or Grant Manager.

Compliance Updates

Karon Gray

Financial Reporting & Compliance Systems Specialist

Cost Transfer Refreshers....

It's All About  **change**....

- Cost transfers move charges from one funding source to another after recorded in financial system
- Cost transfers that are required to correct errors and or achieve the proper, consistent, and equitable distribution of costs to sponsored projects will be allowed
- Adequate justification for changes, necessary approvals, and certifications required
- Cost Transfers made *within 90 days after the original posting date of the transaction* are considered **TIMELY**
- Cost Transfers *beyond 90 days* are considered **NOT TIMELY** and require exceptions review and approval by G&CA

Cost Transfer Refresher

DO's / YES



- ✓ Use to correct data entry errors
- ✓ Submit timely | consider month's & year's end and holidays
- ✓ Clearly state and justify change request
- ✓ Adhere to allowability standards
- ✓ Adhere to allowable exceptions as applies

Dont's / NO



- ✓ Use to correct deficiencies caused by overruns
- ✓ Use to avoid restrictions imposed by law or by the terms/conditions of the sponsored award
- ✓ Use to temporarily place/park charges which will subsequently be transferred elsewhere
- ✓ Use to avoid return of expended funds to sponsor

Cost Transfer Refresher.. Allowable Exceptions ...

Reference: [Cost Transfer Requests](#) | [Georgia Tech Policy Library](#) | 3.6 Cost Transfer Request | After 90 days allowable exceptions can be found on the Grants and Contracts [website](#). See page for full document and condition considerations that apply.



1. Sponsor funding delayed beyond 90 days after the effective date of award performance period
2. Moving direct costs between grant lines on same sponsored award
3. Correcting ledger accounts or spend categories on transactions within a sponsored award
4. Transfers of direct costs <\$1,000 where an exception has been deemed acceptable by delegated G&CA authority
5. Specific approval received by the sponsored agency of the award/grant receiving the charge
6. New award/grant established based on sponsor need (e.g. *new task order, new PO# or Agency transition from pooled to award billing, etc*)
7. Transfer of direct costs from one phase of award to another where the Period of Performance overlaps
8. Transfers to fixed price or Private/Industry awards where the costs are reported to be allowable & allocable to the award receiving the charge

Cost Transfer Questionnaire Refresher.....



What you say matters...

Staffing mistakes or shortages, etc. are ***not sufficient*** reasons to justify a late cost transfer and may imply ***internal control issues***

Suggested Similar Verbiage...

2. Clerical correction after financial review. M&S cost to support research efforts moved from participant support to prime grant worktag. (**Note:** State worktags)

3a. Cost transferred to intended worktag after financial review and reconciliation.

3b. Responsible party will routinely review and reconcile award/worktags for accuracy as determined necessary.

Questionnaire	Respondent
Cost Transfer Questionnaire (90 days or over)	[REDACTED]
	Submission Date
	[REDACTED]

Question	Answers
1. Why is this cost transfer required?	1. Clerical Error
2. In the space below, please explain why the expense was not originally charged to the correct grant, and how the expense benefits the scope of the work on the "to" grant.	student mistakenly given wrong worktag number by PI
3a. Explain why the error was not identified and correctly timely (within 90 days of the original transaction)	mistakenly approved by grant mgr due to similarity in main worktag and PS worktag. Error not identified until Feb 2024 when reconciling worktag [REDACTED] was experienced staffing shortage, and recently filled positions. Have been training new employees, and running behind in reconciling worktags.
3b. Explain what steps are in place to prevent the need for a late cost transfer going forward.	Now that we have trained several new staff, and getting caught up, we will be able to review and reconcile worktags more often than we have been [REDACTED]
By checking "I Certify" below I confirm that: 1. I have first-hand knowledge as to the accuracy of this cost transfer and have been delegated authority within the department to certify this request, and 2. The costs being moved to the grant provided in the transaction are directly related to the scope of the award, allowable within the award budget and have been incurred in a timely	I certify

Workday Reporting Updates

Amy Zhang

Application Support Analyst Lead

Extract Grants

- Campus-Wide Report
- Search for Grants based on assigned roles and/or related worktags

Extract Grants

Cost Center

Grant Hierarchies

Fund

G&C Financial Specialist

Grant Manager

Grant PI

Active Only

☒

Inactive Only

☐

Filter Name

Manage Filters

1 Saved Filters

Save

OK

Cancel

Driver Worktag Manager Details Dashboard

- Campus-Wide Report
- Tabs: Role Assignments of Cost Centers, and Driver worktags in the cost center by type (Designateds, Grants, Gifts, GTRI Charge Codes Custodial Entities) and Managers
- Side Menu: Links to “Driver Worktag Managers for Grant – CR”

Driver Worktag Manager Details



Instructions

This dashboard report is used to give users a snapshot of all the worktags associated with cost centers and who has been assigned to those worktags. This dashboard is divided into two sections. The first tab displays cost centers, where the cost center belongs in the hierarchy, and the roles associated with the cost center. The second tab displays the driver worktags in the cost center, divided by type....

[View More](#)

[Role Assignments of Cost Centers](#)

Driver Worktag Managers for Cost Center

Cost Center Cost Center Hierarchy Driver Manager



Role Assignments of Cost Centers



Cost Center	Code	Name	Included by Organizations	Cost Center Manager(s)	PCard Cost Center Manager(s)
CC000001 AA - Alumni Association	CC000001	AA - Alumni Association	Alumni Association	Jennifer J Thomas Scott G Mussak	
CC000002 EVP A&F - Admin & Finance, Exec VP	CC000002	EVP A&F - Admin & Finance, Exec VP	EVP Admin and Finance	Bhumika Motiram Jennifer J Thomas Scott G Mussak Terry Kingston	Jennifer J Thomas
CC000003 AE - Aerospace Engineering	CC000003	AE - Aerospace Engineering	Aerospace Engineering	Anita M Carter Cassie Garin	Anita M Carter Deborah Powell

Navigate To:

[Driver Worktag Managers for Designated - CR](#) >

[Driver Worktag Managers for Grant - CR](#) >

[Driver Worktag Managers for Gift - CR](#) >

[More \(2\)](#)

G&C Month End Close Process

Tony Wang

Business Analyst

Initiation

Performed by: G&C System Team

- Objective: Ensure accurate and timely G&C month-end financial close
- 1. Check GT Award Cost Processable Audit for Supplier Invoices. Ensure no budget dates before July 1, 2019.
- 2. Check Find Customer Payment in Workday to ensure both GTRC and GTARC payments are done before we request the closing of the customer account.
- 3. Check Process Monitor to confirm GTRC_Daily_Customer_Invoice_Adjustment has been completed.
- 4. Check to see that all LoC Ad Hoc Bank Transactions have cleared.
 - Verify totals match — if not, identify discrepancies
 - Load missing transactions if necessary
 - Confirm reconciliation with the Controller's Office
- 5. Check LOC in G&C Find Customer Invoices for Company-Month End Close to verify all invoices marked as Paid and Amount Due is 0.

Process Overview

1. Run report: GTRC_Customer_Invoice_Creation
 - Check for blank revenue categories and inactive grants
 - Compare with the Extract Grants Report and use VLOOKUP to identify mismatches in Excel.
2. Run report: GTRC_Customer_Monthly_Invoice
 - Compare totals between reports (Must Match)
 - If mismatched: Stop and identify the issue.
3. Check ledger period, “Ledger Period Journal Status” should be “Close in progress” and Customer account DOES NOT show in “period activity close group” (meaning customer account is open)
4. Launch GTRC_Monthly_Customer_Invoice_Upload
 - FY and Budget Reference should match
 - Check for error logs – ensure status is 'Completed' and the invoice is 'Posted'
 - Resolve any issues (e.g., inactive worktags, invoice status is draft)
5. Launch GTRC_CUSTOMER_MONTHLY_INVOICE integration
6. After the integrations are completed successfully, confirm that GTRC/GTARC invoices for the closing month have been created. We email the Controller’s office and ask them to close the customer accounts for the prior month.

61

Process Overview

7. After we close customer accounts, we email the Controller's office to run the EI2 Indirect Allocations Journal and the GIT Cost Reimbursable Allocation Journal.

8. After the EI2 Indirect Revenue and GIT Cost Reimbursable Allocations have been finalized, we then upload our final adjusting journals (usually two Journals starting with GSJ_)

GSJ_2025XXXX_01

GSJ_2025XXXX_02

9. After we submit the journals, we wait until the Controller's office approves the journals, and then we check Ledger Analysis report to confirm everything looks good. We can send the email to inform that the G&C month-end is complete.

Training Updates

Rob Roy

Director of BOR Sponsored Programs

Upcoming Live/Synchronous Classes

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

Offered virtually via Zoom, unless otherwise noted

April

April 21

Advanced Topics: Effort

10:00am – 12:00pm

April 22

***Advanced Topics:
Allowable & Allocable***

1:00pm – 3:00pm

April 23

Advanced Topics: Salary

1:00pm – 3:00pm

May

May 15

2 CFR 200 Workshop (Part 2)

10:00am – 12:00pm

May 20

Internal Controls Workshop (Part 2)

1:00pm – 3:00pm

June

June 3

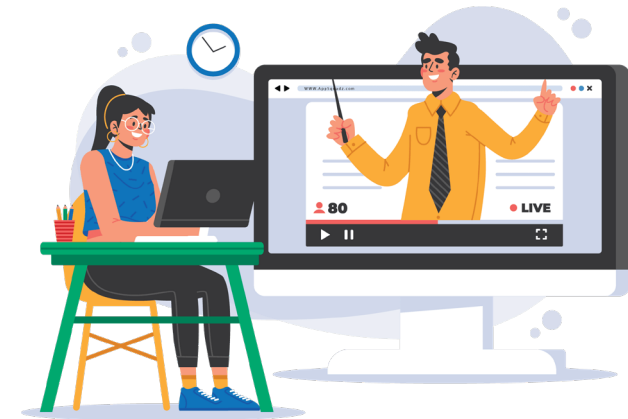
2 CFR 200 Workshop (Part 2)

1:00pm – 3:00pm

June 5

Internal Controls Workshop (Part 2)

10:00am – 12:00pm



Current Professional Development Opportunities

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

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

SELF-PACED / ON-DEMAND COURSES

- *Introduction to the Research Enterprise at GT*
- *What are GTRC and GTARC?*
- *Fun with the FAR*
- *Dfun with the DFARS*
- *NCURA: AI in Research Administration: Unlocking Efficiency and Innovation*
- *NCURA: Avoid “Returned without Review....” An In-depth Look at Agency RFPs*
- *NIH Data Management & Sharing Policy – Budgeting/Application Tips (NCURA)*
- *Managing SBIR/STTR Projects (NCURA)*
- *NIH Proposal Preparation & Review Tips*
- *NIH F Series--Fellowship Programs*
- *NIH Fundamentals (NCURA)*
- *NSF Fundamentals (NCURA)*
- *NSF Proposal Preparation & Review Tips*
- *NSPM-33 Compliance (NCURA)*
- *Advanced Research Projects Agency for Health (ARPA-H):*
 - *Introduction and Q&A*
 - *Budget Workshop*
 - *Terms & Conditions Workshop*
- *Service Centers and Best Practices*
- *Service and Recharge Center Costing Strategies Amidst Evolving Federal Funding Policies*
- *Specialized Service Agreements*
- *Subawards - Request, Monitor, Risk*
- *Effort Reporting*
- *Contract Information Systems (CIS)*
- *Cost Share*
- *Cost Transfers*
- *Pivot: Finding Funding*
- *ORCID iD*

GT Certification Contact Hours & CEU credit



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





CRA Study Group at Georgia Tech

Georgia Tech's Certified Research Administrator (CRA) Study Group

[Welcome!](#) | [General Information](#) | [Modules](#) ▾ | [Discussion Forum](#) | [Live Virtual Sessions](#)



Welcome to Georgia Tech's Certified Research Administrator (CRA) Study Group!

Our Certified Research Administrator (CRA) Study Group will help to prepare you to sit for the upcoming certification exam, offered by the [Research Administrators Certification Council \(RACC\)](#).

With fun-filled topics ranging from the Uniform Guidance (2 CFR 200) to Effort Reporting and Subawards – and *almost* everything in between, there will surely be something for everyone.

Our content is set-up in 11 modules, with additional helpful resources throughout. Most of it is available asynchronously/on-demand (videos, presentation slides, quizzes). Some may prefer to take each of these on a weekly basis, leading up to the upcoming exam window. There will also be three live/virtual sessions to debrief and discuss the modules:

- March 22nd: Modules 1-4
- April 19th: Modules 5-8
- May 10th: Modules 9-11, Final Discussion

Note: Completing these 11 modules will not guarantee a passing score on the exam. Individuals should expect to spend additional time preparing for the exam. Special focus and additional time should be allotted in subject areas and concepts where you are less familiar.

Your future in research administration starts here.

Click below to jump into **General Information** tab to begin to prepare for the CRA exam.

You can also use the navigational headers at the top of the page, noting that the quizzes within the modules are password protected for tracking purposes. Reach out to training@osp.gatech.edu with any questions!

Let's Jump In!

CELEBRATING THE CAREER OF DR. ROB BUTERA



**CLICK [HERE](#) TO
REGISTER**

**CLICK [HERE](#) FOR FULL DETAILS
AND INSTRUCTIONS ON HOW TO
SUBMIT A FAREWELL VIDEO
MESSAGE**

RESEARCH ADMINISTRATION BUZZ

RAB MEETING

July 10, 2025

Dalney 180 & Virtual

Lunch: 11:30am

Event: 11:45am - 2:00pm

Click [HERE](#) to register for in-person or virtual.





Georgia Tech
Research

RESEARCH ADMINISTRATOR APPRECIATION EVENT

SEPTEMBER 25, 2025

LUNCH: 11:15AM

HYBRID EVENT: 11:45AM - 2:00PM
GTRI CONFERENCE CENTER & ZOOM

CLICK [HERE](#) TO REGISTER

CLICK [HERE](#) TO SUBMIT RECOGNITION DETAILS

Feel free to arrive as early as 11:00 AM to
mingle with colleagues, snap some
photos, and join in the book signing!

KEYNOTE SPEAKER

JILL CHRISTENSEN

SPEAKER | BEST SELLING AUTHOR

SIGNED BOOK BELOW WILL BE AVAILABLE AT THE EVENT

IF NOT YOU, WHO?

**CRACKING THE CODE OF EMPLOYEE
DISENGAGEMENT**

Jill will empower your audience by teaching them a proven strategy – which she used in her successful Fortune 500 career – to ignite exceptional effort from employees.



**CLICK [HERE](#) TO
LEARN MORE INFO**

THANK YOU!



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