



# F&A / IDC Distribution Process – Quick Reference Guide

## F&A / Indirect Cost (IDC) Distribution Process

The indirect cost recovery process facilitates reimbursement to the University for services rendered in support of grants such as the cost of facilities, equipment, utilities and departmental administration.

**Burden** is the allocation rate at which indirect costs are calculated on the direct costs of a project and appear as expenses under F&A Cost Recovery on the LEO Award Letter. It details how the IDC recovery will be distributed to Planning Units (PU's), Departments, Centers & Principal Investigators (PI's) on a monthly basis. Recipients will see their distributions posted to either their GL account or PTA using Object Code 650200.

The reference material below can be used to review several aspects of the indirect cost recovery process (ICRP) including:

- Looking up the transaction detail of a distribution to a Research Incentive account
- Reviewing the burdening rate on an award
- Reviewing the distribution %'s
- Reviewing the accounts to which the distributions are made
- The breakdown of the distribution of an award

## How to query F&A / IDC detail for Research Incentive PTA

Navigate to OBI Finance Lookups Dashboard tab Grants Funds Available. Choose Project, Task and Award Number. Click Apply:

Click on the project number:

Grants Funds Available							
Proj #	Proj Short Name	Task #	Task Name	Awd #	Awd Short Name	Agency Name	Task Org #/Name
14417	GHANBARTEHRANI, SAEED (182804)	13	RESEARCH INCENTIVE	4140001	ENG RSCH INCENTIVE - AWARD 1	INTERNAL FUNDING SOURCE	140700 ISE - INDUSTRIAL SYSTEMS ENGINEERING
Grand Total							



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Click on the Expenditure Category 'Facility & Admin Cost Recovery' to see the transaction detail for this PTA.

Period	MAR2021-21	Proj Short Name	GHANBARTEHRANI, SAEED (182604)	Proj Status	Approved	Proj Start	07/01/2017	Proj End		Task Org #/Name	140700 ISE - INDUSTRIAL SYSTEMS ENGINEERING
Proj #	14417	Task Name	RESEARCH INCENTIVE	Task Chg Flag	Y	Task Start	01/01/2018	Task End		Agency Name	INTERNAL FUNDING SOURCE
Task #	13	Awd Full Name	ENGINEERING RESEARCH INCENTIVE FUNDS - AWARD 1	Awd Status	Active	Awd Start	07/01/2017	Awd End	06/30/2026		
Awd #	4140001										

  

Exp Category	Funding Amt	Budget ITD	Expense ITD	Commitment Amt	Avail Balance ITD	Fin % Cmpltd ITD	Revenue ITD	Expense PTD
SALARIES AND WAGES		0.00	0.00	1,680.00	0.00	(1,680.00)	0%	0.00
BENEFITS		0.00	0.00	231.97	0.00	(231.97)	0%	0.00
OTHER OPERATING COSTS		0.00	0.00	0.00	0.00	0.00	0%	0.00
<b>FACILITY &amp; ADMIN COST RECOVERY</b>		0.00	0.00	(9,964.22)	0.00	9,964.22	0%	0.00

Click on 'Expenditure Category by Year' to see all transactions for the year.

- [Expenditure Category](#)
- [Expenditure Category by Period](#)
- [Expenditure Category by Year](#)

Exp Category	Exp Type	Period	Exp Item Date	Trans ID	Exp Comment	Exp Cost	Exp Batch	Exp Batch Desc
FACILITY & ADMIN COST RECOVERY	650200 F&A COST RECOVERY TRF	MAR2021-21	02/28/2021	3157944	IDC - FEB2021-21 - Awd # - 1518479 - 14%	(181.54)	BONDJ2-IDC DISTRIBUTION - FEB 2021-21-20210309.141227PJ1012095	IDC DISTRIBUTION - FEB 2021-21:BONDJ2@OHIO.EDU
				3157945	IDC - FEB2021-21 - Awd # - 1535688 - 14%	(183.34)	BONDJ2-IDC DISTRIBUTION - FEB 2021-21-20210309.141227PJ1012095	IDC DISTRIBUTION - FEB 2021-21:BONDJ2@OHIO.EDU
		FEB2021-21	01/31/2021	3142280	IDC - JAN2021-21 - Awd # - 1518479 - 14%	(545.06)	BONDJ2-IDC DISTRIBUTION - JAN 2021-21-20210211.132554PJ1011834	IDC DISTRIBUTION - JAN 2021-21:BONDJ2@OHIO.EDU

## Determining F&A / IDC Default Accounts & Percentages

Each Grant with a Burdening Rate will have the RI Distribution by Account on the LEO Award Letter as shown in the example below.

RI Distribution By Account		
Name	Percent	Amount
Ghanbartehrani, Saeed	14%	\$9,964.22
Russ College of Engineering & Tech.	31%	\$22,063.64
Industrial and Systems Engineering	7%	\$4,982.11
Center for Advanced Systems and Transportation Logistics Engineering	30%	\$21,351.90
VPR Research Investment	18%	\$12,811.14
	<b>100%</b>	<b>\$71,173.01</b>



## F&A / IDC Distribution Process – Quick Reference Guide

Use the IDC Awd Setup Dashboard to review an award letter’s distribution in Oracle. It should match the LEO Award Letter RI distribution.

**Finance** Home Catalog Favorites ▾ Dashboards ▾

Lookups General Ledger **Grants** Purchasing Equipment Inventory

Grants Funds Available Expenditure Inquiry Summary Reports Grants Installment Status IDC Account Setup **IDC Award Setup** IDC Distribution Amounts Effort Reporting

**Prompts**

Awd Status  Awd #  Awd Org #  Credit Planning Unit  Credit Type

**IDC Awd Setup**

Credit Type	Credit Percent
CHAIR IND SYST (140700)	7.00%
CTR ADV SYS & TRANS LOGS ENG	30.00%
GHANBARTEHRANI, SAEED (182604)	14.00%
RUSS COLLEGE OF ENG & TECH	31.00%
VPR RESEARCH INVESTMENT	18.00%
<b>1133767 TRANSFORMING FREIGHT FLOW Total</b>	<b>100.00%</b>

Refresh - Print - Export

### Prompts

### Definition

<b>Awd Status</b>	The status of the Award: Active – allows expenditure to post to the award and revenue and billing will process. At Risk – allows expenditures to post but revenue and billing will not process. On Hold – prevents expenditures from posting but revenue and billing will process. Closed – prevents expenditures from posting to the award and revenue and billing will not process.
<b>Awd #</b>	Seven-digit value that represents the source of funding that supports one or more Projects/Tasks
<b>Awd Org #</b>	Organization number assigned to the Award.
<b>Credit Planning Unit</b>	The planning unit that receives distributions on an award.
<b>Credit Type</b>	The name of the recipient of the IDC distribution – each credit type has a specific account string attached to it made up of either a credit Entity-Source-Org-Activity-Function or a Project-Task-Award. The Credit Type field can only hold a limited number of characters. If the credit type name is too long it will be abbreviated. The Credit Type field name is from the “Proj Short Name” in Oracle.



## F&A / IDC Distribution Process – Quick Reference Guide

The OBI Grants General Dashboard tab IDC Acct Setup can be used to review the account numbers to be used for the distribution.

**Finance** Home Catalog Favorites Dashboards New Open Signed In As Bc

Lookups General Ledger Grants Purchasing Equipment Inventory

Grants Funds Available Expenditure Inquiry Summary Reports Grants Instalment Status **IDC Account Setup** IDC Award Setup IDC Distribution Amounts Effort Reporting

**Prompts**

Credit Planning Unit College of Engineer Credit Entity --Select Value-- Credit Project --Select Value--  
 Credit Source --Select Value-- Credit Task --Select Value--  
 Credit Organization --Select Value-- Credit Award --Select Value--  
 Credit Activity --Select Value--  
 Credit Function --Select Value--

Apply Reset

**IDC Acct Setup**

Credit Type	Credit Entity	Credit Source	Credit Organization	Credit Activity	Credit Function	Credit Project	Credit Task	Credit Award	GL Account	PTA	Credit Planning Unit
ALAM, KHAIRUL (114199)						12607	13	4140001		12607-13-4140001	College of Engineering
ALI, MUHAMMAD (163426)						12084	13	4140001		12084-13-4140001	College of Engineering
AROS-VERA, MANUEL (177324)						12199	13	4140001		12199-13-4140001	College of Engineering
AVIONICS (140901)						12452	13	4140001		12452-13-4140001	College of Engineering
BARTONE, CHRIS (104015)						12301	13	4140001		12301-13-4140001	College of Engineering
BAYLESS, DAVID (105518)						12409	13	4140001		12409-13-4140001	College of Engineering
BOTTE, GERARDINE (120628)						12272	13	4140001		12272-13-4140001	College of Engineering

Prompts	Definition
<b>Credit Planning Unit</b>	The planning unit that receives distributions on an award.
<b>If Distributed to GL:</b>	
<b>Credit Entity</b>	Entity where the credit is received for a credit type.
<b>Credit Source</b>	Source where the credit is received for a credit type.
<b>Credit Organization</b>	Organization where the credit is received for the credit type.
<b>Credit Activity</b>	Activity where the credit is received for a credit type.
<b>Credit Function</b>	Function where the credit is received for a credit type.
<b>If Distributed to PTA:</b>	
<b>Credit Project</b>	Project where the credit is received for a credit type.
<b>Credit Task</b>	Task where the credit is received for a credit type.
<b>Credit Award</b>	Award where the credit is received for a credit type.



F&A / IDC Distribution Process

The distribution %'s will be applied to the Actual Indirect Cost Expense on the Grant Award to determine the amount of F&A/IDC to distribute to the accounts on the Award Letter. The cost centers and the calculated amounts are available on the OBI Grants General Dashboard tab IDC Dist Amts as shown below:

Finance

Home Catalog Favorites Dashboards New Open

Lookups General Ledger Grants Purchasing Equipment Inventory

Grants Funds Available Expenditure Inquiry Summary Reports Grants Installment Status IDC Account Setup IDC Award Setup **IDC Distribution Amounts** Effort Reporting

Prompts

\* Period: OCT 2018-19 Awd Org # --Select Value-- Credit Planning Unit --Select Value-- Awd # 1133767

Apply Reset

IDC Dist Amts

Credit Type	Credit Planning Unit	Credit Entity	Credit Source	Credit Organization	Credit Activity	Credit Function	Credit Project	Credit Task	Credit Award	Credit Percent	Calculated Allocation Amt
CHAIR IND SYST (140700)	College of Engineering						12457	13	4140001	7.00%	249.09
CTR ADV SYS & TRANS LOGS ENG	College of Engineering						12421	13	4140001	30.00%	1,067.54
GHANBARTEHRANI, SAEED (182604)	College of Engineering						14417	13	4140001	14.00%	498.19
RUSS COLLEGE OF ENG & TECH	College of Engineering						12459	13	4140001	31.00%	1,103.13
VPR RESEARCH INVESTMENT	Vice President for Research	10	100000	530150	0000	00				18.00%	640.53
<b>1133767 TRANSFORMING FREIGHT FLOW Total</b>										<b>100.00%</b>	<b>3,558.48</b>

Refresh - Print - Export

- This dashboard can also be used to query amounts by Awd Org # & Credit Planning Unit.
- Period is a required field. All months for a quarter can be chosen and queried together.
- **Calculated amounts will post on a one month lag** until the end of the fiscal year (i.e., IDC calculated amounts earned in April will post in May. IDC calculated amounts earned in May and June will post in June)

These amounts will be posted by JE as credits to:

1. The Research Incentive **PTA** cost center in the Expenditure Category 'Facility & Admin Cost Recovery' in Expenditure Type 650200-F&A Cost Recovery TRF. This is in the Designated fund.
2. The **GL** cost center for the Planning Unit in Object code 650200-Transfers-IDC Revenue Share. This is in the Unrestricted fund.
3. The **GL** cost center for the VP for Research in Object code 650200-Transfers-IDC Revenue Share. This is in the Unrestricted fund.

Please be aware if charges are moved off a grant during a month, you may see a debit IDC distribution.

If there is spending on a grant prior to receiving an award (awards set up by Departmental Guarantee memo) there may be no distribution calculated in the dashboard.

When the award status is *At Risk* or *On Hold* no distribution will occur. The distribution will be caught up via manual JE when the status changes.