

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.

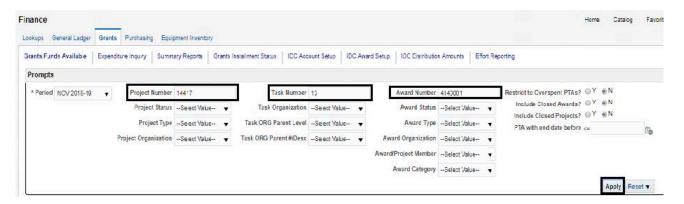
Burden is the allocation rate at which indirect costs are calculated on the direct costs of a project and appear as expenses under F&A Cost Recovery on the LEO Award Letter. It details how the IDC recovery will be distributed to Planning Units (PU's), Departments, Centers & Principal Investigators (PI's) 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:





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



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

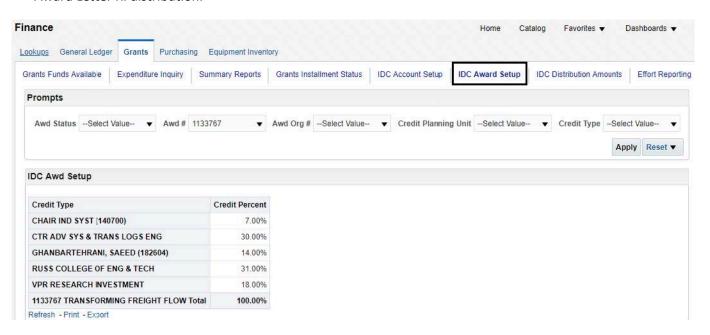
Determining F&A / IDC Default Accounts & Percentages

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
	100%	\$71,173.01

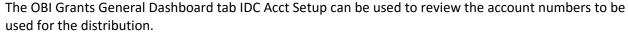


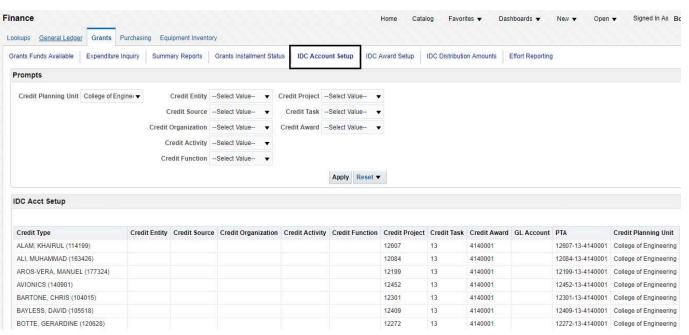
Use the IDC Awd Setup Dashboard to review an award letter's distribution in Oracle. It should match the LEO Award Letter RI distribution.



Prompts	Definition
Awd Status	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.
Awd #	Seven-digit value that represents the source of funding that supports one or more Projects/Tasks
Awd Org #	Organization number assigned to the Award.
Credit Planning Unit	The planning unit that receives distributions on an award.
Credit Type	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.







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

March 2021



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:



- > 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.