Grants Accounting Module

Grants Accounting tracks activity based on Project – Task – Award (PTA). Adding the award segment provides the ability to use one project to track multiple sources of funds (multi-funding) or multiple projects may be funded by one award. Grants Accounting is used for Sponsored Award, Sponsored Cost Share Award, Capital Projects, and Internal Awards.

<table>
<thead>
<tr>
<th>Project (5)</th>
<th>Task (2 or 5 characters)</th>
<th>Award (7)</th>
<th>Expenditure Type (50)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project defines the body of work</td>
<td>Task represents the work breakdown structure</td>
<td>Award is who or how it is funded</td>
<td>Expenditure Type is the object code with description</td>
</tr>
</tbody>
</table>

Grants Accounting Module:
- Project represents a person or scope of work with a single task or multiple tasks
- Task represents the work breakdown structure for the project
- Award is the source of funding (internal department or an external agency)

<table>
<thead>
<tr>
<th>Standard Tasks on Capital Project</th>
<th>Standard Tasks on Internal Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>07  Project Management (PM) Fees</td>
<td>10  Internal Award</td>
</tr>
<tr>
<td>50  Project Costs</td>
<td>12  Research Challenge</td>
</tr>
<tr>
<td>13  Research Incentive</td>
<td>20  PU Startup</td>
</tr>
<tr>
<td>24  VPR Startup</td>
<td>40  Honors Tutorial</td>
</tr>
</tbody>
</table>

Award Smart Numbering

An Award number is seven digits and smart numbered with the first number as follows:
- Sponsored – 1 or 2
- Sponsored Cost Share – 3
- Internal Award – 4
- Capital Project – 9

Example of Project-Task-Award: Sponsored Award **11308-18-1135140**

<table>
<thead>
<tr>
<th>1st Digit</th>
<th>2nd Digit</th>
<th>3rd – 7th Digits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>35140</td>
</tr>
</tbody>
</table>

1 or 2 = Sponsored
1, 2 = Federal
3, 4 = State
5, 6 = Private
7, 8 = Other Government
9 = State Appropriation

Award Suffix from LEO
Example of Project-Task-Award: Sponsored Cost Share Award 11308-18-3203601

<table>
<thead>
<tr>
<th>1st Digit</th>
<th>2nd – 3rd Digits</th>
<th>4th – 5th Digits</th>
<th>6th – 7th Digits</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>20</td>
<td>36</td>
<td>01</td>
</tr>
</tbody>
</table>

- 3 = Sponsored Cost Share
- Planning Unit Number (20 = Voinovich)
- Planning Unit Number is the first two digits of the ORG

Award Purpose:
- 36 = Sponsored Public Service Cost Share
- 16 = Sponsored Instruction Cost Share
- 26 = Sponsored Research Cost Share

Award Type:
- 01 = Cost Share Mandatory
- 02 = Cost Share Voluntary
- 03 = Cost Share Foundation
- 00 = Program Income

Example of Project-Task-Award: Capital Project Award State Funds 13974-01-9017003

<table>
<thead>
<tr>
<th>1st Digit</th>
<th>2nd Digit</th>
<th>3rd – 4th Digits</th>
<th>5th – 7th Digits</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>0</td>
<td>17</td>
<td>003</td>
</tr>
</tbody>
</table>

- 9 = Capital Project
- 0 = State Funds
- Year
- Assigned in sequential order

Example of Project-Task-Award: Capital Project Award 14261-02-9100208

<table>
<thead>
<tr>
<th>1st Digit</th>
<th>2nd (and 3rd) Digit(s)</th>
<th>3rd/4th Digits – 7th Digits</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>1</td>
<td>00208</td>
</tr>
</tbody>
</table>

- 9 = Capital Project
- 1 = Operating Funds from all Units Except Auxiliaries
- 16 = Auxiliary Operating Funds/Reserves
- 2 = Gift Funds from OU Foundation
- 3 = Internal Bank – Loans to be paid with Operating/Working Capital
- 4 = Internal Bank – Loans to be paid with Future Gift Funding
- 5 = Internal Bank – OU Series Taxable and Tax Exempt Bonds
- 7 = Internal Bank – Century Bond Funding (EIP, CB Designations)
Example of Project-Task-Award: Internal Award 12039-48-4140014

1\(^{st}\) Digit | 2\(^{nd}\) – 3\(^{rd}\) Digits | 4\(^{th}\) – 7\(^{th}\) Digits
---|---|---
4 | 14 | 0014

4 = Internal Award
14 = Planning Unit Number (14 = Engineering)
Planning Unit Number is the first two digits of the ORG

Numbers assigned by Planning Unit

**Dates in Grants**

Dates on the PTA control expenditure item dates of transactions that can post to the PTA:

**Project**
- Project start date is required.
- End date is not required.

**Task**
- Task start date is required.
- End date is not required. End dates are used on Tasks for specific time periods. For example, end dates should be used for multiple Tasks that cover specific FYs.

**Award**
- Start date and end date are required.

**Allowed Cost Schedule**

The Allowed Cost Schedule defines all Expenditure Types that can be charged to an award. Only one schedule per award is permitted. The Allowed Cost Schedule cannot be changed after a transaction has processed against the award.

If an Expenditure Type is not included on the Allowed Cost Schedule list, it cannot be purchased. For example, entertainment cannot be charged to a Federal Award because entertainment is not included on the Allowed Cost Schedule.