



### 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.



Project defines the body of work

Task represents the work breakdown structure

Award is who or how it is funded

Expenditure Type is the object code with description

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)

### Standard Tasks on Capital Project

### Standard Tasks on Internal Award

07 Project Management (PM) Fees	10 Internal Award
50 Project Costs	12 Research Challenge
	13 Research Incentive
	20 PU Startup
	24 VPR Startup
	40 Honors Tutorial

### 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**

1<sup>st</sup> Digit

2<sup>nd</sup> Digit

3<sup>rd</sup> – 7<sup>th</sup> Digits

1

1

35140

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**

1<sup>st</sup> Digit

2<sup>nd</sup> – 3<sup>rd</sup> Digits

4<sup>th</sup> – 5<sup>th</sup> Digits

6<sup>th</sup> – 7<sup>th</sup> Digits

3

20

36

01

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**

1<sup>st</sup> Digit

2<sup>nd</sup> Digit

3<sup>rd</sup> – 4<sup>th</sup> Digits

5<sup>th</sup> – 7<sup>th</sup> Digits

9

0

17

003

9 = Capital Project

0 = State Funds

Year

Assigned in sequential order

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

1<sup>st</sup> Digit

2<sup>nd</sup> (and 3<sup>rd</sup>) Digit(s)

3<sup>rd</sup>/4<sup>th</sup> Digits – 7<sup>th</sup> Digits

9

1

00208

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)

Assigned in sequential order



## Example of Project-Task-Award: Internal Award **12039-48-4140014**

1<sup>st</sup> Digit

4

4 = Internal Award

2<sup>nd</sup> – 3<sup>rd</sup> Digits

14

Planning Unit Number  
(14 = Engineering)

Planning Unit Number  
is the first two digits  
of the ORG

4<sup>th</sup> – 7<sup>th</sup> Digits

0014

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.