

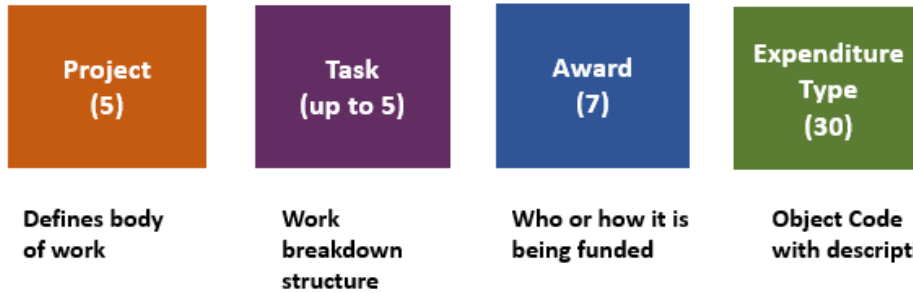


Grants Accounting Module

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 funded by one Award. Grants Accounting is used for Sponsored Award, Sponsored Cost Share Award, Capital Projects, and Internal Awards.

Grants Accounting Module:

- The Project represents a person or scope of work with a single Task or multiple Tasks
- A Task represents the work breakdown structure for the Project
- An Award is the source of funding (internal department or an external agency)



Standard Tasks on Capital Project

Standard Tasks on Internal Award

01 Professional/Consulting Serv	10 Internal Award
02 Construction	12 Research Challenge
03 Contingency	13 Research Incentive
04 In-House	20 PU Startup
05 Owner Purchase	22 VPR Startup
06 Other	15 Honors Tutorial
07 Project Management (PM) Fees	

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
- Capital Project – 9
- Internal Award – 4

Example of Project-Task-Award: Sponsored Award **11308-17-1110358**

1st Digit

2nd Digit

3rd – 7th Digits

1

1

10358

1 or 2 = Sponsored

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

Electronic Transmittal Form (eTF#) from LEO



Example of Project-Task-Award: Sponsored Cost Share Award **11308-17-3203601**

1st Digit

2nd – 3rd Digits

4th – 5th Digits

6th – 7th 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

Assigned in sequential order

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

1st Digit

2nd Digit

3rd – 4th Digits

5th – 7th Digits

9

0

17

003

9 = Capital Project

0 = State Funds

Year

Assigned in sequential order

Example of Project-Task-Award: Capital Project Award **14254-02-9100174**

1st Digit

2nd (and 3rd) Digit(s)

3rd/4th Digits – 7th Digits

9

1

00174

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 **22444-20-4100001**

1st Digit

4

4 = Internal Award

2nd – 3rd Digits

10

Planning Unit Number
(10 = Arts & Sciences)
Planning Unit Number
is the first two digits
of the ORG

4th – 7th Digits

0001

Numbers assigned by Planning Unit

Dates in Grants

Dates on the Project – Task – Award (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

- Both start date and end date is 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.