Available Award Analysis by College/Unit

Table of Contents

Available Award Analysis by College/Unit....1
- Report Overview....2
- Data Constraints....2
- Report Criteria....2
- Report Detail....4
- Sort/Organization....5
- Award Analysis Report....5
  - Summary....6
  - Funding....8
  - Billing / Contact Information....9
  - Reports....10
  - Notes....11
  - GL Account....12

Table of Figures/Screenshots

1 - Prompts....2
2 – GM Award List....4
3 – Award Analysis Drill Down....5
4 – Award Analysis Summary....6
5 – Award Analysis Funding....8
6 – Award Analysis Billing/Contact Information....9
7 – Award Analysis Reports....10
8 – Award Analysis Notes....11
9 – List of GL Accounts....12

Report Overview

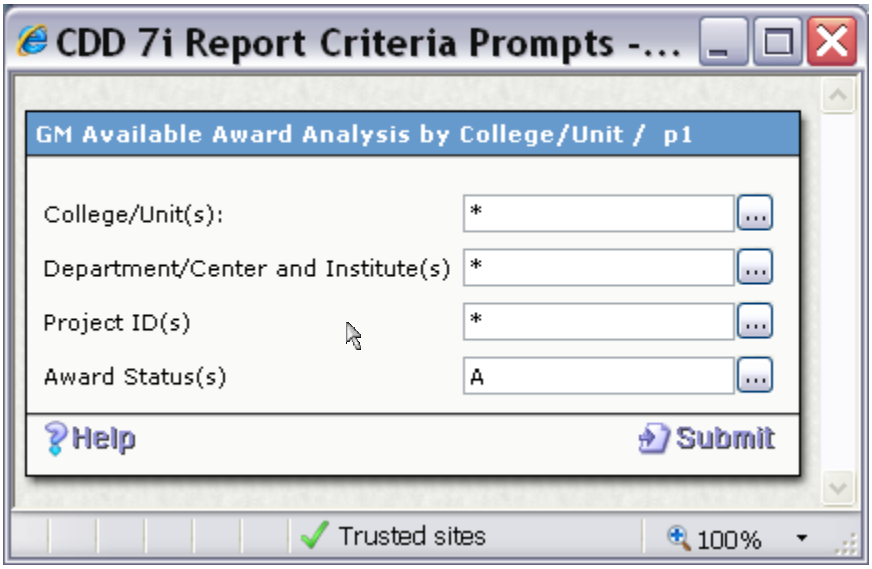
The GM Award List Report provides a listing of all externally funded awards, and also provides a link to the Research Administration and Contract Administration's Award Analysis, which is an award summary document that includes:

- Funding information
- Contact information
- Billing information
- Report descriptions and due dates

Data Constraints

This report lists awards that have been received by UEI and fully reviewed. Only awards received after July 1, 2007 are available for viewing.

Report Criteria

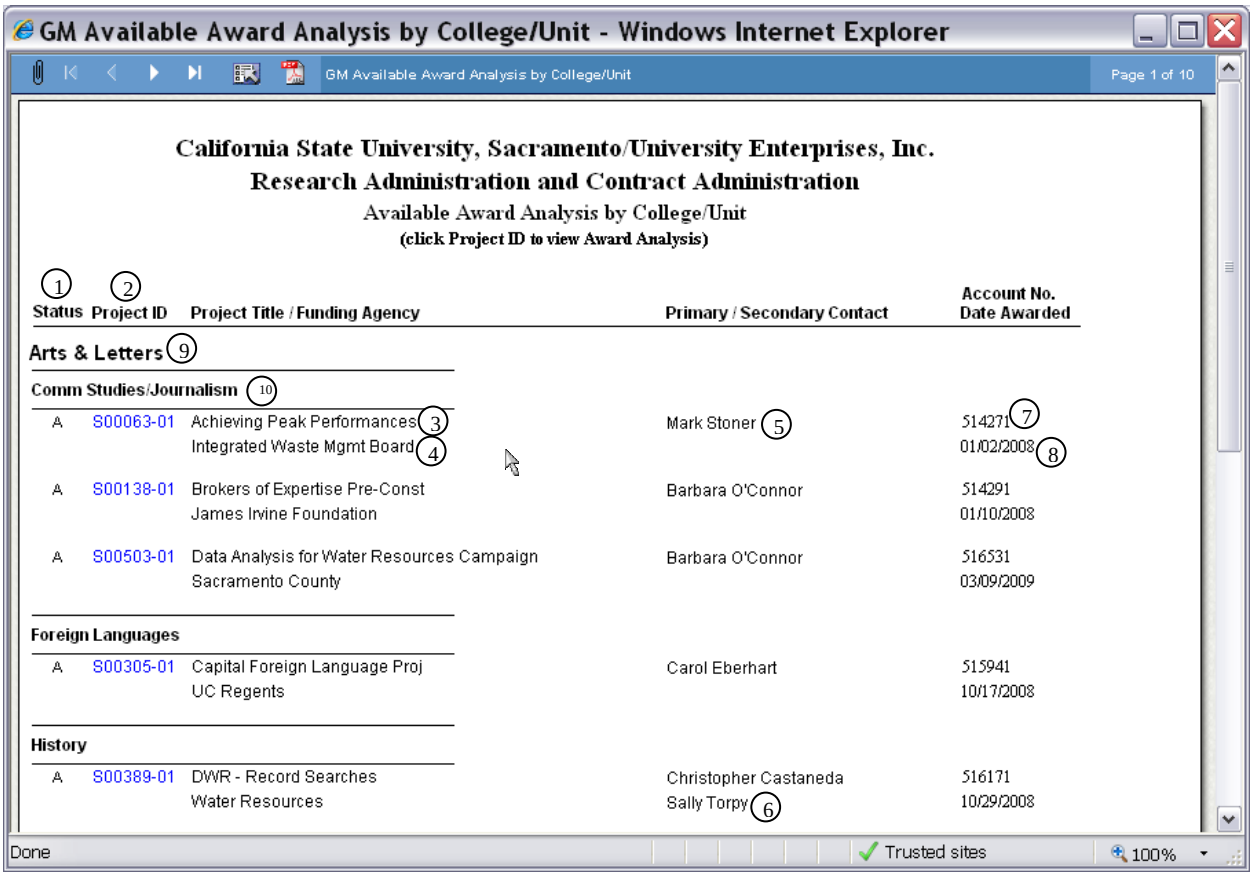


1 - Prompts

- College/Unit(s): Enter the 3 digit UEI code(s) for the college or organizational unit, or choose from the pick list (...).
  021 – Arts & Letters
  023 – Natural Sciences & Mathematics
  025 – Social Sciences & Interdisciplinary Studies
  030 – Business Administration
  040 – Education
  050 – Engineering & Computer Science
  060 – Health & Human Services
  070 – Academic Affairs
  071 – Continuing Education
  072 – Student Affairs
  074 – University Affairs
  078 – Information Resources & Technology

- Department/Centers and Institute(s): Enter the six digit UEI code for the department, center, institute, or division. These are in order by college or unit, with the first three digits corresponding to the college or unit above. Alternatively, use the pick list ().
- Project ID(s): Enter the project ID(s) to display only those awards. Project ID(s) begin with the letter S, followed by five digits, and ending in a two digit suffix. Alternatively, use the pick list ()
- Award Status: Enter (A) for active awards, (CL) for closed awards, or (*) for all awards.

Report Detail



2 – GM Award List

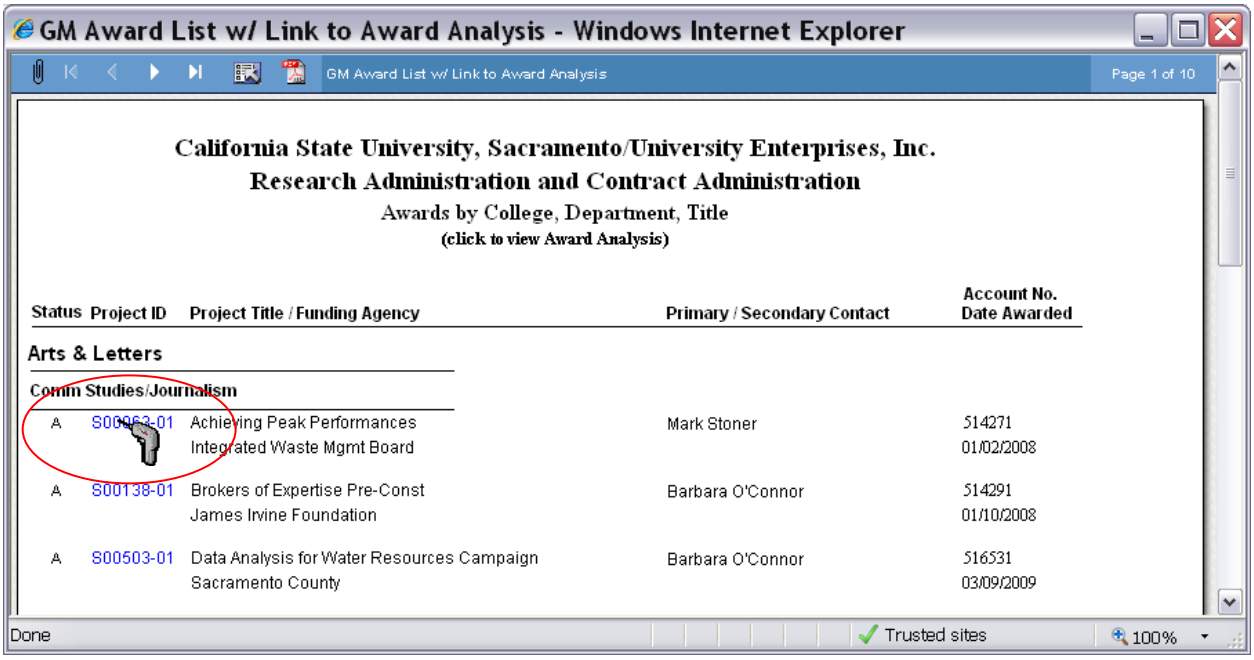
① Status:	The current status of the award (A=Awarded, CL=Closed)
② Project ID:	The Project ID is the primary identifying number of a grant or contract. The suffix after the dash represents specific portions of an overall project (i.e. Task Orders).
③ Project Title:	The title of the project.
④ Funding Agency:	The name of the funding agency.
⑤ Primary Contact:	The name of the principal investigator, project director, or primary Sac State contact for the project.
⑥ Secondary Contact:	A secondary contact, if specified in the award document, is listed here.
⑦ Account Number:	The primary GL account for the award (The award analysis will list all GL accounts for an award, if applicable)
⑧ Date Awarded:	The date that the award or notification of the award was received by UEI.
⑨ College/Unit:	The college or organizational unit.
⑩ Department/Division:	The department, center, institute, or division.

Sort/Organization

This report sorts and groups first on college/unit, then department/division, then project title.

Award Analysis Report

The Award Analysis drill down will provide the award analysis of the award. It can be accessed by clicking the blue Project ID number as shown below:

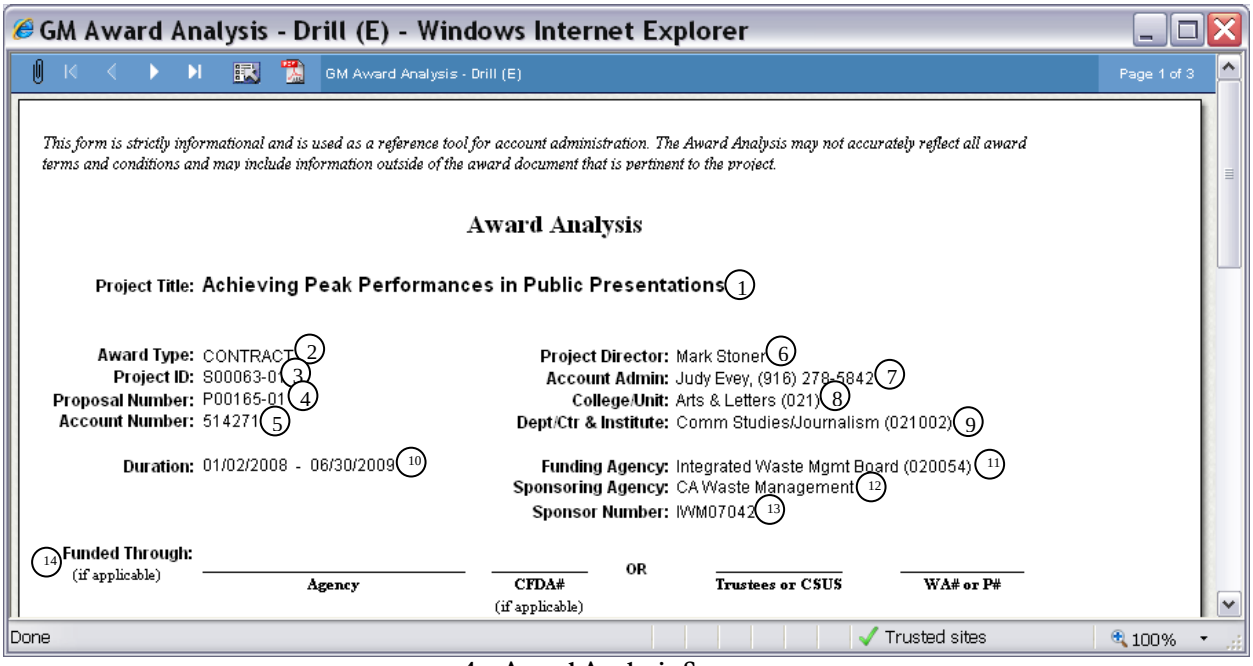


3 – Award Analysis Drill Down

Clicking the drill down will display the Award Analysis in a new window. There are six main sections of the award analysis:

- Summary
- Funding
- Billing/Contact Information
- Reports
- Notes
- GL Accounts

Summary

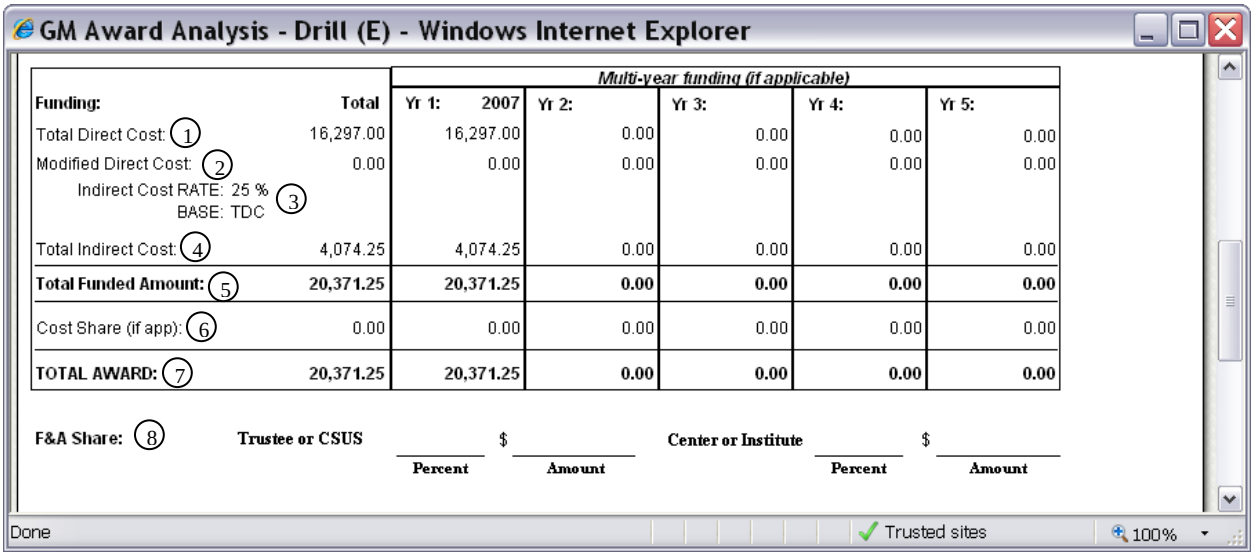


4 – Award Analysis Summary

1 Project Title:	The title of the award.
2 Award Type:	A description of the award document. Examples include Grant, Contract, and Letter of Agreement.
3 Project ID:	The Project ID is the main identifying number of a total grant or contract. If there are multiple years of funding in a proposal, they will share a common Project ID. The suffix after the dash represents specific portions of an overall project (i.e. Task Orders).
4 Proposal Number:	The Proposal number identifies a specific proposal or year of funding. The suffix after the dash represents the year of funding.
5 Account Number:	The six digit UEI account number. If more than one GL account is associated with the award, the master (primary) account is shown.
6 Primary Contact:	The primary contact, and secondary contact if applicable, on the award is listed here along with their title. This is generally the principal investigator.
7 Account Admin:	The UEI account administrator and their phone number.
8 College (or Unit):	The primary contact's college or organizational unit and corresponding three digit UEI code.
9 Dept/Ctr & Institute:	The primary contact's department, center, institute, or division, and corresponding six digit UEI code.
10 Duration:	The start and end date of the award.
11 Funding Agency:	Displays the funding agency where funds are being received from, either directly or indirectly (see Sponsoring Agency)

⑫ Sponsoring Agency:	The organization that is providing the award or funds directly to UEI. At times, this may be different than the funding agency (generally Sac State or Chancellor's Office if different from funding agency) *Also see Funded Through.*
⑬ Sponsor Number:	The sponsors identifying number for the award. Generally a grant or contract number.
⑭ Funded Through:	Displays the federal agency from which funds are being received, and the CFDA program number, if applicable. If funding goes through the Trustees office or Sac State, that information will be displayed here, along with the Work Authorization number, Purchase Order number, or prime agreement number.

Funding

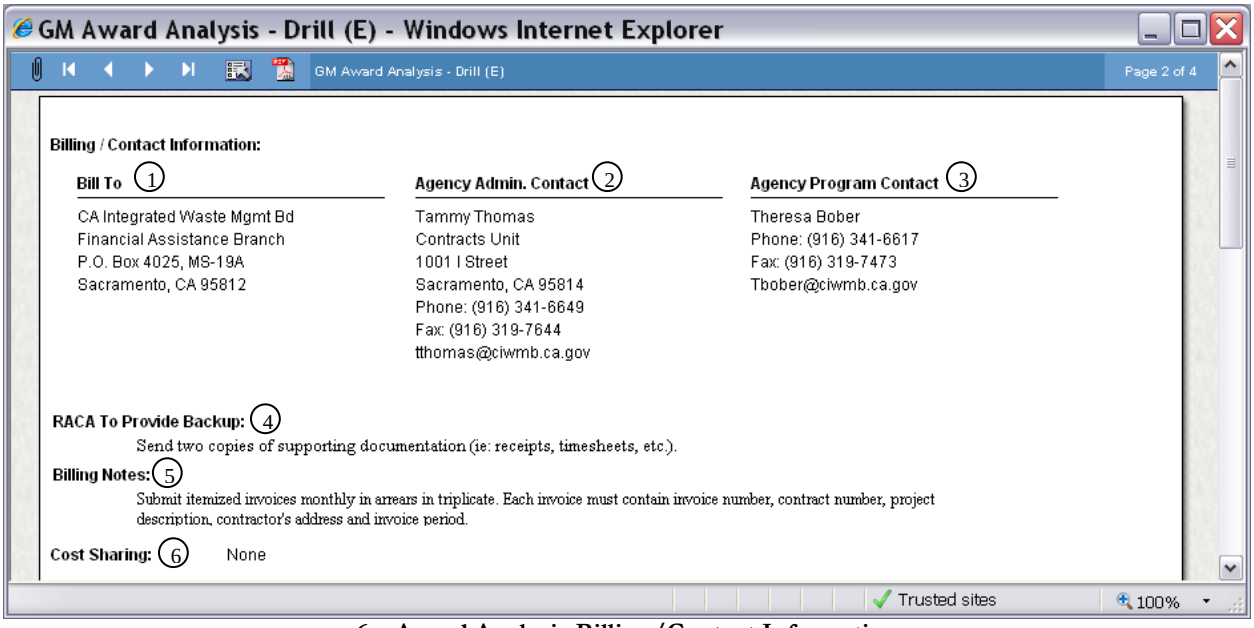


5 – Award Analysis Funding

The funding section shows totals for the entire award, as well as funding for each year if the funding it divided up by year. Descriptions are below:

① Total Direct Cost:	This is the total direct costs of the award. This includes all direct costs, including those costs that may not be subject to F&A (see Modified Direct Cost below)
② Modified Direct Cost:	If the indirect or facilities and administration (F&A) base is TDC, this number will be 0, as it is not applicable. Otherwise, it will show the modified total direct costs of the award. This is the amount that is subject to F&A costs.
③ Indirect Cost:	*Rate*: The F&A rate. To determine total indirect costs with a TDC base, multiply total direct costs by the rate. To determine total indirect costs with an MTDC base, multiply modified direct costs by the rate. *Base*: The F&A base, either TDC of MTDC. Contact your account administrator to determine how Modified direct costs are calculated on a specific award.
④ Total Indirect Cost:	The total indirect (F&A) costs of the award.
⑤ Total Funded Amount:	The total amount funded by the sponsor. Is the sum of total direct costs and total indirect (F&A) costs.
⑥ Cost Share:	The amount of cost sharing required for the award (if applicable)
⑦ Total Award::	The total amount of funding for the award, including external sponsors and institutional cost sharing.
⑧ F&A Share:	The percentage and dollar amount of F&A which is shared with the CSU Trustees, Sac State or Campus Center directly through this award.

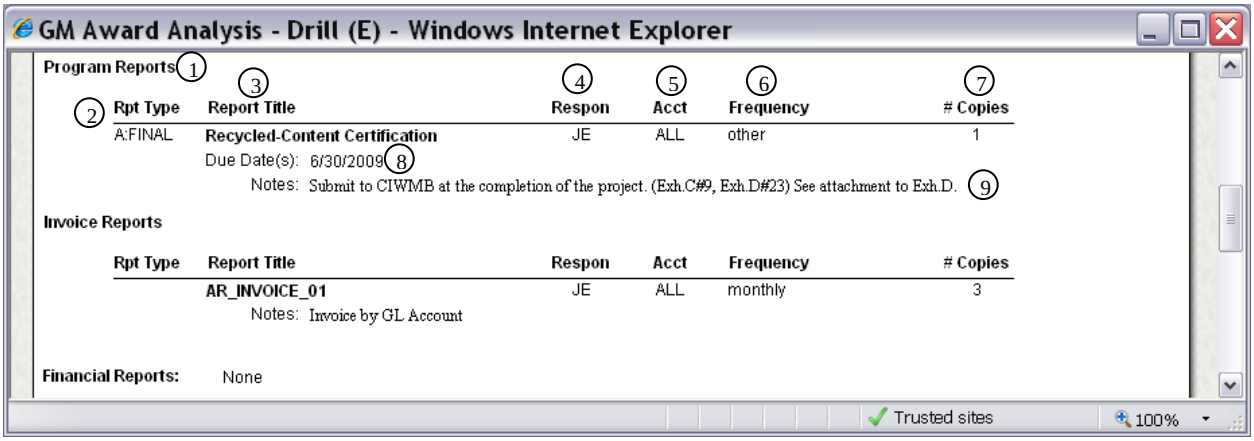
Billing / Contact Information



6 – Award Analysis Billing/Contact Information

1	Bill To:	The address where invoices are sent by UEI, if applicable.
2	Agency Admin Contact:	The name, address, phone number and e-mail address of the funding agency's administrative contact.
3	Agency Program Contact:	The name, address, phone number and e-mail address of the funding agency's program contact.
4	RACA to provide backup	Displays what information the office of Research Administration and Contract Administration sends with an invoice to the funding agency.
5	Billing Notes	Shows billing notes or information. Will also display information regarding fixed price contracts or funds on deposit.
6	Cost Sharing	Displays information on cost sharing if applicable. If available, will display descriptions and dollar amounts of required cost share.

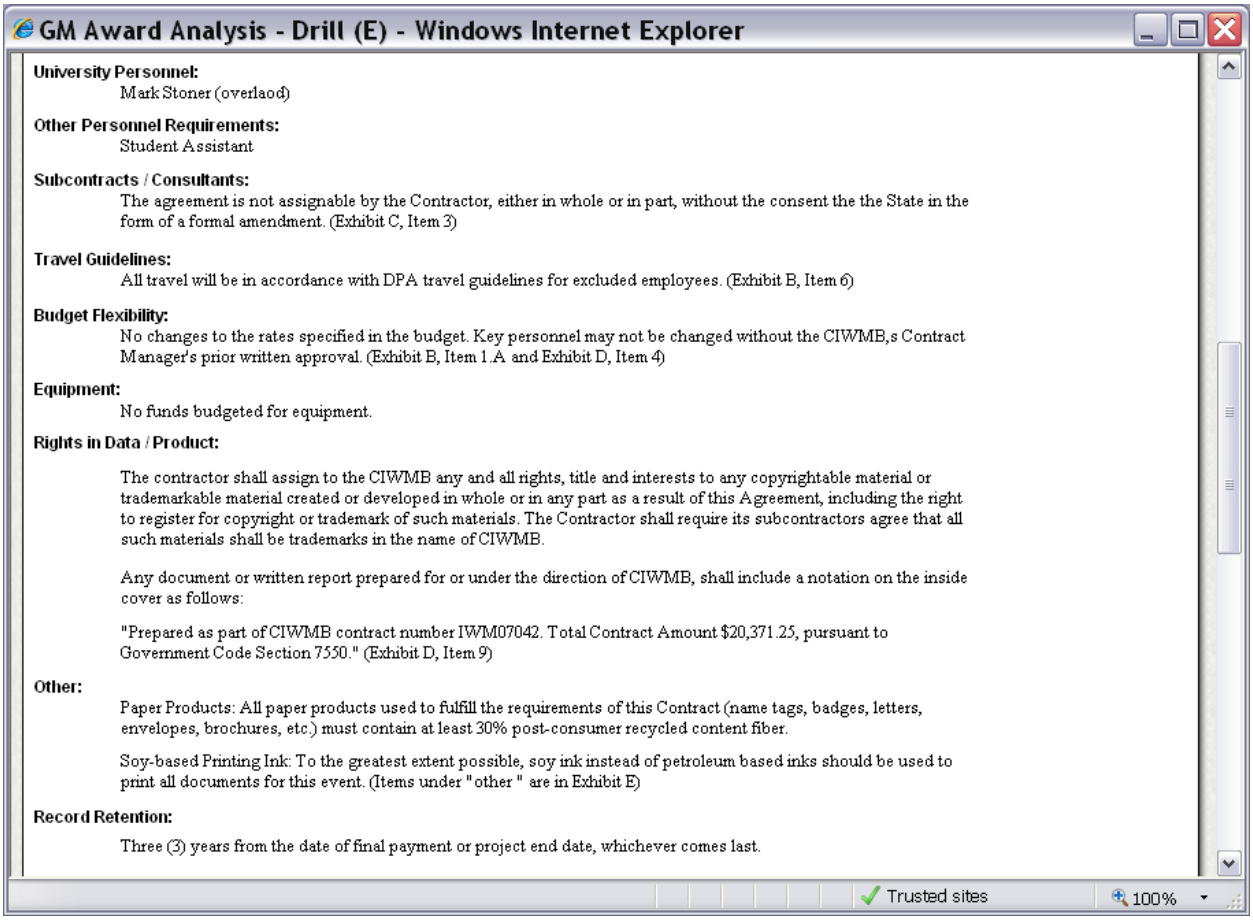
Reports



7 – Award Analysis Reports

① Report Category:	The report category *Program*: Program reports are prepared and sent by the Principal Investigator or other project personnel. Copies of the report and notification of their submission are sent to UEI. *Invoice*: Invoices are prepared and sent by UEI's Business Services Division. Invoices that are sent monthly in arrears are not included in this report. *Financial*: Financial Reports are prepared and sent by the UEI account administrator.
② Report Type:	The code used to identify the report.
③ Report Title:	The title of the report.
④ Respon(sible Person):	The initials of the person responsible for submitting the report. Can refer to a specific person, such as the UEI account administrator or the Principal Investigator, or generically can be PI for Principal Investigator or BO for Budget Officer (account administrator).
⑤ Acct:	The GL account associated with this specific report. If not associated with a specific GL account, displays 'ALL'.
⑥ Frequency:	How frequently the report is to be submitted to the funding agency. Annual Bi-Annual Other Project Completion Quarterly Task/Deliverable
⑦ # of copies:	The number of copies of the report to be submitted to the funding agency.
⑧ Due Date(s):	Lists the due dates, is specified, for the report.
⑨ Notes:	Displays notes for the report, if available.

Notes



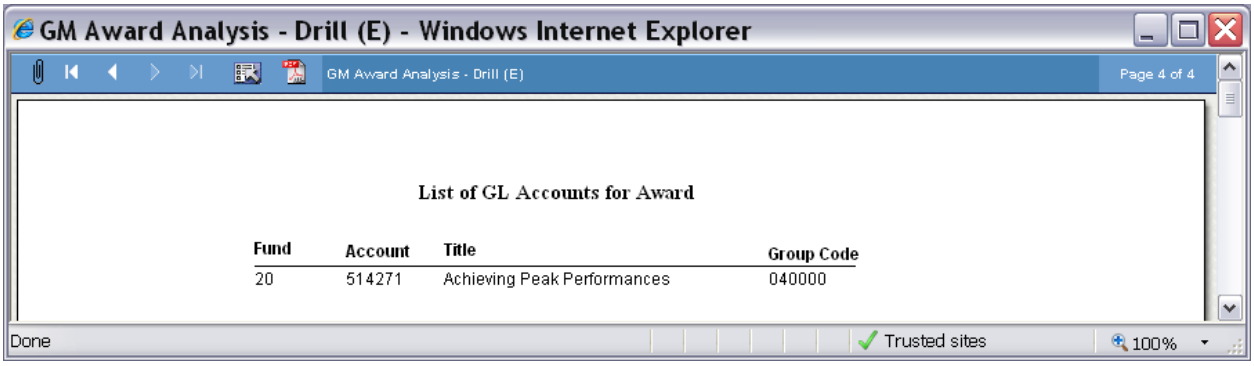
8 – Award Analysis Notes

This section displays notes on the award in nine areas:

- University Personnel: Includes information on University Faculty and staff that are working on this award. Will also denote if this is additional employment (overload), assigned time, or release time.
- Other Personnel Requirements: Lists other personnel to be hired specifically for this project by UEI.
- Subcontracts / Consultants: Shows which subcontracts or consultants are a part of this award, or if subcontracts or consultants are allowed on this award.
- Travel Guidelines: States if travel is allowed to be charged on this award, and what guidelines apply (State Department of Personnel Administration, or Univesity)
- Budget Flexibility: What budget flexibility is allowed, if any.
- Equipment: What equipment is scheduled to be purchased and the disposition of that equipment at the end of the project.
- Rights in Data / Product: Who retains rights in data or products developed under this award.
- Other: Lists any other pertinent information from the award.

- Record Retention — Specifies how long records including program reports and financial information should be retained. If not specified, or UEI policy is more restrictive, UEI's record retention policy will apply.

GL Account



9 – List of GL Accounts

The List of GL Accounts for Award lists all GL accounts associated with the award. If more than one GL account is associated, the group code will be a unique 6 digit number. If only one GL account is associated, the group code will end in four zeros. (*0000)