

1. Set up Contract

Grants>Awards>Award Profile>Award>View Contract link
or Customer Contracts>Create & Amend>General Information

- 1) General page: *Contract Type* and *Date Signed*
- 2) Lines page > General tab: *Start Date* and *End Date*
- 3) Lines page > Detail tab: *LOC Doc ID* and save
- 4) Lines page > Detail tab: [Pending](#) hyperlink under *Billing Plan*, Updates B101 Billing Plan and save
 - *Bill To Contact*
 - *Addr Num*
 - *Bill Type*
 - *Pre Approved* and *Direct Invoice* checked for LOC and Prepaid and unchecked for Cost Reimb
 - *Invoice Form* (LOC = LOC, Cost Reimb = GM270, GMGEN or GM_103X, Prepaid = NOPRINT)
 - *Cycle ID* (LOC = TWICE-WEEKLY, Cost Reimb = ADHOC, MTH_END, QTRLY_XXXX, Prepaid = ON_DEMAND)
 - *Bill By ID* (LOC = GM_LOC, Cost Reimb = GM_INV, Prepaid = BM_INV)
 - *Payment Method* = Check
 - *Billing Specialist*
 - *Billing Authority*
 - [Return to General Information](#) hyperlink
- 5) Lines page > Detail Tab: [Contract Terms](#) hyperlink, *Billing Limit* (Should be cumulative of all awards received to date) and save
 - **Create Project** to add a new project
 - [Return to General Information](#) hyperlink
- 6) Billing Options page: verify [Bill To Address](#), *Bill Type*, *Payment Terms*, *Cost Reimbursable* radio button if appropriate and save

2. Set up all Projects and save

Grants>Awards>Project

- 1) General Information page: *Project Type*
 - 2) Project Department page: *Dept Code* and *Project RSA*
 - 3) Definition page: *Grants Project* and *Project Primary Flag*
 - 4) Location page: if additional *Location Code*
3. Set up all Projects F&A for Funded: *FA Base*, *Eff Date*, *FA Rate %* and save

Grants>Awards>Project Activity

4. Print AFP Setup Report for Award ID, *Server Name* – PSUNX, select checkbox by report name

Grants>UCSF Reports>AFP Setup Report

- 1) When Run Status = Success, [Details](#) hyperlink
- 2) Process Detail page: [View Log/Trace](#) hyperlink
- 3) View Log/Trace page: [zqmef01_nnnnnn.PDF](#) hyperlink

5. Update AFP system

- 1) FDAD – Add *Loc*, *Fund*, *Title*, *Award ID*, *UCOP Group*, *Owner Group* and press **Enter**
- 2) Verify information returned from RAS
- 3) Enter *Reapprop Cd*, *Award Type*, *Fed Flow Thru*, *IC Rate Cd*, *IC Rate*, *Pmt Method*, *CFDA*, *Agency Cd*
- 4) FDDS – Review fund information
- 5) FDUG Add Fund Group Codes *OHFUND*, *UNEXBS*, *REVNUE*, *FNDSUM*
- 6) FDUY – Add *FYR*, *Begin* and *End Dates*, *Federal Transaction No*, *Per ID* for each fund year
- 7) AFAD – Add all valid *DPA* and *Fund* combinations and corresponding *Project ID*
- 8) AFYU – Change *PI ID* and *Project ID* as appropriate for each *DPA* and *Fund* combination
- 9) DPAG – For committed cost sharing, add new *Program Code* = Fund number

| <u>FDAD</u> | State | Fed | City | Private / NCIRE | Clinical Trial | <u>FDAD</u> |
|----------------|-------------------------|----------------------|-------------------------|---|---------------------|----------------|
| Fund | Assign <u>..A..</u> | Assign <u>..A..</u> | Assign <u>..A..</u> | Assign <u>..A..</u> | Assign <u>..A..</u> | Fund |
| Title | Create from Award | Create from Award | Create from Award | Create from Award | Create from Award | Title |
| Award ID | Setup Sheet | Setup Sheet | Setup Sheet | Setup Sheet | Setup Sheet | Award ID |
| Title | | | | | | Title |
| Dflt Proj | Auto-filled | Auto-filled | Auto-filled | Auto-filled | Auto-filled | Dflt Proj |
| DeptCd | Auto-filled | Auto-filled | Auto-filled | Auto-filled | Auto-filled | DeptCd |
| Prin Invest ID | Auto-filled | Auto-filled | Auto-filled | Auto-filled | Auto-filled | Prin Invest ID |
| Begin Date | Auto-filled | Auto-filled | Auto-filled | Auto-filled | Auto-filled | Begin Date |
| End Date | Auto-filled | Auto-filled | Auto-filled | Auto-filled | Auto-filled | End Date |
| Sales/Use Tax | | | | | | Sales/Use Tax |
| UCOP Group | 404210 | 406310 | 405210 | 408410 | 408420 | UCOP Group |
| SUBs Group | OTHER | FED | OTHER | PRIV | PRIV | SUBs Group |
| Unxpd Bal Grp | 119850 | 119850 | 119850 | 119800 | 119800 | Unxpd Bal Grp |
| Owner Group | C | C | C | C | C | Owner Group |
| Revenue Grp | M13 | M17 | M14(SFGH M15) | M19 | M25 | Revenue Grp |
| Bud/Nonbudget | | | | | | Bud/Nonbudget |
| STIPId | fund# + W | fund# + F | fund# + W | <u>..B..or</u> FedFlow = 84000G | fund# + G | STIPId |
| STIP Acct | | | | DPA | DPA | STIP Acct |
| Restrict Cd | | | | | | Restrict Cd |
| Reapprop Cd | 2 | 2 | 2 | 2 | 2 | Reapprop Cd |
| Stop Cd | N | N | N | N | N | Stop Cd |
| Award Type | 2 | 2 | 2 | 2 | 2 | Award Type |
| Fed Flow Thru | 1(non), 2(both), 3(all) | blank | 1(non), 2(both), 3(all) | 2(both) | 1 | Fed Flow Thru |
| Report Freq | M, Q, Y | M, Q, Y | M, Q, Y | M, Q, Y | M, Q, Y | Report Freq |
| IC Base | <u>..C..</u> | <u>..C..</u> | <u>..C..</u> | <u>..C..</u> | M | IC Base |
| IC Rate Code | SR05 or blank | SR05 or blank | SR05 or blank | SR05 or blank | n/a | IC Rate Code |
| IC Rate | Setup Sheet | Setup Sheet | Setup Sheet | Setup Sheet / NCIRE=26% | 20.6% | IC Rate |
| Pmt Method | <u>..D..</u> | <u>..D..</u> | <u>..D..</u> | <u>..D..</u> | 60 | Pmt Method |
| On/Off Campus | Setup Sheet | Setup Sheet | Setup Sheet | Setup Sheet | Setup Sheet | On/Off Campus |
| Endow Restrict | | | | | | Endow Restrict |
| Sponsor Cat | 02 | 01 | 03 | Setup sheet / NCIRE=05 | Setup Sheet | Sponsor Cat |
| Sponsor Cd | Setup Sheet | Setup Sheet | Setup Sheet / SF=6983 | Setup sheet / NCIRE=1389 | Setup Sheet | Sponsor Cd |
| Recharge Cd | | | | | | Recharge Cd |
| CFDA | Setup sheet or blank | Setup sheet or blank | Setup sheet or blank | Setup sheet or blank | | CFDA |
| UBIT | | | | | | UBIT |
| Agency Cd | | NIH3 (L/C) or blank | | NIH9-FedFlow or blank | | Agency Cd |

A

| | |
|-------------|---|
| 18000-18199 | Special State Appropriations |
| 18200-18999 | State Contracts |
| 19901-19999 | Special State Appropriations |
| 20400-20499 | State Agencies |
| 20500-20599 | Special State Appropriations |
| 20600-21099 | City Contracts |
| 25000-28999 | Federal Contracts |
| 12000-12999 | Private Contracts |
| 59000-59999 | |
| 77000-77499 | Clinical Trials 22% "Service" (service) |
| 77500-77999 | Clinical Trials 22% not service (regular) |
| 78000-79999 | Clinical Trials other IDC rate (other) |
| 82000-84999 | Private Contracts (NCIRE=82800-82999) |
| 87000-87999 | City Contracts |
| 88000-88999 | State Contracts |

| | |
|-------------|----------------|
| 25000-25199 | Energy |
| 25200-25299 | Agriculture |
| 25300-25399 | Air Force |
| 25400-25449 | Commerce |
| 25450-25499 | HUD |
| 25500-25599 | Army |
| 25600-25649 | Defense |
| 25650-25699 | Interior |
| 25700-25799 | HEW |
| 25800-25999 | Navy |
| 26000-26049 | Justice |
| 26050-26099 | Labor |
| 26100-26199 | AID |
| 26200-26299 | PHS |
| 26300-26399 | NASA |
| 26400-26499 | NSF |
| 26450-26499 | OEO |
| 26500-26599 | Other |
| 26600-26649 | Transportation |
| 26650-26699 | EPA |
| 26700-26799 | Other |
| 26800-26899 | PHS cost reimb |
| 26900-26999 | Other |
| 27000-28699 | LumpSum |
| 28700-28799 | Other-IPA |
| 28800-28999 | VAMC |

B

STIP ID
Fed Flow Thru 84000G (no NCIRE)

See STIP ID Listing for all others

C

IC Base

| | |
|---|---|
| A | MTDC |
| B | TDC excl equip, space rental, tuition, patient care |
| C | TDC - NCIRE |
| D | Total Personnel |
| E | Fellowship salary/wages |
| F | TDC excl tuition/fees (Training grants-HRSA) |
| G | (not used) |
| H | Supplies, travel, other expenses |
| I | TDC excl subk |
| J | TDC excl equip |
| K | TDC excl equip, subk |
| L | Sales & service (external recharge) |
| M | Clinical Trials (20.6%) |
| N | Institutional NRSA |
| P | CIRM/Proposals/Awards |
| Y | TC |
| Z | Other non-conforming |

D

Payment Method

| | |
|----|------------------------------------|
| 10 | Monthly reimbursement |
| 20 | Quarterly reimbursement |
| 50 | Reimbursement per task |
| 60 | Advance pmts, schedule |
| 80 | Advance pmts, per invoice |
| 90 | Letter of Credit |
| 95 | Intercampus |
| 99 | Offset funds – educ/inst'l allow's |

E

Fed

| | | |
|-------|--------|-------|
| 25xxx | F03600 | Note: |
| 255xx | F03700 | |
| 257xx | F03800 | |
| 262xx | F03900 | |
| 263xx | F04000 | |
| 264xx | F04100 | |
| 265xx | F04200 | |
| 267xx | F04300 | |
| 268xx | F04400 | |
| 287xx | F04700 | |
| 288xx | F04700 | |

If you use a fund number in a range of funds not listed to the left, use the FN Code for the previous range.

F

Program Code = Fund #
Program Name = Cost Sharing for Fund xxxxx
Manager Name = PI Name
Dept Code = Fund Dept Code