

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>	Fed	Private	<u>FDAD</u>
Fund		Assign ..A..	Assign ..A..	Fund
Title		Create from Award	Create from Award	Title
Award ID		Setup Sheet	Setup Sheet	Award ID
Title				Title
DfltProj		Auto-filled	Auto-filled	DfltProj
DeptCd		Auto-filled	Auto-filled	DeptCd
Prin Invest ID		Auto-filled	Auto-filled	Prin Invest ID
Begin Date		Auto-filled	Auto-filled	Begin Date
End Date		Auto-filled	Auto-filled	End Date
Sales/Use Tax				Sales/Use Tax
UCOP Group		406210	408300	UCOP Group
SUBs Group		FED	PRIV	SUBs Group
Unxpd Bal Grp		119850	119800	Unxpd Bal Grp
Owner Group		C	C	Owner Group
Revnuue Group		M16	M23	Revnuue Group
Bud/Nonbudget				Bud/Nonbudget
STIPId		Fund# + F	See STIP ID listing + G	STIPId
STIP Acct			Dpa	STIP Acct
Restrict Cd				Restrict Cd
Reapprop Cd		2	2	Reapprop Cd
Stop Cd				Stop Cd
Award Type		1= Co-agreement 3= Grant	3	Award Type
Fed Flow Thru		blank	1	Fed Flow Thru
Report Freq		M, Q, Y	M, Q, Y	Report Freq
IC Base		..C..	..C..	IC Base
IC Rate Code		ie..SF05 / KAWARD or BLANK	ie..SR05 / KAWARD or BLANK	IC Rate Code
IC Rate		Setup Sheet	Setup Sheet	IC Rate
Pmt Method		..D..	60	Pmt Method
On/Off Campus		1=on or 2=off	1=on or 2=off	On/Off Campus
Endow Restrict				Endow Restrict
Sponsor Cat		01	Setup Sheet	Sponsor Cat
Sponsor Cd		Setup Sheet	Setup Sheet	Sponsor Cd
Recharg Cd				Recharg Cd
CFDA		Setup Sheet or blank		CFDA
UBIT				UBIT
Agency Cd		See Reference		Agency Cd

	<u>FDUG</u>	FED	PRIVATE	<u>FDUG</u>
	FNDSUM	..E..	F05100	FNDSUM
	OHFUND	Auto-filled	58999	OHFUND
	REVNUE	Auto-filled	M23	REVNUE
	UNEXBS	Auto-filled	119800	UNEXBS
	<u>FDUY</u>			<u>FDUY</u>
	Begin Date	Auto-filled	Setup Sheet	Begin Date
	End Date	Auto-filled	Setup Sheet	End Date
	FYR	01(-99)	01(-99)	FYR
	Fed Trans No.	Award		Fed Trans No.
	Per ID	Award A-Z	A	Per ID
	Auth Amt			Auth Amt
	<u>AFAD</u>			<u>AFAD</u>
	Account	Dpa	Dpa	Account
	Fund	Fund #	Fund #	Fund
	Project ID	Setup Sheet	Setup Sheet	Project ID
	PI ID			PI ID
	<u>AFYU</u>	VERIFY	VERIFY	<u>AFYU</u>
	PI ID	Setup Sheet	Setup Sheet	PI ID
	Project ID	Setup Sheet	Setup Sheet	Project ID
	<u>DPAG</u>			<u>DPAG</u>
	Cost Sharing?	Y - ..F..	Y - ..F..	Cost Sharing?

A

21100-24999 Federal Grants & Coop Agreements
29000-33999

15000-15999 Private Grants
57000-58999
81000-81999
85000-85999

21100-22399 NSF
22400-22449 Energy
22450-22499 Agriculture
22500-22599 Air Force
22603-22699 Justice
22600-22602 EPA
22850-22899 EPA
22950-22999 Agency for Intl Dev

23000-23074 Army
23075-23099 Navy
23100-23149 Defense
23150-23199 Ntl Endow-A&H
23200-23399 NASA
23400-23599 Education
23600-24899 PHS
24900-24998 Other
29000-33999 PHS

B

STIP ID

Fed Flow Thru 84000G

[See STIP ID Listing for all others](#)

F

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

C

IC Base

A MTDC
B TDC excl equip, space rental, tuition, patient care
C TDC
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

21100-22399 F02000
22400-22449 F02100
22450-22499 F02200
22500-22599 F02300
22603-22699 F02400
22600-22602 F02500
22850-22899
22950-22999 F02600
23000-23074 F02700
23075-23099 F02800
23100-23149 F02900
23150-23199 F03000
23200-23399 F03100
23400-23599 F03200
23600-24899 F03300
24900-24998 F03500