

Piotr Piotrowiak, Acting Vice Chancellor for
Research and Collaborations

Memo

To: Dean Brunson
Dean Chen
Dean Lei
Dean Lewis
Dean Menifield
Dean Farmbry
P3 Collaboratory Acting Director Taja-Nia Henderson
IECME Director Krasovic
Global Initiatives Director Clayton Walton



From: Acting Vice Chancellor for Research & Collaborations Piotr Piotrowiak

Date: August 13, 2018 (Update)

Re: **INTERNAL AWARD FUNDING AND REPORTING INSTRUCTIONS**

Please find attached documents related to the Internal Award Funding of (IMRT, IHASSRT, and Seed Award) together with Reporting Instructions.

The Principal Investigator (P.I.) is requested to work closely with her/his school/department budget and finance administrator or their respective Dean's Office and will need to complete the Controller's *Project Request Form - Non-Sponsored Designated Faculty Funds* and the *Procurement Approvers Form* attached. It is important to complete both documents and then email it to the Controller's office at coa@finance.rutgers.edu to receive a Project Number to which the Research Office would transfer the award.

Please let us know if we could be of further assistance.

c: L. Agre
A. Afonso
M. Rivera
A. Rothman
K. VanMeenen
Z. Chacon

Enc.: - Internal Award Funding and Reporting Instructions
- New Project Request Form - Non-Sponsored Designated Faculty Funds
- Procurement Approvers Form

Piotr Piotrowiak, Vice Chancellor
for Research & Collaborations

Internal Award Funding and Reporting Instructions

Internal Award Funding

- Please note, in order to access the awarded grant funds, the Principal Investigator (PI), will need to create and complete a funding proposal in **RAPSS** which will serve as the historical record for the award. Please note that if the proposed research involves human subjects or research animals, an approved IRB or IACUC protocol number and date of approval must be provided in **RAPSS**.
- Next, the PI, working closely with her/his school/department budget and finance administrator or their respective Dean's Office, will need to complete the Controller's **New Project Request Form – Non-Sponsored for Designated Faculty Funds** and the **Procurement Approvers Form**. Form attached. It is important to complete both tabs on the form.
- After the completion of the Controller's form, please email the form to the Controller's Office at: **coa@finance.rutgers.edu**. A new project number will be issued by the Controller's Office within 7-10 days. After the new project number has been assigned and the Controller's Office notifies the Newark Office of Research of the new project number, the Vice Chancellor for Research and Collaborations will authorize the transfer of the funds via journal to the new project number.
- When the funds have been transferred from the Newark Office of Research to the new project number, the Newark Office of Research will inform the PI and their budget finance administrator, by email, of the journal record number.
- Please expect the transfer of funds within 7 business days from the date that the new project number has been assigned.

If you need assistance, please contact Research Specialist Reuel Mebuin at 973-353-3461 (r.mebuin@rutgers.edu). Reuel will assist with the **RAPSS** pre-award Funding Proposals and pre-award budget and if applicable, will forward the required pre-award documents to the Award Set-up team for certification of compliance (COI/Export controls/Biosafety/Human Subjects/Vertebrate Animals, etc.)

Reporting:

- Please note, the PI is required to submit a Progress Report by April 30th each year funding is received. The Progress Report should be emailed to the Vice Chancellor of Research and Collaborations (piotr@newark.rutgers.edu). Funds for the subsequent budget year will be released only after the annual progress report has been received.

Attachment:

- **New Project Request Form – Non-Sponsored for Designated Faculty Funds**
- **Procurement Approvers Form**



Form Description: This form is used to submit new Faculty Project requests.

Project Request Form - Non-Sponsored Designated Faculty Funds

PLEASE USE ONLY ONE FORM PER PROJECT REQUEST

Requestor Name & Email Address	
School/ Unit	<SCHOOL / UNIT>
Department Approver Name	<SELECT APPROVER NAME>
Department Approver Signature	
Department Approver Title	<SELECT APPROVER TITLE>
Date/Time of Department Approved Request	MM/DD/YYYY

To submit this form, please forward to: coa@finance.rutgers.edu; if you need assistance please email coa@finance.rutgers.edu

The following fields are required to be filled for all Project Types

Related Project Number To Be Linked (Optional)	2xxxx
Project title: Unit and Faculty Member's Name	<95 Characters Max.>
Project title: Unit and Faculty Member's Dept	<95 Characters Max.>
Faculty Employee ID and net id	
Project Start Date:	MM/DD/YYYY
Project End Date:	MM/DD/YYYY
Purpose of the Project	<150 Characters Max.>
Estimated Project Revenues	<95 Characters Max.>
Estimated Project Expenses	<95 Characters Max.>
Owning UDO (Unit, Division, Org)	<11 Char.>
Project Fund Type:	160
Project Default Location:	XXXX
Project Default Business Line:	XXXX
Project Default Activity:	0000
Project Manager Name & Employee ID:	(Type Name Here) XXXXXXXX

For Procurement Access Approvers: Please use separate form - Please see worksheet tab 'Procurement Approvers'

DESIGNATED (Start-up, Discretionary, Research, Other)

Unrestricted designated funds including those to be held for a specific purpose. Funds use has been determined and is being isolated as to not spend on anything other than its intended use. Includes funds designated for Chair, Chancellor, and/or Deans

Type of Designated	<TYPE OF DESIGNATED>
Funding Source (GL UDOLFB string)	<Max. 100 Characters>
Project Number	XXXXXX

GL String or Project that will cover deficit

GL String (UDOLFB)	<Max. 100 Characters>
Project Number	XXXXXX

List Task(s) Name(s), include a brief description and/or information that can be stored. If more tasks are required, please attach an additional list.

Task Name	Description	Optional Budget Amount	Complete only if different than Project Default		
			Default Location	Default Business Line	Default Activity
300 -					
301 -					
302 -					

FOR CENTRAL USE ONLY

Check CVR Rule and Valid UDO					
Set Up Tasks					
INT Contract 300000					
HERD Code					
Budget					
Scan documents to attach to project					
Notify Procurement of Approvers					
Notify Department project # coa013 report					

Procurement Access Approvers: Include Name and NetID

Add or Remove	UBO	Project #	Primary Approver: All Dollar Amounts	Primary Approver: \$0-\$K	Primary Approver: \$K-\$10K	Primary Approver: Over \$10K	Secondary Approver: All Dollar Amounts	Secondary Approver: Over \$50K
Add								
Add								
Add								
Add								
Add								
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Add								

Faculty funds are resources that are allocated to an individual faculty member, or an academic department, to support research and other academic activities of the faculty.

The faculty fund resources are allocated by University leadership, such as: The President; Board of Governors; Board of Trustees; VP or Chancellor; Dean or Director.

Some examples of faculty funds are: Start-up funds; A return on revenue generated by a faculty members such as Facilities & Administration (F&A); Incentive Funding; internal research awards and discretionary funds.

Faculty Funds purpose is to ensure adherence to Generally Accepted Accounting Principles (GAAP).

To standardize and promote the consistent accounting treatment for recording faculty funds across the University.

To track expenses and balances by faculty member or academic department.

To track funds by funding source and/or purpose (start-up, incentive, or internal research award) as needed.

To make faculty funds easily identifiable.

Allow fund balances to carry forward over multiple fiscal years. Carry forward rules will be determined by the funding source.

Faculty funds are managed and tracked using the projects sub-ledger and must be recorded using the new **FUND TYPE 160 - Internally Designated Faculty**.

All faculty funds projects will be in the 3XXXXX series and optional can link an existing 20XXXX project.

A faculty fund is for an individual faculty member or an academic department.

No minimum dollar threshold will be imposed on faculty funds projects.

Faculty funds projects will use the following naming convention:

Unit and faculty member's name when the funding is specific to a single faculty member.

Unit and academic department when the funding is allocated to a department, rather than an individual faculty member.

An individual faculty member or academic department should use one project, and distinguish various sources or uses identified by tasks.

Faculty projects are funded via transfers. Faculty funds projects do not receive revenue directly.

Download the Faculty Funds Project request form from the University Controller's Office Forms Repository. <https://uco.rutgers.edu/forms>

Requests for changes to an existing faculty fund project set up should also use the project request form and send to the Chart of Accounts team at coa@finance.rutgers.edu

The COA Data Governance Council within the Central Accounting will review and approve project requests.

Current non-sponsored designated projects, 2XXXXX series; that are Faculty Funds have the following options:

Set up a new project under 3XXXXX series. Departments would transfer balances to the new 3XXXXX series project.

Departments can keep their current 2XXXXX series projects and spend down the funds by end of the 2019 fiscal year 06/30/2019. It is preferred to change the Fund Type to 160 by completing the project request form.

Projects 2XXXXX series & 3XXXXX series will be linked together to assist in tracking the transaction history. The 2XXXXX project number will be populated with the 3XXXXX series "related project" field and vice versa.

To determine the funding transfer account value, use the transfer account value matrix located on the UCO website: <https://uco.rutgers.edu/accounting-procedures-and-supporting-documents>

For project transfers refer to the **Projects Cost Adjustment Job Aids** found on the Controller's website. <https://uco.rutgers.edu/learning-resources>

Use report RU PJ 013 COA Segment Listing For Project to ensure that your faculty funds projects have been set up correctly.