GRANTS ACCOUNTING OFFICE

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**CERTIFIED COST SUMMARY**

**SHORT FORM INSTRUCTIONSINTRODUCTION**

**The Certified Cost Summary (CSR) Short Form is used for “99” accounts only. These are accounts that have automatic carryforward authority and will not roll to a new account each budget period. The CSR Short Form must be prepared as a cumulative report of expenditures from the beginning of the project period.**

While looking over the worksheets in the cost summary, please keep in mind that the only fields that you must complete are the fields in yellow. Everything else is calculated from what you enter. The calculated fields have been designed to try and give you the best possible information regarding your grant and anything that needs to be done to clean it up. Before you begin, keep in mind that if you complete the Closeout Checklist, you will have all the information you need to complete the Certified Cost Summary.

For new cost summary users, please keep in mind that the cost summary is designed to show you the big picture about where your grant stands. Columns and figures may be compared from several places on each worksheet. Therefore, you might want to read over all of the instructions before beginning, in order to get an idea of what every column is telling you and how it is being used in this summary.

# WORKSHEET 1 – CHECKLIST

## GRANT INFORMATION

The checklist begins with fields containing information about the grant. You can find these fields in the upper left portion of the worksheet. These fields automatically populate other fields on this and all of the remaining worksheets. If you find an error throughout any of the worksheets related to this information, this is where you would go to make corrections.

Authorized Budget Period – Period for which the cost summary is being prepared as indicated in the award notice.

FUND/WBS Element – The Work Breakdown Structure Element (WBSE) for the grant.

Grant Award Identifier – The number assigned to the grant by the grantor

ORSP ARIA Number – The number assigned to the grant by the Office of Research and Sponsored Programs (ORSP)

Principal Investigator – The faculty member who was awarded the grant

F&A Rate – The current F&A cost rate for the grant, as indicated in the award notice

**PREPARED BY**

Please enter the name of the person completing the Checklist and Certified Cost Summary.

**CHECKLIST**

**Applications and Awards**

To complete this checklist item, review your departmental file to determine that all of the relevant paperwork is present. A copy of the original budget application and the budget narrative, as well as the release from the Office of Research and Sponsored Programs (ORSP) are always necessary for all grants. Other important pieces of information may include, but not be limited to, award extensions and supplemental awards. Take adequate time to review these documents in order to fully understand the restrictions from the funding source. You should verify all documents are in ARIA. If they are not you should request that they be uploaded into ARIA. You may have to provide copies of some documents.

**Subawards, Subcontracts/MOA’s, Consortium Agreements**

If applicable, review all documentation concerning any subawards, subcontracts, or consortium agreements. Required documents include a copy of the subaward, Purchase Order, and any paid invoices. Invoices should be reviewed by the PI and authorized for payment by writing “ok to pay” on the invoice, signed, and dated by an authorized signatory of the grant. Completion of the subawards worksheet of the CSR is required when subawards are present.

**Match or Cost Share**

If applicable, make a final review of any cost sharing for this project. Make sure that all committed cost share has been charged to the appropriate cost object. Ensure that all in-kind contributions have been adequately documented. Documentation must be submitted with the CSR. Completion of the cost share worksheet of the CSR is required when cost share is present.

**Subsequent Authorized Rebudgeting**

Review all budget revisions that have been submitted to the Grants Accounting Office. These revisions will need to be entered later in the Certified Cost Summary so that you can ensure that you do not need prior approval from the funding source before submitting any final budget revisions.

**Personnel and Payroll Verification**

Verify that only appropriate personnel have been paid from the project. Ensure that any cost sharing elements found in the budget application and budget narrative have been addressed. The payroll verification worksheet must be submitted with the Certified Cost Summary Report.

**Expense Verification**

Review all aspects of the budget application, budget narrative, and grant award to ensure that all postings are allowable to the project.

CJI3

Run this transaction for the entire project period to determine the total expenses to be reported. Do not include any expenditure that post after the period end date. (Remember you do not submit copies of this report--save the trees!)

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Run this transaction cumulative and do not include any expenditure that post after the period end date. This report must be submitted with the Certified Cost Summary Report. Please make sure the Actuals column of the “33” report matches the Actual Costs column in the Expenses section, otherwise the CSR will be returned for correction.

**ADDITIONAL FILE COMMENTS**

Include any other relevant comments about this project in this area.

# WORKSHEET 2 – GRANTOR

## BUDGET

## Cost Categories

Enter any cost categories as budgeted for direct cost in your award notice. Also, include any categories for which you incurred costs without a budget. Do not change or move the F&A Cost category. The F&A Cost category is used in many places in formulas that require it to be in that place in the spreadsheet.

## Current Period

The current period budget is the budget as awarded by the grantor for the current period. These figures should be entered into the cost categories exactly as awarded by the grantor.

## Previous Periods

Enter the budget from the previous periods of this project in this column, as it is budgeted by the department. These figures should be entered into the cost categories exactly as awarded by the grantor.

## Internal Rebudgeting

This is the column to enter any internal rebudgeting of costs that were done during the period and within the restrictions set forth by the grantor.

**Current Budget (calculated)**

This column combines the current period budget with the previous periods and any internal rebudgeting that has occurred.

## Carryforward Rebudeting

When there is overspending in one or more cost categories, you may be able to correct that overspending here by rebudgeting from a cost category that is under spent. Please see the Budget Variance column in the Expenses section to determine any cost categories where the project is overspent.

***NOTE!***

Please keep in mind that some agencies require prior approval for rebudgeting of more than 25% of the original award or $250,000, *whichever is less*.

**Ending Budget (calculated)**

This column combines the amounts in the Current Budget column and the Carryforward Rebudgeting column. This column still includes any unobligated budget that you may be able to carryforward to the next year of this grant.

***NOTE!***

This column should never contain a negative number when the grant year is ready to be closed.

### EXPENSES

## Actual Costs

Enter the cumulative expenditures by cost category for the entire project period. Do not include any expenditure that posted to the general ledger after the budget period end date as these will be reported in the next period.

## Commitment

Enter the commitments and unliquidated obligations in this column. You should only enter information in this column if you want the commitments included in the current year expenses. (If you report commitments here you will have to remember to remove them in the next report year.)

**Total Costs (calculated)**

This column totals the Actual Costs and Commitment columns.

**Budget Variance (calculated)**

This is the calculated difference between the Ending Budget column from the Budget section and the Total Costs column in the Expenses section. This is where you find your overage or underage for each cost category as well as the grant year as a whole.

**% Of Original (calculated)**

This is a calculated field that first combines the Carryforward Rebudgeting and the Internal Rebudgeting Columns and shows you what percentage those are of the Original Awarded Budget. The total on this column indicates the total amount of rebudgeting that has been performed on this project since it began.

***NOTE!***

Some agencies require prior approval to rebudget more than 25% of the total original funding.

### F&A COST CALCULATION

Total Adjusted Direct Cost – This field is populated by the Total Direct Costs value in the Total Costs column.

Less Exempt Items – This field is populated by the Exempt Items box. Enter the amount of each exempt cost (equipment, subcontracts, patient care costs, etc.) in the Exempt Items box from the Total Costs column of the expense section and the total exempt box on the subaward worksheet.

***NOTE!***

Complete the subaward worksheet before entering the exempt items to ensure the correct amount is being used.

Modified Direct Cost – This is a calculated field that subtracts the exempt items from the Total Adjusted Direct Cost.

Current F&A Rate – This field pulls down the percentage from the F&A Cost Rate entered on the Checklist.

Allowed F&A – This is a calculated field that takes the F&A Rate above and multiplies that by the Modified Direct Cost figure. This indicates the total allowable F&A costs for this grant year.

Less F&A Already Taken – This field is automatically populated by the amount of F&A Costs taken as shown in the Actual Costs column.

Correction to F&A – This is the amount of the correction that needs to be made to F&A after all other cost corrections have been entered. This amount will automatically populate the F&A Costs field in the Cost Corrections column.

### CLOSING

## Ending Budget

This is populated from the Ending Budget column from the Budget section.

## Corrected Balance

This column is populated from the Corrected Balance column in the Expenses section.

## Unobligated Budget

This column calculates the difference between the Ending Budget and the Corrected Balance columns. These numbers indicate the amount remaining at the end of this grant year that can possibly be carried forward to the next year of this grant.

### CHECK BOX

Everything in this box is calculated. The first column is called the Closed Budget and is the Ending Budget less any Unobligated Budget remaining in the grant year. The second column is the same as the Corrected Balance in the Expenses section. The third column calculates the difference between the first two columns.

### SIGNATURE LINES

At the bottom of the sheet there are signature lines for the authorized Grants Manager and the Principal Investigator. These signatures are required.

# WORKSHEET 3 - MATCH / COST SHARE WORKSHEET

The instructions for the Match/Cost Share Worksheet are basically the same as the Grantor worksheet. The Grantor worksheet will automatically fill out the Grant Information. The F&A Cost Calculation is not present on this worksheet. There is also a field at the top of the worksheet for you to enter the cost object (cost center, WBSE, order, etc.) where the cost or match share is being tracked. Other than that, you should follow the same basic steps to complete this worksheet. This is especially important for in-kind cost share which is not posted in SAP. **Documentation for match/cost share must be submitted with the CSR.**

# WORKSHEET 4 - COMPLETE PROJECT WORKSHEET

This is the easiest worksheet of all. This entire worksheet is calculated. It combines all the figures from the Grantor and Match/Cost Share worksheets to give a full view of the project.

# WORKSHEET 5 - PAYROLL VERIFICATION

This worksheet is designed to help you verify the payroll and FTEs on all faculty and staff funded by this project. Before beginning to complete this worksheet, please take the time to find and review not only the Personnel Report from the Grant Application, but also the budget narrative to ensure that you locate all employees that should have been funded from this grant as well as any sources of cost share.

**PROJECT FUNDED**

**Name**

Enter the name of each employee who has been funded by this project.

**SAP ID**

Enter the SAP ID for each employee funded by this project

**Position**

Enter the position of each employee funded by this project. Please ensure that each position was given funding by the project award.

**Base Pay**

In this column, enter the total base pay for each person funded by this project. This amount should include each person’s total salary, not just the amount being funded by this project.

**Budgeted % Effort**

Enter the percentage of effort that was budgeted for each person in the grant award.

**Actual Pay**

For this column, you will need to run the Staff Benefits Report in SAP for the project. You will then compute the entire amount of pay each person was actually paid by this project. (NOTE: Do not include any fringe benefits in this number.)

**# months paid**

This column is also obtained from the Staff Benefits Report. Simply count the number of months that each person was paid by this project and enter that number here.

**Effective % effort (calculated)**

This column calculates the actual percentage of effort each person worked based on their actual pay on this project and the number of months they were paid as a percentage of their base pay.

**Variance (calculated)**

This column calculates the variance between the budgeted percentage of effort and the actual percentage of effort. In a perfect situation, this amount should be zero.

**COST SHARE**

# This area is completed just as above for those employees who are working on the project but not paid from the project funds. WORKSHEET 7 - SUBAWARDS

This worksheet is designed to help you verify the payments made to Subawardees as well as the indirect costs funded by this project. Before beginning to complete this worksheet, please take the time to find and review all the subaward contracts issued from this award. The worksheet accommodates up to six subawards on a project. If your project has more than six, you will need to add a second subaward worksheet to your cost summary report. (Please contact Grants Accounting if you need assistance. Adding a second worksheet will mean the F&A calculation will have to be manually entered or the formula changed.)

**Subaward 1**

Enter the name of the institution to which the subaward was made.

**Carryforward**

This is brought forward from the *Balance to carryforward* from the previous year, if applicable. There is no carryforward in year 1.

***NOTE!***

Not all contracts are written to include automatic carryforward. Please read the terms and conditions of the award before completing this section.

**Purchase Order Number**

Enter the purchase order number relevant to the subawaree for each year of the project.

**Current Period Award Amount**

This is the new funds awarded for the current period.

**Purchase Order Amount**

This is the sum of the *Carryforward* and the *Current Period Award Amount*. It is important that the purchase order match this amount.

# Expense Amount from SAP

# This is the amount paid from the purchase order. This amount can be found by running SAP transaction ME23N and click on purchase order history.

# Balance to Carryforward

# This is the unobligated balance of the purchase order that the Principal Investigator may elect to carryforward to the next year. This is not automatic and must be included in the terms and conditions of the continuation or amended contract.

# Amount Exempt from F&A

# This is a calculated field based on the Modified Total Direct Cost (MTDC) method of charging F&A. It excludes any amounts paid by the project for each subaward that exceed $25,000. Because the exempt amount is based on the total project costs, it is necessary to keep track of all the payments made to the project from each year.

# Total Exemption

# This box calculates the total amount to be exempt from F&A for each year. Enter the total exempt amount for all years in the *Subawards* field in the *Exempt Items* field on the *Grantor/Sponsor* worksheet.

# WORKSHEET 8 - INVENTORY

After you compile all of the information about any equipment purchased during this budget period of the project, it should be compiled into a list. This worksheet pulls together all of the information that must be maintained for each grant.

**Account**

Enter the WBS element number or cost share cost object from which the equipment was purchased.

**UAMS Tag**

If applicable, enter the UAMS tag number attached to the piece of equipment.

**Description**

Enter a brief description of the equipment.

**Dept**

Enter the name of the department that owns this project.

**PO#**

Enter the PO number that was used to acquire the piece of equipment.

**Acq. Date**

Enter the acquisition date of the equipment.

**Cost**

Enter the actual cost of the piece of equipment.

**Bldg**

Enter the building in which the equipment is located.

**Room**

Enter the room in which the equipment is located.