UAMS AND GRANTS ACCOUNTING

*JUMPING THROUGH*

*HOOPS TOGETHER*



**CERTIFIED COST SUMMARY**

**INSTRUCTIONSINTRODUCTION**

The Certified Cost Summary is designed as a tool for departments and Grants Accounting to use together to close out our grants in a timely fashion and to report our activities accurately to the granting agencies. While you may feel overwhelmed when you first look over the cost summary, we hope that after reading through these instructions and working through a few projects you will realize what a valuable tool it can be.

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 ever find an error in any this kind of information throughout any of the worksheets, 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.

**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**

Verify that all commitments have been released, cleared, moved, or deleted. Review all aspects of the budget application, budget narrative, and grant award to ensure that all postings not only fall within the relevant budget period, but are also relevant to the project.

CJI3 Report

In order to find all expenses posted to a project after the end of the budget period, run SAP transaction CJI3 from the day after the end of the budget period through the current date. Every posting showing on this report must be either moved or justified. An explanation written in the margin of the report will be sufficient for documentation purposes for items that post after the period but will not be moved. This report must be submitted with the Certified Cost Summary Report to the Grants Accounting office.

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This report must be submitted with the Certified Cost Summary Report. Please make sure the Actuals column of the “33” report matches the Year X Cost Column in the Expenses Section, otherwise the CSR will be returned for correction.

ZOCR

This report must be submitted with the Certified Cost Summary Report. Any open goods or invoice receipts must be handled before closing the budget period of the project to avoid GR/IR issues after the grant is closed. Running SAP report ZOCR by WBSE will provide a listing of all open goods and invoice receipts.

**Cost Transfers**

Review each Interdepartmental Transfer (IDT) and Journal Vouchers (JV) to ensure that there is adequate documentation. JVs transferring expense either onto to or off of the grant with backup are extremely important, especially if being moved more than 90 days after the initial expense.

All non-salary cost transfers that do not cross departments should be parked and posted before completing the Certified Cost Summary Report. Amended Payroll Certifications must be submitted with the Certified Cost Summary Report when corrections are indicated in the Cost Correction column. Grants Accounting will process all corrections to Indirect Costs and no IDT is required by the department.

**Inventory Report**

The department must identify the purchase orders (POs) of all equipment purchased during this budget period with a value over $5000.00 and POs over $2500.00. These POs should be printed out using SAP transaction ZPOP and retained in the department file. Running report CJI3 and including the purchasing document is a good way to locate these POs. Once the report has run, simply subtotal by purchasing document and then scroll through the list and find all needed POs.

Inventory must be compiled into a list. The listing needs to include the grant account number or WBS element, inventory tag number, description, department, PO number, date of acquisition, original cost, location building, and room number. The inventory worksheet is required when equipment is present.

**ADDITIONAL FILE COMMENTS**

Include any other relevant comments about this project close out to Grants Accounting in this area.

# WORKSHEET 2 – GRANTOR

## BUDGET

## Revision?

If this is a revision of a previously submitted CSR, please enter yes in revision box along with the version #.

## 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.

## Original Budget

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

## Carryforward from Year 0

Please change the “0” to the number of the previous year of this grant, if there was one. Enter the carryforward from the previous year of this project in this column, as it is budgeted by the department.

## Internal Rebudgeting

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

**Current Budget (calculated)**

This column combines the original budget with any carryforward from the previous year and any internal rebudgeting that has occurred. This column must match the budget as it currently appears in SAP, otherwise the CSR will be returned for correction.

## Close Out Rebudgeting

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. Any rebudgeting to closeout this year of the grant would be done here.

***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 Close Out 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

## Year 1 Costs

Please change the “1” to the number of the current year of the grant. In this column, enter any costs in the cost categories as they were recorded in SAP. Data must match the 33 report Actuals column in SAP, otherwise the CSR will be returned for correction.

***NOTE!***

The expenses entered in these columns should include any corrections that have already been made within SAP. Corrections being made after the end of the budget period to correct costs or move expenses should be included in the “Cost Corrections” column.

## Cost Corrections

At this point, you may want to skip ahead and get an idea of what the other columns on this worksheet show. You should really get a good idea of the “big picture” from some of the other columns. Once you have located where adjustments need to be made and you have prepared your IDTs to close out this year of the grant, this is the column where you should enter the amounts of those IDTs. If you do the IDTs in SAP before submitting the CSR, you will need to adjust the CSR before submitting to Grants Accounting. The cost correction for F&A costs will automatically be populated by the F&A Cost Calculation.

***NOTE!***

It may be useful at this time to skip ahead and complete the Payroll Verification worksheet. You may find percentage of effort errors while completing that worksheet that would also need to be included in the Cost Corrections column.

**Corrected Balance (calculated)**

This column basically totals the Costs and cost corrections that were made in the “Cost Corrections” column. When all cost corrections have been entered in the “Cost Corrections” column, the total of this column should equal the total of the “Closed Budget” column (This column is discussed in detail just a little further down in the Quick Check Box area).

**Budget Variance (calculated)**

This is the calculated difference between the Ending Budget column from the Budget section and the Corrected Balance 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. Over spending would need to be corrected through IDTs or budget revisions and those figures included in the Cost Corrections column. Under spending results in unobligated budget to carryforward to the next year if the grant is continuing past the current year.

**% Of Original (calculated)**

This is a calculated field that first combines the Close Out 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 Corrected Balance 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 corrected balance 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 in the Grant Information area.

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 Year 1 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 an exact copy of the Ending Budget column from the Budget section.

## Corrected Balance

This column is an exact copy of 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. You should not have any negative amounts in the unobligated budget column.

### QUICK 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.

***NOTE!***

If all numbers in the Variance column are not 0.00, then this grant is not ready to be closed.

### SIGNATURE LINES

At the bottom of the sheet there are signature lines for the Business Officer 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 and the signature lines for you. 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. **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 - CARRYFORWARD WORKSHEET

This worksheet allows you to allocate the carryforward to the next year of the project. With this completed, Grants Accounting can move the carryforward to the next year’s budget as soon as the Financial Status Report (FSR) is completed for this year.

Grant closed – This field populates from the Grantor worksheet. It will show the WBS element of the year that is being closed.

Carryforward to grant – Please fill in the WBS element number of the next year of this project, the year receiving the carryforward.

Amount of carryforward – This number fills in automatically from the Grantor worksheet. It is the dollar amount of carryforward to the next year.

## Budget for WBSE

You must enter the budget in this column for the next year of this project as the grantor has awarded it.

## Carryforward

In this column, please enter the carryforward, as you want it budgeted in the new grant year. This budgeting of Carryforward must follow the rules and regulations of the granting agency. Please check with the appropriate Grants Administrator in Grants Accounting for help if you have any questions.

**New Budget (calculated)**

This column shows you what the new budget for the next grant year will be. As soon as Grants Accounting has reviewed the grant and the FSR has been completed, this year of the grant will be closed and the next year will have its budget revised to include your carryforward. The amount of carryforward for F&A Costs will automatically be populated by the amount of F&A costs remaining in Unobligated Budget from the Grantor Worksheet. The only time this amount should be overwritten is when there is rebudgeting to or from an exempt item such as Equipment, Patient Care Costs, or Subcontracts.

# WORKSHEET 6 - 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.

**# 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 with one exception. Instead of looking at each person funded by the project, each form of cost share should be reviewed for accuracy here.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.

**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 exempt amount for the current year 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.

# SUMMARY

While this cost summary may seem large and complicated at first, after you have completed it a few times, you will begin to see how easy it is to follow and how useful it can be to both your department and to Grants Accounting. While it may not work easily for every possible situation, we hope that it acts as a good starting point to closing out all of your grants.