Additional Information About F&A

• How do I budget for F&A?
• How is F&A Processed?
• Who generated my F&A Revenue?
• Questions?
How do I budget for F&A?

Rebudgeting between exempt and non-exempt budget categories (GL account codes) requires an F&A adjustment.

<table>
<thead>
<tr>
<th>Moving Budget Dollars From:</th>
<th>Moving Budget Dollars To:</th>
<th>F&amp;A Calculation Needed?</th>
<th>How is F&amp;A Adjusted?</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXEMPT</td>
<td>NON-EXEMPT</td>
<td>YES</td>
<td>INCREASED</td>
</tr>
<tr>
<td>NON-EXEMPT</td>
<td>EXEMPT</td>
<td>YES</td>
<td>DECREASED</td>
</tr>
<tr>
<td>EXEMPT</td>
<td>EXEMPT</td>
<td>NO</td>
<td>--</td>
</tr>
<tr>
<td>NON-EXEMPT</td>
<td>NON-EXEMPT</td>
<td>NO</td>
<td>--</td>
</tr>
</tbody>
</table>
How do I rebudget for F&A?

Use this easy formula?!

\[
\text{Exempt Amount} = \text{Non-Exempt Amount} + (\text{Rate}) \text{ Non-Exempt Amount}
\]

Where (Rate) = F&A Rate of project
How do I rebudget for F&A?

The Analysis of Bike Safety Needs project has requested and received permission to contract with a data tabulation company (professional service provider – Account 730207). The contractor will assist with data input at a cost of $3,000.

Funding for this expense will come from the funds that were originally budgeted to pay fringe benefits for an unfilled tuition-eligible graduate research assistant position (Account 710301).
How do I rebudget for F&A?

From Project Activity  →  FA Funded Base = MTDC
From Project Activity  →  FA Funded Rate = 40%
From Tree Viewer  →  From—Account 710301 is Exempt
To—Account 730207 is Non-Exempt

Exempt = non-Exempt + (Rate)non-Exempt
Exempt = $3,000 + (40%)$3,000
Exempt = $3,000 + $1,200
Exempt = $4,200

F&A Adjustment = (40%)$3,000 = $1,200
How do I rebudget for F&A?

Charlene Mills, principal investigator of the Analysis of Bike Safety Needs project, requested and received sponsor approval to purchase an item of capital equipment that will be key to the analysis of the project’s data. The cost for the equipment (Account 850101) will be $7,000.

The PI wants the funding for this expense to come from two sources: the budgeted travel (Account 720601) that was cancelled and the computer software (Account 720310) that will no longer be needed as a result of the purchase of this new equipment.
How do I budget for F&A?

From Project Activity

FA Funded Base = MTDC

FA Funded Rate = 40%

From Tree Viewer

From—Account 720601 is Non-Exempt
From—Account 720310 is Non-Exempt
To—Account 850101 is Exempt

Exempt = non-Exempt + (Rate)non-Exempt

$7,000 = non-Exempt + (40%)non-Exempt

$7,000 = (140%)non-Exempt

Non-Exempt = $7,000/140%

Non-Exempt = $5,000

F&A Adjustment = (40%)$5,000 = $2,000
How is F&A Processed?

**Navigation**
- **Main Menu** > **Grants** > **Awards** > **Project Activity**

**University of Minnesota FSPRD**

**General Information**
- **Project**: 00053528
- **Activity**: 1

**Description**
- Diversity Supplement - Schmil

**F&A Rate Info**

**Institution**
- **FA Base**: MTDC
- **Eff Date**: 07/01/2018
- **FA Rate %**: 54.00

**Sponsor**
- **FA Base**: MTDC
- **Eff Date**: 07/01/2018
- **FA Rate %**: 54.00

**Funded**
- **FA Base**: MTDC
- **Eff Date**: 08/21/2015
- **FA Rate %**: 52.00
How is F&A Processed?

- Grants>Awards>Project

The F&A for this project is not being shared—the Deptid on the Project is the same Deptid entered under the Department Info section and percentage is 100% to that Deptid.
How is F&A Processed?

F&A is shared with 5 other Deptids.

<table>
<thead>
<tr>
<th>DeptID</th>
<th>Subdivision</th>
<th>Description</th>
<th>Percentage Pledged</th>
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</thead>
<tbody>
<tr>
<td>11323</td>
<td>SVP Health Sciences Acad Prog</td>
<td></td>
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</tr>
<tr>
<td>11405</td>
<td>Pharmacutical Care &amp; Hlth Syst</td>
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<td>4.00</td>
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<tr>
<td>11830</td>
<td>PEDS Pediatrics Department Adm</td>
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<tr>
<td>11887</td>
<td>Colon &amp; Rectal Surgery</td>
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<tr>
<td>12071</td>
<td>DESGN Design in Health, Center</td>
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</table>
How is F&A Processed?

- Set Up Financials/Supply Chain>Business Unit Related>Grants>Facilities Admin Options
How is F&A Processed?

- Set Up Financials/Supply Chain>Business Unit Related>Grants>Facilities Admin Options

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<tr>
<th>Department</th>
<th>Fund Code</th>
<th>DeptID</th>
<th>Program Code</th>
<th>Fin EmplID</th>
<th>Chartfield 1</th>
<th>Chartfield 2</th>
<th>Cost Share</th>
<th>Fund Affiliate</th>
<th>DeptID Affiliate</th>
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</tbody>
</table>
How is F&A Processed?

- Tree Manager>Tree Viewer
- Tree Name = GM_FA_BASE
- Select Effective Date = 12/26/2014
Who generated my F&A?

- From your MyU page, select the Reporting Center under Key Links
- From the Research group, expand the selections under Grants, Projects & Contracts
- Select F and A Recovery
Who generated my F&A?

Select the beginning Fiscal Year and beginning Accounting Period

![Prompt Selection for F&A Recovery Report]

Then select the ending Fiscal Year and ending Accounting Period

![Prompt Selection for F&A Recovery Report]
Who generated my F&A?

- Make your report selections
  (This example uses PI Emplid)

  - The selection for *Department* refers to the Deptid to which
    the F&A revenue is credited as identified under Set Up
    Financials/Supply Chain>Business Unit Related>Grants>Facilities
    Admin Options (usually the RRC Deptid).

  - The selection for *Chartfield1* will pull F&A revenue
    generated BY a specific Deptid. Just remember to preface
    the Deptid number with “DPTID” (ex: DPTID10722).
Who generated my F&A?

This report was generated in PDF and shows all of the F&A recoveries generated by this PI's Grant activity for Fiscal Year 2016, Periods 1 through 4.
Questions?

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*Senior Financial Analyst*  
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THANK YOU!

**Additional Resources:**

**Current F&A Rates**  [http://www.ospa.umn.edu/forms/rates/F&A.html](http://www.ospa.umn.edu/forms/rates/F&A.html)

**University Policy Library: Charging of Facilities and Administrative/Indirect Costs to Sponsored Projects**  [http://policy.umn.edu/research/cost](http://policy.umn.edu/research/cost)

- Under the Procedures and Appendices section of this policy are links to a number of related F&A policies.

**Sponsored Projects Training & Course Materials**

- **Rebudgeting and F&A Adjustments Job Aid**
- **Facilities & Administrative/Indirect Cost (IDC) Job Aid**
- **Cost Sharing Fundamentals**