



Non-GUS Project Conversion - Wave 5

Deadline: 6/2/23

PGM Design Overview & Background

Project Types housed in PGM

We think of a PGM project as a specified body of work with a start and an end date. In addition, we defer to a list of project criteria (see below) to further refine which projects will be housed in PGM.

Project Criteria

We've simplified project criteria to be a series of Yes or No questions. If any of these answers are Yes, the project should be in PGM.

Criteria	PGM Project?
<i>Is this externally funded by an award notification or other agreement made through the Office of Research (i.e., sponsored project, which is a policy-defined activity)?</i>	Yes
<i>Is this capitalizable and/or a construction project or feasibility study to be managed by FM or D&CS?</i>	Yes
<i>Is this funding allocated to a specific faculty member or PI? And will it require PI dashboard level reporting and recurring transactional approval from PMs and PIs?</i>	Yes
<i>Is this body of work defined for a period of time during which there will be a significant number of transactions, plus one of the following?</i> A) Multi-fiscal year Inception-to-Date reporting required B) Internal reporting needs are not met by referencing another CCoA segment value	Yes (optional)

Based on our understanding of UCSB activities, there are four types of projects currently tracked by departments that we expect will land in PGM:

Faculty Funds Projects	Sponsored Projects
This type of project includes internal funding dedicated to a specified faculty member, such as start-up, retention, research gifts, etc.	Sponsored Projects are externally funded projects (like projects sponsored by NIH, for example).
Internal Awards	Fabrications (Sponsored <u>or</u> Internally Funded)
Internal Awards are competitively awarded to faculty members using UCSB funds and require additional tracking, such as Academic Senate awards.	Fabricated equipment is comprised of individual components that are fabricated into a single functional unit, and are capitalized as a single asset for a combined total cost in excess of \$5,000.

Distinct PGM Project Types Currently Managed by Departments:

Sponsored: A project that is externally funded by an award notification or other agreement made through the Office of Research (i.e., sponsored project, which is a policy-defined activity).

Cost Share: Projects used to track mandatory or voluntary cost sharing identified in the project proposal that represents a commitment by UCSB that must be fulfilled if the proposal is accepted and awarded, with an obligation to document the financial contribution provided to the sponsored projects.

Resource Allocation Commitment: Projects used to track voluntary resource allocations associated with sponsored projects that are not committed or quantified to the sponsor, also referred to as “uncommitted cost share”. These projects will not be tied to the sponsored award in any way, and will be treated as faculty discretionary projects.

Faculty Start-Up: Projects used to track formal committed funds provided to a faculty member upon hire. These projects directly reflect commitment documentation issued jointly by the EVC, Dean(s), and the Chancellor’s Office.

Faculty Retention: Projects used to track formal committed funds provided to a faculty as a part of an effort to retain them when they have obtained an employment offer elsewhere. These projects directly reflect commitment documentation issued by Dean(s) and/or the EVCs office.

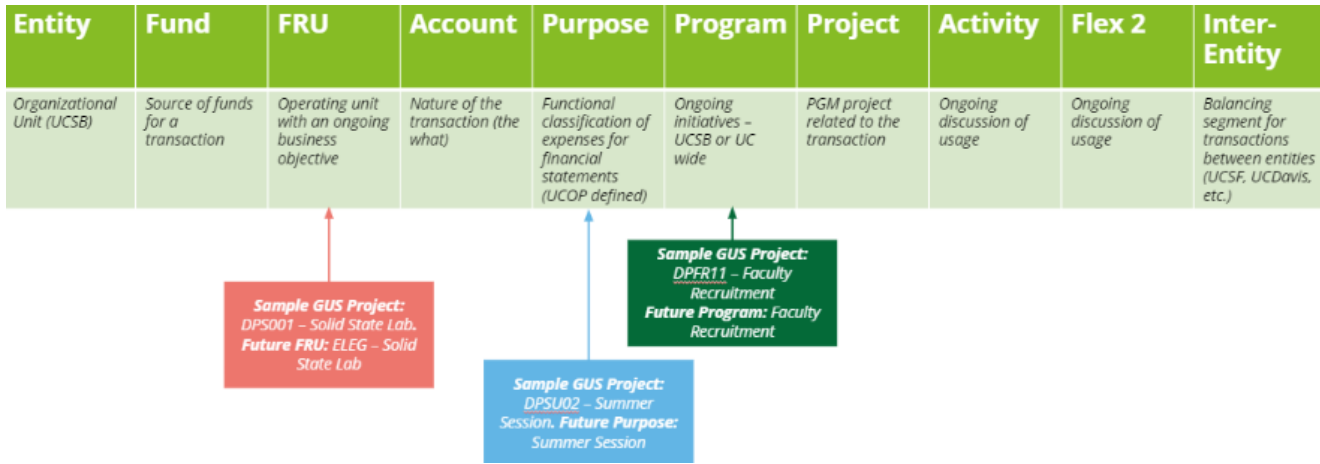
Other Faculty Discretionary: Projects used to track various funds allocated directly to a faculty member for their use.

Internal Award: Projects used to track funds allocated to a faculty member as the result of a competitive internal proposal process. Projects categorized as “internal awards” typically

require additional reporting, have a specified period of performance, spending restrictions, etc.

Current State Activities / Projects not housed in Future State PGM

Other existing projects defined in the GMC or tracked internally that do not fit the project criteria will likely *not* be tracked in PGM. That said, our goal is to not lose any necessary visibility or tracking, so we are hoping to identify common themes in what needs to be tracked so that we can help find them a home in the new CCOA. See below for examples of how existing projects not eligible for PGM may be tracked in the future using the new CCOA:



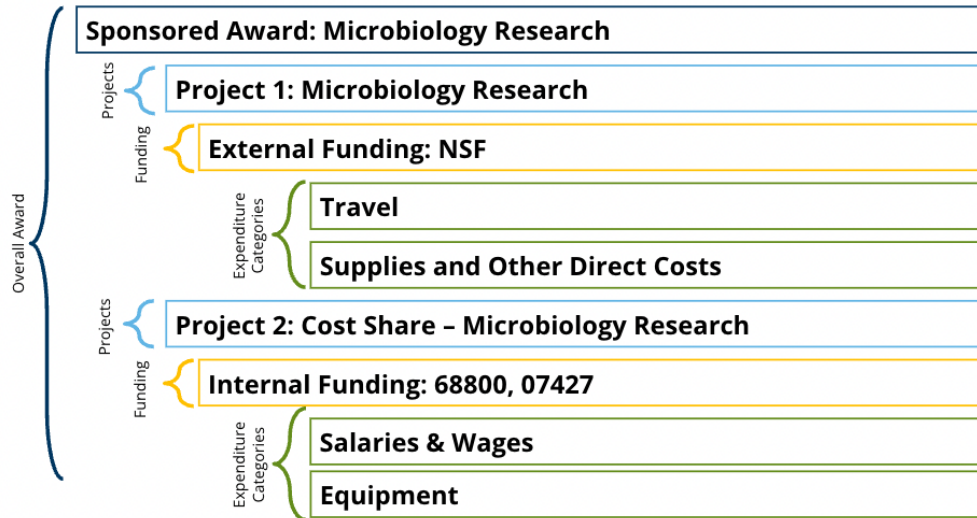
Future State Design

The vision is to create a high level award umbrella to group all associated 'projects' to enable consistent and consolidated reporting. This is a standard design for sponsored projects, and we plan to adopt the same structure for non-sponsored projects (including faculty funds, capital, and internal awards) as well. See below for an illustration:

Future Design – Sponsored Awards

As a reminder, our design focuses on the Award - Project – Task relationship

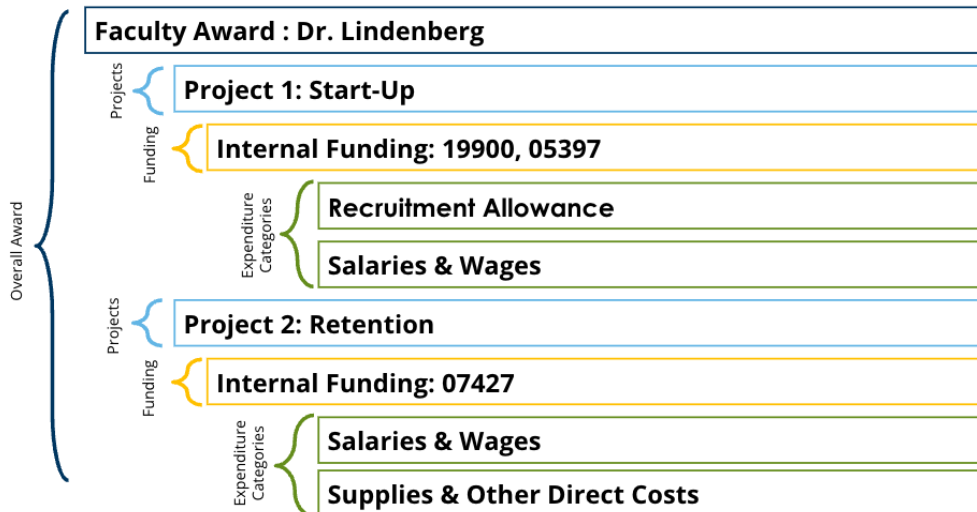
Projects can be used to differentiate between different bodies of work or funding.



Future Design – Non-Sponsored Faculty Awards

As a reminder, our original design focused on the Award - Project – Task relationship

Projects can be used to differentiate between different bodies of work or funding. In this design, each project can be funded by multiple, internal funding sources.



Bulk Data Clean-Up Instructions

To enable a thorough and efficient conversion of existing chartstrings into the PGM module in Oracle Financials Cloud, the project team has developed a Google Sheets template for streamlining data review, categorization, for field clean-up, extraction, and conversion purposes. We need departments to review this template, add additional levels of granularity currently tracked, and populate required fields with necessary information. See below for high-level steps to guide your clean-up activities:

1. Review starting template data for completeness
 - a. Either: account-fund or account-fund-project
2. Add rows for additional levels of tracking (*e.g. separate buckets within a single account-fund tracked offline in spreadsheets*)
3. All new rows MUST include a unique value / identifier in the "project code" column
4. Proceed to eligibility review and template field completion
5. Reference the [PGM Conversion Template Instructions](#) for an overview of the template and the steps to complete the data fields.

FAQs - Project Conversion

1. In what cases would we use the "Cost Share" PGM project type?

A project type of "Cost Share" should be used for any projects used to track mandatory or voluntary cost sharing identified in the project proposal that represents a commitment by UCSB that must be fulfilled if the proposal is accepted and awarded, with an obligation to document the financial contribution provided to the sponsored projects. Based on this definition, any true cost share projects should then identify the associated extramural fund for the prime award. This includes both cash and in-kind cost share that we are obligated to report.

Resource allocations provided to support research projects, but are not committed to the agency (sometimes referred to as "uncommitted cost share") should be categorized using the PGM project type of "Resource Allocation Commitment (uncommitted / unquantified)". These future state projects will not be directly linked to the sponsored award and housed under the non-sponsored faculty funds award for the individual faculty member / PI.

2. Did we get clarification as to whether we will be using employee ID numbers or position numbers for PI or Dept Admin fields?

Employee ID numbers will be used for PI and dept admin ID fields.

3. Is there somewhere that defines the non-PGM statuses? If we have a revenue agreement that uses approved recharge rates (and is managed in the same fund as all our recharges) - should this be listed as recharge or rev agreement? Also, unclear on the sub-unit / operating center option? We manage a center that has their own recharge, operating budget, etc. Not sure if those should all be marked as sub-unit/operating center?

Even if a revenue agreement uses approved rates, if your department is tracking this with a unique project, it is still considered external revenue (not internal recharge), so should be marked as "revenue agreement".

The recharge operation itself should be marked as "I&R Center", but if there are operating funds associated with a separate center (non I&R related), mark those as "sub-unit / center operating"

- 4. If you have an endowment that is being used to offset the debt of a recharge center would you mark the gift as a faculty fund or mark the gift as sub-unit operating center? In my department's case, the income from the endowment has historically has been managed by the center director and has some discretionary funding for the center but is also being applied to the historical OD through the proposed new rate via a funding swap in BAPO.**

If the gift was given for the use of the recharge operation specifically (vs. to the faculty member), then categorize that in the "I & R Center" bucket, since they are funds specifically allocated/used for the recharge center.

- 5. Indirect costs recovery that comes into the department from another unit (dean control point) and then is redistributed departmentally where some funds are incorporated to the operating budget and some funds are given back to the faculty as a faculty fund, would that still be marked as "external true" because the initial funding comes from another unit on campus, or would it be internal b/c it comes first the dept operating budget and then the MSO applies the calculation to fund the faculty projects?**

I would mark the departmental project where ICR is initially transferred as "Departmental Operating" and "external true" for now. If you have specific projects established for the faculty members use (where then you transfer funds from your departmental project -> the faculty projects), then mark those specific projects as "Other Faculty Discretionary" and "external false".

- 6. How should we categorize gifts allocated to specific faculty members?**

Gifts allocated to a specific faculty member should be given a PGM status of "Other Faculty Discretionary".

- 7. For sponsored projects for postdoc fellowship submitted under a faculty member, should we list the Lead PI as the postdoc since they are responsible for the project budget and spending?**

If the postdoc is listed as the PI in ORBiT and in award documentation, they can be listed as the Lead PI on the project. If only the faculty member is a PI, the postdoc may be a good candidate for another project personnel role in OFC. Still more discussion is needed on team member role mapping, so stay tuned.

- 8. Are course materials fees considered recharge?**

No. These are not eligible for PGM, but can be categorized with a Non-PGM Work Type of "Course Material Fees".

9. How should I categorize FRAPS/URCAs?

These are PGM eligible due to the direct allocation to a faculty member. The PGM project type should be “Internal Award”.

10. We have some small-balance projects that have been carried forward over previous fiscal years, should we plan to convert?

Ideally, if these can be closed out they should be, and we can deprioritize defining them for this conversion.

If these are any internal funds associated with a closed award that have been committed back to a faculty member, feel free to assign them as a “Other Faculty Discretionary” project. If they were committed and not spent, we should further discuss.

11. How should we code projects that have non-extramural funding from other UC Centers, Insurance Claims, or Surplus Sales?

Those should be categorized as a PGM project type of “Other Faculty Discretionary”.

12. What should we code as ‘Internal Awards’?

Any internal, competitively awarded funding to a specific Faculty member should be marked as an Internal Award. Examples include Faculty Senate, Coastal Awards. These projects will either be housed under the primary faculty award, or may be ‘owned’ by the funding department and parsed out to individual faculty members as separate projects. The design on this element is still TBD.

13. Would Endowment Payout funds be yes or no for “PGM_ExternalFunding”? We receive payouts each year.

PGM_ExternalFunding should be marked as “no”. This column is really for tracking any projects themselves that are expecting funds from another office in the form of a commitment.

14. What is a fabrication?

Per [BFB-BUS-29](#), a fabrication is an item of non-expendable, tangible personal property that: (1) has been physically constructed by a University activity; (2) has a total acquisition cost of \$5,000 or more; (3) has a normal life expectancy of more than one year; and (4) is expected to be used by the University upon completion. A product resulting from simple assembly or connecting of various parts does not qualify as a fabrication. As used in this Bulletin, “fabrication” does not include a piece of equipment fabricated for the sole purpose of sale and delivery to an external entity under an award made specifically for the fabrication of the equipment. (See the University Accounting Manual, P-415-32/Plant Accounting: Fabricated Property).

Fabrications include the collection of numerous costs prior to capitalization and will require a separate PGM project for each unique fabrication ID assigned by Equipment Management.