GUS Project Budget Conversion

Scope of Budget Conversion

Sponsored Projects *Primary Focus for this Clean-Up*

Full budget will be converted from GUS data. Budgets will be reconciled against the account-fund appropriation totals from the general ledger.

Cost Share Projects

It is our expectation that cost share budgets will primarily be converted from EMF data. The PGM team is still developing the approach for this conversion.

Start-up & Retention Projects

Budget balances will be converted based on Assistant Dean data. The PGM team and EVC's office is still developing the approach for these conversions.

Other Discretionary Faculty Funds Projects

Budget balances will be converted from GUS data and aggregated into a high-level "direct costs" category. GUS balances will be reconciled against PeopleSoft account-fund balances to ensure project budgets do not exceed available funding. Any projects that do not reconcile with PeopleSoft data (including project budgets in deficit) will be excluded from conversion.

Sponsored Project Budget Clean-Up

All existing budgets (allocated at the project-sub level) in GUS will be converted to respective future-state Expenditure Categories (ECs). See below for which existing subs (green boxes) will translate to future state ECs (blue boxes). All existing budgets must align with the mapped alphanumeric subs in order to enable a consistent and accurate budget conversion into PGM.

Actual expense transactions do not need to be updated per these guidelines, we plan to convert cost data based on object codes from the GL.
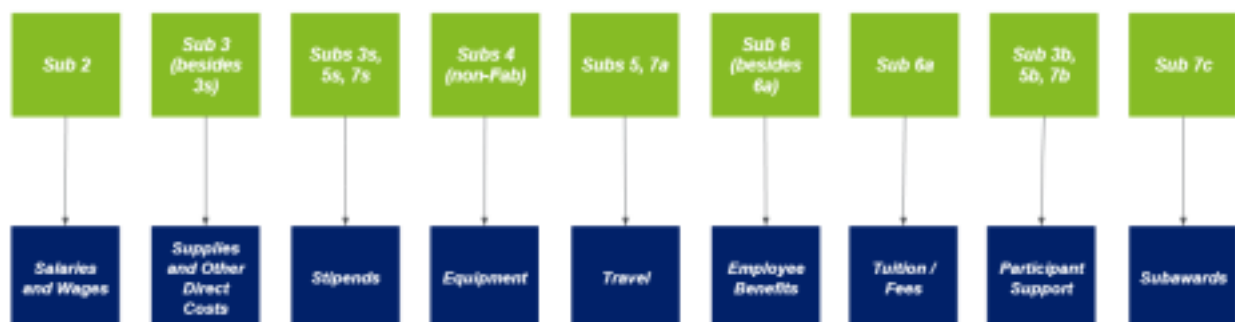
NEW Standardized GUS Budgeting Alphanumeric Sub List
(use for clean-up & new project set-up; not required for use in existing or previous expense transactions)

Existing alpha-numeric subs that are <u>not</u> explicitly listed here will automatically roll-up into the parent sub. For example, if your department has established budgets using 3A, 3B, etc, we will convert all allocations based on the sub 3 mapping (supplies & other direct costs).

| PGM Expenditure Category	GUS Sub Comments
Salaries & Wages	Sub 2
Supplies & Other Direct Costs	Sub 3 Sub 3 may include some expenditures for stipends, but we do not expect stipends to be a separate budget category in sub 3 on a 44- account. In these cases, no additional budget clean-up is required.
Stipends (non-participant support) Participant Support* (could include travel, stipends, subsistence, etc)	Sub 3S, 5S, 7S (78 accounts only) Budget should be converted as "Stipends" only if separately budgeted in a 78xxxx account and not explicitly categorized as "Participant Support". Stipends are typically budgeted in sub 5. Sub 5B, 7B (44 accounts) See additional details below regarding participant support. Sub 3B, 5B, 7B (78 accounts only)
Equipment (non-Fabrications)	Sub 4
Equipment (Fabrications)	Sub 4A, 4B, 4C, etc A separate alphanumeric sub is required for each fabrication. Add the Fab ID# assigned by Equipment Management to the description of the newly created sub.

Travel	Sub 5, 7A (foreign)
Tuition and Fees	Sub 6A (44 accounts) Sub 5T, 7T (78 accounts only)
Subawards	7C All individual subawards can be grouped under one sub 7C (no need to break these out into separate subs).

Participant Support*

Some sponsored projects include a budget category called "participant support costs". Per [Uniform Guidance,](#) these are defined as direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with meetings, conferences, symposia, or training projects. <u>These costs are allowable with prior approval from the awarding agency. Participant support costs are budgeted in a separate line and must be accounted for separately</u>. Funds provided for participant support costs that are not spent cannot be rebudgeted for use in other categories except with prior written approval from the sponsor. In most cases, unspent participant support funds must be returned to the sponsor. Additional information can be found on the [EMF](#) & [SPO](#) websites.

Step-By-Step Instructions

1. Navigate to Project -> Projects

2. Set "Project Status" filter to "All Current"

3. Optional: Set "Award End" filter or "Funding End" filter (depending on how your department currently uses these fields) to ">= 5/31/24" in order to prioritize clean-up for those awards that are expected to be active around cutover.
   a. <u>CAUTION:</u> This filtering will exclude awards that currently end before 5/31/24. It is highly recommended that all projects with end dates <= 5/31/24 be reviewed to determine whether any are expected to be extended beyond this date. If so, perform necessary clean-up to ensure accurate data is converted at cutover.

4. Navigate to the "Budget Information" tab and compare the allocated budgets with the approved agency budget(s) totaling the entire award amount. If the award is incrementally funded, you may need to review separate detailed budgets for each increment.

5. Additional budget clean-up may be required if any funds were explicitly budgeted and approved by the agency in the following categories:
   a. Stipends
   b. Tuition / Fees
   c. Participant Support
   d. Subawards
   e. Foreign travel (if not currently grouped with other travel in sub 5)
   f. Fabrications

6. Add new subs <u>or</u> edit existing subs (if already created to segregate any of these categories) using mapped alphanumeric subs as outlined in the graphic above. a. Note: Each individual fabrication should be separated into its own unique alphanumeric sub (i.e. 4a, 4b, 4c). List the fabrication ID's in the description field of each new sub created. See screenshot below for an example:
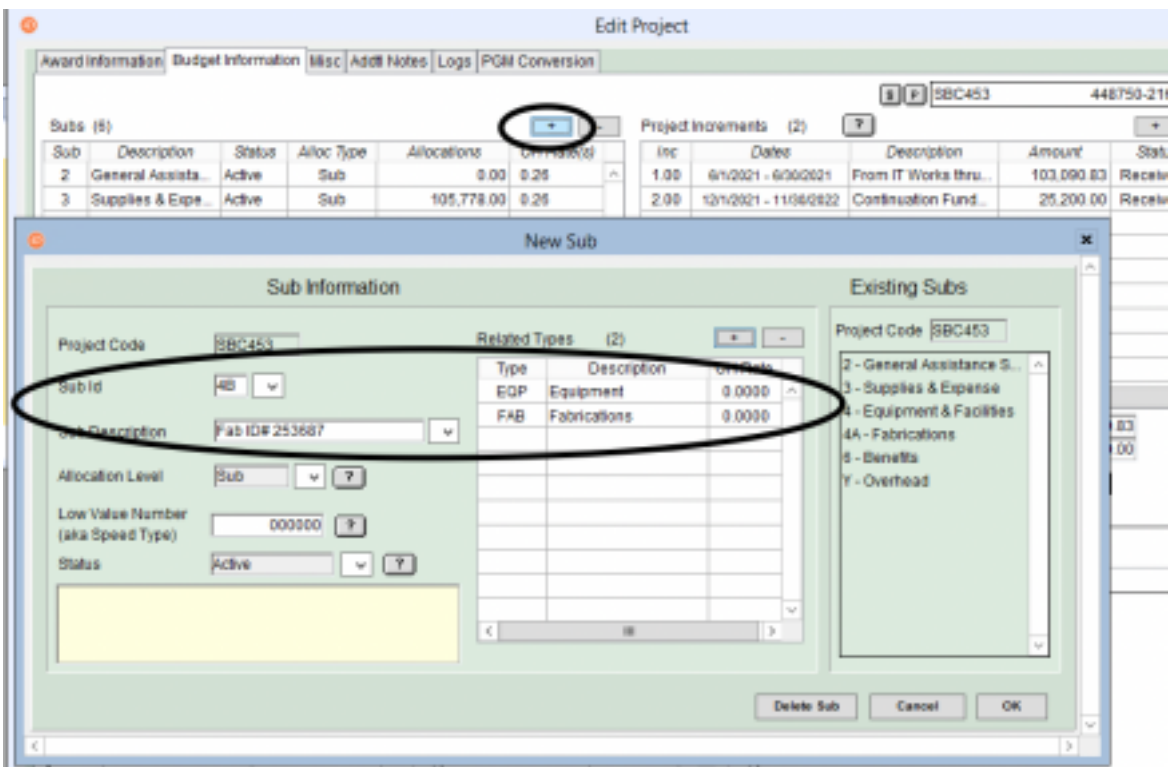
7. Once the new alphanumeric subs have been created, add a new "Project Increment" to move appropriate budget amounts out of respective "co-mingled" subs and into the new, more granular alphanumeric subs. The total increment should equal $0. See screenshot example below.

8. Update increment status to 'received' and reconcile against the current ledger month.