

## General Terms

**Contract:** A contract is generally an agreement to provide a product or service which is of direct benefit to the awarding agency. Contracts provide for payments to the University which cover allowable project costs or payment of a fixed price for satisfactory completion of the project.

**Grant:** A grant is an agreement to accomplish something for the public good in exchange for money, property or services. Most federal agencies use a grant document for research awards to universities.

**Cooperative Agreement:** A cooperative agreement is like a grant except that the federal government will be closely involved in the activity that is being funded, perhaps bringing government personnel to campus to work on the project.

**Fixed Price Contract:** Payments for this type of contract are based on satisfactory performance. Payment is set and cannot be adjusted because of how much it costs to meet the terms of the agreement, whether more or less than the contracted amount.

**Gift:** Contribution from a private, non-governmental source, made without expectation of any product or service of a tangible or intangible nature in return.

**Cost-Reimbursable Contract/Grants:** The sponsor will reimburse the University for any actual, approved project costs, within whatever variances the funding agency allows.

**Budget:** A budget identifies the type of costs and estimated amounts needed to complete the project. The budget must be approved by the funding agency and LSU. This budget will be the basis for authorizing any expenditures on the project and the basis for seeking payment from the funding agency.

**Total Project Costs:** Direct costs plus indirect costs. This includes the granting agency's share, the University's share, and, in some cases, it may include a third party's share.

**Cost Sharing:** This refers to costs that the funding agency does not pay. It may be Cash Cost Sharing, In-Kind Cost Sharing, Third-Party Cost Sharing or Unrecovered Indirect Costs. These costs are generally borne by the University.

**Program Income:** This is income earned by the University that is directly generated by a supported activity or earned as a result of the contract or grant.

**Duration:** The length of time the agreement is active. Every agreement should have specified beginning and ending dates. All expenditures must be incurred or encumbered during this period. If expenditures fall outside this period, they cannot be reimbursed or used as cost sharing. In some cases, pre-award costs may be approved by the sponsor.

## Tentative Account Numbers (AS494)

If you need an account number before your agreement is fully executed, you may request a tentative account number through your department head.

The tentative account number will be the account number of your agreement when we receive it.

The following information is required to establish a tentative account number:

- sponsor's name
- principal investigator's name and social security number
- begin date
- expiration date
- award amount
- fringe benefit rate
- purpose/function of account
- F & A cost rate (formerly known as indirect cost rate)
- responsibility clause stating that the department will be responsible for all charges if the agreement is not fully executed
- contact name and phone number
- department head's signature
- proposal number
- proposal name

The form is available on the SPA webpage and, when completed, should be sent to Karen Baiamonte in the Office of Sponsored Programs for Baton Rouge campus accounts and Jan Bernath in SPA for all other campuses.

## On-line Chart of Accounts (COA)

To ascertain if your account has been established on the Chart of Accounts (COA) or to verify agreement attributes, you may inquire on screen 4 of the COA system:

1. Logon to the Information Management System "IMS"
  - a. Select on the User Menu screen, type "X" for TPX (Terminal Productivity Executive), press Enter
  - b. Type in your Logonid and Password, then press Enter
  - c. Press PF2 to logon to "IMS"
  - d. Type in your Logonid and Password, then press Enter
2. Once you receive message "Sign-On Successful, Session Ready for Input" you are now logged on the IMS system. Press PF1 for the system menu.
3. Type in COA, then press Enter.
4. Press PF4 to inquire either by short title, grant number, principal investigator's (PI's) social security number (SSN), or proposal number for Baton Rouge campus accounts only.
5. To inquire by grant number, type in the agreement number (you must enter spaces and hyphens), then press Enter. If the sponsor assigned agreement number was longer than 20 digits, SPA has abbreviated the grant number on the COA. Future agreement numbers can be longer than 20 digits.
6. To inquire by principal investigator's SSN, type in the SSN. Press Enter. You will get a list of all account numbers for that particular PI.
7. To inquire by proposal number, tab to that field, type in the proposal number. Press Enter. You will get a list of all account numbers with that proposal number.

Remember that an agreement may have more than one account number because of function or tasks. If you have any questions after you have looked up the information on-line, please contact Jan Bernath at 578-2144.

### Account Number Structure

Funds must be segregated by source & function. Each agreement must have its own account number which allows for the proper accounting, reporting, and auditing of funds. Normally, only one account number is established for each agreement.

	XXX-XX-XXXX	
ZXX-XX-XXXX	Campus	
ZLL-XX-XXXX	College	
ZLL-ZL-XXXX	Department	
XXX-XX-ZXXX	Source of Funds	
	4 - State & Local Sponsored Agreements	
	5 - Federal Sponsored Agreements	
	6 - Private Sponsored Agreements, University Foundation accounts and gifts to the University	
	7 - State Match University Foundation Accounts and Endowments	
XXX-XX-XZXX	Function (Please indicate the appropriate function which will be used to assign the account number. The function is important for cost sharing documentation, financial statement presentation, and the facilities & administrative costs calculation).	
	0 - Instruction	5 - Institutional Support
	1 - Research	6 - Operation and Maintenance of Plant
	2 - Public Service	7 - Scholarships & Fellowships
	3 - Academic Support	8 - Auxiliary Enterprises
	4 - Student Services	9 - Transfer
XXX-XX-XXZZ	Sequential	

## Direct Costs vs. Facilities & Administrative (F&A) Costs

### Direct Costs

- Costs that can be identified specifically with a particular sponsored project, an instructional activity, or any other institutional activity
- Direct costs can be directly assigned to such activities relatively easily with a high degree of accuracy

### F & A Costs (formerly known as indirect costs)

- F & A costs are those that are incurred for common or joint objectives.
- F & A costs are costs that cannot be identified readily and specifically with a particular sponsored project, an instructional activity, or any other institutional activity.

Costs incurred for the same purpose in like circumstances must be treated consistently as either direct or facilities and administrative (F&A) costs. Where an institution treats a particular type of cost as a direct cost of sponsored agreements, all costs incurred for the same purpose in like circumstances shall be treated as direct costs of all activities of the institution.

### Allowability of Costs

- The tests of allowability of costs under the principles are: (1) they must be **reasonable**; (2) they must be **allocable** to sponsored agreements under the principles and methods provided herein; (3) they must be given **consistent treatment** through application of those generally accepted accounting principles appropriate to the circumstances; and (4) they must conform to any limitations or exclusions set forth in these principles or in the sponsored agreement as to types or amounts of costs items.
- A cost may be considered **reasonable** if the nature of the goods or services acquired or applied, and the amount involved therefore, reflect the action that a prudent person would have taken under the circumstances prevailing at the time the decision to incur the cost was made.
- A cost is **allocable** to a particular cost objective (i.e., a specific function, project, sponsored agreement, department, or the like) if the goods or services involved are chargeable or assignable to such cost objective in accordance with relative benefits received or other equitable relationship.

### Unallowable Costs

Normally the following expenditures (not all inclusive) are **unallowable** as a direct charge to a sponsored agreement without specific written approval:

- Administrative and clerical services
- Extra compensation for professorial or professional employees
- Advertising of position and moving costs - unless position included in budget and 100% appointment on agreement
- Maintenance & repair costs
- Copier rental/maintenance
- Subscriptions
- Memberships
- Postage
- Local telephone calls
- Telephone rental and line charges
- Monthly cell phone base charge
- Tignet
- Utilities
- Office supplies
- Software (Lotus, Windows, WordPerfect, etc)
- Office furniture—file cabinets, chairs, desks, calculators, typewriters
- Entertainment
- General purpose equipment—computers, copying and printing equipment
- Subcontracts without written approval
- Automobile repairs
- Proposal development costs

## Record of Grant Establishment (RGE)

After the fully executed agreement is received in SPA, the RGE is prepared (example on next page) based on the agreement and approved budget. The cost sharing commitment in the budget is recorded on this document along with other essential information as noted below:

- 1) **Name** of the individual who established the account.
- 2) **Account Title** = Name of sponsor.
- 3) **LSU Account Number** = XXX-XX-XXXX (If scholarship/fellowship and tuition and fees will be charged, please complete and return form AS 498: Request for Scholarship)
- 4) **Beginning Date** = Start date of the agreement as specified in the agreement. No charges may be incurred prior to this date.
- 5) **Grant Expiration Date** = Expiration date included in the agreement. No charges may be incurred after this date unless the account is an expired fixed price account.
- 6) **Proposal Number** = The number assigned by OSP for the proposal.
- 7) **GR NO (Grant Number)** = Sponsor's contract/award number.
- 8) **Grant Contact** = The grant accountant in SPA. This is the person responsible for invoicing and monitoring expenditures on the account.
- 9) **Principal Investigator (PI)** = The person responsible for the project. The PI is usually named in the agreement. If not, the PI should be listed in the proposal and on the proposal routing form.
- 10) **F & A Cost Rate** = The rate used to calculate facilities & administrative (F&A) costs included in the approved budget.
- 11) **Fringe Benefit Rate** = The rate used to calculate fringe benefits included in the approved budget. Contingent Labor and WAE rate is 7.65%.
- 12) **Cost Sharing Flag** = A flag to indicate if the account has required cost sharing.
- 13) **Cost Sharing Rate** = A percentage of the total award required to be cost shared. (A cost sharing rate is normally used for most National Science Foundation (NSF) accounts that require a minimum of 1% of the total award to be cost shared).
- 14) **Cost Sharing Amount** - Cumulative cost sharing commitment required to be documented. If cost sharing is indicated, the appropriate cost sharing letter(s) and form(s) should be attached to the RGE for completion and return to SPA.
- 15) **Billing Cycle** = Frequency of invoicing.
- 16) **Billing Type**
  - CR = **Cost reimbursable** - Unused grant funds must be returned to sponsor.
  - FP = **Fixed price** - Unused grant funds may be retained by the University. All associated project costs must be charged to that project.
- 17) **Comments** = Any pertinent information relating to the award that may be useful to the SPA accountant.
- 18) **Cost sharing breakdown**
- 19) **Budget breakdown**

Three copies of the RGE are mailed to the Dean's office or grants coordinator (Dean's office, PI, or bookkeeper). The RGE should be reviewed to ensure that all information is correct. If something is incorrect, the department should contact the individual in SPA who established the account as indicated on the RGE.

**Sample RGE**

Date: XX/XX/XX  
 Time: 01:01:01  
 Updated: XX/XX/XX  
 To:

LOUISIANA STATE UNIVERSITY  
 Record of Grant Establishment

Page: 1

Entry Type/#: GE 00000000  
 Voucher Type/#: BA 000  
 FY: 00

Phone: (225) 578-2144

- (1) From: Jan Bernath  
 Accounting Services  
 Grants and Contracts
- (2) Account Title: LA Board of Regents
- (3) LSU Account Number: XXX-XX-XXXX  
 Distribution Code: BOA  
 Primary Organization: 01 0498
- (4) Beginning Date: 06/01/1999
- (5) Grant Expiration Date: 06/30/2000
- (6) Proposal Number: 00000
- (7) GR NO: (96-97)-ENH-TR-15
- (8) Grant Contact: Parks  
 Grant Phone: (225) 578-XXXX
- (9) Principal Investigator:  
 co-Principal Investigator:  
 Equipment Code:  
 Off Campus:

- Agency Code: 1
- Agency: LA Board of Regents (LBR)
- Pool Code Flag:
- CFDA No.
- Fed Pass Thru:
- Fac & Admin Code:
- Fac & Admin Rate:
- Fringe Benefits Code: G
- (11) Fringe Benefits Rate: 0.2250
- Cost Sharing Flag: Y YYY
- (13) Cost Sharing Rate:
- (14) Cost Sharing Amount: 27,011
- Billing Addr Code:
- (15) Billing Cycle: C
- (16) Billing Type: CR
- Billing Form Code:
- Report Code:

(17) Comments: Final due 6/30/00

(18) Cost Sharing	<u>Sal</u>	<u>15,000</u>	<u>FB</u>	<u>3,375</u>	<u>F&amp;A</u>	<u>8,636 (47% MTDC)</u>
(19) Object		Debit		Credit		Description
	0300	80,000.00				G&C-Budgeted
	7100			80,000.00		Cap Outlays-

### Codes Used on RGEs

Code Type   Code Value   Code Description

Billing Cycles

BC	A	Annual
	B	Automatic Foundation Billing
	C	Check Card
	F	At Final
	G	Gift-money Received in Advance
	L	Letter of Credit
	M	Monthly Major Category
	N	Monthly Progress Payment
	O	Srcce "0," "9," & Non-Fdn "7"
	P	Monthly % of Completion
	Q	Quarterly
	R	Quarterly Progress Payment
	S	Special
	T	Quarterly % of Completion
	U	Progress Payments
	V	Money Received in Advance
	W	Usual A/R Problem or Attorneys
	X	Semi-annual
	Y	Check Card-paid
	Z	Billing Complete

Billing Forms

BF	AA	LSU inv Major Category
	AB	LSU inv DNR
	AC	LSU inv LTRC
	AD	LSU inv Monthly Progress pmt
	AE	LSU inv Quaraterly Progress pmt
	AF	LSU inv On Demand Progress pmt
	AG	LSU inv Quarterly Major Cat
	AI	LSU MC w/Budget
	AJ	LSU inv DNR Quarterly
	AP	LSU % of Completion
	AT	LSU Task Completed
	BA	Public vo 1034 Major Category
	BG	Public vo Quarterly Major Cat
	CA	USDA MC - mthly
	CG	USDA MC - qrtly
	FB	Foundation Billing
	RF	Board of Regents - Fellowships
	RP	Board of Regents - % Complete

Code Type   Code Value   Code Description

Facilities & Administrative Costs

IC	A	Comp on Salaries & Wages
	B	Comp on Sal & Wages & FB (LBR)
	D	Comp on Costs Less 6700 (TDC)
	E	Comp on Costs Less 6700, 7000 Subrecipients > \$25,000 (MTDC)
	F	Comp on MTDC Less Participant Costs (NSF)

Fringe Benefits

SB	G	Comp Sal & Wages Except For GAS (1230), SWs (1240), Contingent (transient) Labor (1220) & Non-student F & J Visa (1100), WAE (1250)
		Contingent (transient) Labor and WAE - Current Rate Is 7.65%

Billing Types

BT	CR	Cost Reimbursable
	FP	Fixed Price

## Ledgers

- Departments should review ledger sheets on a monthly basis for completeness and accuracy.
- Invoices are prepared based on the expenditures on the ledger sheet.
- Final invoices can be prepared based on expenditures incurred but not recorded on the ledger if the supporting documentation—such as copies of invoices and personnel action forms—are in our office in time for us to submit the final invoice to the sponsor by the required due date. Normally, final invoices are due within 90 days, but there are many exceptions, especially among state agencies. You must coordinate the reconciling items with the assigned SPA contact.
- All items and services must be received and incurred before the expiration date of the agreement. The only exception is final report preparation costs.
- University policy states that restricted accounts should not be in an overdraft status. If an account is overdrafted immediate attention is required to clear the overdraft. Overdraft notices are sent four times a year to deans and directors.

RESTRICTED FUND S/L CR C  
135-56-4105 LA OIL SPILL COORDINATOR-OFF OF THE GOVERNOR  
G 2250 .0000 GRANT EXPIRES: 06/30/00  
DIST CODE: JAA  
PRINTED: 8/ 2/00  
GRANT EXPIRES: 06/30/00

Grant Contact  
547033/100-000352

DESCRIPTION	OBJ	BUDGET	CURRENT MONTH REVS/EXPENDS	CUMULATIVE REVS/EXPENDS	ENCUMBRANCES	LEDGER BALANCE	TENTATIVE TRANSACTIONS	TENTATIVE BALANCE
G&C-BUDGETED REVENUE	0300	225,321.24	9.00	0.00	0.00	225,321.24	0.00	225,321.24
G&C-CASH REVENUE	0310	0.00	-198,700.00	-424,021.24	0.00	424,021.24	0.00	424,021.24
TOTAL REVENUES		225,321.24	-198,700.00	-424,021.24	0.00	198,700.00	0.00	198,700.00
SALARIES - EMPL PD MONTHLY 1110		-151,176.00	1,042.00	108,885.24	0.00	22,290.76	0.00	22,290.76
COMP FOR CONTINGENT LABOR 1220		0.00	0.00	836.00	0.00	836.00	0.00	836.00 OD
STUDENT COMP - REGULAR 1240		-18,900.00	358.87	16,361.52	0.00	2,538.48	0.00	2,538.48
TRAVEL 2000		-9,600.00	1,892.28	8,511.99	703.00	305.01	0.00	305.01
OPERATING SERVICES 3000		-20,276.24	267.39	4,984.73	0.00	15,793.51	0.00	15,793.51
TELECOMMUNICATIONS SVCS 3700		0.00	19.95	1,586.43	0.00	1,586.43	0.00	1,586.43 OD
SUPPLIES 4000		-4,472.00	0.00	9,198.21	0.00	4,718.21	0.00	4,718.21 OD
PROFESSIONAL SERVICES 5000		-11,500.00	1,640.00	13,207.00	0.00	1,707.00	0.00	1,707.00 OD
OTHER CHARGES 6000		0.00	0.00	118.65	0.00	1,215.52	0.00	1,215.52 OD
RELATED BENEFITS RECOVERD 6800		-29,395.00	234.45	24,563.18	1,096.87	4,831.82	0.00	4,831.82
CAP OUTLAYS-ACQUISITIONS 7100		0.00	0.00	434.00	0.00	434.00	0.00	434.00 OD
TOTAL EXPENDIT		-225,321.24	5,454.86	188,098.95	1,679.87	35,342.42	0.00	35,342.42
TOTAL				-225,922.29				

SUBSIDIARY DETAIL LEDGER

RESTRICTED FUND S/L CR C  
135-56-4105 LA OIL SPILL COORDINATOR-OFF OF THE GOVERNOR  
G 2250 .0000 GRANT EXPIRES: 06/30/00  
DIST CODE: JAA  
PRINTED: 8/ 2/00  
GRANT EXPIRES: 06/30/00

Grant Contact  
547033/100-000352

EFF DATE	ENTRY NBR	PROJ NBR	VOUCHER NBR	ENC/SOURCE DOC TYPE/#	DESCRIPTION	PI NAME	OBJ/ S	BUDGET	REVENUES & EXPENDITURES	ENCUMBRANCES
07/25/00	6117-27	0	JV-750		LA TREASURY/1668956		0510	0.00	-198,700.00	0.00
TOTAL REVENUES										
07/26/00	5155-42	0	PR-17	PR 01509	01509 -					0.00
07/11/00	1670-50	0	PR-4	PR 01517	01517 - F		1110	0.00	1,042.00	0.00
07/11/00	1675-48	0	PR-4	PR 01517	01517 -		1240	0.00	312.00	0.00
07/11/00	1680-23	0	PR-4	PR 01517	01517 -		1240	0.00	500.00	0.00
07/13/00	2235-57	0	PR-5	PR 01503	01503 -		1240	0.00	367.50	0.00
07/13/00	2238-73	0	PR-5	PR 01503	01503 -		1240	0.00	-227.50	0.00
07/13/00	2242-55	0	PR-5	PR 01503	01503 -		1240	0.00	-174.38	0.00
TOTAL PERSONAL SERVICES										
07/13/00	2229-108	0	JV-192	TA 735	DAVIS, CANADA, 6/13		1	0.00	1,400.87	0.00
07/13/00	2229-36	0	JV-192	TA 735	DAVIS, CANADA, 6/13		2101	0.00	0.00	-1,034.00
07/13/00	2229-35	0	JV-192	TA 735	DAVIS, CANADA, 6/13		2101	0.00	-1,034.00	0.00
TOTAL										

RICTED FUND S/L  
56-4105 LA OIL SPILL COORDINATOR-OFF OF THE GOVERNOR

Grant Contact  
547033/100-000352

DIST CODE: JAA  
PRINTED: 8/ 2/00  
GRANT EXPIRES: 06/30/00

ENTRY NBR	PROJ NBR	VOUCHER NBR	ENC/SOURCE DOC TYPE/#	DESCRIPTION	OB-J/ S	BUDGET	REVENUES & EXPENDITURES	ENCUMBRANCES
06/00 722- 3	0	JV- 51	TV 150276	DAVIS, CANADA, 6/29	2240		1,892.20	0.00
				TOTAL TRAVEL	2		1,892.20	0.00
19/00 3423-107	0	AP- 22	CG 2001-1000471	2001 1000471/801743502804/FEDEX	3600		7.28	0.00
19/00 3423-226	0	AP- 22	CG 2001-1000471	2001 1000471/801743502807/FEDEX	3600		9.36	0.00
19/00 3423-227	0	AP- 22	CG 2001-1000471	2001 1000471/801743502818/FEDEX	3600		7.28	0.00
19/00 3423-228	0	AP- 22	CG 2001-1000471	2001 1000471/801743502829/FEDEX	3600		6.06	0.00
19/00 3423-229	0	AP- 22	CG 2001-1000471	2001 1000471/801743502830/FEDEX	3600		9.67	0.00
19/00 3423-230	0	AP- 22	CG 2001-1000471	2001 1000471/801743502840/FEDEX	3600		9.36	0.00
19/00 3423-231	0	AP- 22	CG 2001-1000471	2001 1000471/801743502862/FEDEX	3600		7.28	0.00
19/00 3423-232	0	AP- 22	CG 2001-1000471	2001 1000471/801743502873/FEDEX	3600		17.28	0.00
25/00 4816-171	0	AP- 26	CG 2001-1000602	2001 1000602/801743502759/FEDEX	3600		7.28	0.00
25/00 4816-172	0	AP- 26	CG 2001-1000602	2001 1000602/801743502760/FEDEX	3600		7.28	0.00
25/00 4816-173	0	AP- 26	CG 2001-1000602	2001 1000602/801743502770/FEDEX	3600		18.06	0.00
25/00 4816-174	0	AP- 26	CG 2001-1000602	2001 1000602/801743502792/FEDEX	3600		7.28	0.00
25/00 4816-175	0	AP- 26	CG 2001-1000602	2001 1000602/801743502895/FEDEX	3600		7.28	0.00
25/00 4816-176	0	AP- 26	CG 2001-1000602	2001 1000602/801743502900/FEDEX	3600		7.28	0.00
25/00 4816-177	0	AP- 26	CG 2001-1000602	2001 1000602/801743502910/FEDEX	3600		7.28	0.00
25/00 4816-178	0	AP- 26	CG 2001-1000602	2001 1000602/801743502921/FEDEX	3600		7.28	0.00
25/00 4816-179	0	AP- 26	CG 2001-1000602	2001 1000602/801743502932/FEDEX	3600		7.28	0.00
25/00 4816-180	0	AP- 26	CG 2001-1000602	2001 1000602/801743502943/FEDEX	3600		17.28	0.00
25/00 4816-181	0	AP- 26	CG 2001-1000602	2001 1000602/801743502954/FEDEX	3600		17.28	0.00
00/00 1491-117	0	IT- 51	DR 07102000	CAMPUS MAIL	3600		80.96	0.00
00/00 6087- 81	0	TS- 154		TIGERNET DPT CHGS 06/2000	3705		19.95	0.00
				TOTAL OPERATING SERVICES	5		287.34	0.00
25/00 4818-408	0	AP- 26	PO 194844	2001 1000612/ /005228	5700		0.00	-1,640.00
25/00 4818-380	0	AP- 26	PO 194844	2001 1000612/ /005228	5700		1,640.00	0.00
20/00 6201- 14	0	PA- 76	PO 197927	MICHAEL CHAMP	5700		0.00	-15,000.00
				TOTAL PROF SERVICES	5		1,640.00	-16,640.00
00/00 307B- 2	0	PA- 40	PO 199329	UNIQUE CUISINE	6500		0.00	196.87
01/00 7540- 30	0	JV- 817		FRINGE BENEFITS	6000		234.45	0.00
				TOTAL OTHER CHARGES	6		234.45	196.87
				TOTAL EXPENDIT				
				TOTAL EXPENDIT			5,454.86	-17,477.13

OUTSTANDING ORDER SUMMARY LEDGER

PL NUMBER	DESCRIPTION	OBJ	ORIGINAL AMOUNT	PRIOR MONTH BALANCE	CURR MONTH ACTIVITY	CURRENT BALANCE
56-4105 LA OIL SPILL COORDINATOR-OFF OF THE GOVERNOR			0.00	1,640.00	-1,640.00	0.00
547033/100-000352						

DIST CODE: JAA  
PRINTED: 8/ 2/00  
GRANT EXPIRES: 06/30/00

LOUISIANA STATE UNIVERSITY AND A&M COLLEGE  
AS OF 07/31/2000

OUTSTANDING ORDER SUMMARY LEDGER

RESTRICTED FUND S/L  
135-56-4105 LA OIL SPILL COORDINATOR-OFF OF THE GOVERNOR

DIST CODE: JAA  
PRINTED: 8/ 2/00  
GRANT EXPIRES: 06/30/00

547033/100-000352

ENCLBRANCE TYPE-NUMBER	DESCRIPTION	OBJ	ORIGINAL AMOUNT	PI NAME	PRIOR MONTH BALANCE	CURR MONTH ACTIVITY	CURRENT BALANCE
PO-197927			0.00		15,000.00	-15,000.00	0.00
PO-19829	UNIQUE CUISINE	5700	0.00		900.00	196.87	1,096.87
TA-597	DAVIS,OR,7/7	6580	0.00		763.00	0.00	763.00
TA-735	DAVIS,CANADA,6/13	2101	0.00		1,034.00	-1,034.00	0.00
	TOTAL OUTSTANDING ORDERS	2101	0.00		19,557.00	-17,477.13	1,879.87

## University Foundation Accounts

University Foundation accounts are private gift accounts established by the University when requested and approved in writing by the department head and dean.

The following information must be included on the attached Request to Establish a University Foundation Account, form AS492:

- purpose/function of the account. The function must be the same as the donor's intention.
- the Foundation account number
- effective date if different than the date of the request
- principal investigator
- department contact person and phone number
- scholarship criteria and other donor restrictions must be attached if requesting a scholarship account. Also, if for scholarship, the form must be approved by the LSU Foundation.

The University will charge the current fringe benefit rate. Normally, facilities and administrative costs are not charged to University Foundation accounts.



# Request to Establish a University Foundation Account

AS492  
r 01/01

From:

Date:

To: Office of Accounting Services  
Sponsored Program Accounting

Please establish a University Foundation account number based on the following information:

Purpose/Function of the Account	(Check all that apply. Separate account numbers will be established.) <input type="checkbox"/> Instruction <input type="checkbox"/> Research <input type="checkbox"/> Public Service <input type="checkbox"/> Academic Support <input type="checkbox"/> Student Services <input type="checkbox"/> <b>Scholarship *</b> <input type="checkbox"/> Institutional Support
Foundation Acct #	
Effective Date	
Proposed Title	LSU Fdn-
Prin Investigator	
Dept Contact Name Phone Number	

It is understood the University will charge the current staff benefits rate.

**APPROVED**

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Department Head

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Dean

\* Documentation of scholarship criteria and other donor restrictions must be attached.

**APPROVED**

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LSU Foundation

*for scholarship accounts only*

For Accounting Services Use Only				For Bursar Operations Use Only
Account Number				TRX Code
Account Title	LSU Fdn-			
Distribution Code	Org ID	Fringe Ben Rate		
Approval	Date ____/____/____			

Post Award Administration

**Business Office Procedures (See FASOP AS-05)**

08/01/00

No. 10-5

**Subject: Distinction Between Gifts and Sponsored Agreements**

- ◆ **Scope:** All Louisiana State University offices served by the LSU and A&M College Office of Accounting Services.
- ◆ **Effective Date:** June 1, 2000
- ◆ **Purpose:** To set forth distinctions between gifts and sponsored agreements.
- ◆ **Objective:** To provide operating guidelines, as detailed in the chart below, for accounting and reporting of gifts and sponsored agreements benefitting the University.

	<b>Gifts</b>	<b>Sponsored Agreements</b>
Terminology commonly used by donor/sponsor	Donation, contribution, will, trust, unrestricted grant, unrestricted gift, etc.	Grant, agreement, cooperative agreement, study, restricted grant, award, project, contract, traineeship, or scope of work
Terminology for providers	Donor, patron, benefactor, or giver	Sponsor, contractor, or grantor
Source	Individual, corporation, association, or foundation	Foreign or domestic corporations, associations, and foundations; foreign, federal, state and local governments
Terms and conditions of support agreement	Few terms beyond specifying beneficiary intent or donor, patron, etc.	Stipulated in the agreement conveying the award, or may be pre-established and applied uniformly to agreements involving a given sponsor
Reporting or deliverables	None required—courtesy, non-technical reports may be provided	Technical/progress reports are required
Provision of receipt	Receipt provided for tax purposes	Receipt not provided for tax purposes
Intellectual property	Intellectual or proprietary rights belong to the University with no rights to donor, patron, etc.	Agreement addresses ownership of intellectual or proprietary information
Publications	Courtesy acknowledgment of donor support	Acknowledgment of support in publications required (or restricted) by sponsor
Restrictions on expenditures	Donor may put general restrictions on how the funds are used	The agreement contains specific sponsor-imposed restrictions on how the money is spent or deliverables required
Availability of funds	Funds are available up front or by a pledge or deferred payment. Gifts are irrevocable.	Funds are available according to the agreement
Indirect cost assessed	None	At full negotiated rate except for reductions allowed by University policy
How donor/sponsor communicates intent to provide funding	Donor agreement, unrestricted grant letter, or other correspondence	Award notice or correspondence for grants. Contracts are executed by University and sponsor

07/31/00

Post Award Administration