

Project ID Naming Convention

- Project ID is a 15 character alpha-numeric field
- Use first character(s) to identify project type
- All Project ID's should use the full 15 characters (for sorting/filtering)
- Smart coding will be incorporated into the Project ID as indicated below
- With use of smart coding, do not use the auto assign Project ID functionality when creating projects

Project ID Values:

	Project Type	Year Initiated	Divider	Sponsor	Divider	College	Unique ID	Project ID
Pos	1	2-3	4	5-7	8	9-11	12-15	
Length	1	2	1	3	1	3	4	
Ex	G	18	_	FED	_	COE	0001	G18_FED_COE0001
Ex	P	16	_	COM	_	AUX	0001	P16_COM_AUX0001

Project Types (Position 1):

G	Grant
C	Contract
P	Project

Project Sponsors (Position 5-7):

FED	Federal	Grants & Contracts
STA	State	
LOC	Local	
PVT	Private	
FPT	Federal Pass-Through	
FGN	Foreign Entities	
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BUD	Budget	Capital Projects
GFT	Gift	
FIN	Financing	
COM	Combination	

College for Grants & Contracts/Facility Type for Capital Projects (Positions 9-11):

COE	College of Engineering	Grants & Contracts
COP	College of Pharmacy & Health Sciences	
COB	College of Business	
CAS	Collage of Arts and Sciences	
LAW	School of Law	
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AUX	Dining Facilities	Capital Projects
RES	Residential Facilities	
ACA	Academic Facilities	

Project Title

- 30 characters in length
- For external grants and contracts will be used to identify sponsor and project title (Ex. NSF OPENPATH)
- Project Titles appear in dropdowns along with the Project ID so this will assist users in selecting the correct Project when initiating transactions in Colleague or Self Service
- This will be the name of the Project (i.e.: New Dining Hall)

Agency Reference Number

- Free form field, 15 character length
- Will be used to store CFDA number for federal and federal pass-through grants
- CFDA is in a numeric format ##.###
- Can leave blank For non-federal awards
- For Projects this field should be left blank

Type

- Create valued values for PROJECT.TYPES in valcode table in CORE
- Use VAL and CORE to access Project.Types valcode table

Use for external grants and contracts:

<u>Code</u>	<u>Description (25 characters)</u>
F	Federal Grant or Contract
S	State Grant or Contract
L	Local Grant or Contract
P	Private Grant or Contract
FP	Federal Pass Through
FG	Foreign Grant or Contract

Use for capital projects:

<u>Code</u>	<u>Description (25 characters)</u>
CN	New Construction
CR	Renovation of Building or Office Space
CM	Maintenance
CE	Equipment
CI	Information Technology
CF	Furniture

Comments

- Can insert as many comment fields as needed
- Each comment field has a long description that can be time stamped and downloaded
- For external grants and contracts, the first comment field will always be used to indicate the sponsor's formal award number if it exists (Ex. NIH 1 R15 AI107668-01A1)
- For projects include legacy account number if one exists, and include all funding sources if a combination.

Contact Roles

- Create valued values for CONTACT.ROLES in valcode table in CORE
- Use VAL and CORE to access Contact.Roles valcode table
- To assign a contact role, an individual must have a staff record in Colleague

Use for external grants and contracts:

<u>Code</u>	<u>Description (25 characters)</u>
PI	Principal Investigator
COPI	Co- Prin. Investigator
LM	Lab Manager
AS	Administrative Staff
DC	Department Chair
DN	Dean

Use for capital projects:

<u>Code</u>	<u>Description (25 characters)</u>
DF	Facilities
IT	Office of Info Technology
DP	Procurement

- Note that Contact Roles on PADF (or PAPI (inquiry version)) are for informational purposes
- Project roles for security purposes are created in PRLE (Project Role Definition) and then assigned to individual users using PAUD (Project User Definition)

Project Budget Line Item Types

Maintained in PAIC

Establish budget categories to be associated with GL Accounts

Establish the level at which budgets are tracked within a Project

Grant Budget Line Items:

<u>Code</u>	<u>Description (25 characters)</u>
1 PC1	Faculty Release Time
2 PC2	Faculty Summer Salary
3 PC3	Student Wages
4 PC4	Other Wages
5 FB	Fringe Benefits
6 DT	Domestic Travel
7 FT	Foreign Travel
8 HS	Human Subject Incentives
9 SM	Supplies and Materials
10 TW	Tuition Waivers
11 CN	Consultants
12 EQ	Equipment<\$2,000
13 CEQ	Capital Equipment>\$2,000
14 DF	Dues and Fees
15 SB	Sub-Contracts
16 OD	Other Direct Costs
17 OH	Indirect Costs
18 RV	Project Revenue
19 GA	Grant Assets
20 GDTF	Grant Due To/From
21 GL	Grant Liabilities
22 GNA	Grant Net Assets

Capital Project Budget Line Items:

<u>Code</u>	<u>Description (25 characters)</u>
1 SRV	Surveys
2 CON	Contractors
3 ART	Architects
4 COM	Computer Equipment
5 SOF	Software
6 FUR	Furniture
7 DCN	Data Comm Networking