

Internal Awards Procedures

Scope:

In order to accommodate new budget guidelines and provide a consistent method for handling internal awards, the Offices of Sponsored Programs and Research implemented the following procedures beginning March 2012. The procedures direct that internal awards are to be managed with one fund, multiple orgs, and multiple activity codes. Budget will be transferred from the home org (noted below) to the department org of the awardee with a unique activity code. The activity code description will contain the expiration date of the award along with the awardee's name to assist with tracking. The Offices of Sponsored Programs and Research will not need to sign-off on any of the transactions. Responsibilities of the different areas are listed below:

Responsibilities:

Awarder (AVPR or OSP)

- Contact Controller for activity code set-up
- Forward list of awards to include activity code, activity code description and fund/org to Approval Queue Manager in General Accounting as soon as awards are made
- Inform awardee's department and college business manager of award amount, fund, org, and activity code
- Upload award letter and summary reports to the Office of Sponsored Programs SharePoint site: <https://shareosp.unco.edu/internalgrants/SitePages/Home.aspx>
- Periodically monitor transactions with reports
- Transfer budget to department organization and new activity code
- Notify Controller and Approval Queue Manager in General Accounting for extensions of expiring awards (activity code description change and extension of approval authority)
- Capture unspent funds from expired awards

Awardee (plus Business Manager, Director/Chair, Dept. Admin)

- Ensure standard approval queue has been set up for fund, org combination (Use Insight report **FIN047 - Approvers for Fund Orgn** to verify approval queue)
- Approve expenditures according to the approved budget
- Use activity code on ALL transactions
- Reallocate any One-Card transactions to proper fund, org, and activity code on a monthly basis
- Monitor transactions monthly with reports, ensuring no over-expenditures or missed activity codes
- Correct any over-expenditures or missed activity codes by making appropriate transfers or adjustments within one month and by fiscal year end
- Process travel documents as needed

Finance Department

- Post any remaining budget carry forward by fund, org and activity code (if applicable)
- De-activate expiring activity codes one year after expired

Activity Code Structure:

Code First 2 characters ID the type of award (e.g. QN, QR etc.)
Description First 6 characters as expiration date of the award: MM-YY (space) *Note: YY refers to the calendar year, not the fiscal year of the expiration date*
Remaining characters will be awardee name up to 29 characters (last name (space) first name)

Fund	**Home Org	Award Type	Activity Code Series	Description Example
10300	34326	FRPB-NPP	QNxxx	QN001 = 05-13 Awardee Name
10414	30180	Provost Prof Dev Research	QRxxx	
10414	30180	Provost Prof Dev Travel	QTxxx	
10416	34310	AVPR Research Initiatives	QGxxx	
11308	34310	SSI (Summer Support Initiative)	QSxxx	
11308	34310	AVPR Miscellaneous	QMxxx	
11320	34321	OSP Miscellaneous	QPxxx	

***Home Org will hold the unallocated budget balance*

Award Monitoring/Reporting (Posted in Insight Production-Business Manager View)

The following reports will be used for monitoring: (no fund/org security). All reports can be run as HTML or Excel.

1. **FIN070 – Internal Awards Exception List**- report of transactions missing an activity code for the funds listed in table above. Parameters are org, fiscal year, fund, AVP level. Report sorts by AVP, fund, org and account, with data on transaction date, document number, rule class, transaction description, vendor name, budget transactions and all other transactions.
2. **FIN071 –Internal Awards Drill Down** - report with parameters for year, fund, org, activity code with data for one fiscal year with standard summary by account code rollup similar to FIN002 report with **drill down** capabilities to detail transactions. Includes Banner Invoice number in drill down for easily retrieving documents in Xtender. Page break at org level.
3. **FIN072 – Internal Awards Summary by AVP** – summary report where parameters are fiscal year, fund and org level 4. The prior three fiscal years are in columns for comparison. Summarized by Org Level 4, org, and then activity code. Any transactions that were recorded without an activity code will roll to the top of org listing.
4. **FIN073 –Internal Awards Sum by Awardee Name** – summary report of all awards where parameters are fiscal year, expiration date, awardee last name and fiscal year then summarized by activity code and fund. This report can be used to find all awards expired before the date entered in the parameter for awards made after March 2012. (Because the naming conventions were not in place prior to March of 2012, it may be necessary to run the report in Excel and then filter using the syntax “*-awardee last name*” to find all the awards for a particular -individual.)

If the awarders or awardees need to view the actual travel docs, this can be accomplished by using Xtender. AP can provide Xtender training.