

Allocating Part of an Award to Another Campus or Department within SUNY

Purpose

This document provides information on options for allocating part of an award within SUNY (to another campus or to another P.I./department within one campus) that does not fit the typical criteria of an Award/Project (Master/Sub) scenario.

Background

There are instances where awards are made from existing sponsored program or corporate (e.g., RF Funded) awards. These awards are different from a master/sub situation and cannot be set up as an Award/Project relationship because the terms and conditions of the primary award are not necessarily applicable to the award being made. In addition, the award period may be different from the primary award. An example is when another campus is paid for work already performed, such as putting on a workshop. These awards could be within the same campus (to a different PI) or to a PI on another SUNY campus.

Typically, these situations have been accommodated by drawing a check from the prime award payable to the Research Foundation and depositing it in a separate award. For sponsored awards, this results in double counting the expenditures in the Sponsored Program Activity Report (SPAR) and the Expenditure Profile. These reports are used to measure activity levels and are also used to calculate research incentives within the SUNY Budget Allocation Process (BAP).

Campuses may not allocate part of an award to another campus or to another department within one campus by writing a check from the Research Foundation to the Research Foundation.

Definitions

- **Award/Project (Master/Sub)** - An award established at one SUNY location (master award) with projects at multiple locations (sub); used when the scope of work relates to the prime award and sub is subject to the same terms and conditions.
- **Prime Award** - An award established based on sponsored or nonsponsored funding received; all invoicing and reporting to the funding source takes place on this award.
- **Secondary Award** - An award established to allocate part of an award (sponsored or nonsponsored) to another SUNY campus or to another P.I./department at the same campus. Spending of funds on this award is not restricted to the prime award start and end dates. Expenditures on this award are not reported to the sponsor.
- **Internal Award Sponsored** - An award established to allocate part of a sponsored award (to another SUNY campus or to another P.I./department at the same campus). This award purpose code should be used when elements of the secondary award (e.g., start and end

dates) are independent of the prime award.

- **Internal Award Nonsponsored** - An award established to allocate part of a nonsponsored award (e.g. RF Funded) to another SUNY campus or to another P.I./department at the same campus. This award purpose code should be used when elements of the secondary award (e.g., start and end dates) are independent of the prime award.
- **Internal Clearing Award** - An award established to allocate funds to a secondary award when the expenditures on that award must be billed and reported to the sponsor.

Set Up Options

Typically when part of an award is issued to another campus or P.I./department, the scope of work involved in the sub relates to the scope of work for the prime award. The sub is subject to the same terms and conditions of the prime award relating to ends dates, reporting, etc. In this situation, a Project would be issued to the other department or campus which would be related to the prime Award.

The following two methods can be used for both sponsored and non-sponsored awards when elements of the secondary award (e.g., start and end dates) are independent of the prime award and depending on which entity should get "credit" in the SPAR:

1. Prime award at one campus/department, internal award at another campus or P.I./department.
2. Prime award and internal clearing award at one campus/department, secondary award at another campus or PI/department.

The decision on the appropriate method to use is based on the impact on the SPAR, billing and financial reporting to the sponsor, and cash application. The table that follows provides information to aid in making the decision.

Choosing the Appropriate Method

Method	Impact on...		
	SPAR Reporting	Sponsor Reporting	Cash Application
<p>1. Prime award at one campus, internal award to another P.I./department or campus.</p> <p>NOTE: Use this method when the prime award is RF Funded.</p>	<p>The allocation to the internal award is achieved through an expenditure on the prime award. Only expenditures from the prime sponsored award are reported in the SPAR; the expenditures from the internal award are not reported in the SPAR.</p>	<p>Billing and reporting to the sponsor are based on expenditures from the prime award only and would not include expenditures from the internal award</p>	<p>Cash transferred from the prime award to the internal award through the ACH Transfer for Internal Awards process.</p>
<p>2. Prime award and internal clearing award at one campus, secondary award to another P.I./department or campus.</p>	<p>The allocation to the secondary award is achieved through a budget reduction on the prime award. Expenditures from the primary award are reported in the SPAR. Expenditures from the secondary award are reported in the SPAR.</p>	<p>Billing and reporting to the sponsor are based on expenditures from the prime award and the internal clearing award combined, thus keeping in tact the total amount awarded to the prime.</p>	<p>Cash received from the sponsor is distributed between the prime award and the internal clearing award.</p> <p>Cash is transferred from the internal clearing award to the secondary award via ACH Transfer for Internal Awards process.</p>

How to Set up Awards Under Method 1

Step	Action
1	Establish prime award for funding received. Coding should be based on terms of the award.
2	<p>Establish internal award/project/task for the internal award. Coding should be the same as the prime award except for the following fields:</p> <ul style="list-style-type: none"> • Award Purpose Code: <i>Internal Award Sponsored or Internal Award Nonsponsored</i> • Burden Schedule/Rate: <i>TDC Zero/0.00</i> • Billing Distribution Rule: <i>Event; event should be entered based on the amount of the transfer.</i> • Revenue Distribution Rule: <i>Cost</i> <p>Note: F&A should not be generated on this award.</p>
3	<p>Transfer cash to the internal award.</p> <ol style="list-style-type: none"> Process an expenditure on the prime award for the amount of the transfer to the internal award using the supplier of Research Foundation of SUNY Internal Awards. Transfer cash to the internal award via the ACH process. Complete the form: Alternate Payment Form/Request for ACH Transactions for Internal Awards and send the completed form to central office for processing.

How to Set up Awards Under Method 2

Step	Action
1	<p>Establish the prime award for funding received. Coding should be based on terms of the award except for the following fields:</p> <ul style="list-style-type: none"> • Billing Distribution Rule: <i>Event</i> • Revenue Distribution Rule: <i>Cost</i>
2	<p>Establish internal clearing award/project/task. The project/task/award must be unique in order to ensure accurate reporting. Coding should be the same as the prime award except for the following fields:</p> <ul style="list-style-type: none"> • Award Purpose Code: <i>Internal Award Sponsored or Internal Award Nonsponsored</i> • Burden Schedule/Rate: <i>TDC Zero/0.00; F&A should not be generated on this award</i> • Billing Distribution Rule: <i>Event; event should be entered based on the amount of the transfer</i> • Revenue Distribution Rule: <i>Cost</i>
3	<ol style="list-style-type: none"> Transfer budget funds from the prime award to internal clearing award. Reduce the budget on the prime award by the amount of the transfer to be received by the secondary award. Increase the budget on the Internal clearing award by this amount.
4	<ol style="list-style-type: none"> Establish a secondary award for the transfer of funds to be received. Terms and conditions should be based on prime award except for invoicing. Billing Distribution Rule: <i>Event; event should be entered based on the amount of the transfer</i>

	<ul style="list-style-type: none">• Revenue Distribution Rule: Cost
5	<ol style="list-style-type: none">a. Transfer cash to the secondary award.b. Process an expenditure on the internal clearing award using the supplier of Research Foundation of SUNY Internal Awards.c. Transfer cash to the secondary award via the ACH process for the amount of the transfer. Complete the form: Alternate Payment Form/Request for ACH Transactions for Internal Awards and send the completed form to central office for processing.

Feedback

Was this document clear and easy to follow? Please send your feedback to webfeedback@rfsuny.org.

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