**F&A Tracking Procedures for Cross Departmental OSP Awards**

**For FY ’11:**

* For existing grants it will be the department’s responsibility to complete and submit the form “Report of Grants With Shared F&A Tracking” and return it to OSP **prior** to June 15th. We will need this data before the end of the fiscal year so the proper accounting can be put in place for FY ’11 activity. OSP will not be making retroactive accounting adjustments to existing or future cross departmental awards so please make sure you have this paperwork submitted on time.

**For Proposals Submitted Now:**

* The method for tracking F&A for cross departmental awards on new proposals will be to mark “Yes” - in the box titled *Indirect Cost (F&A) Shared Credit* on the Budget page of the ePcf. Attach any documentation/agreements in the Detailed Budget Attachments section of the ePcf so that OSP will have any available information attached to the proposal. Prior to the grant being opened the PI must provide the OSP Fiscal Manager with the final F&A tracking percentages. Note: This procedure does not guarantee that your department will receive an F&A distribution but does ensure that recovered F&A will be accurately assigned to organizations participating in grant awards which cross multiple departments.

**How Will the Accounting Function?**

* All expenditures and F&A distribution will remain exactly the same as the current procedure (ie. NO changes to grant expenditures and F&A’s will continue to be collected centrally at the VPR level).
* On the income side of the accounting process when expenditures are made at the grant level, a separate tracking will be established for each grant that involves multiple departments. The generated F&A’s will be split **for tracking/reporting purposes only** according to the percentages that are agreed to by the PI’s and departments involved. Note that the cash doesn’t follow this distribution, only F&A’s allocated for tracking/reporting purposes. These splits will only be seen on the income side and the F&A’s will be assigned to the proper department as expenditures occur. This procedure will ensure that F&A’s for grants involving multiple departments will be assigned to the correct departments throughout the year. The distribution of F&A’s for the following fiscal year will utilize the most current procedure in place.