NUPlans Grant Input View

NUPlans enables schools and units with grant projects to input grant expense estimates per project for the next fiscal year, so that Indirect Cost Recovery (ICR) can be planned.

To facilitate estimates, grant chart strings are imported nightly from NUFinancials into NUPlans with relevant grant information, including the Principal Investigator (PI), Begin Date, End Date, and Facilities & Administration (F&A) Rate. Newly established grant chart strings continue to appear in NUPlans throughout the budget preparation season, but grant information is not updated after it arrives. For that reason, F&A rates are editable.

NUPlans calculates ICR based on your expense estimates and the F&A rate. Results flow to a revenue chart string, which may be at the central, area, school, or departmental level, according to the budget structure within your area.

Contents

Upon completion of this guide, you should be able to:

- Describe the layout and purpose of the Grant Input view.
- Define the rows of the Grant Input view.
- Define the columns of the Grant Input view.
- Add proposals to the Grant Input view and find them in the view.
- Modify the description and/or fund that you assigned to a proposal.
- Follow a method of estimating grant expenses in NUPlans.

See Also

Refer to the NUPlans training curriculum for assistance with:

- Adding and modifying grant proposals
- Manipulating the Grant Input view (by hiding or showing columns)
- Exporting the Grant Input view to Excel.
- Finding the Indirects report for an F&A Total per budget grouping

Who has access?

The NUPlans Grant Input view is available to budget preparation team members with the access below.

Grants

- Access to the Grant Input view in the budget preparation file, the Grant Proposals folder of NUPlans Web, and the Indirects report in NUPlans Web

Prep File

- Includes all other roles except Salary – Confidential; intended for users who have responsibility for submitting the budget for their entire prep file area

Additional Resources

Access related training materials at: http://ffra.northwestern.edu/training/curriculum.html

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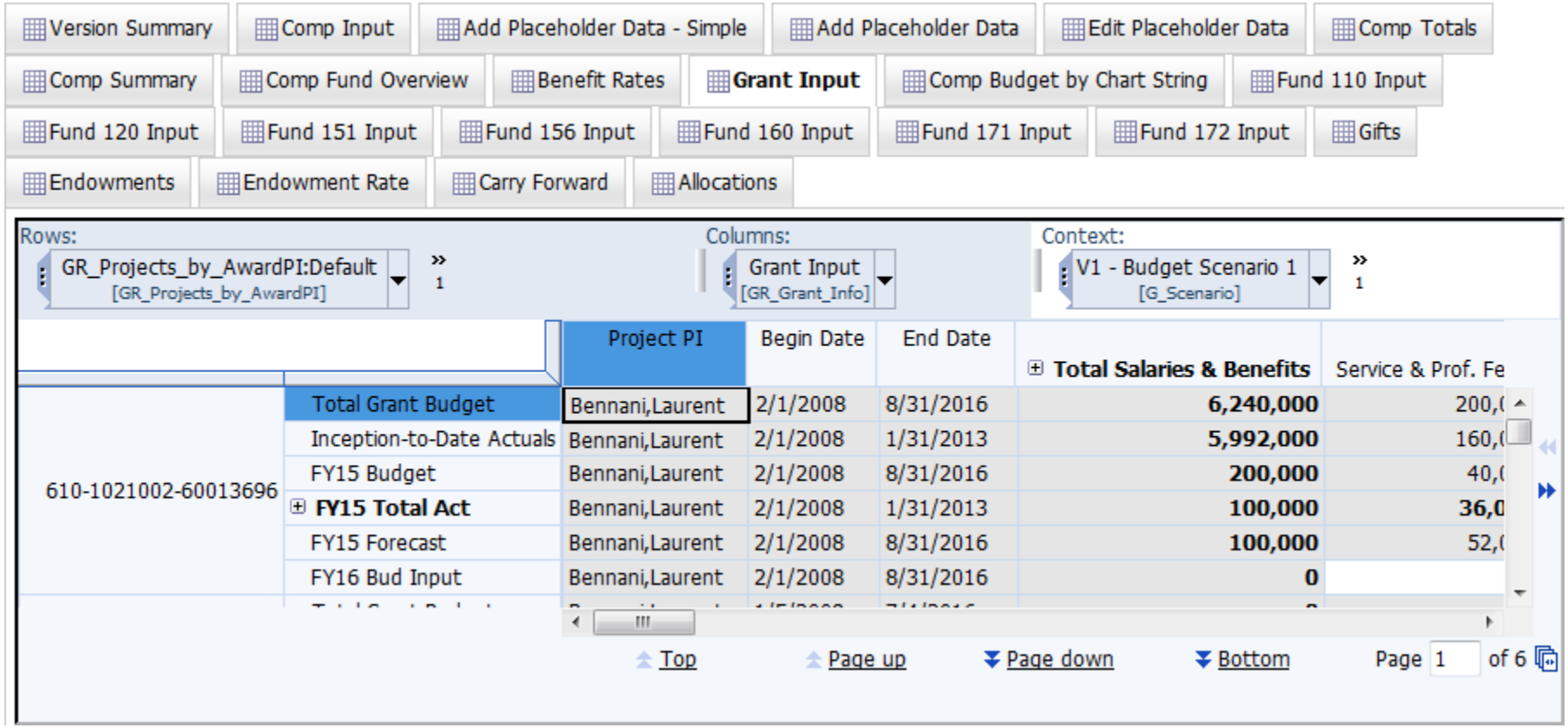
Grant Input

The Grant Input view displays grant projects, identified by chart string and sorted in ascending numeric order by chart string. Projects are imported into NUPlans from NUFinancials that are active at any point in the next fiscal year. A nightly process imports new grant projects.

- Compensation estimates related to grant projects flow into the column Total Salaries and Benefits.
- Input columns follow to the right for direct expense estimates. Find source information for estimates in Cognos reports such as the GM045 Sponsored Project Budget Summary Report and the GL077 Income Statement Report. Expense categories in the Grant Input view are the same categories used in the GL077 and in NUPlans Forecasting. You can also get a spreadsheet of the account categories via email for reference. Navigate to NUPlans Web > References > Export Grant Account Categories.
- Additional columns collect estimates excluded from F&A. The F&A Rate and Comments follow.



Snapshot of the Grant Input view (with the first five columns on display).

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Rows

Rows are listed in order of appearance in the view from top to bottom.

Name	Type	Definition
Total Grant Budget	Display only	Budget totals from the start of the grant through the end of the March accounting period
Inception-to-Date Actuals	Display only	Total of past year actuals (prior to the current fiscal year) and FY Total Act.
FYXX Budget	Display only	The current fiscal year's expense estimate that were entered in NUPlans during budget preparation last year by you or your colleagues.
FYXX Total Act	Calculated	Total of Current FY YTD Act and Current FY YTD Encumbrances. Click the handle (+/-) to expand/collapse the column.
FYXX YTD Act	*Expanded* Display	Current fiscal year's actual expense totals
FYXX YTD Encumbrances	*Expanded* Display	Current fiscal year's encumbered expense totals
FYXX Forecast	Display only	Current fiscal year's forecast totals from NUPlans Forecasting, updated nightly
FYXX Budget Input	Input	Next fiscal year's expense estimate entries

Columns

Columns are listed in order of appearance in the view from left to right.

Column Name	Type	Definition
Project PI	Display only	The name of the current, primary principal investigator on the grant.
Begin Date	Display only	The beginning date of the project.
End Date	Display only	The ending date of the project.
Faculty Salaries Research Professionals Faculty Other Salaries Librarian & Other Professional	*Expanded* Calculated	Salary expenses associated with the grant chart string fed from the Comp Input view.

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Column Name	Type	Definition
Staff Salaries Staff Other Salaries Student Salaries TGS Graduate Assistants		
Employee Benefits	*Expanded* Calculated	Benefits expenses associated with the grant chart string fed from the Comp Input view.
Other Benefits (60183-5)	*Expanded* Calculated	Fringe benefits associated with NRSA Postdoctoral fellowships. This column is editable.
Total Salaries & Benefits	Calculated	This column displays the total of all inputs from columns Faculty Salaries through Employee Benefits. Click the handle (+/-) to expand/collapse the column.
Service & Prof. Fees Stipends Subcontracts < $25k Operations of Plant, Rent, & Equipment Utilities Communications Travel, Conferences, & Promotion Library Materials	*Expanded* Input	Categories of direct expenses that budgeters may use to enter grant expense estimates. Budgeters may choose the column(s) that best represent the type of expense. If the categories are not helpful, or categorized estimates unavailable, budgeters may use the column Other Direct Exp. Included.
Other Direct Exp. Included	Input	A category of expenses that budgeters may use to input an estimate. Budgeters may use this column to input an aggregate estimate for the grant project (instead of using the other categories provided).
Total of Direct Expenses Included	Calculated	This column displays the total of all inputs from columns Service & Prof. Fees through Other Direct Exp. Included. Click the handle (+/-) to expand/collapse the column.
Capital Equipment Fellows Tuition Expense Subcontracts > 25k	*Expanded* Input	Use these categories for expenses excluded from F&A. It is informational, as it does not affect the calculation of F&A.

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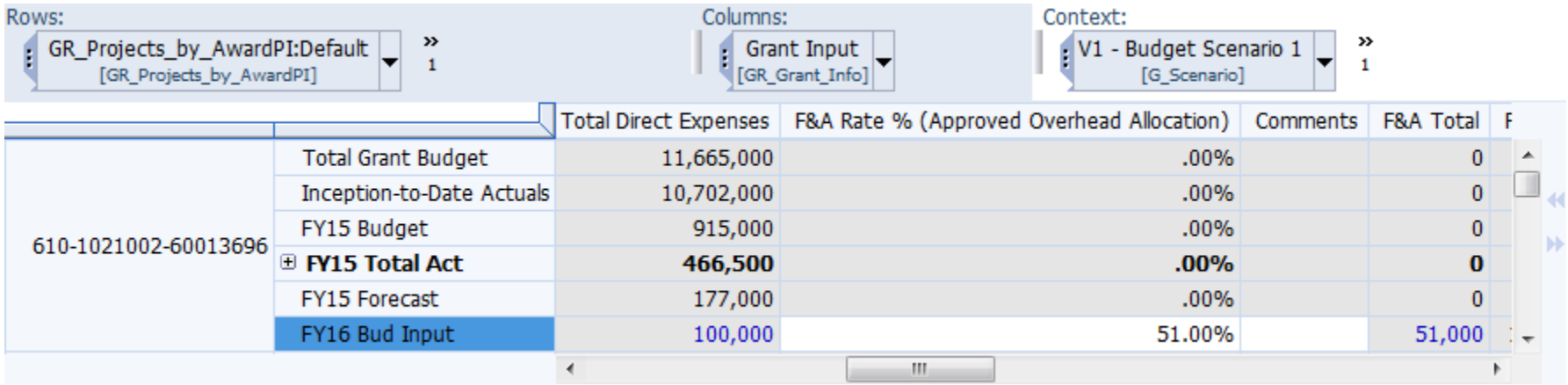
Column Name	Type	Definition
Other Direct Exp. Excluded	*Expanded* Input	A category of expenses that budgeters may use to input an estimate. Budgeters may use this column to input an aggregate estimate for the grant project (instead of the other categories provided).
Total of Direct Expenses Excluded	Calculated	This column displays the total of all inputs from columns Capital Equipment through Other Direct Exp. Excluded. It is informational, as it does not affect the calculation of F&A. Click the handle (+/-) to expand/collapse the column.
Total Direct Expenses	Calculated	Total of Direct Expenses Included and Excluded
F&A Rate % (Approved Overhead Allocation)	Imported/ Editable	This column displays the F&A rate associated with the grant project imported from NUFinancials. The column is editable. It is possible that NUPlans will import grant projects with 0% F&A. For such projects, it is not necessary to estimate expenses.
Comments	Input	Use this column to provide explanations of the estimates, exclusions, or F&A, if appropriate.
F&A Total	Calculated	This column displays a total after you press <Enter> or click Recalculate. The calculation is: X = “Total Direct Expenses Included” x “F&A Rate %”
F&A % 1-5, F&A Amount 1-5, and F&A Chart String 1-5	Calculated	The final columns show the distribution of F&A Amounts among chart strings, if applicable. Scroll or page right to see the additional columns.



		Total Direct Expenses	F&A Rate % (Approved Overhead Allocation)	Comments	F&A Total
610-1021002-60013696	Total Grant Budget	11,665,000	.00%		0
	Inception-to-Date Actuals	10,702,000	.00%		0
	FY15 Budget	915,000	.00%		0
	FY15 Total Act	**466,500**	**.00%**		**0**
	FY15 Forecast	177,000	.00%		0
	FY16 Bud Input	100,000	51.00%		51,000

Snapshot of the Grant Input view (with F&A Total and other final columns display)

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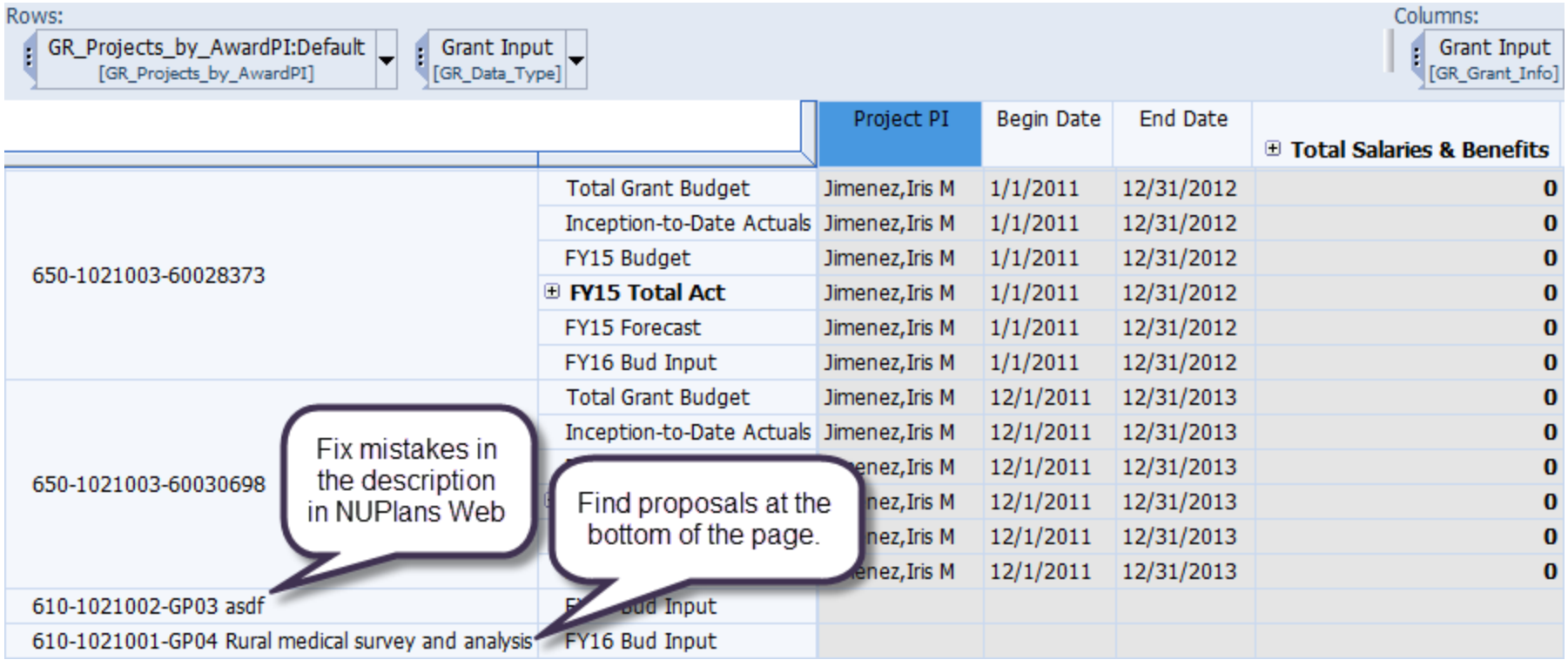
Add Grant Proposals to the Grant Input View

Add grant proposals to the Grant Input view using the Grant Proposals forms in NUPlans Web.

The proposals you add carry a dummy chart string with Fund, Department, and description that you assign and a four-digit “proposal ID” assigned by NUPlans in the format GPXX. After adding a proposal, it appears immediately in the Grant Input view. You may have to reset the view to see them (click Reset > Reset View > Reset Current View) or close and reopen the budget preparation file.

Navigate to the end of the list of grants.

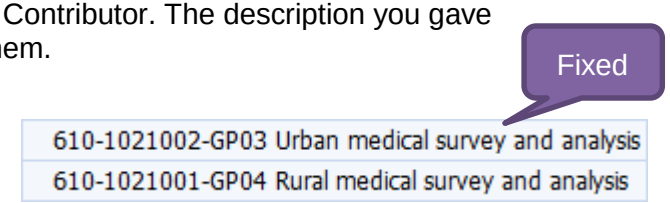


Find proposals that you added

Proposals that you add in NUPlans Web appear at the bottom of the Grant Input view in Contributor. The description you gave the proposal helps you and your colleagues recognize them and differentiate between them.

Modify a proposal’s fund and/or description

Use the form Modify Grant Proposal to fix a description and/or fund, if needed.
For example, you may fix a description such as “asdf” in GP03 above (fix at right).



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Method

Below is a generic method for estimating grant expenses in NUPlans.

1. Review the list of grants in the Grant Input view.
2. Add dummy chart strings for grant proposals in progress that are likely to be approved next year.
3. Review the historical and current year data per grant, as applicable.
4. Refer to source information for help with next year's estimates, such as Cognos reports GM045 and GL077.
5. Enter next year's expense estimates for all grant projects and added proposals.
   - Enter estimates in the grant expense categories using the applicable columns or
   - Enter estimates in aggregate using the "Other Direct Exp. Included" column.
6. Refer to the Indirects report in NUPlans Web for Total F&A per budget grouping.

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