



Project Numbers and Grants

Presentation to Functional Financial Community

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NJAES AND USDA-NIFA

- NJAES receives research “formula funds” from USDA-NIFA
 - Hatch
 - Multistate Hatch
 - McIntire Stennis
 - Animal Health
- USDA-NIFA research project system for accountability
 - All NJAES-supported faculty should have at least one USDA-NIFA approved research project (NJAES research project)
 - Each project has a project number for reporting/tracking purposes

WHY DO WE NEED PROJECT NUMBERS?

- USDA-NIFA wants to know:
 - How do we spend the formula fund appropriations on a project-by-project basis?
 - How do we spend state appropriation funds (our required formula fund match) to support USDA-NIFA approved research, on a project-by-project basis?
 - How do we leverage the support that we receive from USDA-NIFA formula funds to generate other support for this research, again on a project-by-project basis?
 - ANSWER: AD-419 report

Project Numbers

- WHAT? An alpha or numeric indicator required for every expense.
- WHY? Required for project-specific financial reporting to USDA-NIFA (AD-419 Report).

A Project Number can be....

- Alpha
 - Alpha codes assigned to broad classes of activity
 - EXTEN
 - OCPE
 - TEACH, GRANT, OTHER
- Numeric
 - 5-digit numeric codes (XXYZZ) used to link financial activity to NJAES projects
 - XX is the administering department
 - Y indicates type of NJAES project
 - ZZ is a unique project identifier

More on Project Number Format

- XXYZZ: Y indicates type of NJAES project
 - 1 indicates a Hatch project
 - 2 indicates a Multistate research project
 - 3 indicates a McIntire-Stennis project
 - 4 or 5 indicate “state” project (these projects are phasing out)
 - 6 indicates a Multistate Coordinating Project
 - 8 indicates a Smith-Lever Part D competitive grant or SERD grant
 - 9 indicates USDA-NIFA competitive research grants

More on the Y in XXYZZ

– 0 is used for:

- For purely administrative expenses (e.g. 08001, 12001, 32001, etc.)
- As part of a generic project number assigned to all grants or other expenses for a given investigator or purpose (e.g. for projects not linked to an NJAES research project)
- For grants linked to an NJAES project administered in another department

Project Number Example

32110

Department 32 (Marine Science)

Hatch project (1 as the 3rd digit)

10 is the unique project identifier

Assignment of Project Numbers

- Who determines the project number? NJAES Office of Research
 - Assigned to all USDA-NIFA approved formula fund projects
 - Assigned to all grants, using the following information:
 - Identify administering department
 - Identify PI
 - Is the funded research related to an NJAES research project (i.e., a Hatch, Multistate Hatch, or McIntire Stennis research project)?
 - Assigned to salary cost share accounts based on the associated grant detail and the salary account that supplies the cost share.

Project Numbers Are Not Eternal! They can change or disappear.

- Faculty member no longer has an NJAES research project
 - Project terminates and is not renewed/replaced
 - Faculty member retires/leaves
- Faculty member initiates a new project with a different set of research objectives/agenda.
- Faculty member changes departments.

How Do You Use Project Numbers?

- Assign a valid and **correct** project number to all expenses entered into FACS and RIAS (department activity code 1)
 - Purchase requisitions
 - Journal entries
 - Salary distributions and reallocations (e.g. SEBS12131)
- Assign the appropriate project number as Dept. Activity 1 for expenses charged to:
 - Formula fund (2-67xxx) accounts
 - NJAES state accounts (2-47xxx)
 - Grant accounts (4-2xxxx, 4-3xxxx).
 - Gift/income/other discretionary accounts

How Do I Know Which Project Number to Use?

- For federal formula funds, check the Research Budget Letter
- For NJAES state funds, check the Dean's Budget Letter that distributes these funds.
- For grant funds, check the account title in FACS

What Project Number is Assigned to a Grant?

ACCOUNT BALANCE SUMMARY FOR FISCAL YEAR 2013

RUN DATE: 03/14/13 13.23.01

ACCOUNT: 434518 - NIH-1R1GM101378-01(01109) ()

DATES:05/01/12 TO 01/31/13

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How About Discretionary Funds?

- Ask the faculty member: “Do these expenses support your (one of your) NJAES research project(s)?”
 - If Yes: Use the appropriate NJAES research project number.
 - If No: you can use a general departmental administrative number.

Resources

- NJAES Office of Cooperative Research will provide:
 - A list of current NJAES projects to each department
 - Access to the website where you can view your faculty's projects
 - Personalized consultation for you/your staff

Take Home Points

- Every expense needs a project number (Dept. Act. 1)
- It should be the correct project number
 - Check the Budget Letters
 - Check FACS for project numbers assigned to grants
 - Check with your faculty (discretionary funds)
- A faculty member may have more than one project number.
 - Multiple NJAES research projects
 - NJAES and Non-NJAES grant project numbers
- Project numbers can change or be inactivated