GM.06 – Manage Indirect Cost Adjustments

1. Transfer converted raw cost in PPM
2. Process Indirect cost adjustment batch
   - Batch should be a negative expenditure on the original project and a positive expenditure on the new project
3. Process Journals (GL.02)
   - Journal must mimic the entries the burden process would have generated and should include explanatory documentation
   - On the original project, debit Grant revenue and credit F&A recovery
   - On the new project, debit F&A recovery and credit Grant revenue
4. Attach packet of documentation and approvals to any affected sponsored projects
5. End

Incorrect schedule used during setup

1. Process Indirect cost adjustment batch
   - Batch should be a negative expenditure for the originally-calculated, incorrect amount and a positive expenditure for the correct amount
2. Process Journals (GL.02)
   - Journal must mimic the entries the burden process would have generated and should include explanatory documentation
   - Debit F&A recovery and credit Grant revenue for the entire incorrect amount
   - Debit F&A recovery and
3. Attach packet of documentation and approvals to any affected sponsored projects
4. End

Receive new federal rate

1. Apply new rate retroactively?
   - Yes
     - Update multiplier on current version of federal schedules
     - Build burden schedules within Setup and Maintenance
2. End date the current version (effective today)
3. Recalculate burden within Setup and Maintenance
4. Generate burden in Project Costs
5. Create new version(s) at the new rate for future years
6. End

Create new version(s) at the new rate for future years

1. Yes
   - Update multiplier on current version of federal schedules
   - Build burden schedules within Setup and Maintenance
   - Recalculate burden within Setup and Maintenance
   - Generate burden in Project Costs
2. No
   - End date the current version (effective today)
   - Recalculate burden within Setup and Maintenance
   - Generate burden in Project Costs
   - Create new version(s) at the new rate for future years
   - End