

INTRODUCTION

The POST-AWARD ADMINISTRATION MANUAL (Manual) is designed to acquaint the Departmental Administrator with the Office of Sponsored Programs (OSP). It also attempts to introduce the Departmental Administrator to the policies and procedures required in the administration of sponsored projects. The Manual is divided into six Sections:

1. The Office of Sponsored Programs
2. Getting Started
3. Transaction Forms
4. Equipment
5. During the Life of the Project
6. Close of Project

For easy access, Appendices referenced in the text are placed following the text they pertain to. This Manual provides forms that are created and distributed only by OSP. Forms created and/or distributed by other departments have been purposely omitted to avoid possible future distribution of obsolete versions of the forms. The Manual does, however, provide information as to how or where current forms may be obtained. Examples are provided throughout the Manual to illustrate a procedure or method. Current rates or dates were purposely not used to avoid possible misuse and/or distraction from the intended purpose of the example. Where rates are the topic of discussion, the Manual provides a point of contact for obtaining current rates.

In March of 1999, R/3 became Duke's official ledger of record. Among many other features, the R/3 system offers real-time access from the desktop of financial transactions and resulting reports. On January 2002, Financial Services (OSP is part of Financial Services) began using R/3 for all financial transactions. On July 1, 2003, CUFS (College and University Financial System) became the legacy system for financial records prior to March, 1999.

In R/3, sponsored projects 3XXXXXX cost objects are in Company 0010. If you are new to R/3 the following conversion table will be of help.

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CUFS	R/3 SYSTEM	
	PROJECT SYSTEM (PS) FINANCIAL ACCOUNTING (FI)	FUNDS MANAGEMENT (FM)
3XX Fund code (7 digits) *	WBSE (Transactions) * Project Definition (Reports)	Fund *
Component (5 digits) ** BFR code (10 digits)	None Org Unit **	Funds Center
Object Code *** (4 digits, e.g., 6450)	Cost Element *** (6 digits, e.g., 645000)	Commitment Item *** (6 digits, e.g., 645000)
Encumbrance (Equipment 66XX)	Commitment (Equipment 17XXXX)	Commitment

* A generic name for fund code is "cost object". Cost object will be used in this Manual.

** Org Unit will be used in this Manual.

*** A generic name for Object code is "G/L Account". G/L Account will be used in this Manual.

For more information regarding R/3 refer to <http://www.r3.duke.edu>.

This Manual is provided by OSP for the use of the designated Departmental Administrators.

Reproduction of this Manual is encouraged. The Manual can also be accessed on line at <http://www.finsvc.duke.edu/CostReim/osp/>. The web version of the Manual does not include the Index. It does, however, provide "hot links" to other manuals, and circulars, referred to in this Manual. Throughout this Manual references are made to the **GAP - General Accounting Procedures**. The GAP is also available on line at <http://www.finsvc.duke.edu/gap>. For questions regarding the GAP, please contact Accounting Systems & Procedures at 684-2752

The Office of Sponsored Programs is always available to answer your questions. Our office hours are Monday through Friday, 8:00 - 12:00 and 1:00 - 5:00. The office is located at 705 Broad Street, Lower Level, Room 01. OSP is glad to schedule individual appointments with Departmental Administrators to discuss or review any matter involving the post-award administration of sponsored projects. Your comments and suggestions are always welcome. The Office of Sponsored Programs telephone number is 684-5442, and the fax number is 684-8377. Our mailing address is 705 Broad Street, Box 90491, Durham, N.C. 27708-0491.