



Items Processed Centrally Each Month

The costs detailed below are either imported into UFS or generated with a grants process at month end (usually during the last week of the month) before the *Grants module* closes. Departmental Key Contacts are notified once these costs have been posted.

- Staff costs
- Telephone charges
- Pooled labour
- Overheads
- Non-direct costs
- Marie Curie Fixed
- EC price adjustments
- Revenue

Just before the *Grants module* is closed, overheads and revenue are processed again to pick up any adjustments made during the last few days of the month. This usually takes place on the morning of the fourth working day after month end. While these processes are running, users are requested not to enter any grants journals until they receive notification that the *Grants module* has closed.

The transactions will be reflected in the ***Award Status (or Project Status)*** report that departments are advised to run as part of their month end procedures.

Posting of pooled labour

Some sponsors may provide a budget for pooled labour. This is to pay for staff that cannot be charged directly to an individual project as their work is split within the department.

Where this is the case, a central journal is processed at month end that post these charges as expenditure to the grant. The charge is generated from the budget awarded by the sponsor, which is allocated over the life of the grant.

Debit : Award - Project - Task 100 – Pooled Labour – Project Org

Credit : Project Org cost centre – EZZY (source of funds) – AZZZ (transaction code)

Posting of payroll charges

Payroll charges are imported into the Grants module at month end. Payroll charges should not be transferred from one grant to another without the permission of Human Resources.

Posting of overheads

The overhead charges are generated by a grants process at the month end. Overheads are posted as expenditure to the grant, which maps across to the GL, split between the Chest and department.

The department's share is posted as a *credit* to the research cost centre, source of funds EDAA, transaction code LZAA. Expenditure against this account can be incurred at the discretion of the Head of Department. Any balances at year-end are brought forward.

Marie Curie fixed costs are another type of overhead on particular EC grants where the charges are fixed, and spread over life of grant. They are posted to the same account codes as the general overheads.

Posting of non-direct costs

Grants awarded with costs calculated using the Full Economic Costing (fEC) methodology will not have overheads charged but will have an extra task (task 100) where the non-direct costs or “directly allocated costs” will be charged.

Central Research Accounting (CRA) processes the non-direct costs as applicable each month. Departments will continue to be responsible for charging direct costs to the award.

Task 100 is for the use of the Research Operations Office (ROO) and CRA only. Departments should not charge any expenditure to task 100.

Where the sponsor is not funding all of the cost of the research, an entry will be posted as a negative value under task 100 on the category **University Funded**. This reflects the funds the University is contributing to the research project. This means that 100% of the direct and non-direct costs will be charged to the award. The total costs on the award (including the **University Funded** category) will equal the total costs the sponsor will fund.

The budget for the non-direct costs is split between the Chest and department. The costs will be posted to GL codes as appropriate.

For task 100 (non-direct costs)

Expenditure category	Types
PI COSTS	PI Costs – Chest PI Costs – Dept.
ESTATES COSTS	Estates Costs – Chest Estates Costs – Dept.
INFRASTRUCTURE TECHNICIANS	Infrastructure Techs - Chest Infrastructure Techs – Dept.
INDIRECT COSTS	Indirect Costs – Chest Indirect Costs – Dept.

GL coding for non-direct costs

Awards costed on an fEC basis will not have an overhead budget and the burden schedule **DRR 0 @ 0%** will be used to ensure that overheads are not generated. Awards pre-dating the implementation of the fEC methodology will continue to have overheads generated and posted to the departmental research cost centre and source of funds **EDAA**, according to the agreement with the sponsor.

Non-direct costs will be posted to the departmental research cost centre and the source of funds **EZ****. The last two letters of the source of funds code will reflect the sponsor type and vat status of the award in the same way that mapped expenditure does. The transaction will be **LZCE**.

Example *The Estate Costs for a BBSRC award in department EW would map to U. EW. EWAG.EZJB.LZCE*