Coding to Research Grants/Projects

Many departments in the University have their activities funded by research grants. In UFS, research grants are represented by:

>The **award** – represents the research sponsor
>The **project** – the activity that the sponsor is funding

In the main, a grant will have a single award and project. However it is worth being aware that one award may fund several projects and in turn one project may be funded by several different awards. The coding structure for Grants and Projects is set out differently to that for the General Ledger codes. The Grants/Projects coding consists of 5 segments: -

- Project
- Task
- Award
- Expenditure Type
- Organisation

Project Code

Linked to an award, the project code represents the project activity and has the department code in the first two characters, i.e. **ZZAG/123** (ZZ being the department code). The other two characters are typically the research grants *AG*. However, this is not always the case, e.g. MRC departments. The number after the *I* indicates the particular project within the department.

Task

Projects are broken down into separate tasks to make the project easier to manage. Each task has its own unique name. They could be described as *work parcels*.

Award

The award represents the specific funding from the sponsor. Each award is given a unique number and this is issued by the Research Operations Office (ROO). It will start with RG followed by 5 digits. (e.g. RG12345) or G followed by 6 digits.

Expenditure Type

Similar to the Transaction Code, this gives the category and subcategory that the item falls under. These are broad headings such as Travel/Local, Travel/Subsistence, Other Costs/Consumables etc.

Organisation

Simply your department or sub-department code.

A General Ledger account code will generate automatically from the above information. Do not manually type in a GL code for a grant/project. All Source of Funds will start with a *M*.