

**General Operations Project id's generally follow the same logic:**

Department Number			Fund Source	Function			Open Fields		
1	5	0	1	2	0	0			

First three digits identify the Dept Id, 4th digit identifies the fund source, and the remaining digits indicate the function of the project.

#### **4<sup>th</sup> Digit=Fund Source**

The following codes are used as the fourth digit to identify the source of funds:

- 1-General Operations which include State Appropriations, Tuition, Fees, F&A Recoveries and other Miscellaneous Revenue
- 4- Departmental Sales and Services (DSS)
- 6-Sponsored Grants & Contracts, GTRC, and GTF
- 9-Agency

#### **5<sup>th</sup>-7<sup>th</sup> Digits=Function**

The 5<sup>th</sup>, 6<sup>th</sup>, and 7th digit of an academic project id usually will indicate the function of project. The function tells us for what purpose the funds are expended. Academic function codes and definitions are as follows:

- 100 - Operation and maintenance (O&M): expenses paid directly by academic and research units for building and equipment maintenance activities, including fit-up (Program 'code 17210). Requests for new project numbers of this type must be approved by the Dean's Office or EVPR Office and by G&C Accounting.
- 200 – Direct Instruction: expenditures directly \_related to classroom activities such as faculty salaries for teaching. 200 project ids should be assigned the PeopleSoft program code of 11100.
- 290 – Indirect Instruction: expenditures in support of instruction but is not performed in the Classroom. 290 project ids should be assigned the PeopleSoft program .code of 11100.
- 300 -.Research: expenditures in support of research activities. There are 3 sub-groups of Research.
  - o Individual or Project Research –expenses for research activities that are managed within academic departments. Use program code 12100.
  - o Cost Share (non-contractual) – not part of the sponsored agreement but there is an obligation to support a specific grant or contract. Use program Code 12100.

- o Contractual Cost Share and Sub Cost Share – an obligation to support a grant or contract that is part of the sponsor agreement. Use program code 12120. These projects are established by the Office of Sponsored Programs.
  - o Direct research also includes start up for research. These expenditures help new faculty begin their research program. Generally includes equipment purchases and other incidentals. Use program code 12212.
- 400 – Indirect Research: expenditures that indirectly support a research function. The amount charged should be a reasonable percentage of the following activities: administrative work of faculty, administrative officers and admin/clerical staff, supervisory or managerial functions (budget control, travel administration, proposal preparation, etc.), and all other administrative and support activities. Use program code 12110.