PROJECT CREATE FORM

Maine's Public Universities — UNIVERSITY OF MAINE SYSTEM

See business process document, "Requesting a Project - Completing the Project Create Form" for guidance.

1. Business Unit	2. Suggested Project Number	3. Proposal/Submission #
UMS05	**540XXXX**	**2018XXXX**

4. Project Name:

Short title used in PS

For construction/maintenance projects >= $50,000, please attach the State Wage Determination Form. If it is not attached, please provide an explanation as part of the project description below.

5. Project Description:

$ from SPONSOR NAME for the project "PROJECT TITLE " (PI NAME)

6.   Project Manager Date: **xx/xx/xxxx**   MM DD YYYY
  &   Project Status Date: **xx/xx/xxxx**   MM DD YYYY

7. P.I. Employee ID: **0xxxxxx**

8. Project Status: **O**

9. Project Start Date: **xx/xx/xxxx**   MM DD YYYY

10. Project End Date: **xx/xx/xxxx**   MM DD YYYY

11.

	12. Department	13. Fund	14. Program	
Chartfield Combination #1	**XXXXXXX**	**20**		Always applicable
Chartfield Combination #1	**XXXXXXX**	**04**		If applicable
Chartfield Combination #1	XXXXXXX	24	XXXXX	If applicable
Chartfield Combination #1				

Related Projects - Reporting:	Related Projects - Allocations:
NA	NA
NA	NA

15. Proj Tree Level: **xxx_xxx**

16. Exp. Code: **xxxx**

Facility ID: ____   Depreciation Status: ____   Bldg Life: ____   Impvt Life: ____

In Service Date: ____   MM DD YYYY

17. Cost sharing Method   **NO/DIRECT COST**

18. Grant No. **XXXXXXX**

19. Billing Code: **RE**

20. GC Type: **xx**   GC Report:

21. CFDA #: **XXXXX**

22. Closing Combo: **5xxxxxx** | **xx** | | **5xxxxxx**
DEPARTMENT   FUND   PROGRAM   PROJECT

23. FINANCIAL CONTACT # **xxx**   **Financial Conact Name**

UNIVERSITY AUTHORIZATION	DATE
Grant Accountant Name	**x/xx/xxxx**

PROJECT CREATE FORM

1. **Business Unit –** Defines campus the project is associated with.
   a. UMS05 (Orono) Most common
   b. UMS04 (Machias)
   c. UMS03 (Fort Kent)
2. **Project Number –** 7 digit unique identifier – (540****) Provided after the award is received.
3. **Submission Number –** 7 digit unique identifier – (201****) Provided at Proposal.
4. **Project Name –** Abbreviated title for your project – PS attribute.
5. **Project Description –** Includes: Award funding amount, the full title used for the project proposal and PI name.
6. **Project Manager and Status Dates:** Generally either the start date of the project or an early date - For ORA internal use.
7. **P.I. Employee ID:** Unique UMaine employee 7 digit ID.
8. **Project Status:** All new projects will have an "O" for OPEN.
9. **Project Start Date:** The date your project starts and you can begin spending.
10. **Project End Date:** The date your project ends and you can no longer spend.
11. **Chartfield Combination:** Contains department, fund(s), and program (if applicable) that will be applied to the new project.
12. **Department:** This 7 digit number translates what department the award belongs to and the type of award (i.e. research, instruction, other, etc).
    a. **First 4 Digits:** Department specific (School of Marine Sciences, Climate Change Institute, Coop Extension, English, etc.).
    b. **Last 3 Digits:** Expense Code type specific (research, instruction, other, etc.).
13. **Fund:**
    a. **20** – Sponsor related funds.
    b. **04** – UMaine cost share related funds (can be unrecovered F&A, most common, or direct cost share).
    c. **24** – Direct cost share (usually also has a program code associated with it).
14. **Program:** A 5 digit code for direct cost share funding, typically used with fund 24.
15. **Proj Tree Level:** This is a specific code that defines the funding Sponsor (e.g. LOC_DOA – Translates to Letter of Credit, Department of Agriculture).
16. **Expense Code:** A 4 digit number that defines what type of an award is being funded (e.g. 2020= Research, 3010= Community Service or Other, 1010= Instruction, etc.) Generally used by Systems for reporting and when determining what department number should be applied to a new project.
17. **Cost Sharing Method:**
    a. If there is direct cost sharing on the project it will note: **DIRECT.**
    b. If there is not direct cost sharing on the project it will note: **NO DIRECT COST SHARING.**

18. **Grant #:** This unique identifier for the award (often alphanumeric).
19. **Billing Code:** Describes how the award is funded**.**
    a. **RE:** Reimbursable (most common), ORA will invoice the Sponsor through the life of the award as expenses are charged. Cost reimbursable.
    b. **LOC:** Letter of Credit (common), the awarded funds are provided upfront and a "draw down" system is used. Generally, ASAP system is used.
    c. **Fixed Price:** (least common) Generally, paid upon successful completion of specific deliverables.
20. **GC Type:** Two letter code that defines the type of award (e.g. GR= Grant, CT= Contract, CA= Cooperative Agreement, SA= Subaward, etc.)
21. **CFDA #:** Catalog of Federal Domestic Assistance**,** 5 digit number used to identify the federal funding source of an awarded project. If there is no federal money involved ORA will use either NOFED or NOSEF. Mainly for ORA and Systems reporting.
22. **Closing Department:** The non-restricted fund (00 or 12) chartfied that is provided by the PI or PI's administrative unit in PARS.
    Closing Department Uses:
    a. If the Sponsor funded project becomes over spent, these expenses will be transferred to the closing department chartfield. A Grant Accountant will work with the PI before moving expenses.
    b. Typically used by the Grant Accountant at project account set-up to decipher what department to apply to the new sponsored project.
23. **Financial Contact:** This will be a senior ORA Grant Accountant.
    a. **510 –** Frank Belanger (Reimbursable).
    b. **520 –** Robert Lavigne (Letter of Credit).