



THE UNIVERSITY  
*of* NORTH CAROLINA  
*at* CHAPEL HILL

# Institutional Investment in Research

Tips & Tricks on How to Run the Expense Report

CAS Budget Team

December 15, 2020

College of Arts & Sciences  
Synergy Unleashed

# Agenda

- Process Background
- Tips on Running the Expense Report
- R&D Departmental Sheet Submission Example
- Dates & Deadlines

## PROCESS BACKGROUND

From: Johns, Andy <[andy\\_johns@unc.edu](mailto:andy_johns@unc.edu)>

Sent: Monday, January 7, 2019 11:28 AM

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Subject: URGENT: Institutional Investment in Research

Patsy, Kate, Katie, Matt and Jackie –

Every year the NSF conducts a survey of US universities to measure the amount of R&D Expenditures per university. Although NSF conducts the survey, the survey actually measures ALL R&D at a university. NSF usually publishes this data every Fall. This particular survey is critically important as it is one of the few ways that universities can compare themselves in a variety of categories (federal funding, industry funding, funding per discipline, etc). We have always taken this survey seriously because it is widely considered to be THE measure by which research universities are compared by the media and think tanks.

The majority of the survey focuses on extramurally-funded R&D, like that which we received from the NIH, NSF, State of NC, etc. However, there is a category for Institutionally-Funded R&D. This category includes a number of expenses - some easy to calculate and others not so much so. **This is where I need your help!** I need a list of expenses that your school incurred (broken out by department) in FY18, funded from State, F&A, or Trust funds, in the following categories:

- University-funded Research Projects or Grants
- Departmental-funded Research Projects or Grants
- Startup, bridge or seed funding provided to researchers
- Equipment purchased for R&D
- Tuition remission provided to students working on research projects

Again, we are looking for these expenses on State, F&A or Trust Funds. For NSF HERD, we need the expenses broken into four categories: Salary, Equipment, Software, or Other. I've included a simple spreadsheet for you to use when submitting your expenses. If possible, please try to return this information to me by Thursday, January 31 so that we may include in this year's survey. Again, this is critically important for our Institution. Thanks in advance for your help!

Thanks,  
Andy Johns

## TIPS ON RUNNING THE EXPENSE REPORT

1. Run a Transactions Report for State, F&A, and Trust (including Auxiliary/COREs) out of Infoporte and export to Excel.

The screenshot shows the 'Base Search' section of the Infoporte system. The 'Fund Type' is set to 'F&A - Expense', 'Fiscal Year' is '2020', 'Budget Prd' is '2020', and 'Acct Prd' is '(show all)'. The 'Fund' is set to '(show all)', 'Source' is empty, 'Account' is empty, and 'Dept ID' is empty. The 'Program' and 'Project' fields are empty, and 'Bus Unit' is set to 'UNCCH'. There are 'Search' and 'Clear' buttons at the bottom right of the search area.

2. Remove all account codes that you know are not for research (teaching, educational supplies, etc.) and remove all cost share expenses.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Ledger	FY	Fund	Source	Dept ID	Account	Acct Desc	Progra	Cost Code 1	Descriptor	Trans ID	Amour	Acct Dt
604	ACTUALS	2020	27101	14101		513120	EHRA Teach On Campus	10000			26-JUL-2019_3	337.51	7/31/2019
605	ACTUALS	2020	27101	14101		513120	EHRA Teach On Campus	10000			26-JUL-2019_3	775.06	7/31/2019
606	ACTUALS	2020	27101	14101		513120	EHRA Teach On Campus	10000			28-AUG-2019_3	775.06	8/30/2019
607	ACTUALS	2020	27101	14101		513120	EHRA Teach On Campus	10000			28-AUG-2019_3	337.51	8/30/2019
608	ACTUALS	2020	27101	14101		513120	EHRA Teach On Campus	10000			26-SEP-2019_3	775.06	9/30/2019
609	ACTUALS	2020	27101	14101		513120	EHRA Teach On Campus	10000			26-SEP-2019_3	337.51	9/30/2019
610	ACTUALS	2020	27101	14101		513120	EHRA Teach On Campus	10000			29-OCT-2019_3	775.06	10/31/2019
611	ACTUALS	2020	27101	14101		513120	EHRA Teach On Campus	10000			29-OCT-2019_3	337.51	10/31/2019
612	ACTUALS	2020	27101	14101		513120	EHRA Teach On Campus	10000			25-NOV-2019_9	775.06	11/27/2019
613	ACTUALS	2020	27101	14101		513120	EHRA Teach On Campus	10000			25-NOV-2019_9	337.51	11/27/2019
614	ACTUALS	2020	27101	14101		513120	EHRA Teach On Campus	10000			19-DEC-2019_3	775.06	12/23/2019
615	ACTUALS	2020	27101	14101		513120	EHRA Teach On Campus	10000			19-DEC-2019_3	337.51	12/23/2019

## TIPS ON RUNNING THE EXPENSE REPORT

### 3. Create a fund type to group F&A, State, & Trust

- You can run a report with all fund types at one time, but you may find it easier to break it up and look at one at a time

A	B	C	D	E	F	G	H	I	J	K	L
Ledger	FY	Fund	Source	Fund Type	Dept ID	Account	Acct Desc	Program	Description	Amount	Acct Dt
ACTUALS	2020	20101	12001	State		514510	Student Temp Wages	C39xx		600.00	7/5/2019
ACTUALS	2020	20101	12001	State		514510	Student Temp Wages	C39xx		466.50	7/5/2019
ACTUALS	2020	20101	12001	State		514510	Student Temp Wages	C39xx		291.00	7/19/2019
ACTUALS	2020	27101	14101	F&A		569481	Grants-Equipment	10000		16,667.00	9/18/2019
ACTUALS	2020	27101	14101	F&A		569481	Grants-Equipment	10000		16,666.00	9/18/2019
ACTUALS	2020	27101	14101	F&A		569481	Grants-Equipment	10000		16,667.00	9/18/2019

### 4. Verify that all expenses are related to research, especially salaries. You may know if a salary pertains to research or not without research

- If you have salaries, make sure to keep the fringe following that salary in the report
- Only count faculty pay on non-teach account codes. We understand that research is part of tenure/tenure-track faculty members duties, but we are excluding this portion of their base salary since it is paid on a teach account code.
- Remove expenses with grant cost-share. OSR will capture these expenses within their reporting.

## TIPS ON RUNNING THE EXPENSE REPORT

5. Once you have your expenses dwindled down, you can go back in and add an Expenditure Type column. With your Fund Types & Expenditure Type columns added in, this will make it easier at the end of the process to throw your data into a Pivot table for the final version.
  - From the template Central Offices provided you should use the following for Expenditure Type:
    - ❖ Salary
    - ❖ Equipment
    - ❖ Software
    - ❖ Other
6. For the expense type, you could either add in an additional column (Expense Type: Start-up, Retention Research, etc.) or you can use your source and program codes to compile this data.

A	B	C	D	E	F	G	H	I	J	K	L	M	N
Ledger	FY	Fund	Source	Fund Type	Expense Type	Dept ID	Account	Acct Desc	Expenditure Type	Program	Description	Amount	Acct Dt
ACTUALS	2020	20101	12001	State	XXXX Start Up		514510	Student Temp Wages	Salary	C39xx		600.00	7/5/2019
ACTUALS	2020	20101	12001	State	XXXX Start Up		514510	Student Temp Wages	Salary	C39xx		466.50	7/5/2019
ACTUALS	2020	20101	12001	State	YYYY Start Up		514510	Student Temp Wages	Salary	C39xx		291.00	7/19/2019
ACTUALS	2020	27101	14101	F&A	AAAA Field Research		569481	Grants-Equipment	Equipment	10000		16,667.00	9/18/2019
ACTUALS	2020	27101	14101	F&A	AAAA Field Research		569481	Grants-Equipment	Equipment	10000		16,666.00	9/18/2019
ACTUALS	2020	27101	14101	F&A	AAAA Field Research		569481	Grants-Equipment	Equipment	10000		16,667.00	9/18/2019

## R&D DEPARTMENTAL SHEET SUBMISSION EXAMPLE

<b>Expense Type</b>	<b>Funds Type</b>	<b>Amount Incurred in FY20</b>	<b>Department ID</b>	<b>Expenditure Type</b>
XXXX Start Up	Trust	5,422.00	XXXX00	Salary
XXXX Start Up	Trust	1,347.00	XXXX00	Other
YYYY Start Up	Trust	737.00	XXXX00	Other
AAAA Start Up	Trust	3,070.00	XXXX00	Other
DDDD Start Up	Trust	3,609.00	XXXX00	Other
NNNN Field Research	Trust	1,002.00	XXXX00	Other
OOOO Start Up	Trust	1,419.00	XXXX00	Other
RRRR Start Up	F&A	2,262.00	XXXX00	Other
RRRR Start Up	Trust	749.00	XXXX00	Other
SSSS Field Research	Trust	551.00	XXXX00	Other
TTTT Start Up	State	20.00	XXXX00	Software
VVVV Start Up	F&A	533.00	XXXX00	Other
VVVV Start Up	Trust	180.00	XXXX00	Other
BBBB Field Research	Trust	912.00	XXXX00	Other
WWWW Field Research	Trust	1,514.00	XXXX00	Other
WWWW Start Up	Trust	219.00	XXXX00	Other

## DATES & DEADLINES

- Institutional Investment in Research e-mail sent out to CAS departments
  - Due to the start of classes in mid-January, we were able to send out the initial e-mail request over a month prior to the official request from Andy Johns in January.
- **Departmental spreadsheets are due Friday, January 8, 2021**
- The Dean's Office submission to Andy John's is due at the end of January
  - This will give the Dean's Office Finance Team time to review the departmental data submitted and compile the data prior to submission to Andy Johns



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