

The following pages provide a brief introduction to Grants and the components of their coding.

Grants are coded based on a number of factors that are collectively referred to as "POETAS"

A brief description of POETAS and an example of a Notice of Grant Award, with illustrated components of POETAS, can be found on page 2.

# Grants: POETAS

- Project Number
- Owning Organization
- Expenditure Type
- Task
- Award
- Sponsor

## Requisition Entry:

Project Costing Details						
Project Number	Task Number	Expenditure Item Date	Expenditure Type	Expenditure Organization	Contract Number	Funding Source
<input type="text"/>						

## Expense Item Entry:

(Uses Grants Expense Report Template)

\* Date

\* Template

\* Type

\* Amount

Reimbursable Amount 100.00 USD

\* Description

\* Merchant Name

Attachments

Receipt missing

Account

Project Number

Task Number

Contract Number

Funding Source

PO Number

Report relates to Cash Advance

Does this transaction relate to a future fiscal year?



## POETAS can be found on a grant's Notice of Grant Award (NOGA)

- Project Number
  - Formerly *Grant Number*
- Owning Organization
  - Equivalent to the Cost Center that the Grant "reports to"
- Expenditure Type
  - The Account or Budget Category
- Task
  - 1 if Labor, 2 if Non-Labor
  - For Cost-Share: 3 if Labor, 4 if Non-Labor
- Award
  - Contract Number
- Sponsor
  - Funding Source

Some grants have multiple Funding Sources. Grants with *Cost Shares* will show DePaul-specific Funding Sources.

Corresponding Tasks for Cost Shares: 3 of Labor, 4 if Non-Labor.



### Report: DePaul Notice of Grant Award

**Award Number:** 000000000001234 **A**  
**Title:** Award for Being an Example NOGA  
**Project Director:** John Doe  
**Budget Period:** PERIOD-1 - PERIOD-2  
**Budget Period Dates:** 01/01/2021 **Through:** 12/31/2022

**Project:** 123456 **P**  
**CFDA Number:** 98.765  
**Sponsor Name:** National Institute of Example Grants  
**Award Organization:** 111111 – Example Cost Center **O**  
**Program:** 00000  
**Fund:** 500 - Federal  
**Activity:** 80 - Research

#### Funding Source: National Institute of Example **S** Grants

Budget Category	Task	Total by Budget Category
501G - FULL TIME SALARIES	<b>T = 1</b>	400,000.00
520G - PART TIME SALARIES		20,000.00
540G - BENEFITS		60,000.00
532G - SUBCONTRACTS GREATER THAN \$25K	<b>T = 2</b>	200,000.00
533G - OFFICE		15,000.00
534G - PROFESSIONAL SERVICES		10,000.00
531G - SUBCONTRACTS LESS THAN \$25K		130,000.00
546G - MISCELLANEOUS EXPENSE		29,000.00
549G - SUPPLIES <b>E</b>		31,000.00
551G - CONFERENCES		4,000.00
552G - TRAVEL-DOMESTIC		2,000.00
573G - INDIRECT COST		222,000.00
<b>Total</b>		<b>1,123,000.00</b>

#### Funding Source: College of Education Budget Category

501G - FULL TIME SALARIES	<b>T = 3</b>	10,000.00
540G - BENEFITS		3,000.00
<b>Total</b>		<b>13,000.00</b>

#### Funding Source: College of Business Budget Category

533G - OFFICE	<b>T = 4</b>	75,000.00
<b>Total</b>		<b>75,000.00</b>

**Grand Total** **1,211,000.00**

The following is a list of Grant Budget Categories and the expense accounts that comprise them.

## Grant Budget Category and Account Codes

401G - Financial Aid		
Account	Account Name	Description and/or Examples of Usage
414300	Non-DPU Scholarships	
416000	DePaul Scholarships	
416100	Manual DePaul Scholarships	
501G - Full-Time Salaries		
Account	Account Name	Description and/or Examples of Usage
501000	Faculty Full-Time	
501080	Faculty Administrative Stipend	
501400	Professional	
501500	Clerical	
501550	Clerical - Overtime	
520G - Part-Time Salaries		
Account	Account Name	Description and/or Examples of Usage
511100	Faculty Part-Time	
531610	Graduate Assistant	
521650	Student Service Wages	
531510	Clerical Part-Time	
531570	Professional Part-Time	
531580	One-Time Payment	
511145	Faculty Research - Academic Year	
511180	Misc. Faculty Additional Pay	
531050	Honorarium	
531800	Discretionary Staff Payment	
520F - Summer Faculty		
Account	Account Name	Description and/or Examples of Usage
511140	Faculty Research - Summer	
511150	Faculty - Summer	
511160	Summer - Advising	
540G - Benefits		
Account	Account Name	Description and/or Examples of Usage
542100	Benefits - Faculty & Staff	
542101	Benefit Adjustment	
542150	Benefits - Vincentian	
525G - Equipment		
Account	Account Name	Description and/or Examples of Usage
552500	Equipment	\$5,000 and over only. General, non-technology related equipment purchases (e.g., athletic, science, lighting, kitchen, hardware, and other operations related equipment) and any related repairs.
552501	Furniture & Fixture	Office and dorm furniture and fixtures (e.g., desks, lamps, chairs, beds and bookcases).
552505	Leased Computer Equipment	
531G - Subcontracts Less Than \$25K		
Account	Account Name	Description and/or Examples of Usage
553410	Subcontracts < \$25K	
532G - Subcontracts Greater Than \$25K		
Account	Account Name	Description and/or Examples of Usage
553420	Subcontracts > \$25K	

## Grant Budget Category and Account Codes

### 533G - Office

Account	Account Name	Description and/or Examples of Usage
553170	Postage & Shipping	External vendor postage, shipping and outside sorting services.
553180	Telephone, inactive	Replacement for this account in this category?
553190	Photocopier Costs	External photocopy and scanning usage only.
554930	Prof. Services - Printing & Design	Special event printing ordered through external or internal printing services.
557190	Internal Copy Chargeback	Internal copy center charges (CCC, COPSCN), distribution services charges (DDS) for copies and faculty and staff copy card charges (COP).
557191	Internal Printing Chargeback	
557192	Internal Postage Chargeback	
557193	Internal Telephone Chargeback	
559060	University Service	

### 534G - Professional Services

Account	Account Name	Description and/or Examples of Usage
552507	Tech. - Support & Maintenance	Technology-related support, including patches and upgrades, and equipment maintenance contracts.
553400	Professional Services	Services such as performances, architecture and engineering consulting services, moving services, shredding service, laundry and plant care, sightseeing guides, travel agency services, various management fees and external security services.
553401	Prof. Serv. - Mgmt Fees	
553402	Professional Services - Technology	Web design and other technology consulting services and usage (including conference call services).
553405	Honorariums	Payments given for one-time services when the payment of fees is not legally or traditionally required. Payments are considered to be a token of appreciation for a service provided. <i>See University Honorarium policy for more information.</i>

### 539G - Meeting Expense

Account	Account Name	Description and/or Examples of Usage
553490	Meeting Expense - GT	
553500	Entertainment	Entertainment expenses for employees, students, outside guests or a combination thereof. Examples include business lunches, catering charges, department meetings and banquets for guest events.
553700	Catering Charges	Internal Chartwells catering charges (CATLC, CATLPC).
554150	Catering & Food Purchases	Other catering charges.

### 542G - Training Vouchers

Account	Account Name	Description and/or Examples of Usage
		No Active Account

### 543G - Administrative Allowance

Account	Account Name	Description and/or Examples of Usage
554340	Administrative Allowance Expense	

### 545G - Training Support Services

Account	Account Name	Description and/or Examples of Usage
		No Active Account

### 546G - Miscellaneous Expense

Account	Account Name	Description and/or Examples of Usage
552240	Repairs	Repairs, labor, supplies and parts.
553590	Awards, Gifts, & Promo Items	Various awards, gifts, prizes and promotional items (e.g., coffee mugs, flowers, pens and t-shirts)
553591	Survey Participant Compensation	External survey and study participant payments
553600	Alumni Expense	
553830	Freight	
554600	Other Expense	Other miscellaneous expenses: non-routine, immaterial transactions for which no other account is applicable. Rarely used.
554610	Membership Dues	Employee or institutional membership dues
554680	Vehicle Expense	Vehicle purchase, leases, maintenance, stickers, driver certification checks, parking, and gas (non-travel related).
552530	Equipment Rental	Non-technology equipment rental (e.g., camera dolly, golf cart, music and other equipment).
554670	Insurance Charges	Various insurance charges. Primarily Risk Management, Athletics and Provost Office use.

## Grant Budget Category and Account Codes

### 549G - Supplies

Account	Account Name	Description and/or Examples of Usage
552506	Tech. - Software & Online Res.	Software licensing, usage, cloud services and web hosting fees. <i>Record online subscriptions to 552840 - Subscriptions.</i>
552820	Books - Library	Paper books held in the Library as well as other non-subscription based physical resources (micro forms.)
552840	Subscriptions	Periodical, magazine, online and other types of subscriptions.
553080	PICTURES/CUTS/CLIPS	
553110	Advertising	Online, periodical and other forms of advertising.
553240	Technology Equipment - Dept.	Technology equipment and usage purchases (e.g., desktop computers, laptops, copiers, scanners, printers, landline and wireless phones). Usage and service expenses include monthly wireless charges, repairs, and any IT related A/V or projector equipment rental.
554900	Supplies - Departmental	General supplies and office resource usage (e.g., pens, water supply, folders). This includes smaller equipment or short term use equipment purchases (typically under \$200).
554910	Educational Materials	Educational materials and books.
552270	Support & Maintenance	Non-technology maintenance and service agreements related to equipment and facilities, such as gym floor refinishing, elevator and bleacher maintenance and piano tuning.
552560	Supplies-Uniforms	Uniforms and related laundry expenses, primarily Athletics & Facility Ops usage.
554970	Art Supplies	

### 551G - Conferences

Account	Account Name	Description and/or Examples of Usage
553630	Student Workshops	Study abroad use - Student seminar and workshop fees, as well as tuition and fees due to other institutions.
555190	Training & Development	Staff and faculty professional development (e.g., training materials, and seminar/conference registration fees).

### 552G - Travel - Domestic

Account	Account Name	Description and/or Examples of Usage
555200	Travel - Domestic	Employee transportation, meals, hotel and incidental expenses incurred while traveling domestically for University business.
555230	Travel - Domestic Recruiting	Travel expenses incurred within the United States related to recruiting students and faculty.
555240	Employee Relocation	Human Resources-approved new hire moving expenses.

### 553G - Travel - Foreign

Account	Account Name	Description and/or Examples of Usage
555220	Travel - Foreign	Employee transportation, meals, hotel and incidental expenses incurred while traveling internationally for University business.

### 554G - Stipends

Account	Account Name	Description and/or Examples of Usage
554310	Stipends	Grant awards for student living expenses.

### 573G - Indirect Cost

Account	Account Name	Description and/or Examples of Usage
557310	Indirect Cost - Grants	

### 603G - Rent

Account	Account Name	Description and/or Examples of Usage
603050	Rental Proration	
603140	Facilities Rent	External rental or lease agreements.

### 604G - Rent

Account	Account Name	Description and/or Examples of Usage
603400	Audit Fees	