



**Proposal Tracking
User Guide
to the
Account Information Sheet
(AIS)**

June 1, 2004

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For any questions concerning this user guide or general questions about the AIS, please contact PennERA@pobox.upenn.edu

For problems with a particular AIS, please contact AISprob@pobox.upenn.edu

Section 1 – Standard Project

The Account Information Sheet (AIS) is a product of the PennERA Proposal Tracking system and BEN Financials.

The AIS is divided into three sections.

The Account Information Sheet Header Section

The Account Information Section contains information specific to a BEN account that is set up for an award.

The Award Information Section contains general award information that is relevant to all award increments associated with a sponsored project.

Account Information Sheet Header Section

ACCOUNT INFORMATION SHEET

4611 - EB-Center for Clinical Biostatistics

Date Issued

05/29/03

Status Awarded

Institution No

04427321

Field Descriptions:

Field	Description
Assoc. Dept	ORG number and long description of Associated Department
Date Issued	Current System Date that the AIS was generated
Status	Budget Status for award increment for the award period selected to produce the AIS
Institution No	Institution Number – a number unique to the proposal in the PennERA proposal tracking system

Note

This Header Section on the AIS will be displayed/printed on the first page immediately preceding the Account Information Section.

Account Information Section

Account Information		Account Start	01-JAN-03
		Account End	31-DEC-03
PI	ARMSTRONG, NEIL	IC Rate	45.0%
Account	400.4628.4.587654.3000.2813.9998	Fin Rpt Date	30-MAR-04
Legacy No	5-80001	Prev Fund No	580123
Instrument	Grant		
Assoc Dept	EB-Center for Clinical Biostatistics		
Sponsor	BENJAMIN & MARY SIDDON'S MEASEY FOUNDATION (09470)		
-- Current Increment --		-- Total Amount -	
Award	\$ 697,116		\$2,147,116
Direct	\$ 568,024		\$1,568,024
Indirect	\$ 129,092		\$ 579,092
-- CarryOver --			
Date	Fund #	Type	Total Amt Comment
03/10/03	587654	Unliq Obl	\$ 1,000 THIS IS A RANDOM COMMENT
03/15/03	587654	UnExp Bal	\$ 2,000 THIS IS ANOTHER RANDOM COMMENT
Remarks/Exclusions/Exceptions			
01/10/03 FOCUS: CHECK NUMBER 2826 FOR \$18,000 IS IN SUSPENSE. PLEASE JOURNAL.			
AIS REVISED TO CHANGE RESP ORG FROM 4311 TO 4611			

Note

This Account Information Section on the AIS will be displayed/printed on the same page as the Header Section

Field Descriptions:

Field	Description
PI	Principal Investigator
Account	The BEN GL (7-segment, 26-digit) Account Number
Legacy No	Legacy Account Number; Utilized by older systems, such as SFS, that are unable to use the 26-digit account number; For each 26-digit Account there is only 1 active legacy number

Instrument	Instrument Type examples: Clinical Trial Agreement, Contract, Cooperative Agreement, Corporate, Grant, Non-Federal, and Sponsored Research Agreement
Assoc Dept	Long description of the Account Org; This is the same as on the header section
Sponsor	Sponsor name followed by sponsor code in parenthesis
Account Start	Start date of the account.
Account End	End date of the account.
IC Rate	Indirect Cost Rate.
Fin Rpt Date	Financial Report Date.
Previous Fund No	The number of the most recent previous fund which was associated with this project.
Current Increment	The Award Amount associated with this account for the selected increment.
Award	Award amount associated with this account for the selected increment, including both direct and indirect amounts
Direct	The Direct Cost amount associated with this account for the selected increment.
Indirect	The Indirect Cost amount associated with this account for the selected increment.
Total Amount	The total of all increments associated with this account in the selected and all prior award period(s).
Award	The total of all award increments associated with this account, including both direct and indirect amounts in the selected and all prior award period(s).
Direct	Direct cost total for all increments associated with this account in the selected and all prior award period(s).
Indirect	Indirect cost total for all increments associated with this account in the selected and all prior award period(s).
CarryOver	Amount of a prior award that is authorized to be carried over into this account for expenditure
Date	Date the carryover adjustment occurred.
Fund #	Fund Number to which the carryover was applied
Type	Adjustment Type. Either an Unexpended Balance or an Unliquidated Obligation
Amount	Carryover Adjustment Amount
Comment	Any additional comments specific to the carryover
Remarks/Exclusions/Exception	Comments and specific requirements specific to this award account
<Page Number>	Page Number on bottom of Page

Award Information Section

Award Information

Institution No: 04427321

PI ARMSTRONG, NEIL
Co-Investigator(s) ALDRIN, BUZ COLLINS, MICHAEL

Assoc Dept 4611 - EB-Center for Clinical Biostatistics
Title: FOCUS ON HEALTH AND SPACE FLIGHT
Short Title HEALTH & SPACE
Award No 198-183740
CFDA 93.838
School Log No 01-4249
Fed Flow Thru Flag YES
Originating Sponsor NATIONAL INSTITUTES OF HEALTH (09470)

Cost Share YES **-- Project Period Awarded**
Cost Share Type Mandatory **Start Date** 01-JAN-02
Fund Purpose Sponsored Research (10) **End Date** 31-DEC-04

-- Prior Year(s)

Award	Start Date	End Date	Direct	Indirect	Total Costs
Period 1	01-JAN-02	31-DEC-02	\$1,000,000	\$ 500,000	\$ 1,500,000
Totals			\$1,000,000	\$ 500,000	\$ 1,500,000

-- Current Year

Award	Start Date	End Date	Direct	Indirect	Total Costs
* Period 2	01-JAN-03	31-DEC-03	\$ 568,024	\$ 129,092	\$ 697,116
Totals			\$ 568,024	\$ 129,092	\$ 697,116

-- Future Year(s)

Award	Start Date	End Date	Direct	Indirect	Total Costs
Totals			\$ 0	\$ 0	\$ 0

-- Projected Project Totals

Direct	Indirect	Total Costs
\$1,568,024	\$ 579,092	\$ 2,147,116

-- Subcontract(s) --

Name	Current Amount	Total Amount
ABC University	\$ 50,000	\$ 100,000
XYZ Corporation	\$ 75,000	\$ 75,000

--Approval(s) -- Lab Animals Human Subjects

Field Descriptions:

Field	Description
PI	Primary Principal Investigator for the project
Co-Investigators	Co-PI's and Non-Primary Investigators for the project
Assoc Dept	Associated Dept/ Responsible ORG description and code
Title	Project Title
Short Title	Shortened version of the project title to facilitate identification of some projects such as Clinical Trials
Award No	Award Number assigned to the project by the Sponsor
CFDA	CFDA Number
School Log No	School Log Number associated with the requested period which the award has been applied
Fed Flow Thu Flag	Federal Flow Through Flag – value is yes if the Sponsor is a non-Federal Government Agency and the original source of the funds for the award is a Federal Government Agency
Originating Sponsor	Sponsor name and code of the originating source of the funds for the award if the award is a flow through of a federal government award to our award sponsor
Cost Share	Cost Share value is YES if the project involves a Cost Sharing contribution from the University toward the total costs of the project. Otherwise the value is NO.
Cost Share Type	Type of Cost Sharing from the following list: None, Undetermined, Mandatory, or Voluntary
Fund Purpose	Fund Purpose Description followed by the code in parentheses.
Project Period Awarded	The Start Date of the first award period and the End Date of the last award period for the awarded project segment.
Start Date	Start Date of the first award period
End Date	End Date of the last award period
Prior Year(s)	Award Periods that are in the past in relation to the Current Year
Award	Award Period
Start Date	Start Date of the Award Period
End Date	End Date of the Award Period
Direct	Direct Costs
Indirect	Indirect Costs
Total Costs	Total of the Direct and Indirect Costs for the Period
Totals	Total Direct, Indirect and Total Costs for the Prior Year(s)
Current Year(s)	This is determined by the current date on which the AIS is generated and if it falls within the Award Period Dates, then it is Current – It is possible for there to be more than one Current Record under this section
Award	Award Period
Start Date	Start Date of the Award Period
End Date	End Date of the Award Period
Direct	Direct Costs
Indirect	Indirect Costs
Total Costs	Total of the Direct and Indirect Costs for the Period
Totals	Total Direct, Indirect and Total Costs for the Current Year
Future Year(s)	Award Periods beyond the Current Year that have a status of Future or Future-Pending
Award	Award Period

Start Date	Start Date of the Award Period
End Date	End Date of the Award Period
Direct	Direct Costs
Indirect	Indirect Costs
Total Costs	Total of the Direct and Indirect Costs for the Period
Totals	Total Direct, Indirect and Total Costs for the Future Year(s)
Projected Project Totals	Total Revenue Amounts that are projected for the project
Direct	Direct Costs
Indirect	Indirect Costs
Total Costs	Total Sponsor Costs
Subcontract(s)	List of all Subcontractors associated with the award and their Amounts.
Name	Subcontract Name
Current Amount	Total Dollar Amount per Subcontract for all Award Increments in the Current Period.
Total Amount	Total Dollar Amount for all Award Increments for all Periods (Past and Present) associated with that Subcontractor.
Approvals	List of Compliance Office Approval types (i.e. Human Subjects)
<Page Number>	Page Number on bottom of Page. Restart for every AIS.

Notes

This Award Section of the AIS will be displayed/printed beginning on its own page after the Account Information Section.

* Denotes the period of the increment for which the AIS was selected.

Section 2 – Cost Share AIS

When there is Cost Sharing associated with a sponsored project, an additional Account Information Sheet (AIS) will be issued. PennERA Proposal Tracking system captures incremental information, specific to the Cost Sharing.

The Cost Share AIS is similar to the standard AIS and is divided into three similar sections.

The Account Information Sheet Header Section

The Account Information section contains information specific to a BEN account that is set up for the cost share.

The Award Information section contains general information that is relevant to all cost share increments associated with a sponsored project.

The Cost Share AIS contains all fields, however, the only descriptions included are for fields that vary from the standard AIS. Refer to the previous AIS Descriptions (starting on page 3) for further detail.

Account Information Sheet Header Section for Cost Share

ACCOUNT INFORMATION SHEET			
Cost Share			
0603 - Family and Community Health	Date Issued	05/29/03	
Status Awarded	Institution No	04427321	

Field Descriptions:

Same as Project AIS

Notes

"Cost Share" is identified at the top of the sheet, just under Account Information Sheet title. This is the only difference on the Header Section between the regular and Cost Share AIS.

This Header Section on the Cost Share AIS will be displayed/printed on the first page immediately preceding the Account Information Section.

Account Information Section for Cost Share

ACCOUNT INFORMATION SHEET		Account Start	01-Aug-03
		Account End	31-Jul-04
PI	ARMSTRONG, NEIL	IC Rate	0%
Account	060.0603.4.542642.3000.2000.0031	Fin Rpt Date	31-JUL-04
Legacy No	5-188888	Prev Fund No	
Instrument	Grant		
Assoc Dept	0603 - Family and Community Health		
Sponsor	HEALTH RESOURCES & SERVICES ADMINISTRATION (09450)		
<p style="text-align: center;">-- Current Increment -- -- Total Amount --</p>			
Cost Share	\$155,000		\$155,000
<p style="text-align: center;">-- Remarks/Exclusions/Exceptions --</p>			
Cost Share Comment - Test comment here			

Field Descriptions:

Field	Description
IC Rate	The IC (Indirect Cost) rate will always be 0.
Current Increment Cost Share	The Amount associated with this account for the selected Cost Share increment.
Total Amount	The total of all increments associated with this cost share account in the selected and all prior award period(s).

Notes

This Account Information Section on the Cost Share AIS will be displayed/printed on the same page as the Header Section.

Award Information Section for Cost Share

Account Information
Cost Share Award

Institution No 04937400

PI ARMSTRONG, NEIL
Co-Investigator(s)

Assoc Dept 0603 - Family and Community Health
Title BUILDING SKILLS FOR EXCELLENCE
Short Title

Award No 1-C25HP01812-01-00
CFDA 93.777

-- Project Period Award
Start Date 01-Aug-03
End Date 31-Jul-04

School Log No
Fed Flow Thru Flag No
Originating Sponsor

Cost Share Yes
Cost Share Type Mandatory and Voluntary Committed
Fund Purpose SPONSORED RESEARCH (11)

-- Prior Year(s) --

Cost Share Start Date	End Date	Total Costs
		\$ 0

-- Current Year --

Cost Share Start Date	End Date	Total Costs
* Period 1 01-Aug-03	31-Jul-04	\$155,000
Total Cost Share		\$155,000

-- Future Year(s) --

Cost Share Start Date	End Date	Total Costs
		\$0

-- Projected Project Totals -- **Total Costs**
\$155,000

-- Approval(s) --
Human Subjects

Note

This Award Section on the Cost Share AIS will be displayed/printed on its own page after the Account Information Section

* Denotes the period of the increment for which the AIS was selected.

Field Descriptions:

Field	Description
Cost Share	Cost Share value is YES if the project involves a Cost Sharing contribution from the University toward the total costs of the project. Otherwise the value is NO.
Cost Share Type	Type of Cost Sharing from the following list: None, Undetermined, Mandatory, or Voluntary
Institution No	Institution Number – a number unique to the proposal in the PennERA proposal tracking system
Prior Year(s)	Award Periods that are in the past in relation to the Current Year
Cost Share	
Start Date	Start Date of the Award Period
End Date	End Date of the Award Period
Total Costs	Cost Share Costs for the Period
Total Cost Share	Total amount of the Cost Share for all prior Periods
Current Year(s)	This is determined by the current date on which the AIS is generated and if it falls within the Award Period Dates, then it is Current – It is possible for there to be more than one Current Record under this section
Cost Share	
Start Date	Start Date of the Award Period
End Date	End Date of the Award Period
Total Costs	Total of the Costs for the Period
Total Cost Share	Total amount of Cost Share for current Periods.
Future Year(s)	Award Periods beyond the Current Year that have a status of Future or Future-Pending
Cost Share	
Start Date	Start Date of the Award Period
End Date	End Date of the Award Period
Total Costs	Cost Share Costs for the Period
Total Cost Share	Total Cost Share Costs for the Future Year(s)
Projected Project Totals – Total Costs	Total Amounts that are projected for the project Cost Share

Section 3 – Cost Share - No Fund

When there is cost sharing associated with a sponsored project that, by University policy, does not require a discreet 5-fund be used for tracking the activity, a Cost Share - No Fund Account Information Sheet (AIS) will be created for incremental information related to this cost sharing.

The Cost Share - No Fund AIS is similar to the previous Cost Share AIS and is divided into three sections.

The Account Information Sheet Header Section

The Account Information section contains information specific to the cost share increment with no associated fund for which the AIS was requested.

The Award Information section contains general information that is relevant to all cost share increments associated with a sponsored project.

The following Cost Share – No Fund AIS displays all field labels, however the only descriptions included are those that vary from the Cost Share AIS. Refer to the previous AIS Descriptions for other details.

Account Information Sheet Header Section for Cost Share – No Fund

ACCOUNT INFORMATION SHEET

Cost Share

0603 – Family and Community Health

Status Awarded

Date Issued

05/29/03

Institution No

04427321

This section is identical to the Cost Share AIS Header described on page 9

Account Information Section for Cost Share – No Fund

ACCOUNT INFORMATION SHEET		Account Start
		Account End
PI	ARMSTRONG, NEIL	IC Rate
Account	NO FUND	Fin Rpt Date 31-JUL-04
Legacy No		Prev Fund No
Instrument	Grant	
Assoc Dept	0603 - Family and Community Health	
Sponsor	HEALTH RESOURCES & SERVICES ADMINISTRATION (09450)	
-- Current Increment --	-- Total Amount --	
Cost Share \$155,000	\$155,000	
-- Remarks/Exclusions/Exceptions --		
Cost Share Comment - Test comment here		

Field Descriptions:

Field	Description
Account	The description "No Fund" appears
Legacy No	There is no Legacy No
Account Start	There is no Account Start date
Account End	There is no Account End date
IC Rate	There is no IC (Indirect Cost) Rate
Prev Fund No	There is never a Previous Fund Number associated with a Cost Share No Fund
Current Increment Cost Share	The Cost Share Amount associated with this Cost Share increment that requires no fund to be associated
Total Amount	The total of all cost share increments without an associated fund in the selected and all prior award period(s).

Notes

This Account Information Section for the Cost Share – No Fund AIS will be displayed/printed on the same page as the Header Section.

Award Information Section for Cost Share – No Fund

This section is identical to the Award Information for Cost Share AIS described beginning on page 11 of this document.