

Grant Room Usage Worksheet

PURPOSE

This report identifies all of the sponsored projects for each department that had costs through March of FY15. The purpose of this report is to identify the rooms used for each sponsored project during the year. This information will be used in coding room functions on the Space Survey worksheet for each department. This is also required information for the audit done by the DCAA. In auditing the room functions coded to sponsored projects, the DCAA will verify the actual sponsored projects that were conducted there. *This will be heavily scrutinized by the DCAA.*

UPDATING THE WORKSHEET

This worksheet is to be sent to the PI's and completed by the PI's prior to completing the Space Survey. For each sponsored project, the PI is to designate in the room fields the rooms used in FY15 for conducting work on the sponsored project. In designating rooms, the PI's must be cognizant of the room function definitions. Please make sure the PI's are familiar with the definitions in Appendix C before completing this worksheet.

This report shows projects that had costs incurred during the fiscal year, not projects that started during the year or are currently active. It is probable that some of the projects started prior to FY15 and completed during FY15 and are not currently active. PI's should report what rooms were used on these projects with FY15 costs, even if work has been completed.

Once completed, this report can assist PI's, department chairs, and the departmental coordinators in coding room functions for sponsored projects. As part of the review process, the Space Survey worksheets are to be reconciled to the Grant Room Usage report. Each room identified on the Grant Room Usage report needs to be coded to the appropriate sponsored project room function code (or as joint use) on the Space Survey worksheet. Conversely, each room coded as a sponsored project function on the Space Survey worksheet should be listed on the Grant Room Usage report.

For example:

Fund #36839A on the Grant Room Usage report is an ARC grant. The PI has noted on this report that work on this grant was conducted in SGM –159. On the Space Survey report, Seeley G. Mudd – Room 159 should have a room function code of "ARC" and have "#36839A" in the "Fund" field.

These completed reports are to be submitted with the completed Space Survey worksheets to the CA. If there are any questions on this process, please contact the CA.

WORKSHEET DATA FIELDS

Grant #- DU internal number assigned

Fund # - DU internal fund number assigned to the sponsored project (3XXXX code.)

- Grant Title - Title of the sponsored project
- PI - Name of Principal Investigator for sponsored project
- CNT - Type of sponsored project – DU org assignment. This code corresponds to sponsored project room function codes:
ARC – Academic Research Center
OSA – Other Sponsored Activities
SI – Sponsored Instruction (room function code is SIT)
- DEPT - Name of department
- FY15 Costs - Total sponsored project costs through March of FY15
- Rooms - This is the section to be completed by the PI. The PI should designate the Building (BLD) and Room number for each room that work was conducted in for the sponsored project.