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MA Project Support Training Modules

Research Project Support

Overview

No.	Topic	Speaker	Time
	Welcome and Introduction	Andrew Betts (Chief Financial Officer)	10:00 to 10:10 (10 minutes)
1	What is the MA's Role?	Riaan Retief (Associate Director, Financial Planning & Analysis)	10:10 to 10:15 (5 minutes)
2	Contracts & Grants Financial Management	Tamra Saayman (Associate Director, Finance Projects)	10:15 to 10:25 (10 Minutes)
3	Setting Up the Plan	David Waters (Project Reporting Consultant, FBS)	10:25 to 10:30 (5 minutes)
4	New Project Funding	Nicole Thompson (Director, Office of Sponsored Research)	10:30 to 10:45 (15 Minutes)
5	Project Funding Rules	Nicole Thompson (Director, Office of Sponsored Research)	10:45 to 11:00 (15 Minutes)
6	Project Variations	Nicole Thompson (Director, Office of Sponsored Research)	11:00 to 11:15 (15 Minutes)
7	Workbook Good Practice	Simon Thomas (Finance Manager, HABS)	11:15 to 11:30 (15 Minutes)
8	Ongoing Projects	Elma Spooner (Finance Manager, EAIT)	11:30 to 11:37 (7.5 Minutes)
9	Project Closure	Heather Fletcher (Manager, Contract and Grants Accounting)	11:37 to 11:45 (7.5 Minutes)
	Questions	Riaan Retief (Associate Director, Financial Plan & Analysis)	11:45 to 12:30 (45 Minutes)

Part 1

What is the MA's Role?

Riaan Retief

(Associate Director, Financial Planning & Analysis)

Research Project Support



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Research Project Support – What is the MAs Role?

University of Queensland, Management Accountants

- Provide strategic financial advice to researchers (Grant Holders, Chief Investigators etc.);
- Provide professional accounting advice and services to researchers;
- Ensure effective and compliant cost management of project activity;
- Predict impending expenditures to help reduce the chance of going over budget;
- Provide sound financial analysis, supporting commentary and advice to researchers;
- Ensure compliance with both UQ policy and research contracts; and
- Support the researchers in the interpretation of project funding rules.

Research Project Support – What is the MAs Role?

The Management Accounts should build and maintain strong working relationships with researchers and other relevant client leaders so they may:

- Act as a trusted expert advisor and foster a truly valued partnership with researchers;
- Provide financial advice to researchers who are managing project procurement activity, including budget advice, input into procurement business cases and financial analysis for “Value for Money” evaluations;
- Participate in financial planning and review sessions and forums with researchers to maintain an understanding of project delivery performance and any changing financial requirements; and
- Effectively communicate to stakeholders UQ’s financial policies and procedures.

(Based on the Management Accountant standard position description)

Part 2

Contracts & Grants Financial Management

Tamra Saayman

(Associate Director, Finance Projects)

Research Project Support



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MyBalance Context

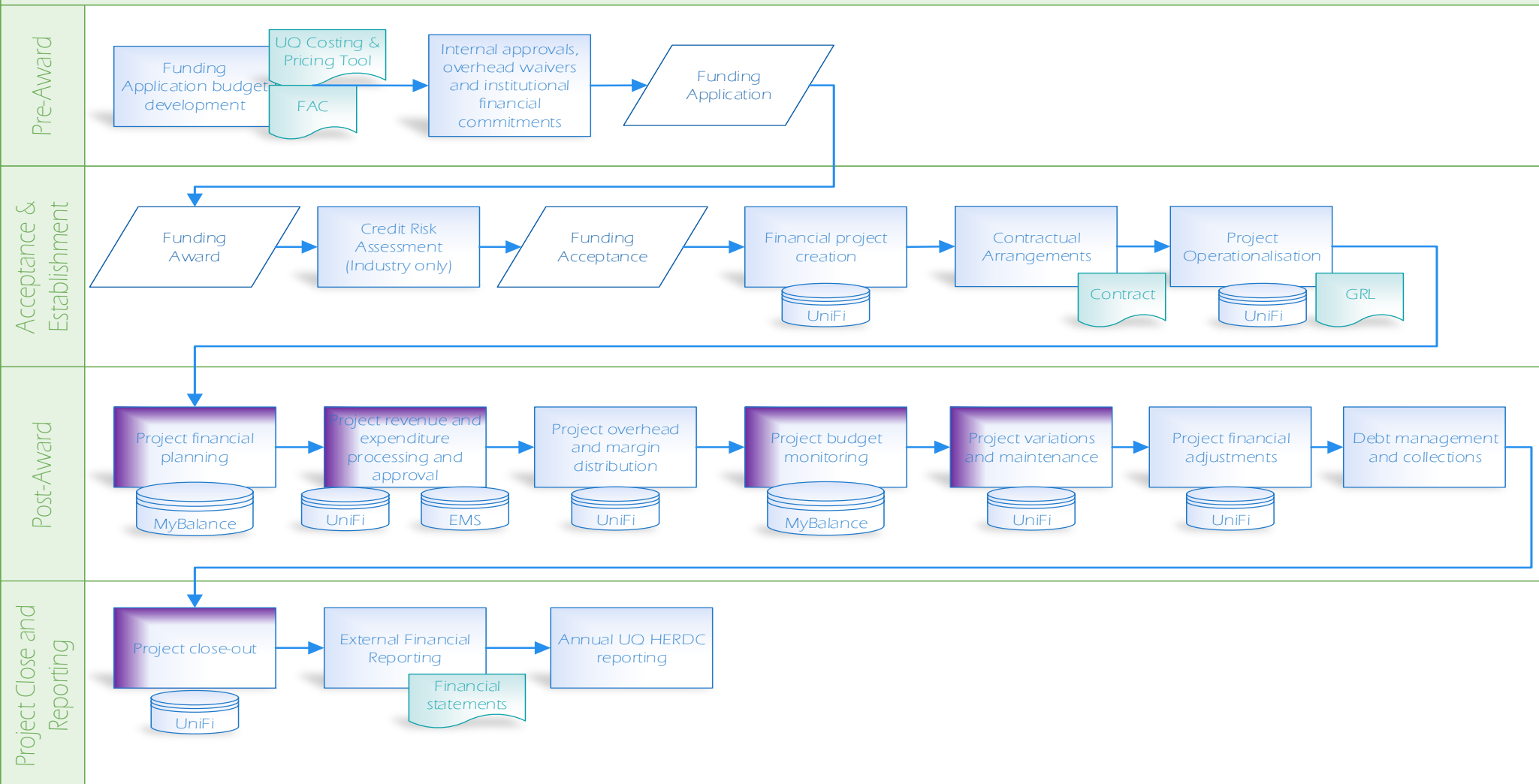
1. Importance to Finance
 - Opportunity to deliver something that is highly desirable ✓
 - Opportunity to redeem Transformation pain ✓
2. Importance to Contacts & Grants Process success
 - Budget management is key to financial management
 - Management of compliance obligations
 - Enables establishment of accountability
3. Success factors MyBalance:
 - Quality of plan information ?
 - Individual input and contributions across the Finance function ✓

Future State of Contracts and Grants Financial Management

- Review of Contracts & Grants Financial Management processes is nearing the end of the Requirements and Planning Stage
- Implementation of end to end process in first quarter of 2019
- PPL procedure is in draft
- Training today will touch on some important elements of the end to end future state process

The future is now!

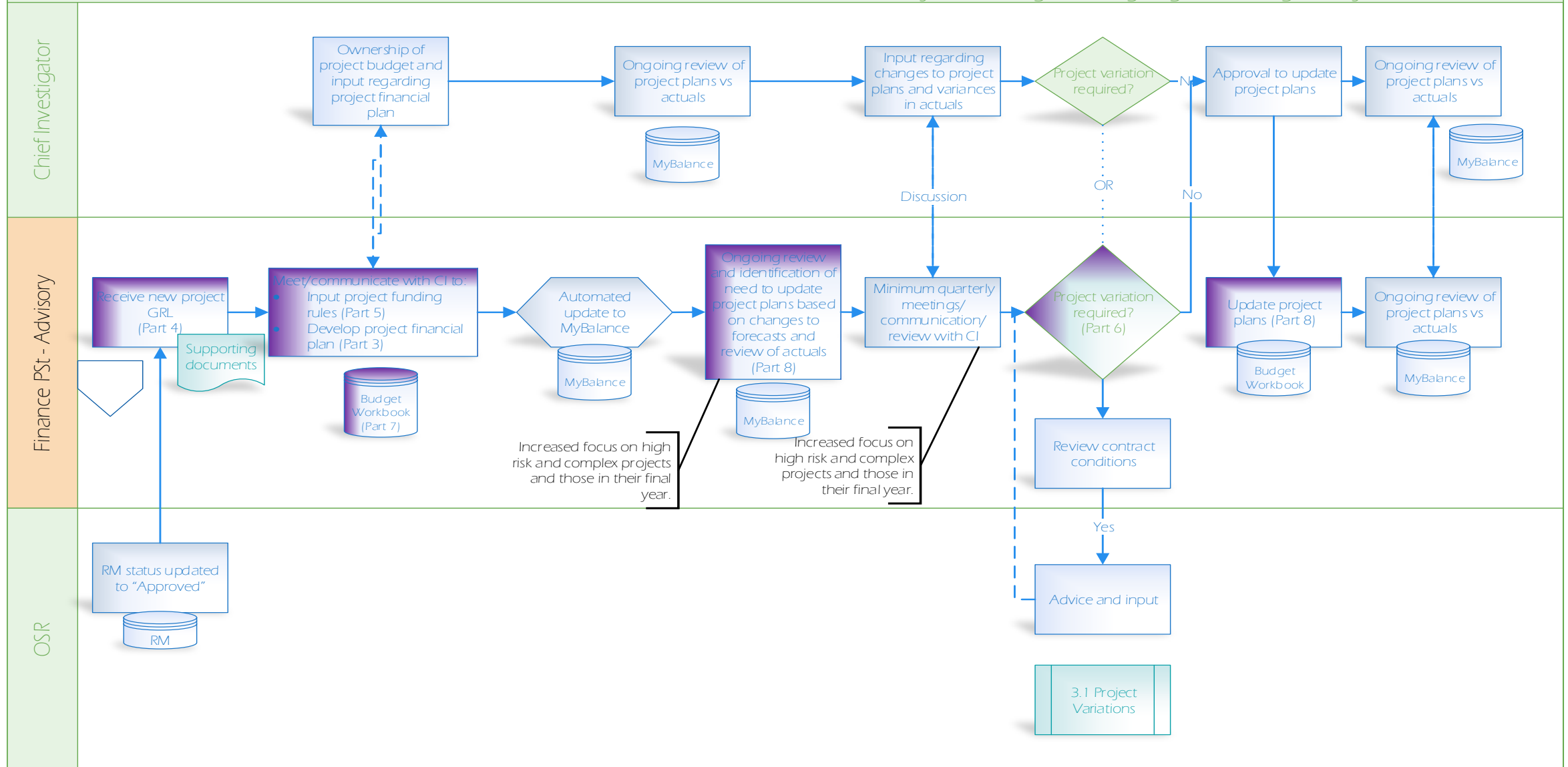
RESEARCH CONTRACTS & GRANTS Financial Management



INTERIM STATE – RESEARCH CONTRACTS

3. POST-AWARD MANAGEMENT

3.3.3 Initial Project Planning and Ongoing Monitoring of Project Actuals and Plans



Process and Key Controls

Establishment of a financial project in UniFi for every research contract or grant:

- Separately identify the income and expenditure in the financial system (UniFi); and
- Allow for acquittal of research funding for financial reporting purposes.

The key requirement is that research funding is to be used in accordance with the grant and contract conditions and University policies and procedures.

Who is Involved?

The Office of Sponsored Research (OSR):

- Administers research contracts and grants;
- Responsible for the processing, acceptance and recording of applications;
- Advising on and administering project variations; and
- Responsible for research policy maintenance.

Research partnership Managers (RPMs):

- Responsible for advice and support with commercial or industry-related funding.

Contract & Grants Accounting (CGA)

- Responsible for financial project establishment, maintenance and close, recording and billing of research income, and external financial reporting.

Who is Involved?

Accounts Receivable within Finance and Business Services:

- Responsible for credit risk assessment, collections and debt management relating to research revenue.

Chief Investigator (Assisted by Finance Advisory and Transactional)

Responsible for:

- Financial budgeting and planning
- Expenditure approval and expenditure management of research projects.

Project Financial Planning

The Management Accountant

Once the GRL is available the Management Accountant will initiate a meeting or communications with the Chief Investigator to assist in developing the project financial plan.

The Management Accountant is responsible for:

- Inputting the project financial plan and salary plan into the Budget Workbook;
- Inputting the funding rules and related explanatory notes into Budget Workbook.

Project Financial Planning

The Chief Investigator

The Chief Investigator is ultimately responsible for decision-making regarding how funds will be spent on a research project, within the constraints of the awarded budget, and for approving any subsequent changes to the project financial plan.

The Chief Investigator has access to MyBalance and is responsible for reviewing actual project expenditure in comparison to project financial plans on an ongoing basis during the project and engaging the Finance PSt Advisory team in required changes to project financial plans.

Project Financial Planning

The Management Accountant

The MA is also responsible for ongoing review of actual project expenditure in comparison to project financial plans, funding rules and updated forecasts.

The MA must prioritise their review based on higher risk and complex projects and those in their final year, with the overall objective of quarterly interaction (at minimum) with Chief Investigators to revisit project financial plans.

With support from the MA, the Chief Investigator should engage with the Office of Sponsored Research for advice should changes to financial plans indicate the potential need for funder approval of project variations.

Project Expenditure

The Chief Investigator

The Chief Investigator should be assigned the Budget Holder role in the UniFi financial system for their research projects.

The Chief Investigator is responsible for the management of the project expenditure and must ensure that funds are spent:

- In accordance with funding conditions;
- For a valid project purpose; and
- Within the time limits imposed by the grant or contract conditions.

MyBalance assists in providing the Chief Investigator with the necessary financial information to discharge these responsibilities.

Project Expenditure

The Management Accountant

The MA is responsible for supporting and advising the Chief Investigator and researchers in budget management and compliance with contract conditions.

Only expenditure types approved in the research contract should be charged to the project. In the case of necessary expenditure not specified in the original budget, the MA advice can be sought and, if necessary, escalation in line with standard escalation protocols within the Finance function and business unit, will be followed.

Advice from OSR should be sought in instances where it appears that a project variation may be necessary. If a formal project variation is necessary, the Chief Investigator should contact Office of Sponsored Research to approach the grantor for the necessary approval, in advance of incurring such expenditure.

Project Maintenance and Variations

The Chief Investigator

When a need for a project change is identified, the Chief Investigator must consider whether contract conditions require a formal project and contract variation.

The Management Accountant

The MA's should be able to provide advice to the CI, together with the Office of Sponsored Research, as required.

Project Phase	Research Financial Management Roles & Responsibilities					
	Contracts & Grants Accounting (CGA)	Accounts Receivable	Finance PSt Transactional	Finance PSt Advisory	Chief Investigator (or appropriate delegate)	Office of Sponsored Research (OSR)
Pre-Award	<ul style="list-style-type: none"> Invoice to suspense or to project pre-GRL 	<ul style="list-style-type: none"> New funder financial set-up and credit risk assessment (Category 3 Industry) 		<ul style="list-style-type: none"> Funding application financial advice on a needs basis 	<ul style="list-style-type: none"> Funding application budget establishment 	<ul style="list-style-type: none"> Pre-award grant management
Acceptance and Establishment	<ul style="list-style-type: none"> Financial project creation 	<ul style="list-style-type: none"> New funder financial set-up (Category 1, 2 and 4) 				<ul style="list-style-type: none"> Project establishment
Post-Award Management	<ul style="list-style-type: none"> Billing and revenue recognition Refunds Overhead distribution Financial project maintenance 	<ul style="list-style-type: none"> Collections and Debt Management 	<ul style="list-style-type: none"> Expenditure transactional processing 	<ul style="list-style-type: none"> Funding award financial plan advice Expenditure budget management and advice Financial project adjustments Monitoring of project unpaid invoices 	<ul style="list-style-type: none"> Funding award financial plan establishment and maintenance (*) Financial Budget Holder and budget management (*) Delivery and confirmation of financial milestones (*) Approval of financial project adjustments (*) Initiation of purchasing decisions and transactions Follow-up of project unpaid invoices 	<ul style="list-style-type: none"> Project variations Debt Management
Project Close and Reporting	<ul style="list-style-type: none"> Final financial project close Financial statement preparation, reporting and management of audit process 			<ul style="list-style-type: none"> Financial project close-out and management of surplus/deficit General Ledger financial reporting preparation Special format financial statement reporting input 	<ul style="list-style-type: none"> Confirmation of compliance with financial contract conditions (*) 	
End to end Research support	<ul style="list-style-type: none"> Training Centre of expertise and advice HERDC financial reporting 					<ul style="list-style-type: none"> Centre of expertise and advice HERDC classifications

Part 3

Setting Up the Plan

David Waters

(Consultant Project Manager, FBS)

Research Project Support



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Setting up the Plan

When a researcher is notified of new project funding the Management Accountant should instigate a meeting with the researcher to plan how the grant will be spent.

We all know that researchers are busy, so it might be that the meeting is held via email, especially if it's an experienced researcher that you have rapport with.

In many cases it will be best to have a sit down meeting with the researcher to discover the funding rules together, recast the original budget as a plan and agree to comments about funding items that should appear in MyBalance.

Before the meeting it is a good idea to familiarise yourself with the grant and the GRL. You may wish to do a simple draft proposal of the grant in the workbook and load it into MyBalance. This can be useful to start off the discussion.

Setting up the Plan

How do I plan?

Based on feedback from our research community we recommend that you:

- Help the researcher understand and plan their contractual commitments:
 - Set up a staff plan including scholarships; and
 - Set up forecast of collaborative payments.
- Help the researcher plan their softer commitments such as:
 - Travel plans;
 - Equipment purchases;
 - Consumables etc.
- Allow the rest to fall into Unallocated Funds. There is no need to over plan. Finance should not develop the plan (other than for contractual commitments) without the researcher's input.
- It is important to note that anything that is planned reduces the Whole of Life available Balance for the researcher, so be guided by researcher's needs when creating the plan.

Setting up the Plan

Other Guidelines

Make sure you include the following in the plan if they apply:

- Research Overheads
- Consultancy Overheads
- Project Margin

Income Indexing

- It may be appropriate for you to index the income, you should be conservative on this so it is not overstated to the researcher but you may wish to index future years income.
- Contract and Grants Accounting will continue to issue the new rates each year.

Setting up the Plan

What if the researcher will not meet?

After two or three requests, if the researcher will not meet:

- Plan the grant income;
- Put funding restrictions in MyBalance according to the funder rules; and
- Plan any commitments you can, in particular staff, scholarships and collaborative payments.

MyBalance will still give the researcher useful information.

It is recommended that you put a comment as an overall grant comment such as “I recommend we meet to update this plan.”

Setting up the Plan

First Plan

Updates to a plan can be loaded immediately and will be visible in MyBalance immediately.

However, when an MA sends through a plan for a project that has had no previous activity (no plans, no actuals), the project will not show up until the following day.

The tables required to link the chart fields etc. cannot be run in real-time or we risk making the dataset unavailable for a few minutes each time someone uploads a project.

Part 4

New Project Funding

Nicole Thompson

(Director, Office of Sponsored Research)

Research Project Support



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New Project Funding

Every year UQ receives research income from a variety of sources, for which we are required to maintain project accounts:

- **Category 1:** Australian Competitive Grants R&D income, including ARC and NHMRC grants and Fellowships, MRFF, and Rural R&D;
- **Category 2:** Other public sector R&D income, including Commonwealth, State, Territory and Local Government (competitive and commissioned);
- **Category 3:** Industry and other R&D income, including Australian and International for-profit and not-for-profit, Australian and International philanthropy, and International Government (competitive and commissioned);
- **Category 4:** CRC R&D income, including project grants funded from CRCs, and CRC-Ps involving UQ; and
- UQ internal funding schemes and initiatives.

Categories 1 to 4 of research funding are managed in Fund 4 accounts within UniFi.

New Project Funding

These categories of grants and commissioned/contract research have a variety of conditions attached; they may have overarching rules from a funding body and/or specific conditions within the funding agreement/contract.

As well as the grant- or project-specific funding rules and/or contracts, Management Accountants need to be able to advise researchers on UQ's financial obligations as a Queensland statutory body and our obligations under various Commonwealth and Queensland Government laws and regulations and the *UQ Policies and Procedures* relevant to research contracts and grants.

Although the researcher is ultimately responsible for complying with project obligations, their Management Accountant is there to advise and support them in the financial aspects of discharging the project.

New Project Funding – Grant Record Letter (GRL)

After grant funding has been accepted, relevant contracts are in place, relevant special conditions are met, and any required clearances have been provided to UQ R&IE, the successful grant can be operationalised at UQ. This involves the issue of a **Grant Record Letter** (GRL) by the Office of Sponsored Research in UQ R&IE.

GRLs will have a variety of documents attached to them to assist in operationalisation of the project, including, **for competitive grants**:

- Contracts such as agreements with the granting agency (also known as funding agreements or head agreements); and agreements between project parties (also known as Multi-Institutional Agreements or ‘MIAs’; Collaborative Research Agreements or ‘CRAs’; Letters of Agreement ‘LOAs’).
- The application submitted to the granting agency, usually including the scope of work and the proposal budget. Sometimes the application is appended to the contract.
- Other supporting documents or hyperlinks such as Funding Rules, Special Conditions, UQ R&IE Troubleshooting Guides, Tipsheets, etc.

New Project Funding – Grant Record Letter (GRL)

In terms of **commissioned/contract research**, GRLs also have attached to them a variety of documents to assist in operationalisation of the project:

- Contracts between UQ and the funding provider (for example industry or government). These contracts normally include schedules of operational context.
- A UQ Budget Spreadsheet (this is UQ's pricing tool that would have been used to cost the project).
- Other supporting documents such as conditions, or scopes of work not already included in the above.

New Project Funding – Grant Record Letter (GRL)

In terms of **UQ-wide internal grant schemes**, GRLs have a more compact suite of documents assisting in operationalisation of the project:

- The application submitted to the internal funding schemes, usually including the scope of work and the proposal budget.
- Other supporting documents such as conditions of award, Special Conditions, UQ R&IE Troubleshooting Guides, Tipsheets etc.

New Project Funding – Grant Record Letter (GRL)

UniFi project number(s) and associated fund codes are generated following the issue of the GRL and grant expenditure can then officially commence.

If a competitive grant or fellowship was awarded a lesser amount of funding than was requested, the lead investigator (1st CI or CIA) is asked to liaise with their MA to ensure that a [revised project plan is incorporated into the Budget Workbook and MyBalance](#)

Investigators are also asked to discuss pre-GRL account processes with their MA, quoting the Research Master (RM) number for their grant or fellowship. Pre-GRLs are subject to increasing automation, but questions still arise around when they can and can't be used.

Part 5

Project Funding Rules

Nicole Thompson

(Director, Office of Sponsored Research)

Research Project Support



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Project Funding Rules

What are Project funding rules?

- These may be in funding rules, grant guidelines, funding agreements, grant agreements, terms and conditions (Ts&Cs) in any combination.
- For some agencies such as ARC, they are year specific as well (for example, spending provisions for a 2015 Discovery Grant are not the same as a 2019 Discovery Grant).

Project funding rules (no matter what document format they are presented in) normally define:

- Eligible expenditure
- Ineligible expenditure
- Other restrictions, such as not funding 'basic facilities' (common in ARC and NHMRC)
- Any \$ caps on any expenditure (for example, many ARC schemes have a \$ cap on travel costs, excluding fieldwork)

In addition to the funding rules, a granting agency may impose 'special conditions' on funding at the award stage, including line-specific budget cuts (in addition to generic funding cuts).

Project Funding Rules

Responsibility for Funding Compliance

Project funding rules are complex and can be very different in length, content and structure. Ultimately the researcher is responsible for their grants, but Management Accountants are to support the researcher in the compliant interpretation of the project funding rules.

Interpreting project funding rules can sometimes be difficult, so this training session will include guidelines to help the Management Accountant to help the researcher, and who to reach out to for questions.

Project Funding Rules

Responsibility for Funding Compliance

Your Senior Management Account, Finance Manager and Contract and Grants Accounting can also help you with questions on interpretation.

The Office of Sponsored Research are experts in competitive research grant funding rules and are available to give advice. Here, the relevant Manager of Sponsored Research is the best contact.

Your Faculty and Institute Research Partnership Manager (RPM) are experts on industry partnership grants. Your Faculty and Institute Research Liaisons (FIRL) are another point of contact.

Just as you are there to support and advise your researchers, there are also people you can speak to for advice and support.

Project Funding Rules

Putting the fundamental rules in MyBalance means that the researcher can be reminded as they plan their grant and execute expenditure.

The Office of Sponsored Research have Tip Sheets/Troubleshooting Guides for ARC (Discovery, and Linkage) and NHMRC post-award expenditure. These Guides are a ready-reckoner, highlighting overall eligible and ineligible expenditure types very clearly.

These resources are already very popular within the OSR, as it is so easy to find information that can otherwise be quite fractured. Three updated Guides are scheduled to be published on Monday 5 November 2018.

Project Funding Rules

Guidelines for Competitive Grants

The first principle with competitive grants is that the money is to be spent broadly in accordance with the budget submitted to the funding body, and subject to the rule and any special conditions.

The awarded funds will typically be less than the researcher applied for. The researcher may require help from the Management Accountant to plan how they will spend the reduced grant within the categories that they applied for.

Project Funding Rules

Guidelines for International Grants, US Federal Grants including National Institutes of Health (NIH)

US Federal grants have general funding rules for the type of grant but may also have grant specific rules.

For NIH grants the grant program legislation and program regulation is cited in the Notice of Award.

Other US Federal grants will not doubt have a similar document that must be reviewed.

Project Funding Rules

Guidelines for UQ internal funding

UQ's funding schemes are for a variety of purposes including early career and start up initiatives, and infrastructure funding. The conditions for the specific schemes are available on UQ's website (and are included with each GRL).

The award is to be used for the purposes given in the application and any significant variation is subject to the approval of the Deputy Vice-Chancellor (Research) or delegate. Variations may also require the approval of the Executive Dean or Institute Director and/or the Head of School.

Funding may be specifically for salaries or a block grant. There may be categories of expenditure that is disallowed but spending in the remaining valid categories is determined by the needs of the research project.

Internal funding is normally paid quarterly and in arrears.

Project Funding Rules

Guidelines for Non-competitive and Consulting Income

By their commercial nature, consultancy agreements and commercial research contracts are often not specific in terms of funding rules. These contracts often contain commercial margins and are of a fixed price nature for the delivery of a known outcome or piece of contracted research work. Commonly financial acquittal reporting is not required.

It is, however, important for the MA to consult the relevant agreement to ensure that no specific rules exist. In instances where contractual conditions require funds to be spent in a certain manner, these must be recorded in MyBalance as for research grants.

Project Funding Rules










Funding Rules in MyBalance

MyBalance presents a simple summary of the project funding rules for the researcher. It is your responsibility to enter key elements of the project funding rules and comments via the workbook as the initial plan is entered. We will explain entering comments and what the icons mean in the setting up the plan section

The quality of what the researcher views in MyBalance is dependent on the clarity of the comments that you enter to explain the funding rules.




Moving the mouse over icons with the "i" shows the comments

More on this later but remember that surfacing the funding rules in this simple way means that the researcher can more easily manage the correct spending on their projects.





Funds	
	Accum Funds Opening Balance
	ARC Research Income
Total Funds	
Expenses	
	Salaries Non Casual - Academic
	Salaries Non Casual - General
	Staff Development L5
	Consumables
	Professional & Oth Servcs
	Minor Equipment Purchases
	Travel - Domestic
	Travel - International
	Note: International Conference Travel only
Total Expenses	

Project Funding Rules

Interpreting the traffic lights

-  A red traffic light means that the spending category should not be spent on in this grant. The *i* means there is a comment about this under the mouse over.
-  Amber means caution should be exercised on this spending category as there may be items within this category that are disallowed or have specific conditions attached.
-  Green means there are no specific funding restrictions on this category other than:
 - Ensuring the spending is for the purpose outlined for the project; and
 - UQ's normal governance principles and financial delegation principles apply .

Moving the mouse over icons with the "i" shows the comments

Funds	
	Accum Funds Opening Balance
	ARC Research Income
Total Funds	
Expenses	
	Salaries Non Casual - Academic
	Salaries Non Casual - General
	Staff Development L5
	Consumables
	Professional & Oth Servcs
	Minor Equipment Purchases
	Travel - Domestic
	Travel - International
	Note: International Conference Travel only
Total Expenses	

Project Funding Rules

First steps for competitive grants

Populate the “Budget Original” in the workbook with the application budget. This acts as the first test as to whether the expenditure is allowed.

When evaluating a new Commonwealth Grant:




- Go to the website of the specific grant type and confirm the current rules;
- Check for items excluded as special conditions in the Funding Offer; and
- Check for items specifically excluded in the Funding Agreement.



Other resources include:

- Tip Sheets from the Office of Sponsored Research which are updated yearly; and
- The Commonwealth, State and other funding agreements.

Project Funding Rules

- These are the typical spending rules on ARC and NHMRC grants.
- Your researcher's grant may have other specific restrictions.
- As we've already noted, the rules are updated every year but the grant is funded under the rules in place when it was granted.

-  Up to amount applied for in grant application
-  Some restrictions apply
-  Spending category disallowed

Account	Account Description	ARC	NRMRC	Examples
650000	OTHER EMPLOYMENT COSTS			
650500	Appointment, Allowance & Other			E.g. OH&S, visas, relocation costs
650600	Contract Staff & Reimbursements			
660000	STAFF DEVELOPMENT			
660100	Staff Development			E.g. Conference registration - presenting research outcomes
701000	GENERAL OPERATING EXPENSES			
701100	Consumables			
701200	Utilities			E.g. Clinical Trial Phone Charges
701300	Motor Vehicle Expenses			
703000	PROFESSIONAL & SERVICE CHGS			
703100	Consultants			
703200	Other Service Charges			
704000	EQUIPMENT - CAPITALISED			
705100	Capitalised Equipment			E.g. Fund 452 or 413 (ARC & NHMRC equipment grants)
705000	EQUIPMENT - NON CAPITALISED			
705300	Minor Equip't (incl. Lease/Rental)			E.g. Specialised computer equipment and software essential to the project
705400	Minor Works & Fac' Maintenance			E.g. Fund 452 or 413 (ARC & NHMRC equipment grants)
707000	TRAVEL			
707100	Travel - Domestic			E.g. Travel Costs essential to the project
707200	Travel - International			E.g. Travel Costs essential to the project
717000	HOSPITALITY			
717100	Hospitality Events & Gifts			
726000	SCHOLARSHIPS			
726200	Scholarship Stipends			
726300	Tuition Fee Waivers			
726400	Other Support (incl. Travel)			
727000	COLLABORATIVE PROJECTS			
727100	Collaborative Project Payments			
728000	OTHER EXPENSES			
728100	Marketing & Advertising			
728200	Other Expenses			

Project Funding Rules

Surplus Funds

To minimise potential concerns towards the end of the project it is a good idea to determine what must happen with surplus funds at the end of the project.

In-Kind Contributions

Although they are not specifically financial obligations recorded in the project, the MA should ensure that the researcher is aware of contractual “In-Kind” obligations by putting them in the general comments section of MyBalance. Contractual in-kinds are rare (normally only ARC Linkage schemes and some CRC projects).

Part 6

Project Variations

Nicole Thompson

(Director, Office of Sponsored Research)

Research Project Support



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Project Variations

When is a project variation required?

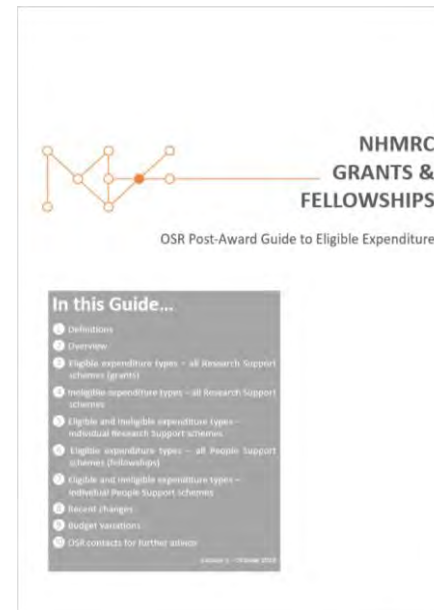
When a researcher is awarded a grant, or at any time during the life of a grant or project, they may want to spend the money differently to what was in the original budget. This may be completely fine but there may be circumstances where you will need to advise the researcher to seek a project variation through the Office of Sponsored Research.

ARC and NHMRC grants often have restrictions on what can be spent (either within a budget category, or even the amount of a budget category). The Office of Sponsored Research (OSR) **Post-Award Guides** are a useful resource for agency-specific and scheme-specific *modus operandi*, including **eligible** and **ineligible** expenditure for ARC and NHMRC.

For ARC and many other grants, a variation may not be needed if the spending is up to the amount applied for in a particular category, assuming the proposed new expenditure is **eligible**. For NHMRC grants, there is a flexible approach to the reallocation of funding, whilst adhering to the Funding Rules and DRC Guidelines.

Understanding variations – ARC and NHMRC

- Management Accountants are not on their own when working with Investigators on budget changes.
- Management Accountants have support from Senior Management Accountants and their Finance Managers, and expert advice from the Office of Sponsored Research, including Post-Award Troubleshooting Guides



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Understanding Project Variations

Generally speaking, expenditure on a research project must be project-specific and **within the broad structure of the proposed budget detailed in the application.**

When considering if a potential budget change constitutes a variation, the OSR would be guided by answers to the following questions:

Is it eligible? Is the potential new expenditure eligible under the funding rules or contract?

Is it integral? Is the potential new expenditure in the best interests of the project and does it support the achievement of the project's objectives? Is it directly related to the approved project?

What is the effect? Does the potential new expenditure affect the overall scope of the project? For example, is the project changing direction as a result? Does the potential new expenditure take budget from elsewhere in the project and materially re-deploy it?

ARC Overview

- A change notification variation should be requested when funding is being moved across line items (for example, moving funding from Personnel to Travel).
- If funding is being spent differently from what was outlined in the Proposal but the intention of the expenditure is the same, a Variation is not required. For example:
 - A Research Associate was planned to be hired but now a Research Assistant will undertake those tasks; or
 - A conference in Melbourne has been replaced by a conference in Sydney; or
 - A certain type of software was initially intended to be purchased but now a better version is available so that version will be purchased instead.

ARC Worked Example – Personnel

- An ARC Discovery Projects Grant is funded at 60% of the requested budget.
- The Investigator team can no longer afford to pay for the proposed research associate, and wish to spend personnel funding on casual research assistant time and a HDR stipend instead.
- **Is a project variation required? What questions would be asked to establish this?**

ARC Worked Example – Travel

- An ARC Discovery Projects Grant is funded at 60% of the requested budget.
- The Investigator team had travel in the original application budget, but now need to use the bulk of the available funds to support personnel costs instead.
- The Investigator team want to adjust the travel budget to zero and use the funding to help pay for personnel. Even with this potential redeployment, the personnel budget line would be smaller than the original application budget.
- **Is a formal project variation required? What questions would be asked to establish this?**

ARC Worked Example – Equipment

- An ARC Discovery Projects Grant is funded at 60% of the requested budget.
- The Investigator team had an equipment line in the original budget, but this was for \$3,000 in each of years 1 and 2.
- The equipment was under-costed in the application and the same items will now cost \$8,000 in each of years 1 and 2. The equipment* is essential for the delivery of the project. The overall equipment budget in the grant would expand as a result.
- **Is a formal project variation required? What questions would be asked to establish this?**

**late-arising equipment requests in the final year of the project often raise a red flag when managing the project as it heads toward close-out.*

NHMRC Overview

“Funding provided by NHMRC for a Research Activity may be spent on a cost incurred in relation to that Research Activity that satisfies all of the following requirements:

The cost must be integral to achieving the objectives and outcomes of the Research Activity as set out in the Application for Funding for that Research Activity, as approved by NHMRC.

The cost must be directly related to the grant proposal as set out in the Application for Funding for that Research Activity, as approved by NHMRC.

The cost must not be for a facility or an administrative cost that would be provided by an institution in the normal course of undertaking and supporting health and medical research.”

In the case where a lesser amount of funding is awarded to a grant than was requested, there is flexibility for the first named Chief Investigator (CIA) to direct NHMRC funds to those items of the budget that he/she considers most pertinent to achieving the aims and objectives of the Research Activity, whilst adhering to Funding Rules and DRCs. In other words, a flexible re-deployment model applies with the only clear flags being around equipment.

Navigating complex or disputed budget variations

Management accountants may find themselves in the situation where the researcher is attempting to do something that is not permitted under the grant/contract/guidelines or the researcher disagrees with the advice provided by their MA.

The management accountant is advised to:

- Ask the researcher that the MA needs to speak to their supervisor;
- The MA should speak to the SMA (and perhaps Finance Manager) initially to unpack the matter and determine the best course of action;
- The MA is able to refer to the OSR expert panel for guidance on budget/variation matters, or refer the researcher to OSR to discuss the potential budget change.

Part 7

Workbook Good Practice

Simon Thomas (Finance Manager, HABS)

Research Project Support



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Workbook Good Practice & Ideas from Users

Getting the most out of the workbook



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Getting the Most out of the Workbook

General Principles

General Principles

- All contractual commitments should be included in the plan.
- Items with a firm plan should be included.
- Staff plan should be included, this flows into the Staff List Report and is used in other Reportal reports such as staff variance.
- In many cases, it will be beneficial to not include any items that are not firm. This will allow MyBalance to show a complete “Whole of Life Available Balance” figure:
 - E.g. If project requires a piece of equipment - include on equipment line of the forecast and copy it to the plan.
 - E.g. The researcher states they will probably buy some minor equipment some time during the project life - do not include a provision. Unspent money will be shown in MyBalance as “Whole of Life Available Balance” and the researcher will be aware that they have the funds available.



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Getting the Most out of the Workbook

Entry Methods

Edit Tab

- Major expenditure items (and comments for MyBalance where appropriate)
- Links to Staff Plan and Transfers tab

Staff Tab

- All appointed staff (Continuing and Fixed Term – *consider the nature of casuals before including*)
- Future appointments with a **firm** plan

Transfers Tab

- Income
- Collaborative Project Payments
- Option for other significant expenditure items and “sub-projects”
- “Traffic lighted” items with planned activity



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Workbook Changes – Linking & Traffic Light

Training Workbook

9739022-01-477-21-018656

Approved Project: Ends 31/12/2020

David Waters [Fund 477 - Site 01]

LATEST FORECAST & BUDGET (Actuals to Period 6)		Link	Forecast 2018	Forecast 2019	Forecast 2020	Actuals Prior_Years = (1)	Forecast Current Year To End of Project= (2)	Forecast Whole of Project Life [(1)+(2)]	Plan 2018
600000	Academic Non-Casual (Generic)								
600100	Salaries - Academic	S	221,965	167,301	113,058	426,842	697,200	1,124,041	
703100	Consultants	T	1,162,928	786,928	402,140	1,274,628	2,355,996	3,630,624	
703200	Other Service Charges		189			697	189	886	
704000	EQUIPMENT - CAPITALISED					5,625		5,625	
705000	EQUIPMENT - NON CAPITALISED		526			11,777	526	12,303	
707000	TRAVEL		12,446	10,000	10,000	107,628	32,446	140,073	
707000	Travel (Generic)								
707100	Travel - Domestic	W	10,901	10,000	10,000	3,987	30,901	34,888	
707200	Travel - International	R	1,544			103,641	1,544	105,185	

Register Edit Staff Transfers Report Settings Analysis ChartofAccounts Mapping Audit ReleaseNotes

Training Workbook

INTERNAL TRANSFERS

Calc Type	Offset Code	OAR Link	Generic Chartstring	Budget Account	Account Description	Link Check	Link	2018	2019	2020
			9739022-01-477-21-018656	703100	Consultants	Ok	T			
			9739022-01-477-21-018656	703100	Consultants	Ok	T			
			9739022-01-477-21-018656	703100	Consultants	Ok	T			
OFF			9739022-01-477-21-018656	707100	Travel - Domestic	Ok	W			
OFF			9739022-01-477-21-018656	707200	Travel - International	Ok	R			
					-	-				

Register Edit Staff Transfers Report Settings Analysis ChartofAccounts Mapping

New Link Column on Transfers.

Link Check

Link

Ok T

Ok T

Ok T

Ok W

Ok R

S

T

W

R

Traffic Light Indicators used in MyBalance Report:

- W = Warning
- R = Restricted
- T = General Transfers link

Workbook – A note about FiA Projects

Expenditure must be *forecast* in Edit tab to trigger the FiA function in WKB

Example:

- Project with \$485k approved for 2018
- Firm plan to spend \$100k on equipment
- If no other expenditure is *forecast*:

LATEST FORECAST & BUDGET (Actuals to Period 9)	Link	Actuals 2018-09	Forecast 2018-10	Forecast 2018-11	Forecast 2018-12	Forecast 2018
CORPORATE ALLOCATIONS						
CENTRAL FUNDING SCHEMES					-100,000	-100,000
INTERNAL ADJUSTMENTS					-100,000	-100,000
AVAILABLE REVENUE					-100,000	-100,000
ACADEMIC SALARIES NON-CASUAL						
ACADEMIC SALARIES CASUAL						
GENERAL SALARIES NON-CASUAL						
GENERAL SALARIES CASUAL						
OTHER EMPLOYMENT COSTS						
STAFF DEVELOPMENT						
GENERAL OPERATING EXPENSES						
PROFESSIONAL & SERVICE CHGS						
EQUIPMENT - CAPITALISED			100,000			100,000
EQUIPMENT - NON CAPITALISED						
TRAVEL						
HOSPITALITY						
SCHOLARSHIPS						
COLLABORATIVE PROJECTS						
OTHER EXPENSES						
UNDEFINED PROJECT EXPENSES						
DEP'N AMORTIS'N & IMPAIRMENT						
EXPENDITURE			100,000			100,000
OPERATING RESULT			100,000		-100,000	



Workbook – A note about FiA Projects

Option 1:

- Add “unidentified project expenses” to trigger FiA in WKB
- *BEWARE of the impact on 001 Operating activity!*

LATEST FORECAST & BUDGET (Actuals to Period 9)	Link	Actuals 2018-09	Forecast 2018-10	Forecast 2018-11	Forecast 2018-12	Forecast 2018
REVENUE						
CORPORATE ALLOCATIONS						
CENTRAL FUNDING SCHEMES					-485,000	-485,000
INTERNAL ADJUSTMENTS					-485,000	-485,000
AVAILABLE REVENUE					-485,000	-485,000
ACADEMIC SALARIES NON-CASUAL						
ACADEMIC SALARIES CASUAL						
GENERAL SALARIES NON-CASUAL						
GENERAL SALARIES CASUAL						
OTHER EMPLOYMENT COSTS						
STAFF DEVELOPMENT						
GENERAL OPERATING EXPENSES						
PROFESSIONAL & SERVICE CHGS						
EQUIPMENT - CAPITALISED			100,000			100,000
Equipment - Capitalised (Generic)			100,000			100,000
Capitalised Equipment						
EQUIPMENT - NON CAPITALISED						
TRAVEL						
HOSPITALITY						
SCHOLARSHIPS						
COLLABORATIVE PROJECTS						
OTHER EXPENSES						
UNDEFINED PROJECT EXPENSES				200,000	185,000	385,000
Undefined Expenses (Generic)				200,000	185,000	385,000
Undefined Project Expenses						
DEP'N AMORTIS'N & IMPAIRMENT						
EXPENDITURE			100,000	200,000	185,000	485,000
OPERATING RESULT			100,000	200,000	-300,000	



Workbook – A note about FiA Projects

Option 2:

- Manually adjust in “Plan” (column CB)
- BEWARE of the impact on 001 Operating activity!*

LATEST FORECAST & BUDGET (Actuals to Period 9)	Link	Actuals 2018-09	Forecast 2018-10	Forecast 2018-11	Forecast 2018-12	Forecast 2018	Actuals Prior_Years = (1)	Forecast Current Year To End of Project= (2)	Forecast whole or Project Life= ((1)+(2))	Plan 2018	Variance Plan v Forecast (Project Life)
CORPORATE ALLOCATIONS											
CENTRAL FUNDING SCHEMES					-100,000	-100,000		-100,000	-100,000	-485,000	-385,000
Central Funding Schemes (Generic)											
Central Funding Schemes	T				-100,000	-100,000		-100,000	-100,000	-485,000	-385,000
INTERNAL ADJUSTMENTS					-100,000	-100,000		-100,000	-100,000	-485,000	-385,000
AVAILABLE REVENUE					-100,000	-100,000		-100,000	-100,000	-485,000	-385,000
ACADEMIC SALARIES NON-CASUAL											
ACADEMIC SALARIES CASUAL											
GENERAL SALARIES NON-CASUAL											
GENERAL SALARIES CASUAL											
OTHER EMPLOYMENT COSTS											
STAFF DEVELOPMENT											
GENERAL OPERATING EXPENSES											
PROFESSIONAL & SERVICE CHGS											
EQUIPMENT - CAPITALISED			100,000			100,000		100,000	100,000	100,000	
Equipment - Capitalised (Generic)			100,000			100,000		100,000	100,000	100,000	
Capitalised Equipment											
EQUIPMENT - NON CAPITALISED											
TRAVEL											
HOSPITALITY											
SCHOLARSHIPS											
COLLABORATIVE PROJECTS											
OTHER EXPENSES											
UNDEFINED PROJECT EXPENSES											
Undefined Expenses (Generic)											
Undefined Project Expenses											
DEP'N AMORTIS'N & IMPAIRMENT											
EXPENDITURE			100,000			100,000		100,000	100,000	100,000	
OPERATING RESULT			100,000		-100,000					-385,000	-385,000



Workbook Changes – Transfers tab for “Sub Projects”

Generic Chartstring	Budget Account	FFT Ref	Journal Description	2018-01	2018-02	2018-03	2018-04	2018-05	2018-06	2018-07	2018-08	2018-09	2018-10	2018-11	2018-12	2018
2111904-01-608-41-613045	701100	CONSUM	Office Consumables	406	-1,829	3,377	2,286	1,905	4,065	1,374	4,486	1,846	4,000	4,000	4,000	29,916
2111904-01-608-41-613045	729100	COMMSTRAT	Communication strategy	1,209	2,743	5,001	3,900	6,056	10,535	8,970	12,925	16,564	10,000	10,000	10,000	97,904
2111904-01-608-41-613045	729100	BOARD	Board meetings					117	117		37			33,000		33,271
2111904-01-608-41-613045	729100	ENGAGE	Engagement events	2,000	263				84	1,685	21	170	100	100	100	4,523
2111904-01-608-41-613045	729100	RESEARCH	Research costs						1,480				1,000	2,000	1,000	5,480
2111904-01-608-41-613045	729100	MEMBERSHIP	Rural Health memberships					45,136	2,000		5,035	55	11,000			63,225

Useful for projects with (internal or external) reporting requirements:

- by activity that is not easily correlated to the UQ CoA
- Sub-projects with multiple types of expenditure (natural a/cs)



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Workbook Changes – Transfers tab for “Sub Projects”

Generic Chartstring	Budget Account	FFT Ref	Journal Description	2018-01	2018-02	2018-03	2018-04	2018-05	2018-06	2018-07	2018-08	2018-09	2018-10	2018-11	2018-12	2018
2111904-01-608-41-613045	701100	CONSUM	Office Consumables	406	-1,829	3,377	2,286	1,905	4,065	1,374	4,486	1,846	4,000	4,000	4,000	29,916
2111904-01-608-41-613045	729100	COMMSTRAT	Communication strategy	1,209	2,743	5,001	3,900	6,056	10,535	8,970	12,925	16,564	10,000	10,000	10,000	97,904
2111904-01-608-41-613045	729100	BOARD	Board meetings					117	117		37			33,000		33,271
2111904-01-608-41-613045	729100	ENGAGE	Engagement events	2,000	263				84	1,685	21	170	100	100	100	4,523
2111904-01-608-41-613045	729100	RESEARCH	Research costs						1,480				1,000	2,000	1,000	5,480
2111904-01-608-41-613045	729100	MEMBERSHIP	Rural Health memberships					45,136	2,000		5,035	55	11,000			63,225

“Best guess” of natural account

Use of FFT makes EoM manual reconciliation faster

Educating staff in project to quote CS and FFT is imperative!

When pushed through “Edit” and copied to “Plan”, MyBalance link to transactions details provides current info on spend by sub-project

Generic Chartstring	Budget Account	FFT Ref	Journal Description
2111904-01-608-41-613045	701100	CONSUM	Office Consumables
2111904-01-608-41-613045	728100	COMMSTRAT	Communication strategy
2111904-01-608-41-613045	717100	BOARD	Board meetings
2111904-01-608-41-613045	728100	ENGAGE	Engagement events
2111904-01-608-41-613045	703200	RESEARCH	Research costs
2111904-01-608-41-613045	728200	MEMBERSHIP	Rural Health memberships

T = General Transfers link



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Getting the Most out of the Workbook

Unallocated Funds

The Planned Total Funds minus Planned Total Expenses for each year gives the Unallocated Funds.

In the workbook the “Undefined Project Expenses” will not be copied from Forecast to Plan, current practice can continue for Forecast purposes (e.g. undefined project expenses by CS, by fund group 999999 or other method)

Unallocated Funds	25,000	Exists for multiple years
Expenses Unplanned/Overspend	453	Unplanned expenses.
Whole of Life Available Balance	24,547	Sum of unallocated funds for each year minus Activity from Unplanned Accounts



Workbook – A note about “Unplanned Activity”

How can I keep up with all this unplanned activity?



		2018			
		Plan	Actuals	Commitments	Remaining
Funds					
●	Accumulated Opening Balance	75,140	75,140	0	0
●	Other Research Income	88,569	66,427	0	22,142
	Total Funds	163,709	141,567	0	22,142
Expenses					
●	Sals - General Casual	11,162	11,625	0	(463)
●	Staff Development	0	0	0	0
●	Consumables	2,067	6,890	1,054	(5,877)
●	Professional & Oth Servcs	852	852	2,182	(2,182)
●	Capitalised Equipment	0	0	0	0
●	Minor Equipment Purchases	0	0	1,782	(1,782)
●	Minor Works	0	0	1,585	(1,585)
●	Travel - International	0	1,854	0	(1,854)
●	Other Student Support	0	409	0	(409)
●	Marketing & Advertising	0	60	0	(60)
	Total Expenses	14,082	21,690	6,603	(14,211)

You don't have to!
MyBalance continues to show the PLAN and actuals roll in (which may differ). A material difference in expenditure pattern would warrant a review of the PLAN



Workbook – A note about Unidentified Project Expenses

TO CONSIDER:

In my WKB(s), would it be easier to include only firm plans for each chartstring then include a provision to increase total expenditure for the org unit?

L1 Chartstring	Generic String Description	Download	User Statu	Date Added	User Index	Check Statu	Action	Fund	Minor Fur	Fund Gro	Equity	Revenue	Expenditure	Result	Balance
5021222-01-418-21-016875	ARC COE - LCC (SANDERS) (I) ARC FUNDS	Import	A	09/12/2014	SANDERS	A	✓	418	400	002	-138,664	-725,829	823,861	98,032	-40,632
5021222-01-466-21-016875	ARC COE - LCC (SANDERS) (II) AUS GOV FUNDS	Import	A	09/02/2015	SANDERS	A	✓	466	400	002	-53,421		50,231	50,231	-3,190
5021222-01-470-21-015721	OREGON RESEARCH INSTITUTE (SANDERS)	Import	A	11/02/2014	SANDERS	A	✓	470	400	002	162	-56,162	35,539	-20,623	-20,461
5021222-01-470-21-016570	UNI OF SOUTH CAROLINA (SANDERS)	Import	A	17/07/2015	SANDERS	A	✓	470	400	002	6,022	-17,680	11,658	-6,022	0
5021222-01-480-21-013525	UNI OF SYDNEY - STEPPING STONES (SANDERS)	Import	A	19/07/2012	SANDERS	A	✓	480	400	002	10,692	-12,000	796	-11,204	-512
5021222-01-480-21-018313	UNI OF SYDNEY - FETAL ALCOHOL (SANDERS)	Import	A	19/11/2015	SANDERS	A	✓	480	400	002	-30,667				-30,667
5021230-01-400-21-999999	** BUDGET ACCOUNT	Import	A	09/09/2009	BUDGET	A	✓	400	400	002			90,000	90,000	90,000



Getting the Most out of the Workbook

The Difference Between the Forecast and the Plan

Forecast - is a projection about future performance on the basis of historical data and current condition's data and knowledge (<https://ppl.app.uq.edu.au/content/9.10.02-budgeting-and-forecasting>)

Plan – is the amount that the researcher and the management accountant determine will be spent or received on the level six account each year and whole of project life.

- The Plan belongs to the researcher, they are able to set the plan based on what they want.
- The plan will probably start off the same as the forecast but they will diverge over time.
- The management accountant may advise the researcher that their plan is going off course, but ultimately it is the researcher's plan to change.



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Getting the Most out of the Workbook

More About the Plan

It may help to think of the plan as a project plan, the plan will change over time as projects never go to plan.

The plan belongs to the researcher, they are able to set the plan based on what they want.

The plan will probably start off the same as the forecast but they will diverge over time.

The management accountant may advise the researcher that their plan should be revised but it only gets revised when the researcher wants it changed.

The forecast should NEVER replace the plan without the researcher's authorisation.



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Data Items from Workbook

MyBalance

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MyBalance Data Items from the Workbook



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MyBalance

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MyBalance

Actuals (Current Year)

Whole of Life

Previous Years

PDF

Excel

Training

Log Out

Researcher
spending plan

Grant spending
rules, traffic lights.
Mouse over
comments

[Staff List](#)

[Research Invoices](#)

Project Description	Funding Body	Investigator	Project Status	Start & Finish Date	RM Number	Generic Chart String												
	Queensland State Research		Approved Project	13/12/2013 to 30/06/2019														
	2018				2019			2020			Others							
	Plan	Actuals	Commitments	Remaining	Plan	Commitments	Remaining	Plan	Commitments	Remaining	Plan	Commitments	Remaining					
Funds																		
Accumulated Opening Balance	(33,042)	(33,042)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Qld State Research Income	166,667	166,667	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total Funds	133,625	133,625	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Expenses																		
Salaries Non Casual - General	99,059	68,941	28,988	1,129	5,000	5,000	0	0	0	0	0	0	0	0	0	0	0	
Consumables	6,599	7,130	0	(531)	0	0	0	0	0	0	0	0	0	0	0	0	0	
Utilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Motor Vehicle Expenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Professional & Oth Servcs	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Minor Equipment Purchases	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Travel - Domestic	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Travel - International	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Hospitality	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total Expenses	105,662	76,075	28,988	598	5,000	5,000	0	0	0	0	0	0	0	0	0	0	0	
Unallocated Funds	27,964																	
					(5,000)													
Total Unallocated Funds	22,964																	
Balance of Unplanned/Overspend	(531)																	
Whole of Life Available Balance	22,433																	

Salary
commitments

New Data Items

	2018				2019			
	Plan	Actuals	Commitments	Remaining	Plan	Commitments	Remaining	
Funds								
Accumulated Opening Balance	(33,042)	(33,042)	0	0	0	0	0	
Old State Research Income	166,667	166,667	0	0	0	0	0	
Total Funds	133,625	133,625	0	0	0	0	0	
Expenses								
Salaries Non Casual - General	99,059	68,941	28,988	1,129	5,000	5,000	0	
Consumables	6,599	7,130	0	(531)	0	0	0	
Utilities	0	0	0	0	0	0	0	
Motor Vehicle Expenses	0	0	0	0	0	0	0	
Professional & Oth Servcs	3	3	0	0	0	0	0	
Minor Equipment Purchases	0	0	0	0	0	0	0	
Travel - Domestic	0	0	0	0	0	0	0	
Travel - International	0	0	0	0	0	0	0	
Hospitality	0	0	0	0	0	0	0	
Total Expenses	105,662	76,075	28,988	598	5,000	5,000	0	
Unallocated Funds	27,964				(5,000)			

Salary commitments

Researcher spending plan

Grant spending rules, traffic lights. Mouse over comments

For each year, Total Funds minus Total Expenses

Remaining
The amount of money the researcher plans to spend in a category but has not spent yet.

Sum of annual unallocated funds

Sum of unplanned spends and overspends

Total Unallocated Funds 22,964

Balance of Unplanned/Overspend (531)

Whole of Life Available Balance 22,433

Total Unallocated Funds plus Balance of Unplanned/Overspend

Management Accountant Comment

This grant concludes in the middle of next year



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Whole of Life Balance

Total Unallocated Funds	22,964	
Balance of Unplanned/Overspend	(531)	
Whole of Life Available Balance	22,433	← Total Unallocated Funds plus Balance of Unplanned/Overspend

Whole of Life Balance

The amount of money that the researcher has not allocated to another purpose and is available to use.



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Workbook Example

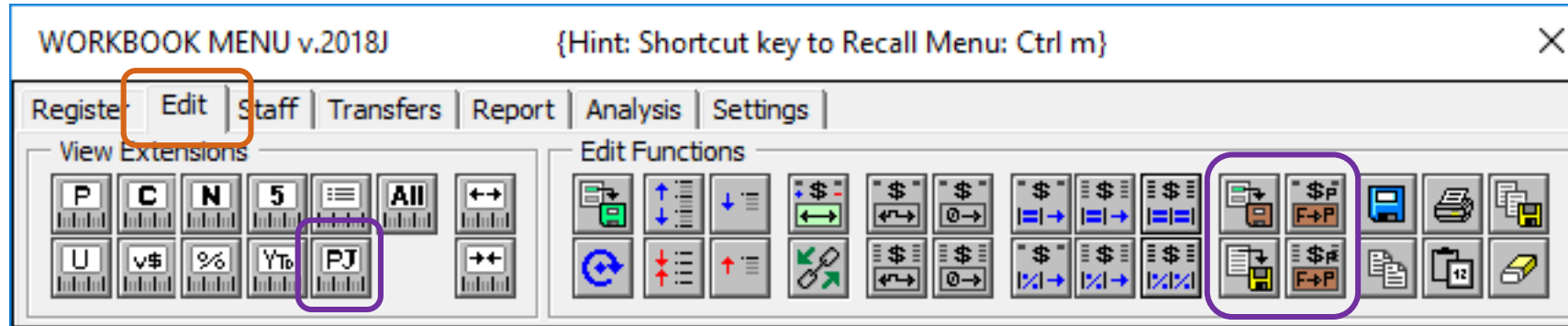
CRICOS PROVIDER NO. 00025B



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Workbook Changes – New Edit Menu Buttons



Display Project Plan details (*columns BY to CI on the Edit tab*).



Copy Forecast to Plan for the selected Level 6 account row.



Copy Forecast to Plan for ALL Level 6 accounts (*except for Undefined Project Expenses*).



Save the On-Screen Plan details to the dataset for the Chart String (*in the Workbook*).



Export Saved Plan to the Report (Business Objects) for the Chart String.
This include any associated Forecast, Staff Plan and Transfers data.



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Workbook Changes – Edit Tab

New Plan Columns
including Plan
Notes.

Training Workbook

9739022-01-477-21-018656

Approved Project: Ends 31/12/2020

David Waters [Fund 477 - Site 01]

LATEST FORECAST & BUDGET

(Actuals to Period 6)

GOV'T OPERATING GRANTS

RESEARCH BLOCK GRANTS

STUDENT AMENITIES FEES

STUDENT TUITION FEES

RESEARCH INCOME

SCHOLARSHIPS & DONATIONS

COMMERCIAL SERVICES

OTHER INCOME

REVENUE

CORPORATE ALLOCATIONS

Forecast	Forecast	Forecast	Actuals Prior_Years = (1)	Forecast Current Year To End of Project= (2)	Forecast Whole of Project Life [(1)+(2)]	Plan 2018	Plan 2019	Plan 2020	Plan 2021	Plan 2022	Budget Original	Variance Plan v Forecast (Project Life)	Plan Notes
2018	2019	2020											
-1,005,029	-2,044,225	-1,076,949	-1,592,158	-4,126,204	-5,718,362							5,718,362	
-10,353			-64,985	-10,353	-75,337							75,337	
-1,015,382	-2,044,225	-1,076,949	-1,657,143	-4,136,557	-5,793,700							5,793,700	

Actuals
Prior_Years
= (1)

Forecast
Current Year To
End of Project= (2)

Forecast
Whole of Project
Life [(1)+(2)]

Plan
2018

Plan
2019

Plan
2020

Plan
2021

Plan
2022

Budget
Original

Variance
Plan v Forecast
(Project Life)

Plan Notes

GENERAL SALARIES NON-CASUAL

GENERAL SALARIES CASUAL

OTHER EMPLOYMENT COSTS

44,791	58,027	54,014	94,235	156,832	251,066							-251,066	
			1,415		1,415							-1,415	
			497		497							-497	

Register

Edit

Staff

Transfers

Report

Settings

Analysis

Chart of Accounts

Mapping

Audit

Release Notes



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Workbook Changes – Plan Notes

Training Workbook

9739022-01-477-21-018656

Approved Project: Ends 31/12/2020

David Waters [Fund 477 - Site 01]

Level 1 Commentary.

Account Code	LATEST FORECAST & BUDGET (Actuals to Period 6)	Link	Forecast 2020	Forecast 2021	Actuals Prior_Years = (1)	Forecast Current Year To End of Project= (2)	Forecast Whole of Project Life [(1)+(2)]	Plan 2018	Plan 2019	Plan 2020	Plan 2021	Budget Original	Variance Plan v Forecast (Project Life)	Plan Notes
600300	ACADEMIC SALARIES CASUAL													
601000	GENERAL SALARIES NON-CASUAL		54,014											
601300	GENERAL SALARIES CASUAL													
650000	OTHER EMPLOYMENT COSTS													
660000	STAFF DEVELOPMENT													
701000	GENERAL OPERATING EXPENSES													
703000	PROFESSIONAL & SERVICE CHGS		402,140	4,000										
703000	Professional & Services (Generic)													
703100	Consultants	T	402,140	4,000	1,274,628	2,355,996	3,630,624						-3,630,624	
703200	Other Service Charges				697	189	886						-886	
704000	EQUIPMENT - CAPITALISED				5,625		5,625						-5,625	
705000	EQUIPMENT - NON CAPITALISED				11,777	526	12,303						-12,303	
707000	TRAVEL		10,000		107,628	32,446	140,073						-140,073	
707000	Travel (Generic)													
707100	Travel - Domestic	W	10,000		3,987	30,901	34,888						-34,888	Travel for Conference Attendance.
707200	Travel - International	R			103,641	1,544	105,185						-105,185	Intl Travel Not Allowed!
717000	HOSPITALITY													
726000	SCHOLARSHIPS													
727000	COLLABORATIVE PROJECTS													
728000	OTHER EXPENSES													
729000	UNDEFINED PROJECT EXPENSES													
850000	DEPN AMORTIS'N & IMPAIRMENT													
	EXPENDITURE		579,212	100,712	1,539,330	3,245,767	3,205,338						-5,209,338	
	OPERATING RESULT		-424,770	100,712	403,289	-607,202	-203,913						203,913	

Level 6 Commentaries.



Workbook Changes -

Copy Forecast to Plan



9739022-01-477-21-018656

Approved Project: Ends 31/12/2020

David Waters [Fund 477 - Site 01]



Annual Total

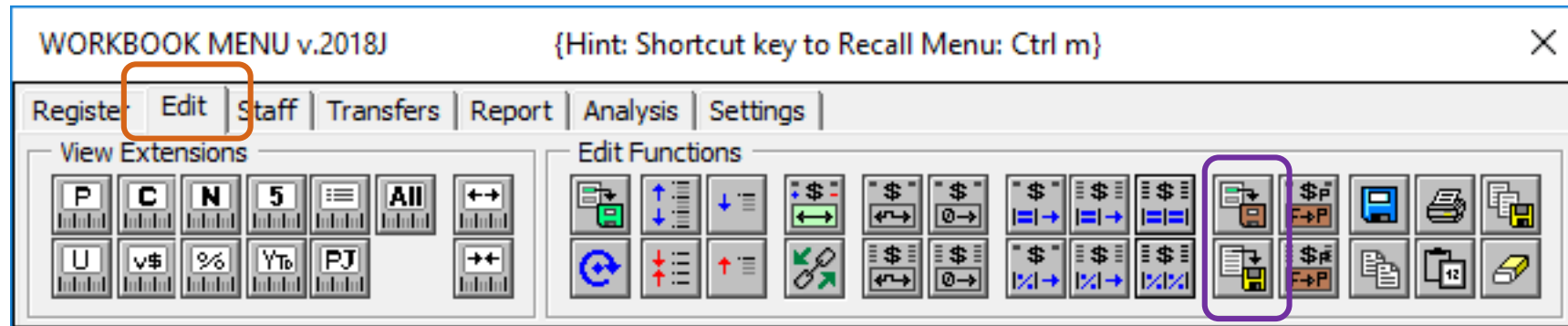
Account Code	LATEST FORECAST & BUDGET (Actuals to Period 6)	Link	Forecast 2018	Forecast 2019	Forecast 2020	Forecast 2021	Actuals Prior_Years = (1)	Forecast Current Year To End of Project= (2)	Forecast Whole of Project Life [(1)+(2)]	Plan 2018	Plan 2019	Plan 2020	Plan 2021	Budget Original
600300	ACADEMIC SALARIES CASUAL													
601000	GENERAL SALARIES NON-CASUAL		44,791	58,027	54,014		94,235	156,832	251,066	44,791	58,027	54,014		
601300	GENERAL SALARIES CASUAL						1,415		1,415					
650000	OTHER EMPLOYMENT COSTS						497		497					
660000	STAFF DEVELOPMENT						2,541		2,541					
701000	GENERAL OPERATING EXPENSES		6,561				33,471	6,561	40,032	6,561				
703000	PROFESSIONAL & SERVICE CHGS		1,163,117	786,928	402,140	4,000	1,275,324	2,356,185	3,631,509	1,163,117	786,928	402,140	4,000	
703000	Professional & Services (Generic)													
703100	Consultants	T	1,162,928	786,928	402,140	4,000	1,274,628	2,355,996	3,630,624	1,162,928	786,928	402,140	4,000	
703200	Other Service Charges		189				697	189	886	189				
704000	EQUIPMENT - CAPITALISED						5,625		5,625					
705000	EQUIPMENT - NON CAPITALISED		526				11,777	526	12,303	526				
707000	TRAVEL		12,446	10,000	10,000		107,628	32,446	140,073	12,446	10,000	10,000		
707000	Travel (Generic)													
707100	Travel - Domestic	W	10,901	10,000	10,000		3,987	30,901	34,888	10,901	10,000	10,000		
707200	Travel - International	R	1,544				103,641	1,544	105,185	1,544				
717000	HOSPITALITY		38				178	38	216	38				
726000	SCHOLARSHIPS													
727000	COLLABORATIVE PROJECTS													
728000	OTHER EXPENSES						18		18					
729000	UNDEFINED PROJECT EXPENSES													
850000	DEP'N AMORTIS'N & IMPAIRMENT													
EXPENDITURE			1,449,444	1,022,256	579,212	100,712	1,959,550	3,249,787	5,209,338	1,449,444	1,022,256	579,212	100,712	
OPERATING RESULT			538,292	-919,600	-424,770	100,712	403,289	-607,202	-203,913	538,292	-919,600	-424,770	100,712	





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Workbook Changes – Save and Export Plan



- Once Forecast has been copied to Plan, you will need to first  save the Plan before executing the  Export routine.
- MyBalance will show the new Plan along with any Commentaries and Traffic Light Indicators.



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MyBalance Specific Workbook Training

Workbook training

FBS has specific training for the workbook:

<https://professional-services.uq.edu.au/finance/staff-resources/budget-forecast/workbook>

See [preparing data for MyBalance guide \(PDF, 1.6MB\)](#) and [entering plan data guide \(DOC, 1.3MB\)](#) for specific technical training for using the workbook with MyBalance.



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Part 8

Ongoing Projects

Elma Spooner (Finance Manager, EAIT)

Research Project Support



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Ongoing Project Funding

Once a grant is awarded and the project is underway, the project almost certainly won't go according to the original plan.

Staff will take time to hire, travel will be delayed or bought forward, other interesting ideas will come up and experiments may get expanded.

MyBalance puts more information in the hands of the researcher but Management Accountants will still need to monitor the projects within their portfolio.

Regular Checks

What tools are available to you for this?

- Workbook
- Reportal
- MyBalance variance reports

Research Project Support

Ongoing Projects



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Regular Checks

There is no need to check each grant every month. Specific management accounting reports are [will be] available in the Reportal to help you focus on those grants that may need your attention including those where the plan and the forecast are greatly diverging.

There should be an increased focus on:

- High risk projects;
- Complex projects; and
- Projects in their final year.

It is recommended to check actual expenditure in comparison to project plans, funding rules and updated forecasts. It is good practice to revisit the project plans with the researchers every quarter.

Dealing with Changes

Your Forecast

Vs

My Balance

Research Project Support

Ongoing Project Funding



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Dealing with Changes

Throughout the project the researcher may change their mind about the way they want to spend the grant.

If the change is significant then a project variation may be required.

Review the Project Variation training for details about project variations and when the researcher needs to do one.

Part 9

Project Closure

Heather Fletcher

(Manager, Contract and Grants Accounting)



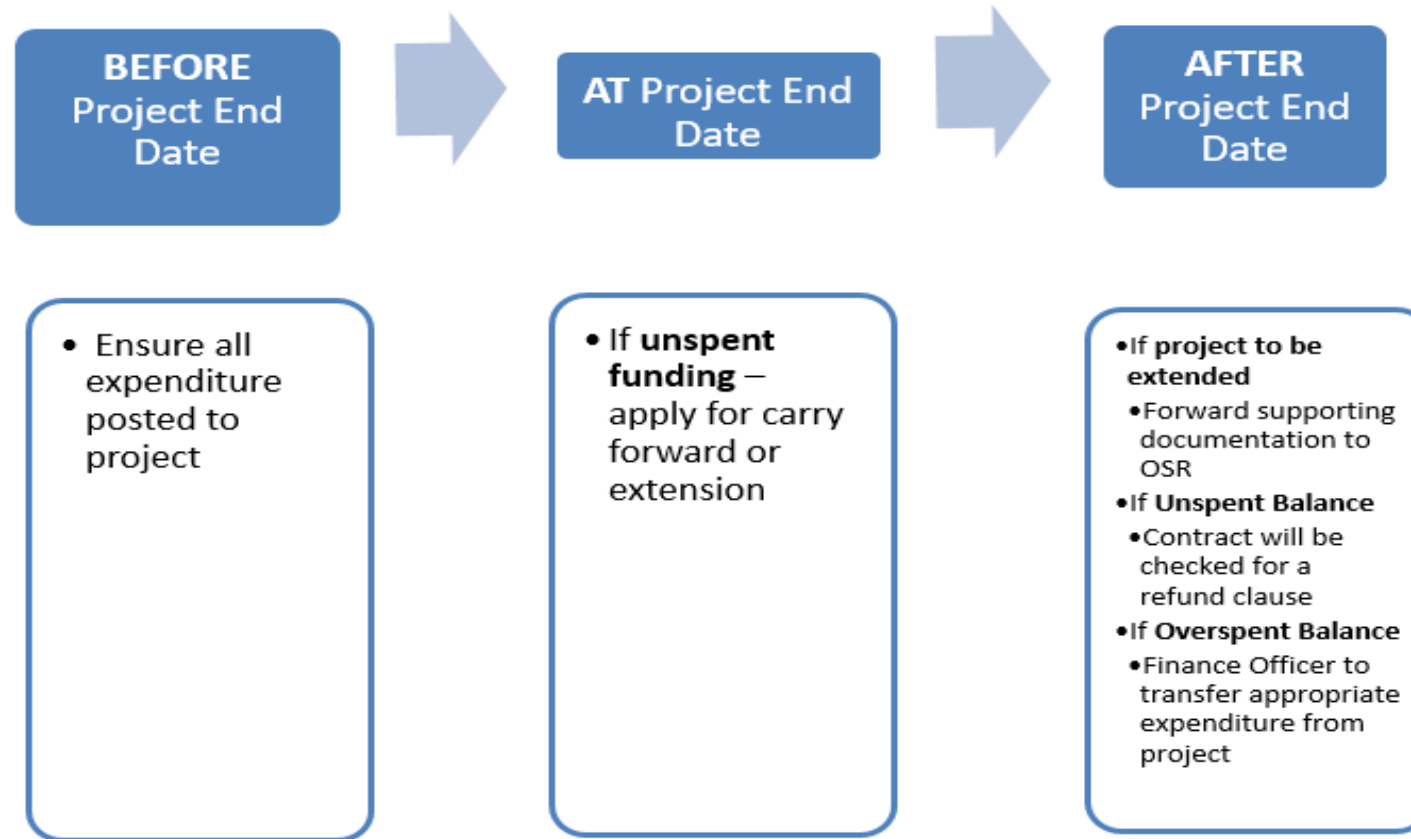
Research Project Support



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Project Close Out - Financials



Project Closure

MA is required to provide advice and support to the researcher at the end of the project. What happens if there's a surplus???

- **Public funds** - ARC, NHRMC and other grants require that left over funds be returned to the funding body.
- **Commercial/industry** - Increasingly funding agreements with commercial entities allow the researcher to retain surplus funds for their other research. The industry partners will not make more money available if the research costs more than they provided but they also won't expect surpluses to be returned.

Increasingly UQ researchers want to bank away surpluses for the odd occasion where they need to put more money into a project to make sure it is delivered.

Project Closure

For many projects the zero game applies, the researcher attempts to spend the entire grant down to the last dollar.

Care must be taken with spending in the last periods of a project. The expenses must be:

- Incurred in producing the research outcomes;
- Incurred during the project period;
- Able to be justified to the funding body; and
- Within the funding rules and UQ's policies and procedures.

Within the above constraints it may be acceptable to journal expenses from grant to grant but not income - this needs to be clear. **Income from a grant must not be journalled to another grant.**

Questions

Riaan Retief

(Associate Director, Financial Planning & Analysis)



Help!!!



Research Project Support



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