



Request for New Grant/Contract Account and Budget

FEDERAL, STATE, AND PRIVATE GRANTS

This form available online in pdf at: mnsu.edu/busoff/forms

Business Services completes shaded areas of form.

Recommended Account/Cost Center Name: _____

Responsible Person/Contact: _____ Tech ID: _____ Intracampus Mail Code: _____

Person Allowed to Sign Off on Account/Cost Center: _____ Tech ID: _____

Person Allowed to Sign Off on Account/Cost Center: _____ Tech ID: _____

Person Allowed to Sign Off on Account/Cost Center: _____ Tech ID: _____

Person Allowed to Sign Off on Account/Cost Center: _____ Tech ID: _____

Grant Purpose _____
(brief description)

- (check one)**
- Research
 - Institutional/Academic Support
 - Public Service
 - Professional Development
 - Instruction
 - Equipment

Funding Source _____ Grant Award Amount \$ _____

Original Budget (√) Check	Current Budget (√) Check	FY (4 digits)	Cost Center (6 digits)	Object Code (4 digits)	Type of Expenditure (see attached help sheet)	Amount
Subtotal						
(Page 1 & Page 2 Totals) Grand Total						

As the person requesting this account, I am ultimately responsible to review this cost center's monthly reports to ensure expenses posted to this cost center are accurate and allowable. It is my responsibility to request corrections in a timely fashion.

I further understand that if funding on this grant/contract is not received, if I commit expenditures to this cost center that exceed the grant award, or if I incur expenses outside the grant/contract award period, project expenses will be charged to a regular operating cost center,

which is: Cost Center No. for Guarantor (6-Digits) _____ Cost Center Name _____
 →
(Required) *(Required)*

Signatures Required:

Person Requesting Account Tech ID: _____ Date _____

Chair/Dean (responsible for overage Cost Center number) Tech ID: _____ Date _____

VP/Dean/Director Tech ID: _____ Date _____

Cost Center(s) assigned by Grants & Contracts Accounting: _____		
Cost Center(s)	Business Services Signature	Date



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Additional Budget Lines

Original Budget (√) Check	Current Budget (√) Check	FY (4 digits)	Cost Center (6 digits)	Object Code (4 digits)	Type of Expenditure (see attached help sheet)	Amount
Subtotal						

Signatures Required:

Person Requesting Account Tech ID: _____ Date _____

Chair/Dean (responsible for overage Cost Center number) Tech ID: _____ Date _____

VP/Dean/Director Tech ID: _____ Date _____

Request for New Grant/Contract Account and Budget HELP SHEET

Prepared by Research & Sponsored Programs and Grants & Contracts Accounting

NOTE: Only “Parent Object Codes” are used to establish the Cost Center.
For project expenditures refer to the full [Budget Authority Table](http://www.mnsu.edu/busoff/acctg/msuobjectodelist082009.pdf) to complete the forms,
[<http://www.mnsu.edu/busoff/acctg/msuobjectodelist082009.pdf>](http://www.mnsu.edu/busoff/acctg/msuobjectodelist082009.pdf)
 or consult a department secretary or the Grants & Contracts Accountant (ext 5857)

Instructions

1. **Complete** the Request for New Grant Account and Budget form, **including** “cost over-run” guarantor account and signatures from project director (PI/PD) and dean at the bottom of the form.
2. **Route** the form to Research and Sponsored Programs (WA325), where **other** documentation will be attached and forwarded to Grants Accounting.

NOTE: For contracts or cooperative agreements, the standard CAEFP (campus approval form, available at mnsu.edu/research) and this Request form are routed **together**, along with contract materials.

PARENT OBJECT CODE	EXPENDITURE Accounting name for this Object Code	WHAT THIS INCLUDES <i>(Notes and typical grant budget categories(in agency terminology) are in italics)</i>
	SALARY	
0100	Unclassified Salary	Exempt management and IFO or MSUAASF <i>Grant terminology may include: Principal Investigator, Project Director (PI/PD, co-PI/PD), “Key Personnel”</i>
0130	Classified Salary	Full-time, Part-time, and Overtime or Shift Differential payments to AFSCME, MAPE, etc. <i>(includes support staff, technician, “Other Personnel”)</i>
0940	Graduate Assistant Salary	Graduate Research, Teaching, and Administrative Assistants , for <u>salary</u> only <i>(tuition waiver must be included in 7042; Administrative Assistants pay tax on earnings, including 7.65% FICA in 0924)</i>
0910	Student Salary	Student Help <i>(Graduate or Undergraduate student status – NOT Graduate Assistants; see 0940 & 0924 for GA codes)</i>
	BENEFITS	
0019	Fringe Benefits	For 0100 and 0130 Personnel <i>(faculty and staff)</i>
7042	Graduate Tuition	All grants that fund graduate assistantships must also fund tuition (maximum of 9 credits/semester)
0924	Student FICA <i>(student payroll and graduate administrative assistantships)</i>	Not required for students enrolled at least half time, unless working during school breaks >5 weeks <i>(see policy posted by Student Payroll: mnsu.edu/busoff/studentpayroll/policies)</i>
1510	PROFESSIONAL TECHNICAL AND CONSULTANTS	Legal, technical, educational, instructional, and other professional consultants (firms/independent contractors) and services performed under contract or subcontract. Used for consultant fees <i>and</i> expense reimbursement. Consultants must NOT be MSU, Mankato employees (not even adjunct instructors). <i>Employees are paid as salary (0100 or 0130).</i>
1910	PUBLIC SPEAKERS	Keynote speakers, public lectures, entertainers, etc. Used for fees <i>and</i> expense reimbursement.

ON-CAMPUS SERVICES (SERVICE CENTER OBJECT CODES)		
1411	Campus Printing (<i>NOT photocopying – that’s 1412</i>)	
1412	Copy Machine (<i>Copy Shops, departmental copiers, etc.</i>)	
1870	Operations Labor (<i>mailings, etc.</i>)	
2011	Postage “ <i>Communications</i> ” in some proposal budget formats	
2060	Freight and Delivery Service	
2162	Mileage -- State Car / Truck “ <i>Travel</i> ”—but <i>NOT</i> for a personal vehicle, airfare, etc.	
3010	Supply Room (<i>University Stores</i>)	
3011	Janitor & Maintenance Supplies	
The following groups (1XXX, 2XXX, 3XXX, 4XXX) require a purchase order, contract, or other purchasing authority.		
1010	RENT	Equipment rental, space rental, “other”
1110	ADVERTISING	Purchased ad space (newspaper, magazine, television, or radio) <i>NOT flyers / brochures that are printed or copied</i>
1210	REPAIRS & MAINTENANCE CONTRACTS	Repair, remodeling, or alteration of state- owned equipment, vehicles, furniture, or space (includes wiring, phone lines)
1410	PRINTING – OFF CAMPUS	Design, printing, binding, and/or photocopying by a vendor; also microfilming. <i>Use for PAGE CHARGES too.</i>
1710	COMPUTER SYSTEMS	Systems consultants, software purchase or rental
1870	OTHER PURCHASED SERVICES	Conference, Meeting, Equipment & Operator, and Catering services (<i>not space rental</i>); expense payment in lieu of per diem (<i>especially for volunteers</i>)
2010	OTHER U.S. Postal Service (<i>if not billed through MSU</i>)	
2020	OTHER Telephone (Regular service only; <i>use 1240 for wiring & installation by vendors</i>)	
2030	OTHER Long Distance Telephone (Optional)	
2060	OTHER Delivery service for documents & packages; freight; non-MSU support services such as addressing and inserting, <i>Use 1870 for services on bid (ordered through Purchasing).</i>	
2120	TRAVEL: Faculty and Staff	In-State, Out-of-State, International. Includes conference registration fees, meals, lodging, private auto mileage, airfare, incidental travel expense
2720	TRAVEL: Students	Transportation, lodging, meals, mileage, registration/admission fees
2810	FEEES	Includes permits, licenses, prizes, awards
2870	DEPARTMENTAL MEMBERSHIPS	Includes employee training fees
MATERIALS AND SUPPLIES		
3000	Supplies & Materials	
	3002 --Supplies Purchased as Equipment (Items such as computers, recorded on fixed asset system but with unit price under \$5,000)	
	3005 – Laboratory Supplies	
CAPITAL EQUIPMENT		
4000	Equipment Purchases (<i>see 3002 for items with unit price under \$5,000</i>)	
RECOVERED INDIRECT COSTS		
7504	<i>NOTE: This object code is NOT listed in the full Budget Authority Table but is used for all recovered indirect costs or Facilities and Administrative (F&A) expenses</i>	

DO YOU STILL HAVE QUESTIONS? Consult the Grants Accountant at 5857.