

**Request for Internal Subaccount Creation or Modification**

TO: Grants and Contracts Accounting

FROM: **Name**

DATE: 4/8/2019

Type of Internal Subaccount: Initial Subaccount

If a modification, reason for modification:

**Please complete the following information regarding the Home Index:**

VCU Grant # (from FRAGRNT) or Home Index # (if created):	<b>INDEX MIGHT NOT BE CREATED</b>
FP #:	<b>FROM RAMSPOT</b>
Principal Investigator's Name:	<b>PI</b>
Fiscal Administrative Unit (FAU/Dept Org):	<b>SHOULD MATCH RAMSPOT</b>

**The Home Index Department should complete the following information regarding the subindex to be created:**

Subaccount PI:	<b>SUB ACCOUNT PI</b>
Authorized Budget Period of Performance:	<b>BUDGET PERIOD</b>

*No spending is authorized past this end date without resubmission of this form to authorize additional time.*

*All unspent funds in the subaccount index at the end of the authorized period of performance will be returned to the home index. This internal subaccount is authorized by the home account FAU PI. Future year increments are at the discretion of the home index PI dependent on satisfactory progress by the subaccountee, subaccountee spending history, and the needs of the project as a whole.*

**The Subaccount Department should identify the following:**

Subaccount PI V#:	<b>FOUND IN BANNER</b>
Subaccount Fiscal Administrator (FA):	<b>FA LISTING</b>
FA#:	<b>FA LISTING</b>
Grants Administration Contact:	<b>RAMSPOT</b>
FACR Code*:	<b>DASHBOARD</b>
Subaccount Department's FAU/Dept Org:	<b>DASHBOARD</b>
Predecessor Org Number (5 digit)*:	<b>DASHBOARD</b>
Guaranteed index (non-sponsored):	<b>SUB ACCOUNT DEPT SHOULD KNOW</b>

\* For more information, please access the VCU Reporting Center - Finance Folder for the "Active Grant List with Program-FACR-IDC Codes" and the "Subdepartment Report".

**Subaccount Index Total**

Amount Authorized for Subaccount Index - This Action	
Amount Authorized for Subaccount Index - Cumulative (Linked from Budget Tab):	<b>PULLS IN AUTOMATICALLY</b>

**Other Notes/Comments**

**AS NECESSARY; USE JUDGEMENT**

**Approvals and Certifications**

**By signing below, the subaccount index FAU agrees to follow all applicable terms and conditions from the prime award and has made the subaccount PI aware of these terms and conditions. Failure to follow award terms may result in termination of the subaccount. The subaccount index FAU also acknowledges that no spending is allowed past the authorized period of performance. If this is an advance subaccount, the subaccount index FAU agrees to guarantee any expenditure charged against the assigned Banner Index number.**

Fiscal Administrator (Subaccount Index)

**FROM ABOVE**

Signature \_\_\_\_\_

Fiscal Administrator (Home Index)

**Type Name Here**

Signature \_\_\_\_\_

**Please provide Budget Reallocation Form for the Subaccount Budget(s) in next tab(s). Any additional information needed should be provided in the comments above.**

**Return completed form(s) to Grants and Contract Accounting: [gcavcu@vcu.edu](mailto:gcavcu@vcu.edu)**

## **April 11, 2019- SOMRA Spring Update Meeting**

### **New process for creating a sub index**

- There is now a new process for creating a sub account. The form can be found at: <https://controller.vcu.edu/forms/>
- G&C has no set a finalized date of when they will only accept these forms, but they are moving in that direction

### **Example:**

- Home index- VIPBG; PI; Dr. Charles Xavier
- Sub index 1- Physiology; Dr. Hank McCoy; \$20,000 in direct costs
- Sub index 2- Neurology; Dr. Moira MacTaggart; \$30,000 in direct costs
- Sub index 3- Surgery; Dr. Stephen Strange; \$40,000 in direct costs

### **Steps:**

- Fill in the cover page appropriately
- Fill in the Budget tab.
  - Start with the home index
  - Fill in the amounts that should be given to the new sub accounts
- The excel will work for you and calculate what needs to be on each cover page
- Send the document for signatures and return to G&C

### **What is different?**

- Budget is available for G&C
- Signatures are now just the FAs of each department

## Example Budget

<b>Subaccount/Subaward Budget</b>					
<b>Budget Category</b>	<b>Home Index</b>	<b>Index # 1</b>	<b>Index # 2</b>	<b>Index # 3</b>	<b>Total Budget</b>
	<b>Xavier</b>	<b>McCoy</b>	<b>MacTaggart</b>	<b>Strange</b>	
510110 Personal Services	\$96,844	\$14,347	\$19,369	\$30,846	\$161,406.01
555122 Fringe Benefits	\$38,156	\$5,653	\$7,631	\$12,154	\$63,593.97
600007 Other Contractual Services					\$0.00
600027 Health Care Services					\$0.00
600067 Consultant Services	\$2,000				\$2,000.00
638067 Travel	\$8,000			\$2,000	\$10,000.00
620012 Supplies & Materials	\$55,000		\$3,000	\$5,000	\$63,000.00
636012 Education & Training Asst.					\$0.00
636015 Health Insurance Post Doctoral					\$0.00
636022 Graduate Scholarships/Tuition					\$0.00
637052 Rent					\$0.00
653350 University Service Charges (Postage, Tele, Computer Center, B&G)					\$0.00
700305 Equipment - Replacement & Additional					\$0.00
639997 FAC/Admin Cost (IDC)	\$110,000	\$11,000	\$16,500	\$27,500	\$164,999.99
<b>Index Total</b>	<b>\$310,000</b>	<b>\$31,000</b>	<b>\$46,500</b>	<b>\$77,500</b>	<b>\$464,999.97</b>