

Cost Center Processing Procedures

These procedures describe how to process **Notice of Awards, Award Modifications**, and **non-grant cost center create/change activity**.

- I. **Award Notice Or Cost Center Create Info is Received.**
 - a. Award Notice and Award Modifications are sent by OCG to the DBA. HEAF notices of awards are sent by the Research Division. Non-grant cost center information is sent by Budget Office.
 - b. The DBA will forward the information to the Financial Assistant for data entry, electronic filing, and sending notification to department staff.

- II. **Award Notice/Mod is Read**
 - a. The details provided in the Notice of Award/Mod must be read carefully, paying close attention to any grant restrictions and special reporting requirements. Any grant restrictions are to be noted in the data entry of the cost center and should also be brought to the attention of the financial staff and PI.

- III. **Data Entry.**
 - a. The cost center information is entered in the following FMP databases. Instructions for data entry can be found in the [FMP online desk manual](#).
 - i. FMP Account Info Database and Reconciliation Layout.
 - ii. FMP Ledger Database (if budget and/or equity is affected by the action)
 - b. Note: Some Award Mods are for administrative changes that may not involve funding changes, and would not require data entry. If so, note it as a comment in the Account Info database.

- IV. **Electronic Document Filing.**
 - a. The Notice of Award/Mod, HEAF notice of Award, or email notification of the cost center action is filed as a PDF document in the applicable cost center folder in ChemAdmin.

- V. **Notify Department Financial Staff.**
 - a. The Financial Assistant will compose an email to the financial staff to provide the cost center values and any other pertinent information about the cost center, such as special restrictions.