



**Office of Vice Chancellor for Finance  
and Administrative Services**

May 13, 2002

To: Deans and Directors

Re: Monthly Report of New Sponsored Agreements

I am pleased to announce that Sponsored Program Accounting (SPA) with the assistance of Financial System Services (FSS) is now providing monthly reports of obligations/budgets for new sponsored agreements. Gifts (including LSU Foundation funds) are not included.

The reports are available at <http://www.fas.lsu.edu/AcctServices/spa/Reports/default.htm>. There are three report formats available. The first report is sorted by college or other major unit, the second report is by college or other major unit and department, and the final report is by sponsor.

Other major units include the following:

Other Research Units (Law Enforcement Online, Energy Studies, Oil Spill, Mineral Processing Research Institute, and LA Geological Survey),

Other Academic Units (Fire and Emergency Training Institute and Southern Review), and

Other Administrative Units (Center for Excellence in Learning and Teaching, Institute for Partnerships in Education, Office of Campus Diversity, Office of Academic Affairs, Office of Strategic Initiatives, LSU Police, and University Press).

The reports were created from the data in the Chart of Accounts (COA) and the General Ledger System (GLS). There are some limitations of which you should be aware. The report will only list up to two investigators. If a project requires multiple account numbers, such as a contract from the LA Board of Regents (LBR) which includes both support funds and federal funds, the obligated amounts will be recorded in separate accounts. Obligations will be reported in the month they are processed into GLS by SPA.

For consistency and comparability, the following criteria were used to define obligations/budget:

- 1) LBR contracts with multiple year budgets will be reported annually.
- 2) Travel grants from the LBR will be excluded because they are not recorded in GLS.
- 3) Discounts on equipment from vendors will be excluded because they are not recorded in GLS.
- 4) The Sea Grant Omnibus awards will be reported under the Sea Grant division.
- 5) Internal competitions, such as LASPACE, Oil Spill, Robert Wood Johnson and Hazardous Substance Research Center, will be reported in the departments performing the projects.

- 6) Adjustments for coding errors, such as incorrect department or source of fund, will be made as needed.
- 7) Downbudgets (unexpended portions of the sponsored agreements) will be excluded.
- 8) Budget adjustments will be excluded.

The reports for July 2001 through March 2002 are available. The April 2002 reports will be available shortly. Please distribute this letter to your faculty and staff. If you have any questions, please contact Ms. Patricia Territo at 8-2204 or [pterrito@lsu.edu](mailto:pterrito@lsu.edu).

Jerry J. Baudin  
Vice Chancellor for Finance  
and Administrative Services

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