Typically, I receive a spreadsheet from CALS that list all expenditures from the prior year (excerpt below).



It is organized by 144, 133, and any special deals on F&A returns that might be treated differently. This is noted in the annual transmittal letter from CALS.

In recent years, the spreadsheet includes breaks with totals by 144, 133, and special deals with subtotal for each. I delete these rows. Depending on any agreement with the department about special deals, they may need to be handled as one-offs (i.e., the department gets a cut) or deleted (no cut).

The data will need to summarized in two ways. (1) Summation by F&W Ecol PI allows me to follow our F&A return policy and determine allocations under it. (2) Summation by Projects with co-PIs allows PI to allocate F&A returns to co-PI as they choose or agree.

Over the years, I’ve variously used Excel and SAS and other programs, but for this example, I will use Excel to the extent possible. First, I let Excel know that I want to filter and summarize data by clicking ‘filter’ on ‘data’ ribbon (excel 16 on Mac).

1. I sort by PI and review. When the PI is a non-F&W Ecology faculty member, I review the co-PIs and ID the F&W Ecology lead. I then swap the names, so that F&W Ecol name is in the PI slot, and the non-F&W Ecol is added to co-PIs. This can be cumbersome, but it is important. Resort by PI. Recheck, fix, resort. Ready for summarizing.
2. I used the ‘subtotal’ button on the ‘data’ ribbon to create totals by PI. I have trouble with excel data tools, so I simply copy the entire sheet paste as values only into a new one. Now the task is to remove all the transaction details and be left with the summary by PI. Remove the ‘subtotal’ organization and then sort by ‘project grant’. Summary by PI will be at bottom of spreadsheet. Use as needed (I delete all the transaction and then run calculations for F&A distributions.
3. Go back to original spreadsheet (1 above) and clear subtotals. Now, subtotal by co-PI column. Copy entire sheet and paste values only into new sheet. One thing different here is to go through an add the ’PI name’ and ‘project grant’ number to the summary column. This will make it easier for faculty and others later on. Sort by blank column. Delete non-summary data rows and the ‘grand total’ row. Sort by ‘PI’ and then by ‘project grant’. For neatness, I then global find and replace ‘ Total’ with nothing to cleanup Co-PI line. I also change column order, etc. to send with memo on F&A distributions in the department.
4. To calculate the Faculty distribution, use the policy on the KB. When people aren’t eligible for a return, I recalculate the portions, but still based on the overall total. Also, when folks are negative, I make a decision about what to do (very small: ignore and set to 0%, otherwise: decide if department or PI should cover)
5. Lastly, I distribute all returns to faculty as 150 (i.e., federal) regardless of source. The department takes all the 133 and the remainder on 150.

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