

## OSP 'Bucksheet' Explanation

**Please Note: The bucksheet only shows funds as they have been budgeted, and does not show any expenditures or balance remaining.**

1. BUCKSHEET STATUS: This field explains why the bucksheet was generated. It may be a 'NEW' award, or it could be a 'REVISION' if additional money was added to the budget or more time was added to the project.
2. AGENCY: This is the name of the funding source.
3. ADDRESS: This is the address of the funding source.
4. FEDERAL FUNDS: This will be yes or no.
5. CFDA #: CFDA stands for the Catalog for Federal Domestic Assistance. If your funding is federal money this field will have a number in it. If your funding is not federal money, this field will be blank.
6. TYPE OF PROGRAM: There are eight categories that grants and contracts can fall under. They are: Instruction, Research, Public Service, Academic Support, Student Service, Institutional Support, Plant Operating, and Scholarships and Student Assistance.
7. TYPE OF AWARD: This field indicates how the project will be billed by either being a 'Cost Reimbursement' or a 'Fixed Price'.
8. PERIOD OF PERFORMANCE – CURRENT: The current funding start and end date.
9. PERIOD OF PERFORMANCE – TOTAL PROJECT: The total project performance start and end date.
10. TITLE: The title of your project.
11. P.I./PROJ. DIR: Name of Principal Investigator (PI) or Project Director.
12. DEPARTMENT: PI's Department.
13. BUCKSHEET DATE: Date the bucksheet was created.
14. PROPOSAL #: An OSP internal tracking number.
15. AWARD #: The agency's award number on the award document. It may be a contract number. In some cases, there is not a contract number, and if so, this field could contain 'Letter' or 'Check'.
16. AWARD DATE: The date the award was made.
17. GRANT #: Grant # in the Banner system.
18. AWARD INDEX #: Cost code.
19. FUND #: Fund number in the Banner system.
20. ORG #: Organization number in the Banner system.
21. PROGRAM #: Program number in the Banner System.
22. MATCH INDEX #: Matching cost code.
23. FUND #: Matching fund number in the Banner system.
24. ORG #: Matching organization number in the Banner system.
25. PROGRAM #: Matching program number in the Banner system.
26. SP ADMIN: Sponsored Projects Administrator (Ava Painter or Eddie Hoyle).
27. MAIL: PI's mail code.
28. PHONE: PI's extension.
29. FAX: PI's fax number.

30. SPECIAL INSTRUCTIONS AND/OR REMARKS: This field can explain rules and regulations, the changes to the bucksheet, and can refer to backup documentation.
31. BUDGET: This column contains your previous budget (or current if the bucksheet is 'New') and the corresponding line items where money has been budgeted.
32. BUDGET – SUB TOTAL: Total of line items in previous budget.
33. BUDGET – INDIRECT COSTS: Indirect costs associated with previous budget.
34. BUDGET – PRIOR CUMULATIVE AWARD: Funds previously awarded.
35. BUDGET – TOTAL TO DATE: Total previous funds and indirect costs.
36. REVISION: This column is used when funds are added to your current award, or if funds are transferred between budget categories. The new funds are placed in their correct line items.
37. REVISION – SUB TOTAL: Total line items for new funds being added to your budget.
38. REVISION – INDIRECT COSTS: Indirect costs associated with new funds awarded.
39. REVISION – NEW FUNDS AWARDED: Total new funds and associated indirect costs.
40. REVISED BUDGET: This column adds up your previous budget with any new funds in the corresponding line items. This column is your current budget as of the bucksheet date.
41. REVISED BUDGET – SUB TOTAL: Total of line items in previous budget and new funds awarded.
42. REVISED BUDGET – INDIRECT COSTS: Total indirect costs associated with previous budget and new funds awarded.
43. REVISED BUDGET – PRIOR CUMULATIVE AWARD: Total of previous budget and indirect costs.
44. REVISED BUDGET – NEW FUNDS AWARDED: Total of new funds and indirect costs.
45. REVISED BUDGET – TOTAL TO DATE: Total budget. This is the total amount budgeted. Please note: The bucksheet only shows funds as they have been budgeted, and does not show any expenditures or balance remaining.
46. INDIRECT COST RATE: This shows the rate at which indirect costs are calculated.
47. EXTRA COMPENSATION SALARY: 'Yes' if extra compensation is allowed, 'No' if it is not allowed.
48. CONTROLLER'S OFFICE: This is information for the accounting office.
49. PRIN. INVEST./PROJ. DIR: This is information for the PI. Reports deadlines and requirements may be included here, as well as possible regulations.
50. FINAL REPORTS: This field will show when the final report is due and what form or template to use (if available).
51. OTHER: This may contain miscellaneous information.
52. SUB-CODES: This is for use by the accounting department.