

CAMR Form Instructions

The Chart of Accounts contains all information regarding the organization of financial records for MUSC and its related entities. The Chart of Accounts is indexed to the UDAK (User Defined Accounting Key) for the financial records. For detailed information about the UDAK and its elements, please see the SmartStream Training Manuals.

Use the document bookmarks menu to jump to each section of this document.

ESTABLISHING A NEW PROJECT

WHO:

- Grants and Contracts Accounting staff are responsible for completing Chart of Accounts Maintenance Request (CAMR) forms requesting the establishment of sponsored awards.
- The Office of Research and Sponsored Programs is responsible for completing CAMR forms requesting the establishment of projects funded by University Research Council (URC) awards.
- All requests to establish Hospital Authority projects must be authorized by the Hospital Budget Office.
- All other CAMR requests are completed by the appropriate departmental staff.

HOW:

A CAMR form requesting the establishment of a new project must have the following fields completed:

- Add box checked
- Entity
- Unit Number
- Project Number (Sponsored awards , URC Awards, Colleges & Authority)
- Reporting Code
- Year (Sponsored awards only)
- Project Title (no more than 35 characters and spaces)
- Date 1 (Sponsored awards and URC Awards)
- Principal Investigator (PI) LAST NAME, FIRST NAME, INITIAL
- PI Employee Number (ONLY THE LAST 6 CHARACTERS) **NO SSNs**
- Detailed description of source of funds matching the reporting code
- Detailed description of function matching the reporting code
- Form Completion Date
- Requestor's Name
- Requestor's Signature (ONLY on paper forms)
- Requestor's MUSC Phone number
- Requestor's MUSC E-mail address

If the webform is used, you must complete EACH form box to submit successfully.
Completed paper CAMR forms are submitted to:

Financial Reporting
19 Hagood Avenue
PO BOX 250817

OR FAXED to:

Financial Reporting

792-6157

UPDATING EXISTING PROJECT DATA

SmartStream functionality does not allow changes to the UDAK Number once a project is established. The only items that can be changed are the project title, the principal investigator or the project end date. Restrictions on project title change allow changes in the project title as long as the source of funds for the project and the expenditure function remain the same. Principal investigator changes for sponsored awards require prior permission by the grantor agency.

WHO:

- Changes to sponsored award projects must be authorized and requested by Grants and Contracts Accounting staff.
- The Office of Research and Sponsored Programs is responsible for completing CAMR forms updating project data for all projects funded by URC awards.
- All requests to modify data for Hospital Authority projects must be authorized by the Hospital Budget Office.
- All other CAMR update requests are completed by the appropriate departmental staff.

HOW:

A CAMR requesting changes to project data must have the following information in order to be processed:

- Update box selected
- Entity
- Unit
- Project Number
- Reporting Value
- Year (Sponsored awards only)
- Data to be updated (permitted changes are: project title, principal investigator or project end date)
- Form Completion Date
- Requestor's Name
- Requestor's Signature (if paper form)
- Requestor's Phone Number
- Requestor's MUSC E-mail address

Completed CAMR update requests are submitted to:

Financial Reporting
19 Hagood Avenue
PO BOX 250817

Or faxed to: Financial Reporting 792-6157

PROJECT INACTIVATION / CLOSURE

Projects can be inactivated / closed in one of two ways:

1. The project end date is reached.

All URC awards, sponsored awards and specific projects funded with current

restricted (entity = MUCR or AHCR) funds are established with end dates which are dictated by the award document. When the project end date is reached, the SmartStream system will not allow transactions to post against the project.

2. A request is submitted to close the project.

Non grant projects are closed upon receipt of a memorandum requesting closure from the appropriate departmental business manager. The request must contain the complete UDAK of the project to be closed. University management can request the closure of a project if a determination is made that the project should be closed. It is the department's responsibility to meet the following conditions prior to requesting the closure of the project:

1. The cash balance must be zero
2. All monthly charges must be redirected to another UDAK or terminated
3. All outstanding purchasing documents must be closed or transferred
4. All outstanding invoices must be paid
5. All personnel related documents must be processed to another UDAK

HOW:

Requests to close projects are sent to:

Financial Reporting
19 Hagood Avenue
PO BOX 250817

Or emailed to: finrept@musc.edu

Sponsored award projects are closed upon receipt of a Sponsored Award Closure Request from the Grants and Contracts Accounting office. Contact the Grants and Contracts Accounting Office for specific sponsored award closure requirements.

In addition to specific sponsored award closure requirements the following conditions also exist:

1. The cash balance must be zero
2. All monthly charges must be redirected or terminated
3. All outstanding purchasing documents must be closed or transferred
4. All invoices must be paid
5. All personnel related documents must be processed.

Completed Sponsored Award Closure Requests are sent to:

Financial Reporting
19 Hagood Avenue
PO BOX 250817

HELPFUL HINTS

MUSC Links:

The online version of the UDAK manual:

<http://academicdepartments.musc.edu/vpfa/finance/systemsprocedures/sstrain/manuals.htm>

Current CAMR forms for download:

<http://academicdepartments.musc.edu/vpfa/finance/controller/reporting/udak.htm>

Current source codes and function codes:

<http://academicdepartments.musc.edu/vpfa/finance/systemsprocedures/sstrain/manuals/UDAK.pdf>

F & A Costs:

5 % of earned F&A (Facilities and Administrative costs) funds awarded to the principal investigator. (formerly called IDC)

These projects must be titled F&A RECOVERY Last name First name Middle initial.

ex: F&A RECOVERY KISSINGER HENRY S

The principal investigator for these projects should always be the sponsored award principal investigator.

The reporting code for this type project is generally 4325.

These projects are always established in the MUCU entity.

Earned F&A (Facilities and Administrative costs) funds awarded to the department. These projects must be titled F&A RECOVERY department name.

ex: F&A RECOVERY FOREIGN AFFAIRS DEPARTMENTAL

The principal investigator for these projects is generally the department chairman. The principal investigator information should be updated when the designated principal investigator changes.

Departmental F&A Recovery projects should be established with a reporting code of 4325.

These projects are always established in the MUCU entity.

Cost share projects:

These projects must be titled COST SHARE + sponsored award UDAK.

ex: COST SHARE MUCR 8796541 87654 2054 YY

(where YY represents all award years)

Mandatory cost share projects are established with a one-to-one correspondence. The last two digits of the reporting code for a cost share project must match the last two digits of the reporting code of the sponsored award requiring the cost share.

If multiple sources of funds are used to meet the mandated cost share requirements a cost share project will have to be established for each funding source.

Cost overrun projects:

The project title for cost overrun projects must begin with COST OVERRUN.

ex: COST OVERRUN MUCR 8796541 87654 2054 YY

(if overrun project is established to cover one specific sponsored award project)

ex: COST OVERRUN FOREIGN AFFAIRS DEPARTMENT

(if one overrun project for department)

ex: COST OVERRUN KISSINGER HENRY S

(if one overrun project for the principal investigator)

ex: COST OVERRUN PUBLIC SERVICE

(if one overrun project per function)

Cost overrun projects can be established with a one-to-one correspondence or a one-to-many correspondence. If multiple sources of funds are used to meet the cost overrun requirements a separate cost overrun project will have to be established for each funding source.

Residual Funds:

Residual funds projects must be titled RESIDUAL FUNDS principal investigator's name.

ex: RESIDUAL FUNDS KISSINGER HENRY S

Residual fund projects are established with the funds remaining after all costs incurred in conducting a clinical trial have been paid. Residual funds are not restricted funds and therefore, residual fund projects are established in entity MUCU. The reporting code used for residual projects is generally 8125.

Failing to provide a detailed description of the source of funds or purpose of the expenditures (function) will increase the amount of time required to process a CAMR form. Detailed description does not mean "Federal" is acceptable for the source of funds nor does it mean "Other public service" is acceptable for the function.

GLOSSARY

Add Box -- Place an "X" in the box when you wish to set up a new project. Each subsequent year of a sponsored award should be treated as a new project add.

CAMR -- Chart of Accounts Maintenance Request form. Used to request the establishment of a new project (UDAK) in SmartStream or to request the update of title, principal investigator or end date of a project currently established in SmartStream.

Date 1 -- The sponsored award begin date specified by the awarding agency. Use of this field is restricted to OSRP and Grants and Contracts Accounting staff.

Date 2 -- The award end date specified by the awarding agency. Use of this field is restricted to OSRP and Grants and Contracts Accounting staff.

Date 3 -- LEAVE BLANK -- The SmartStream calculated end date. Use of this field is restricted to Financial Reporting and Grants and Contracts Accounting staff.

Detailed Description of Function -- The primary purpose of the expenditures, i.e. are these expenditures going to support the development of a teaching curriculum, are the expenditures going to be used to put on a community health fair or are these expenditures for scholarships, etc. A current listing of the function codes can be found in the UDAK training manual:

<http://academicdepartments.musc.edu/vpfa/finance/controller/reporting/udak.htm>

Detailed Description of Source of Funds -- Where are the funds coming from to establish this project, i.e., Robert Wood Johnson Foundation, The American Health Association, court depositions, honoraria, etc. A current listing of the source codes can be found in the UDAK training manual (see link above).

Entity -- The 4 letter designator of the entity. A current listing of the entity codes can be found in the UDAK training manual. This information is required on all CAMR forms.

Form Completion Date -- Date the form was completed. This information is required on all CAMR forms.

PI employee number -- Last 6 digits of the employee ID for the PI

Principal Investigator -- The person legally responsible for the expenditure of funds. In the case of sponsored awards, the Principal Investigator is specified in the award document. A project can not be established without a Principal Investigator being designated. It is the department's responsibility to insure that Principal Investigator data is kept current. All Principal Investigator changes should be reported to Financial Reporting using the update feature of the CAMR forms.

Project -- The project number must be provided on the CAMR at the time of submission for all colleges, sponsored award and Authority projects.

Financial Reporting is responsible for assigning all other project numbers. Additional information concerning project numbers can be found in the UDAK training manual. This information is required on all CAMR forms.

Project title -- Title of the project to be established. This title is limited to 35 characters. The title for sponsored award projects is taken from the award document.

Reporting -- The four position reporting code consists of the source of funds and the primary purpose of expenditures (function, i.e. instruction, public services, scholarships, etc). Detailed reporting code information is in the UDAK training manual. This information is required on all CAMR forms.

Requestor's MUSC E-mail Address -- This is the address located in the email address book. This is the address that will be used to notify the requestor that the project has been established in SmartStream. If the requestor does not have an address in the MUSC address book, another valid MUSC email address must be supplied. This information is required on all CAMR forms.

Requestor's Name -- The name of the person submitting the CAMR form. This is the person that will be contacted in case of problems or questions. This person will be notified by Systems Accounting when the project has been established in SmartStream. This information is required on all CAMR forms.

Requestor's Phone Number -- The MUSC phone number of the person completing the CAMR form. This information is required on all CAMR forms.

Requestor's Signature -- The original signature of the person completing a paper CAMR form.

Unit -- The unit designates the area within the University or Authority that is responsible for the project. Detailed information about the makeup of the unit number is in the UDAK training manual. This information is required on all CAMR forms.

Update box -- This box is selected if existing project data is being modified. Refer to the UPDATE section of this narrative for specific guidelines on what data can be updated.