Establishing a New UDAK Quick Tips

F&A Recovery projects (formally IDC Recovery):

1. Project title must start **F&A RECOVERY** [PI name or department]
   a. Example: F&A RECOVERY JOHN DOE
2. Any Principal Investigator can have **only one** F&A UDAK regardless of unit number.

Cost Share projects:

1. Project title must start **COST SHARE** [grant UDAK]
   a. Example: COST SHARE MUCR 1000000 80000 0000
2. Reporting code function **must match** the grant’s reporting code function (last 2 digits of reporting code).

NIH Salary Cap projects:

1. Project title must start **NIH SALARY CAP** [PI name]
   a. Example: NIH SALARY CAP JOHN DOE
2. Reporting code function is **26** (last 2 digits of reporting code).
3. A Principal Investigator can have multiple salary cap projects based only on **source of funds**.

Residual Funds projects:

1. Project title must start **RESIDUAL FUNDS** [PI name or department]
   a. Example: RESIDUAL FUNDS JOHN DOE

Detailed description of source of funds (first 2 digits of reporting code):

Where the funds are coming from to establish this project, i.e. MUSC Foundation, The American Health Association, honoraria, etc.

Detailed description of function (last 2 digits of reporting code):

The primary purpose of the expenditures of this project, i.e. support the development of a teaching curriculum, cost share, new hire research start up costs, etc.

The list of source codes and function codes can be found here:

Updates to Existing UDAK:

Only the project title and PI can be changed after a project is established.

Closing an Existing UDAK:

1. The project’s available balance must be $0.
2. All recurring monthly charges must be redirected to another UDAK or terminated.
3. All open purchase orders and payroll encumbrances must be closed or transferred to another UDAK.