Sponsored Project Master Data

Each Project in SAP contains information known as master data. Master data are fields of data that define the Project (known as project definition), such as who is responsible for the Project (Principal Investigator) at Duke or who is the applicant (Sponsor). Projects also have customer defined fields that Duke can use for additional information about the Project. Customer defined fields include fields that indicate if a project has an award or not as outlined below.

Projects with Award amounts that may begin with the numbering scheme of 20x – 28x, except for 26x AND 30x – 38x, except for 36x AND A0x – A8x except for A6x.

Projects without Award amounts (non-awards), which are dependent on revenue collected to date, may begin with the numbering scheme of 26x, 29x, 36x, 39x, A6x, and A9x (with some 24x, 28x, 34x, 38x, A4x and A8x may be exceptions). Some projects in the 29x, 39x, or A9x range are clinical trials and may have an award amount.

All of this information can be helpful in reporting. Reports are available for master data (no dollar amounts), such as a list of all projects by responsible person. The master data can also be used to select data for some financial reports and is included as data on most reports.

This section covers:

**Project Definition** – focusing on the master data in the customer defined fields for Sponsored Projects.

**Cost Element Groups** – displaying groupings of cost elements (G/L accounts) that can be used on financial reports. Cost element groups determine what revenue and expense amounts are included on a report and how the amounts are grouped and subtotaled on a report.

**Project Info System: Project Definition Master Data Report** - displaying a list of Projects by different selections like Responsible Person (Principal Investigator) or Organizational Unit (BFR code).

**Project Master Data Information Sheet** - displaying a more printer friendly report for the master data in the customer defined fields of the Project Definition.