Sponsored Project Master Data

Each WBS Element (WBSE) for University non-capital projects in the Restricted (R) Fund Group contains information known as master data that is stored in SAP. Master data fields define the Project, known as the 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. For example, customer defined fields tell if a project is federally funded or not, reportable or not, and if the project has an award amount or other plan amount loaded in SAP or not. Master data tells the story of a project / WBSE.

As of October 1, 2021, WBSEs created non-capital WBSEs belonging to Restricted (R) Fund Group are 9-digit values that fall in the range of 30x – 39x. The longer 9-digit value retains the sight recognition of the first 3 digits of WBSEs and provides room for growth, since Duke exhausted 7-digit numbers in that range many years ago. WBSEs created before October 1, 2021, will remain as 7-digit values in the ranges of A0x – A9x, 20x – 29x, and 30x – 39x, until the projects are closed. Eventually, all WBSEs for non-capital projects will be 9-digit values beginning with 3. In general:

- Projects / WBSEs with an Award / Plan loaded in SAP fall in the 9-digit or 7-digit WBSE range of 30x – 38x (except for 36x which do not have a plan loaded in SAP). Older WBSEs that have an award / plan loaded may fall in the 7-digit ranges of A0x – A8x except for A6x and 20x – 28x except for 26x.

- Projects without Award / plan amounts loaded are dependent on revenue collected to date and fall in the 9-digit range beginning with 36x and 39x, with some 34x and 38x as exceptions. Older projects without an award / plan may be 7-digits beginning with 26x, 29x, 36x, 39x, A6x, and A9x (with some 24x, 28x, 34x, 38x, A4x and A8x exceptions). Some projects in the 29x, 39x, or A9x range are clinical trials and may have an award amount / plan loaded in SAP.

For more on WBSE sight recognition for the Restricted (R) Fund Group, see https://finance.duke.edu/accounting/glaccts/overview.
Sponsored Projects Master Data (cont.)

While most master data fields are maintained by areas like Treasury Billing Services (TBS) or Post-Award Financial Management (PAFM), departments may maintain some fields using the Grant Management tab in Duke@Work.

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.