FY 2017
NOAA Procedures

Project Code Requests
Procedures & Form

FINAL

Revised October 3, 2016
NOAA CBS FSD
Budget Execution and General Ledger Team

NOTE:
This document should be reviewed at the beginning of each fiscal year & revisions made, as necessary

Project Code Request Procedures

<u>Item No. 1 – CBS Project Code</u>

Enter the 7 character project code. For Example: R8K5B19

The **first character** of the seven in **FY 17 must be a letter "R"** for fund 1043 (ORF) and fund 1042 (PAC) project codes. *Note: The first character designation of the project code changes each fiscal year.*

When entering a project code for previous fiscal year funds, please reflect the correct project code initial letter, (e.g. "P" for FY16, "N" for FY15, "M" for FY14, and "L" for FY13).

For all other funds, the first character of the project code must represent the Line Office (LO) code who owns the money. The LO leading character codes are:

> 1 – National Ocean Service [NOS]
> 2 – National Marine Fisheries Service [NMFS]
> 3 – Oceanic and Atmospheric Research [OAR]
> 4 – National Weather Service [NWS]
> 5 – National Environmental Satellite, Data, and Information Service [NESDIS]
> 6 – NOAA Finance Office
> 7 – Office of Marine & Aviation Operations [OMAO]
> 8 - NOAA Staff Offices

If an LO has funds transferred in from another LO and a unique project code is required, the request must go through the LO who "owns the funds" for clearance to ensure that the correct program code is assigned to the new project code.

Requests for a NOAA-wide project code (e.g., Miscellaneous Receipts), must include the letter "N" as the first character.

For Construction Work In Progress (CWIP) or Internal Use Software in Development (IUSD) projects (Project TYPES of CWIP, CWIPC, IUSD& IUSDC), the 2nd character must be a number "4" for ORF fund codes (0001,0023,0027,0031…), and for all other funds, the 4th character must be a letter "F". *Note: If the project code is not a CWIP Project Type (CWIP or IUSD), do not follow the CWIP project code structure above.*

Additional CWIP & IUSD project request forms must be completed and submitted from the following website:

http://www.corporateservices.noaa.gov/~finance/CWIP.html

Note: To avoid confusion, the numbers 1 (one) and 0 (zero), and/or the letters "I" and "O" should NOT be used in establishing the project codes.

For tracking Hurricane projects, **CONFIRM** the correct project code structure noted below is followed:

- For ORF Funds, the 2nd character identifies the first letter in the name of the specific Hurricane being tracked, e.g. "K" for Katrina, "R" for Rita or "W" for Wilma.
- For PAC project codes the structure is the same as the ORF projects. However, for PAC-CWIP Project Codes the 2nd character identifies the Hurricane and the 4th character is an "F".
- Please remember that the Fund Code is necessary in the distinct identification of these projects because both the ORF and PAC project structures are similar with regard to Hurricane tracking.

Item No. 2 – Project Title

Enter the project title (no more than 40 characters). Note: Many reports will only display the first 20 characters of the project title. For Example: Marine Sanctuaries

Item No. 3 – Project Type

Enter the Project TYPE related to the Project Code. (Example: FC1043 projects would have a project type of "GEN" for GENERAL).

Fund Code 0002 projects MUST always have Project Type Project Types: LOEXP – Line Office Expense or OFCEXP – FMC Expense. Fund Code 1040 projects MUST always have Project Type: AGOEXP – AGO Expense.

For the current valid project types, refer to the CBS Fund Code Listing on the CBS Website – this chart will give you ONLY available project TYPES allowed for each fund; http://www.corporateservices.noaa.gov/~finance/cbs_fundcode.html

IMPORTANT This Project Type is a KEY FIELD in CBS Transaction Code posting logic & each project code must be set up correctly & assigned the appropriate project TYPE. For example, NOAA FC 0007 for a Non-Advance Reimbursable **cannot** have project **TYPE of "REIMBA";** NOAA Fund Codes 0005 & 0006 for an Advance Reimbursable **cannot** have project **TYPE of "REIMBW".** Please refer to the CBS Fund Code Listing on the CBS Website for appropriate project types in each CBS Fund Codes.

Item No. 4 – CBS Fund Code

Enter the four (4) character CBS fund code related to the project code. For Example: 1043
For the current valid fund codes, refer to the CBS Fund Code Listing on the CBS Website; http://www.corporateservices.noaa.gov/~finance/cbs_fundcode.html

IMPORTANT Once an incorrect CBS Fund Code has been entered, the Fund Code field **cannot be edited**. Even before activated, the project code cannot be changed or used & must be marked as **"DO NOT USE"** and left inactivate. The LO must then set up a different project code to use with the correct CBS Fund Code.

Item No. 5 – Fund Title

Enter the Fund title. For Example: ORF (17/19)
For the current valid fund code titles, refer to CBS/FIMA Fund Code Crosswalk:
http://www.corporateservices.noaa.gov/~finance/cbs_fundcode.html

Item No. 6 – CBS Program Code

Enter the CBS Program Code related to the project code. For Example: 01-02-01-000.

Note: If an LO has funds transferred in from another LO and a unique project code is required, the request must go through the LO who "owns the funds" for clearance to ensure that the correct program code is assigned to the new project code.

Item No. 7 – Program Title

Enter the Program Title related to the project code. For Example: Ocean Management.

Item No. 8 – Direct/Reimbursable Flag

Enter the appropriate Direct [D] or Reimbursable [R] indicator. For example: NOAA FC's 0005, 0006, 0007, 0009, 0096, and 0097, must = 'R'; all other NOAA Fund Codes must = 'D'

IMPORTANT Once the incorrect D/R flag has been entered, **the D/R Field cannot edited**. Even before activated, the project code cannot be changed or used & must be marked as **"DO NOT USE"** and left inactivate. The LO must then set up a different project code to use with correct project D/R flag.

Item No. 9 – Effective Begin Date

Enter the effective begin date for the project.

This date determines the earliest date that can be used for any obligation or cost. Generally the first day of current fiscal year is appropriate and will be the default value entered by the Line Office For example: 01-OCT-2016 for FY2017.

Keep in mind whether any prior year adjustments may be required in determining the effective begin date of the project.

NOTE The Effective Begin Date for the project code **cannot be set earlier** than the start date of the corresponding CBS Fund Code, which is in line with the start of the fiscal year in which NOAA receives a signed appropriation. The business rule for begin and end dates is that the begin date must reflect "01-Oct- 20xx" of the current fiscal year.

IMPORTANT Once the incorrect Effective Begin Date has been entered, **the Begin Effective Date Field cannot edited**. Even before activated, the project code cannot be changed or used & must be marked as **"DO NOT USE"** and left inactivate. The LO must then set up a different project code to use with correct project Begin Effective Date.

Item No. 10 – Effective End Date

Enter the effective end date for the project. This field should only be populated for projects that are tied to funds that have a specific end-date. For Example: 30-SEP-2017.

NOTE The Effective End Date for the project code **cannot be set later** than the end date of any multi-year or single-year CBS Fund Code, which is in line with the language received in NOAA's signed appropriation. The business rule states that the end date must reflect "30-Sep-20xx" for the year the period of the fund/project is to end.

Item No. 11 – Work in Process (WIP) Project?

Enter 'Yes' or 'No'. This is for projects funded on a reimbursable basis.

Select "Yes" if the costs incurred for the project will be allocated by the Work in Process (WIP) allocation algorithm. This algorithm assigns costs to customer orders where agreements will be entered on the RADG002 Reimbursable Agreement screen in CBS, e.g. REIMBA or REIMBW project types.

Select "No" if this is a reimbursable sales/fixed fee project (FC's 0096 or 0097) or if the costs will not be allocated to customer orders through the reimbursable WIP process, e.g. AOTHER, or ROTHER project types. Always select "No" for direct projects.

Item No. 12 – Field of Science Code

Enter the two (2) character field of science code and the description from the list of values provided below. For Example: 39 - Environmental Science

The valid values are:

NA - Not Applicable, if National Science Foundation code is 4 - Non Research and development.
11   Astronomy
12   Chemistry
13   Physics

19	Physical Science
21	Mathematics
22	Computer Science
29	Math/computer Science
31	Atmospheric Science
32	Geological Science
33	Oceanography
39	Environmental Science
41	Aeronautical Engineering
42	Astro-nautical Engineering
43	Chemical Engineering
44	Civil Engineering
45	Electrical Engineering
46	Mechanical Engineering
47	Metallurgy & Material
49	Engineering
51	Biological
54	Environmental Biology
55	Agricultural
56	Medical
59	Life Science
61	Biological Psychology
69	Psychological Science
71	Anthropology
72	Economics
75	Political Science
76	Sociology
79	Social Sciences
80	Cryogenics (NIST)
81	Measurement (NIST)
82	Other Engineering (NIST)
99	Other Science

MLT – If the project supports multiple fields of science you must identify the Fields of Science and the percentages.

Item No. 13 – National Science Foundation Code

Enter the National Science Foundation (NSF) Code and Description from the list of values included in the table provided at the end of this form. Example: 2 - 100% Applied Research.

Item No. 14 – GOAL (Strategic Goal Code/PPBES Mission/Program/Activity)

Enter the FY 2016 NOAA Strategic Plan Goal and Description from the list of valid FY2016 Strategic Plan Goals listed below. For Example: 11 – Ecosystem Goal.
Hint: Select the goal with the bulk of the activity or select the '99' for Multiple Goals.

The valid FY 2017 Strategic Goals Codes are:

> 11 - Ecosystem
> 12 - Climate
> 13 - Weather & Water
> 14 - Commerce & Transportation
> 15 – Organizational Excellence
> 99 – Multiple Goals

Item No. 15 – Project Leader

Enter the project point of contact. For example: John E. Quest

Item No. 16 – Base/Non-Base (B or N)

Enter the letter "B" for "Base" if the funding within the sub-activities and line items have been previously approved and are relatively constant or part of on-going programs. Enter "N" for "Non-Base" if the funding is not.

Item No. 17 – Funding Source Organization Code (CBS Organization Code)

Enter the LO/Financial Management Center organization code of the project leader.
For example: 10-04-00-0000-00-00-00-00 for the Office of Ocean & Coastal Resource Mgt.

Item No. 18 – Prior Code

(If applicable enter the Project Code used in the Prior Year)

If the new project code is tied to a project code used in the prior year, enter the prior year code. Example: The new project code being requested is R8K5B19. In FY2016 this same project was funded and project code P8K5B19 was used. Project Code P8K5B19 would be entered in this field.

Item No. 19 – Budget Initiative Number (Customer Federal Agency Code)

This field is used for **ALL** reimbursable projects within reimbursable CBS fund codes with U.S. Federal customers. Enter the customer's OMB A-11 agency code. This is a four- digit code that identifies the sponsor for Reimbursable projects.

NOAA's CBS reimbursable fund codes include 0005, 0006, 0007, 0009, 0096 and 0097; BIS's CBS reimbursable fund codes include 0002, 0004, 0005, 0012, 0014, 0015, 0022, and 0024. For the current list of valid agency ID codes, please refer to the excel file on the OMB A-11 website:

https://www.whitehouse.gov/sites/default/files/omb/assets/a11_current_year/app_c.pdf

Item No. 20 – Is the Agreement Signed? Yes/No

This field is **for reimbursable project code requests only**, indicate whether the agreement has been signed.

- Reimbursable Project Codes will not be established unless a reimbursable agreement or a Temporary Work Authority (TWA) letter has been signed.

- If the reimbursable agreement has been signed, write down the reimbursable agreement number in this space.

Item No. 21 – If No to 20, is there a Letter of Intent to fund the project? Yes/ No

Check "Yes" if a letter has been received indicating the customer's intent to fund the project. Temporary Work Authority (TWA) is available for 6 months, at which time a signed agreement is required. TWAs will be established with a uniform numbering scheme as follows:

TWA-FY-FMC Number (sequential number of TWAs for that FMC) e.g. TWA-2016-10-02-001.

Item No. 22 – Requester (Name/E-mail)

Enter the Requester's name and e-mail address. For example: Annette Gray, Annette.Gray@noaa.gov

Item No. 23 – CBS Task Codes

Double click on Task Code field or Press the **Home** icon on the menu bar to access the Tasks screen to open up pop-up screen for entry or modification to the Task Code(s).

> 1) Press the **Insert Record** Icon (+) on the menu bar to add task codes.
> 2) Enter the task code.
> 3) Enter the task title in the title field.
> 4) Effective dates should be derived from project code effective dates.
> 5) Enter Y to activate all task flags for each CBS module.
> 6) Enter Y in the Status field and **Commit** the record.

Enter the task codes required. The task code is a three character field. The letter "P" should be the first character of the task code.   The letter "F" must be used for facilities maintenance task codes.

Note: To avoid confusion the numbers 1 (one) and 0 (zero) and the letters "I" and "O" should not be used in the task code.

The task code "P00" will be system generated by default, and should have the same title as the project title. Press the **Insert Record** icon (+) on the menu bar to add additional task codes and repeat the steps 1-6. When complete, press **Previous Page** key.

Item No. 24 – Task Title

Enter the task code title as appropriate (no more than 40 characters). Note: Many reports will only display the first 20 characters of the project title.

To change the title for the task code P00, first deactivate the task by changing the "Y" to an "N" and enter the appropriate title in the Task Title Block.

Item No. 25 - Category

Enter the correct Apportionment Category A or B1.

Apportioned amounts appear on different groups of lines in the application of budgetary resources section of an apportionment. Amounts are identified in an apportionment-
- by time (Category A),
- by program, project, or activity (Category B),
- by a combination of program, project, or activity and time period (Category AB),
- for future years (only for multi-year/no-year accounts) (Category C).

Item No. 26 – Labor

A. Indicate whether Full-Time-Equivalent [FTE] hours will be coded to this project code Yes or No.
B. Indicate whether this project will need to be loaded into the Web T&A system.

After completing the form, email the form to your LO Management and Budget Office. If the project code is being setup for funds from another LO, the request form should be forwarded to the LO Budget Office "owning the funds" for review and approval.

Note #1: The requester's email account must be the FMC personnel authorized to request project codes.

Note #2: Any project code requests received from the FMC without using the most recent revised "CBS Project Code Request Form and Procedures" will be returned to the FMC to use the most recent procedures forms.

NSF Code	Plain English Description	Research	Development	Non R&D
2	100 % Applied Research	100%	0%	0%
3	100% Development	0%	100%	0%
4	Neither Research or Development	0%	0%	100%
5	80% Research, 20% Development	80%	20%	0%
6	60% Research, 20% Development, 20 % Neither	60%	20%	20%
7	40% Research, 40% Development, 20 % Neither	40%	40%	20%
8	20% Research, 40% Development, 40 % Neither	20%	40%	40%
9	40% Research, 60% Development	40%	60%	0%
10	60% Research, 40% Development	60%	40%	0%
11	60% Development, 40% Neither	0%	60%	40%
12	40% Development, 60% Neither	0%	40%	60%
13	20% Research, 20% Development, 60 % Neither	20%	20%	60%
14	20% Research, 60% Development, 20 % Neither	20%	60%	20%
15	80% Development, 20 % Neither	0%	80%	20%
16	20% Research, 80% Development	20%	80%	0%
17	20% Development, 80 % Neither	0%	20%	80%
18	20% Research, 80 % Neither	20%	0%	80%
19	50% Research, 50% Development	50%	50%	0%
20	50% Development, 50% Neither	0%	50%	50%
21	50% Research, 50% Neither	50%	0%	50%
22	90% Research, 10% Neither	90%	0%	10%
23	95% Research, 5% Neither	95%	0%	5%
24	95% Development, 5% Neither	0%	95%	5%
		NEW CODES TO BE ADDED		
25	5% Research, 95% Neither	5%	0%	95%
26	10% Research, 90% Neither	10%	0%	90%
27	15 % Research, 85% Neither	15%	0%	85%
28	60% Research, 40% Neither	60%	0%	40%
29	40% Research, 60% Neither	40%	0%	60%
30	70% Research, 30% Neither	70%	0%	30%
31	30% Research, 70% Neither	30%	0%	70%
32	80% Research, 20% Neither	80%	0%	20%
33	DO NOT USE			
34	DO NOT USE			
35	**5% Research, 20% Development**	**5%**	**20%**	**75%**
36	**5% Research, 5% Development, 90% Neither**	**5%**	**5%**	**90%**
37	**20% Research, 10% Development, 70%**	**20%**	**10%**	**70%**
38	**20% Research, 5% Development, 75% Neither**	**20%**	**5%**	**75%**
39	**10% Research, 10% Development, 80%**	**10%**	**10%**	**80%**
40	**15% Research, 10% Development, 75%**	**15%**	**10%**	**75%**
41	**10% Research 20% Development, 70%**	**10%**	**20%**	**70%**
42	**5% Development, 95% Neither**	**0%**	**5%**	**95%**

Codes in Bold Text & Highlighted in Blue are New.

No.	Item	Value
	FY 2017 CBS Project Code Request Form	
1	CBS Project Code	
2	Project Title	
3	Project Type	
	CBS Fund Code Listing for Project Types	http://www.corporateservices.noaa.gov/~finance/cbs_fundcode.html
4	CBS Fund Code	
	CBS Fund Code Listing for Fund Codes	http://www.corporateservices.noaa.gov/~finance/cbs_fundcode.html
5	Fund Title	
6	CBS Program Code	
7	Program Title	
8	Direct/Reimbursable Flag	
	CBS Fund Code Listing for D/R Flag	http://www.corporateservices.noaa.gov/~finance/cbs_fundcode.html
9	Effective Begin Date	
10	Effective End Date	
11	WIP (Work in Process) Select "Yes if Costs incurred for the project will be allocated by the Work In Process (WIP) allocation algorithm that assigns costs to customer orders. Select "No" if this is a direct project or if, as a reimbursable project, the costs will not be allocated to customer orders.	Yes_____ or No _____
12	Field of Science Code	
13	National Science Foundation Code	

14	Goal (SP goal/PPBES mission/Program/Activity	/ / /
15	Project Leader (Name) **For the "Manager, TechRep, Admin, and POC fields the user should enter "999999" to avoid assigning a specific employee number for these fields.**	
16	Base/Non-Base Funding (B or N)	
17	CBS Funding Source Organization Code	
18	Prior Code (If applicable enter PY Project Code)	
19	Reimbursable Customer OMB A-11 Agency Code (**Budget Initiative Number) on CM004 screen** (4-digit Code)	
20	Is the agreement signed? Yes_____No_____	Agreement Number _____
21	If response to Item #20 is "No", is there a letter of intent to fund the project? Yes_____No _____	TWA Number: _____
22	Requester (Name/Email)	
23	CBS /Task Code (e.g. P00)	
24	CBS/Task Title (For additional task codes, attach a sheet and provide task codes with task titles): (e.g. NOAA Radiosondes)	
25	Category (Refers to Apportionment Category) (e.g. A or B1) Refer to the Project Code Entry Procedures.	
26	LABOR (a. Will FTE hours be coded to this project code. b. Does this code need to be loaded in WebTA?)	A. Yes _____ or No _____ B. Yes _____ or No _____