

# HELP ME WITH MY ADR!



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Administrators

## How an ADR can look like

Info that fed the ADR FROM SAP

Info that may need  
to be completed

Fund	WBS Element	Grant	Start & End Dates	Description	Salary Wage FYTD	%age	Cost Sharing	Adj %age
4XXXXXXX				Professorship	66,813.31	28.89%	-58,441.39	3.62
525XXXXX	525XXX320	525XXX3	09/01/2011 - 08/31/2016	5 R01 XX000003-20	9,142.68	3.95%	2,513.22	5.04
525XXXXX	525XXX321	525XXX3	09/01/2011 - 08/31/2016	5 R01 XX000003-21	45,297.80	19.59%	11,848.51	24.71
525XXXXX	525XXX430	525XXX4	05/01/2012 - 02/29/2016	5 R01 XX000004-30	36,155.13	15.63%	9,450.91	19.72
525XXXXX	525XXX431	525XXX4	03/01/2016 - 02/29/2020	5 R01 XX000004-31	18,285.35	7.91%	4,563.92	9.88
6XXXXXXX				Dept Fund 01	55,573.66	24.03%		24.03
	525XXX204	525XXX2	06/01/2015 - 05/31/2017	5 GM XX000005-02		0.00%	30,064.83	13.00
						0.00%		
						0.00%		
						0.00%		
						0.00%		
						0.00%		
						0.00%		
						0.00%		
<b>Totals:</b>					231,267.93	100.00%	0	100%

How to complete the cost sharing column: Go to slide 2

How to complete the ADJ % age column: Go to slide 3

Extra tips: Go to slides 5 and 6

Example of an ADR : Go to slide 6

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## HOW TO COMPLETE THE COST SHARING COLUMN

Calculating the MANDATORY COST SHARING AMOUNT =

**Mandatory Cost  
Sharing amount**

=

$$\text{Effort on the grant period} \times \frac{\text{\# pay periods of that funding period in the FY}}{\text{total \# pay periods in the FY}} \times (\text{Real Salary} - \text{Sponsor salary cap})$$

If you don't the effort on the grant period, but know which salary cap was used, you can figure it out. See slide 4.

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### HOW TO COMPLETE THE Adj % age COLUMN

**Calculating the Adj % age** = ratio of [ ( salary wage + cost sharing amount) / Annual IBS] x 100 and also = annual effort average of the PI on the grant associated with the WBS account or fund on that line

$$\text{Adj \% age} = \frac{\text{Salary Wage charged to the WBS/ fund} + \text{Cost sharing amount associated to the WBS/ fund}}{\text{Total Base Salary}}$$

And that should give you the same result:

$$\text{Adj \% age} = \text{Effort on the grant period} \times \frac{\text{\# pay periods of that funding period in the FY}}{\text{total \# pay periods in the FY}}$$

If you don't know that look at slide 4

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How to find the effort on the grant period from the Salary cap used on the WBS account?

$$\text{Effort on the grant period} = \frac{\text{total \# pay periods in the FY} \times \text{Salary wage charged on that period}}{\text{\# pay periods of that funding period in the FY} \times \text{Sponsor salary cap on that period}}$$



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### Extra tips

1. The **cost sharing column** dollars amounts should add up to \$0, considering that all your mandatory cost sharing amounts should come from a discretionary fund (and not a federal fund) and that should be clear. (See arrow 1 on the ADR example on slide 6)
2. Make sure that the % indicated in the “Adj % age” column is not below the minimum effort that the PI should be reporting to the NIH based on the calculation “salary wage / NIH salary cap”. (See arrow 2 on the ADR example on slide 6).
3. Your last Adj% age column should add up to **100%** (See arrow 3 on the ADR example on slide 6).
4. For **effort compliance**, your faculty members absolutely need to have at LEAST 2% effort paid from a fund, or even 10% if they are chairman, as per our Effort policy. (See arrow 4 on the ADR example on slide 6)
5. If your faculty did some **Voluntary cost sharing** ( by charging the whole cost of their effort to a discretionary fund) you need to add a line with that information (See arrow 5 on the ADR example on slide 6)

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All arrows number reference tips from slide 5

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						0.00%		
						0.00%		
						0.00%		
<b>Totals:</b>					231,267.93	100.00%	0	100%



\$36,155.13 / \$184,200 = 19.628 %

Because this ADR is from FY 16

NIH Salary cap until 01/09/2016 = \$ 183,300

NIH salary cap after 01/10/2016 = \$185,100

NIH salary cap average on the FY 16 = \$184,200

