Sponsored Projects Accounts in FIS
Instructions for Identifying Federally-funded accounts

Below are two methods for identifying federally-funded accounts. You may use whichever method you prefer.

1. **Review the Award Management form for a specific Award in FIS.**
   Instructions for Grants Navigation are available on the Controller’s website under FIS Information [http://www.k-state.edu/finsvcs/systems/fis/index.htm](http://www.k-state.edu/finsvcs/systems/fis/index.htm)
   Go to “FIS Reports and Screen Instructions”, then to “Grant Inquiry and Navigation Instructions”.

   Once in the Award Management form for the award, look for the Award Type (right-hand side of the form, approximately halfway down).

   Federally funded awards may be direct federal funding or may be flow-through federal funding (federal funds flowing through another entity to KSU). Federally funded accounts will have one of the following Award Types:
   1. Federal Agency - Direct
   2. Federal Agency – HS Direct
   3. Other Sponsor – Fed Flo-thru
   4. Other Sponsor – HS Fed Flo-thru
   5. State Agency HS Fed Flow-thru
   7. Foundation – Fed Flo-thru
   8. Foundation - HS Fed Flo-thru
   10. Industry Funds – Fed Flo-thru

2. **Use the SPA Project-Award report in Discoverer Reports**

   Login to FIS and KSU FIS User, then select “Reports”
From the list of Discoverer Workbooks choose “ZGC SPA Project-Award Report”

Then select the “Project to Award” report
Enter desired parameters and click on GO button. The wildcard “%” does not work for these report parameters - complete parameters as instructed in the screen below and following example.

**EXAMPLE:**

Connect > Workbooks >
ZGC SPA Project-Award Report - Project to Award
Last run February 22, 2008 2:47:14 PM CST

**Parameters Needed**
Select values for the following parameters.
* indicates required text

- **From Organization**
  - Enter the starting Organization for the range

- **To Organization**
  - Enter the ending Organization for the range

- **From Project**
  - Enter starting project number for range

- **To Project**
  - Enter ending project number for range

**EXAMPLE OF HOW TO COMPLETE PARAMETERS**

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A report will be generated with multiple columns, the first five of which are shown below. The Award Type Column is the column that will help you identify whether the project is federally-funded.

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2. Federal Agency – HS Direct
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8. Foundation - HS Fed Flo-thru
10. Industry Funds – Fed Flo-thru

Other indicators of federally-funded projects:
1. The Fund Source column. Fund Sources for federal accounts are:
   a. 1340
   b. 3145
   c. 3146
   d. 5140
2. The Sponsor Name column. Some sponsor names are easily identifiable as federal agencies
3. The CFDA Number Column. If the CFDA is not NULL, then it is a federally-funded account

Note: if you do note conflicting indicators on an account, please contact the Sponsored Projects Accounting Office for clarification as this may indicate an error on the account.

If you want to print the report, it is recommended that you export it to Excel (choose Export from the Actions box on the upper left-hand side of the screen) then print from there.