FY 2008
NOAA Procedures

Project Code Requests

Procedures & Form

FINAL

Revised February 25, 2008
NOAA CBS FSD
Budget Execution and Cost Analyst Team

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

Project Code Request Procedures		
No.	**Item**	**Value**
1.	CBS Project Code	Enter the 7 character project code. For Example: E8K5B19

<div>

For item 1, Value column:

Enter the 7 character project code. For Example: E8K5B19

- The **first character** of the seven in **FY 08 must be a letter "F"** for fund 83 (ORF) and fund 82 (PAC) project codes**. The first character designation of the project code structure changes each fiscal year.**

- When entering project code for previous fiscal year funds, please reflect the correct project code structure, (e.g. **"E" for FY07**, **"D" for FY06**, **"C" for FY05, "B" for FY04**). The first character in the project code structure in FY03 is a number which identifies the LO, e.g. "1 = NOS", "2 = NMFS", etc.

- For the **project code request for all other funds**, the first character of the seven must represent the Line Office (LO) code who owns the money. The LO leading character codes are:
    - 1 - NOS
    - 2 - NMFS
    - 3 - OAR
    - 4 - NWS
    - 5 - NESDIS
    - 6 - NFA
    - 7 - OMAO
    - 8 - NOAA Staff Offices

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

- For project code requests for a NOAA-wide project (e.g., Miscellaneous Receipts), "N" must be the leading 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 "4" for ORF fund codes (01, 23, 27, 31…), and for all other funds, the 4th character must be an "F" for all other funds. **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:

</div>

		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** that the project code structure: • 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.
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
3.	Project Type	Enter the Project TYPE related to the Project Code. (Example: FC 85 projects would have a project type of "GEN" for GENERAL). 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/FOFRD.html *****IMPORTANT: This 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 07 for a Non-Advance Reimbursable cannot have project TYPE of "REIMBA"; NOAA Fund Codes 05 & 06 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.**
4.	CBS Fund Code	Enter the 2 character CBS fund code related to the project code. For Example: 85 For the current valid fund codes, refer to the CBS Fund Code Listing on the CBS Website; http://www.corporateservices.noaa.gov/~finance/FOFRD.html

		***IMPORTANT: This is an UNCHANGEABLE field – once entered with incorrect CBS Fund Code, and even before activated, this project code cannot be changed or used & must be marked as "DO NOT USE" and left inactivated; LO must set up a different project code to use with the correct CBS Fund Code**
5.	Fund Title	Enter the Fund title. For Example: ORF (07/08) For the current valid fund code titles, refer to CBS/FIMA Fund Code Crosswalk: http://www.corporateservices.noaa.gov/~finance/FOFRD.html
6.	CBS Program Code	Enter the CBS Program Code related to the project code. For Example: 01-02-01-000
7.	Program Title	Enter the Program Title related to the project code. For Example: Ocean Management
8.	Direct/Reimbursable Flag	Enter the appropriate Direct or Reimbursable indicator For example: NOAA FCs 05, 06, 07, 09, 96, and 97, must = 'R'; all other NOAA FCs must = 'D' ***IMPORTANT: This is an UNCHANGEABLE field – once entered with incorrect D/R flag, and even before activated, this project code cannot be changed or used & must be marked as "DO NOT USE" and left inactivated; LO must set up a different project code to use with the correct project D/R flag**
9.	Effective Begin Date	Enter the effective begin date for the project. This date determines the earliest date which can be used for any obligation or cost. Generally the <mark>first day</mark> of current fiscal year is appropriate and will be the default value entered by the Budget Office (01-OCT-200#). • Keep in mind whether any prior year adjustments may be required in determining the effective begin date of the project. For Example: 01-OCT-2006. ***NOTE: The Effective Begin Date for the project code cannot be set earlier than the start date of the CBS Fund Code, which goes 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 the begin date must reflect "01-Oct- 200x" of the current fiscal year.**
10.	Effective End Date	Enter the effective end date for the project (Only used for funds with specific end date). For Example: 30-SEP-2007 ***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 <u>"30-Sep-200x"</u> for the year the period of the fund/project is to end.
11.	WIP Project?	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 that assigns costs to customer orders and 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 (FCs 96 or 97) or if, as a reimbursable project, the costs will not be allocated to customer orders through the reimbursable WIP process, e.g. AOTHER, or ROTHER project types. Direct projects should always select "No."
12.	Field of Science Code	Enter the 2 character field of science code and the description. 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 Astronautical 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.**
13.	National Science Foundation Codes	Enter the National Science Foundation (NSF) Code and Description. The valid values are attached in a table at the end of this form.
14.	GOAL (Strategic Goal Code/PPBES mission/Program/ Activity)	Enter the FY 2005 NOAA Strategic Plan Goal and Description. For Example: 11 – Ecosystem Goal The valid FY 2005 Strategic Goals Codes are Select the goal with the bulk of the activity or select the '99' for Multiple Goals. 11 - Ecosystem 12 - Climate 13 – Weather & Water 14 – Commerce & Transportation 15 – Organizational Excellence 99 – Multiple Goals
15.	Project Leader	Enter the project point of contact. For Example: John E. Quest
16.	Base/Non-Base (B or N)	
17.	Funding Source Organization Code (CBS Organization Code)	Enter the LO/Financial Management Center code of the project leader. For example: 10-04-00-0000-00-00-00-00 for Office of Ocean & Coastal Resource Mgt
18.	Prior Code (If applicable enter PY Project Code	
19.	Budget Initiative No. (Customer Federal Agency Code)	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 field which identifies the sponsor for Reimbursable projects. NOAA's CBS reimbursable fund codes include 05, 06, 07, 09, 96 and 97; BIS's CBS reimbursable fund codes include 02, 04, 05, 12, 14, 15, 22 & 24. For the current list of valid agency ID codes, please refer to the excel file on the CBS website: http://www.corporateservices.noaa.gov/%7efinance/FOFRD.html

20.	Is the Agreement Signed? Y/N	For reimbursable project code request 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.
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#(sequential number of TWAs for that FMC) e.g. TWA-2005-10-02-001.
22.	Requester (Name/Email)	Enter the Requester's name and email address. For Example Annette Gray/Annette.Gray@noaa.gov
23.	CBS Task codes	Double click on Task Code field or Press the HOME KEY to access the Tasks screen to open up pop-up screen for entry or modification to Task Code. A) Press the INSERT RECORD KEY to add task codes. B) Enter the task code. C) Enter the task title in the title field. D) Effective dates should be derived from project code effective dates. E) **Enter Y to activate all task flags for each CBS module**. F) **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" must be the first character of the task code. The letter "F" must be used for facilities maintenance task codes. **Note: To avoid confusion with the numbers 1 (one) and 0 (zero), the letters "I" and "O" should not be used in the task code.** The task code "P00" will be established automatically by default, and should have the same title as the project title. Press the INSERT Record Key to add additional task codes and repeat the steps A - F. When complete, press PREVIOUS PAGE key.
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 "enter the appropriate title in the Task Title Block. 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% Neither**	**20%**	**10%**	**70%**
38	**20% Research, 5% Development, 75% Neither**	**20%**	**5%**	**75%**
39	**10% Research, 10% Development, 80% Neither**	**10%**	**10%**	**80%**
40	**15% Research, 10% Development, 75% Neither**	**15%**	**10%**	**75%**
41	**10% Research 20% Development, 70% Neither**	**10%**	**20%**	**70%**
42	**5% Development, 95% Neither**	**0%**	**5%**	**95%**

Codes in Bold Text & Highlighted in Blue are New.

	FY 2007 CBS Project Code Request Form	
No.	**Item**	**Value**
1	CBS Project Code	
2	Project Title	
3	Project Type	
	CBS Fund Code Listing for Project Types	http://www.corporateservices.noaa.gov/~finance/FOFRD.html
4	CBS Fund Code	
	CBS Fund Code Listing for Fund Codes	http://www.corporateservices.noaa.gov/~finance/FOFRD.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/FOFRD.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.**Project Leader	
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.	