The Sponsored Projects Finance (SPF) division has been reconciling indirect costs for more than 10 years. The reconciliation process involves comparing the indirect cost pool (ICP) generated by Concur to the indirect cost assessments (ICAs) charged to sponsored projects. If there are any discrepancies, adjustments must be made to ensure accurate cost allocation.

To facilitate this process, SPF has recently introduced indirect cost allocation (ICA) templates. These templates are designed to streamline the reconciliation process and improve accuracy. The templates allow users to easily identify and correct errors before submitting the ICA report. The process involves the following steps:

1. Review the ICP generated by Concur.
2. Compare the ICP to the ICAs charged to sponsored projects.
3. If discrepancies are identified, use the ICA templates to make adjustments.
4. Submit the ICA report.

Please review the ICA templates carefully and make sure to follow the instructions provided. This process is crucial for maintaining the integrity of the sponsored projects budget and ensuring accurate cost allocation.

We hope this information is helpful. If you have any questions or concerns, please do not hesitate to contact us.

Best regards,
The Sponsored Projects Finance Division.