

Quick Reference Guide (QRG)

Indirect Cost LEAs/External Users







User Role Requirement

- LEA Indirect Cost Request Update: this user role is required to initiate the Indirect Cost request
- **LEA User Access Administrator**: this user role assigns the proper GME roles; users who are unable to work with the Indirect Cost Request should check with this individual to ensure the correct role has been assigned.

Accessing the Indirect Cost

To access the Indirect Cost, once you are logged into GME and have selected your organization, click on the Indirect Cost link on the Entity Information page.

Entity Information Mesa Unified District (070204000) Public District		
Organization Name	Mesa Unified District	
CTDS	070204000	
Entity ID	4235	
Organization Type	Public District	
Organization Status	OPEN	
Indirect Cost Rate	9.51%	
Authorized Representative(s)	Byrd, Sarah Daniel, Obrien Martin, Teresa McPherson, Nancy Mulhearn, Pamela Weidinger, Lara	
Legal Name	Mesa Unified School District	
Address	63 E. Main Street #101	
City	Mesa	
State	AZ	
Zip Code	85201-7422	
Congressional District	09 - Ninth Congressional District	
DUNS Number	078990504	
CCR Expiration Date	1/31/2019	
Risk Designation	Medium	
General Statement of Assurance Upload Date	4/20/2017	
Funding Applications	Funding Applications	
Reimbursement Requests	Reimbursement Requests	
Entity History	Entity History	
Entity Hold Administration	Entity Hold Administration	
Interest Administration	Interest Administration	
General Statement of Assurances	General Statement of Assurances	
Indirect Cost	Indirect Cost	
Project Summary	Project Summary	



Initiating the Indirect Cost

Chandler Unified District #80 (070280000) Public District - FY 2019

Status: Indirect Cost Request Not Started

Change Status To: Indirect Cost Request Started



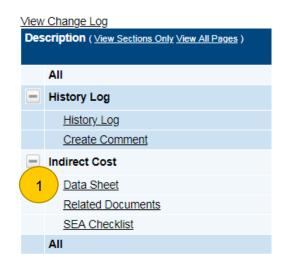
• LEA Indirect Cost Request Update clicks on Change Status To Indirect Cost Request Started to start and complete the Indirect Cost request.

Indirect Cost Section

 There is only ONE section that will need to be completed: <u>Data Sheet</u>.

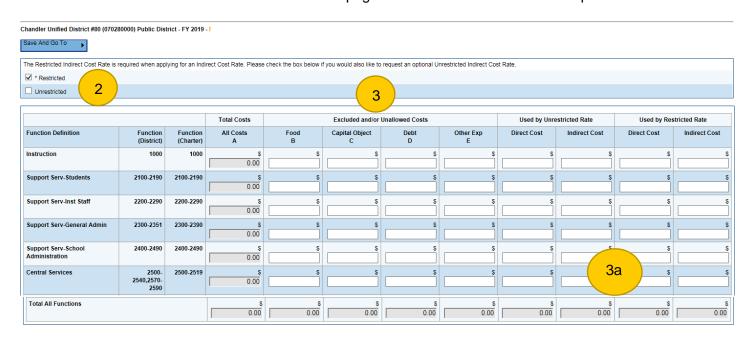
Data Sheet

1. Click on the Data Sheet link.





- 2. Select the type of Indirect Cost Rate you would like to apply
 - The Restricted box is automatically checked off, but you have the option to also check Unrestricted
- Complete the Excluded and/or Unallowed Costs, Use by Unrestricted Rate, and Used by Restricted Rate sections as necessary. Please note certain sections may not be editable.
 - The total of the Use by Unrestricted Rate must match the total of Use by Restricted Rate
- 4. Save and Go To > Sections page to submit the Indirect Cost Request.



Submitting the Indirect Cost Request

1. On the Sections page, update the Application Status to <u>LEA Indirect Cost Request Submitted</u>.

Indirect Cost Sections

Cartwright Elementary District (070483000) Public District - FY 2019 - Indirect Cost - Rev 0

Plan Status: Indirect Cost Request Started

Change Status To: LEA Indirect Cost Request Submitted

If the Indirect Cost Request is Returned

Once the Indirect Cost Request is in <u>LEA Indirect Cost Request Submitted</u> status, **the request will be Approved, Not Approved, or Returned for Edits**. If Not Approved or Returned for Edits, please check the History Log for a reason as to why it is Not Approved or Returned for Edits.



When the Indirect Cost Request is Approved

Once the Indirect Cost Request is approved, the Indirect Cost Rate will be automatically entered in the Indirect Cost section of your Budget.

Indirect Cost		
Total Allocation	\$2,910,690.76	
Budgeted Amount	\$0.00	
Excludable Costs	\$0.00	
Indirect Cost Rate	3.51%	
Max Indirect Cost based on Budgeted Amount	\$0.00	
Max Indirect Cost based on Total Allocation	\$98,700.84	

Note: if a Funding Application for the upcoming fiscal year has been submitted prior to having an approved Indirect Cost rate, additional action will be required in order utilize the approved rate.

- If your application has been submitted, but NOT yet approved, reach out to the Program Area to return the funding application so that it can be revised with the appropriate indirect cost and resubmitted for approval.
- If your application has been submitted <u>and</u> approved, a revision will need to be done in order to appropriately budget the indirect cost.

Need Assistance?

Grants Management System (GME)	Passwords/ADEConnect Support
Phone: 602.542.3901	Phone: 602.542.7378
Email: grants@azed.gov	Email: adesupport@azed.gov