

Quick Reference Guide (QRG)



Indirect Cost

LEAs/External Users



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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

Entity Information	
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](#)

[View Change Log](#)

Description ([View Sections Only](#) [View All Pages](#))

All
<input type="checkbox"/> History Log
History Log
Create Comment
<input type="checkbox"/> Indirect Cost
Data Sheet
Related Documents
SEA Checklist
All

- **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: [Data Sheet](#).

[Data Sheet](#)

1. Click on the [Data Sheet](#) link.

[View Change Log](#)

Description ([View Sections Only](#) [View All Pages](#))

All
<input type="checkbox"/> History Log
History Log
Create Comment
<input type="checkbox"/> Indirect Cost
1 Data Sheet
Related Documents
SEA Checklist
All

2. Select the type of Indirect Cost Rate you would like to apply
 - a. The Restricted box is automatically checked off, but you have the option to also check Unrestricted
3. 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.
 - a. 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.

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

Save And Go To

The Restricted Indirect Cost Rate is required when applying for an Indirect Cost Rate. Please check the box below if you would also like to request an optional Unrestricted Indirect Cost Rate.

☒ * Restricted

☐ Unrestricted

			Total Costs	Excluded and/or Unallowed Costs				Used by Unrestricted Rate		Used by Restricted Rate	
Function Definition	Function (District)	Function (Charter)	All Costs A	Food B	Capital Object C	Debt D	Other Exp E	Direct Cost	Indirect Cost	Direct Cost	Indirect Cost
Instruction	1000	1000	\$ 0.00	\$	\$	\$	\$	\$	\$	\$	\$
Support Serv-Students	2100-2190	2100-2190	\$ 0.00	\$	\$	\$	\$	\$	\$	\$	\$
Support Serv-Inst Staff	2200-2290	2200-2290	\$ 0.00	\$	\$	\$	\$	\$	\$	\$	\$
Support Serv-General Admin	2300-2351	2300-2390	\$ 0.00	\$	\$	\$	\$	\$	\$	\$	\$
Support Serv-School Administration	2400-2490	2400-2490	\$ 0.00	\$	\$	\$	\$	\$	\$	\$	\$
Central Services	2500-2540, 2570-2590	2500-2519	\$ 0.00	\$	\$	\$	\$	\$	\$	\$	\$
Total All Functions			\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Submitting the Indirect Cost Request

1. On the Sections page, update the Application Status to [LEA Indirect Cost Request Submitted](#).

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 [LEA Indirect Cost Request Submitted](#) 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 **and** 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