Q1. How do I determine the contract type for an award or project?

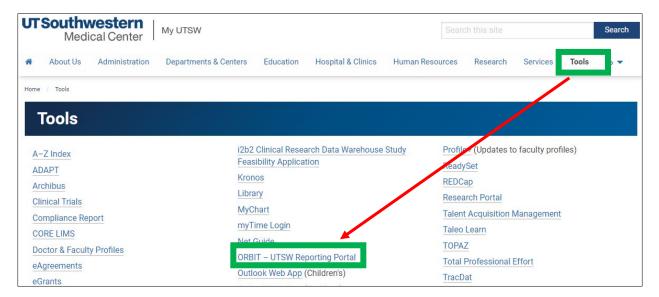
There are two ways to determine the contract type for an award or project: through **ORBIT report RHi013** (*login to Power BI*) or from the **Grant Notification Report (GNR)** (*emailed to the PI and housed in OnBase*).

Listed below are the contract types and definitions of each. Contract types are typically identified in ORBIT and in the Grant Notification Report by their acronyms.

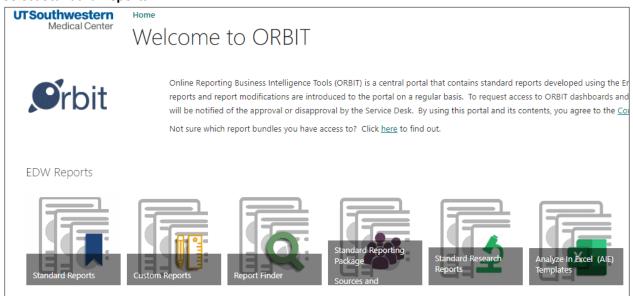
- Cost Reimbursable (CRB) When expenses are incurred, invoice for reimbursement and recognize revenue.
- Letter of Credit (LOC) Federal Agency Cost Reimbursable Awards. When expenses are incurred, invoice
 for reimbursement and recognize revenue.
- Scheduled/Prepaids (SCH) Base invoicing on the payment schedule per contract and/or deliverables/milestones. Recognize revenue when the expense is incurred.
- Fixed Price (FIX) Invoice Sponsor based on information received from the department. (Non-industry Sponsored grant funded.) Recognize revenue when the Sponsor is billed.
- Not-Billed in PeopleSoft (NBP) Industry -Sponsored Clinical Trials. Invoices created in Velos and revenue recognized when booking payment.

To view the contract type in ORBIT:

From the **Tools** page of the UTSW intranet, click the option for **ORBIT.**



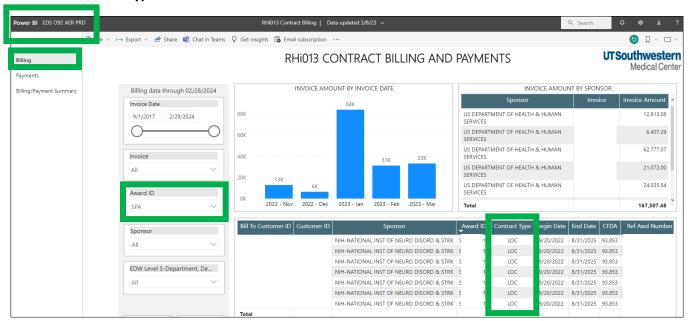
Select Standard Reports.



Scroll to **Subject Area: Grant Proposals, Funding, and Research Expenditures**, then search for the report labeled **RHi013**, also known as **Contract Billing and Payments**. Right click the full version to open the report in a new window/tab.



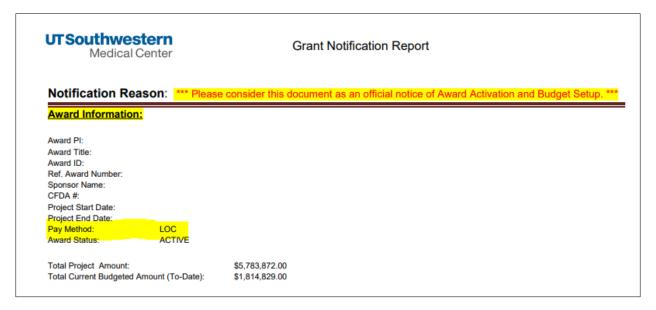
By default, the report should open on the **Billing** page. Enter the **Award ID**. The type of contract is located under the **Contract Type** column.



To view the contract type in the Grant Notification Report:

Here is a portion of a Grant Notification Report (GNR) and how fields are defined. If a grant is awarded and set up in PeopleSoft, the PI and select department contacts will receive a copy GNR. The Award Setup Team will upload a copy of the GNR to Onbase, which will then be accessible through PeopleSoft. NOTE: If unable to access the GNR in PeopleSoft due to permission levels, please request the GNR from your Department Administrator, who should have permission.

On the GNR, review the section under **Award Information** and locate the contract type in the **Pay Method** field. *NOTE: The terminology used to identify contract type is referred to as Pay Method*. In this example, the contract type is **LOC**.



Below example shows how fields are defined in the GNR's Award Information section.

