

F & A Recovery Distribution process:

1. In August of each year, after prior year fiscal year end process has completed, the F&A recovery report is run from SSRS (*Financial reports/OSP/FA FY Expenditures by ORG and FY Expenditures by PI*)
2. F&A Recovery report is used to develop spreadsheet listing F&A recovery by college/center and department. Detail of recovery is listed by college/department by PI generating the F&A.
3. Spreadsheet is prepared as per distribution in F&A Recovery policy (*UNCW Policy 05.136 Facilities and Administration F&A Receipts, Allocation and Expenditures*).
4. Once spreadsheet is prepared and reviewed by SPARC Director, report is then emailed to Deans, Chairs and Business Officers of generating units.
5. Deans, Chairs and Business Officers are asked to review and send any comments to Director within 2 weeks of receiving email.
6. If Director receives any comments, second review is made. If determined comment warrants revision of the spreadsheet, the spreadsheet is revised.
7. Spreadsheet is then sent to Academic Affairs Resource Management for internal distribution to College's.

Contact AARM for their process

Contact individual School/Center Business Officer for their process