FY 2006
NOAA Procedures

Project Code Requests

Procedures & Form

FINAL

Revised April 20, 2006
NOAA CBS FSD
Budget Execution and Cost Analyst Team

NOTE:
This document should be reviewed at the beginning of each fiscal year & revisions made, as necessary.

Project Code Request Procedures		
No.	**Item**	**Value**
1.	CBS Project Code	Enter the 7 character project code. For Example: C8K5B19 • The first character of the seven must be a letter "C" for fund 31 (ORF) and fund 32 (PAC) project codes. • For the project code request for all other funds, the first character of the seven must represent the Line Office (LO) code who owns the money. The LO leading character codes are: 1 - NOS 2 - NMFS 3 - OAR 4 - NWS 5 - NESDIS 6 - NFA 7 - ONCO 8 - NOAA Staff Offices • If a LO has funds transferred in from another LO and require a unique project code, request must go through the LO who "owns the money" to assure that the correct program code is assigned to the project code. • For project code requests for a NOAA-wide project (e.g., Miscellaneous Receipts), "N" must be the leading first character. • For Construction Work In Progress (CWIP) or Internal Use Software in Development (IUSD) projects (Project TYPES of CWIP, CWIPC, IUSD & IUSDC), the 2nd character must be a "4" for ORF fund codes (01, 23, 27, 31), and for all other funds, the 4th character must be an "F" for all other funds. Additional CWIP & IUSD project request forms must be completed and submitted from the following website: http://www.corporateservices.noaa.gov/%7Ecbs/pdfdocs/Budget/CBS%20Fund%20Code%20Listing.pdf • If the project code is NOT marked with Project Types of CWIP or IUSD, do not follow the structure above. Note: To avoid confusion with the numbers 1 (one) and 0 (zero), the letters "I" and "O" will **not** be used in establishing the project code.
2.	Project Title	Enter the project title (no more than 40 characters). Note: Many reports will only display the first 20 characters of the project title. For Example: Marine Sanctuaries
3.	Project Type	Enter the Project TYPE related to the Project Code. For Example: GEN For the current valid project types, refer to the CBS Fund Code Listing on the CBS Website – this chart will give you ONLY available project TYPES allowed for each fund; http://www.corporateservices.noaa.gov/%7Ecbs/pdfdocs/Budget/CBS%20Fund%20Code%20Listing.pdf

		***IMPORTANT: This is a KEY FIELD in CBS Transaction Code posting logic & each project code must be set up correctly & assigned the appropriate project TYPE. For example, NOAA FC 07 for Non-Advance Reimbursables cannot have project TYPE of REIMBA; NOAA FCs 05 & 06 for Advance Reimbursables cannot have project TYPE of REIMBW; NOAA FC 48 for BMF cannot have project TYPE of GEN = please refer to the CBS Fund Code Listing on the CBS Website for appropriate project types in each CBS FC.
4.	CBS Fund Code	Enter the 2 character CBS fund code related to the project code. For Example: 31 For the current valid fund codes, refer to the CBS Fund Code Listing on the CBS Website; http://www.corporateservices.noaa.gov/%7Ecbs/pdfdocs/Budget/CBS%20Fund%20Code%20Listing.pdf ***IMPORTANT: This is an UNCHANGEABLE field – once entered with incorrect CBS Fund Code, and even before activated, this project code cannot be changed or used & must be marked as "DO NOT USE" and left inactivated; LO must set up a different project code to use with the correct CBS Fund Code
5.	Fund Title	Enter the Fund title. For Example: ORF (05/06) For the current valid fund code titles, refer to CBS/FIMA Fund Code Crosswalk: http://www.corporateservices.noaa.gov/%7Ecbs/pdfdocs/Budget/CBS%20Fund%20Code%20Listing.pdf
6.	CBS Program Code	Enter the CBS Program Code related to the project code. For Example: 01-02-01-000
7.	Program Title	Enter the Program Title related to the project code. For Example: Ocean Management
8.	Direct/Reimbursable Flag	Enter the appropriate Direct or Reimbursable indicator For example: NOAA FCs 05, 06, 07 & 09 must = 'R'; all other NOAA FCs must = 'D' ***IMPORTANT: This is an UNCHANGEABLE field – once entered with incorrect D/R flag, and even before activated, this project code cannot be changed or used & must be marked as "DO NOT USE" and left inactivated; LO must set up a different project code to use with the correct project D/R flag
9.	Effective Begin Date	Enter the effective begin date for the project. • This date determines the earliest date which can be used for any obligation or cost. Generally the **first day** of current fiscal year is appropriate and will be the default value entered by the Budget Office (01-OCT-200#). • Keep in mind whether any prior year adjustments may be required in

		determining the effective begin date of the project. For Example: 01-OCT-2004 ***NOTE: The Effective Begin Date for the project code cannot be set earlier than the start date of the CBS Fund Code, which goes in line with the start of the fiscal year in which NOAA receives a signed appropriation
10.	Effective End Date	Enter the effective end date for the project (Only used for funds with specific end date). For Example: 30-SEP-2007 ***NOTE: The Effective End Date for the project code cannot be set later than the end date of any multi-year or single-year CBS Fund Code, which goes in line with the language received in NOAA's signed appropriation
11.	WIP Project?	Yes or No. This is for projects funded on a reimbursable basis. Select "Yes" if the costs incurred for the project will be allocated by the Work in Process (WIP) allocation algorithm that assigns costs to customer orders and where agreements will be entered on the RADG002 Reimbursable Agreement screen in CBS. Select "No" if this is a reimbursable sales/fixed fee project or if, as a reimbursable project, the costs will not be allocated to customer orders through the reimbursable WIP process. Direct projects should always select "No."
12.	Project Leader	Enter the project point of contact. For Example: John E. Quest
13.	Field of Science Code	Enter the 2 character field of science code and the description. For Example: 39 - Environmental Science The valid values are: NA - Not Applicable, if National Science Foundation code is 4 - Non Research and development. 11 Astronomy 12 Chemistry 13 Physics 19 Physical Science 21 Mathematics 22 Computer Science 29 Math/computer Science 31 Atmospheric Science 32 Geological Science 33 Oceanography 39 Environmental Science 41 Aeronautical Engineering 42 Astronautical Engineering 43 Chemical Engineering 44 Civil Engineering 45 Electrical Engineering 46 Mechanical Engineering 47 Metallurgy & Material

		49 Engineering 51 Biological 54 Environmental Biology 55 Agricultural 56 Medical 59 Life Science 61 Biological Psychology 69 Psychological Science 71 Anthropology 72 Economics 75 Political Science 76 Sociology 79 Social Sciences 80 Cryogenics (NIST) 81 Measurement (NIST) 82 Other Engineering (NIST) 99 Other Science Multiple - Project supports several fields of science. Must identify the field of Sciences and the percentages.
14.	National Science Foundation Codes	Enter the National Science Foundation (NSF) Code and Description. The valid values are attached in a table at the end of this form.
15.	Strategic Goal Code/PPBES mission/Program/ Activity	Enter the FY 2005 NOAA Strategic Plan Goal and Description. For Example: 11 – Ecosystem Goal The valid FY 2005 Strategic Goals Codes are • Select the goal with the bulk of the activity or select the '99' for Multiple Goals. 11 - Ecosystem 12 - Climate 13 – Weather & Water 14 – Commerce & Transportation 15 – Organizational Excellence 99 – Multiple Goals
16.	CBS Organization Code	Enter the LO/Financial Management Center code of the project leader. For Example: 10-04 for Office of Ocean & Coastal Resource MGT
17.	Customer Federal Agency Code	For ALL reimbursable projects within reimbursable CBS fund codes with U.S. Federal customers, enter the customer's OMB A-11 agency code NOAA's CBS reimbursable fund codes include FCs 05, 06, 07 & 09, BIS's CBS reimbursable fund codes include FCs 02, 04, 05, 12, 14, 15, 22 & 24. For the current valid OMB A-11 agency codes, please refer to the Budget Office website: http://www.corporateservices.noaa.gov/%7Ecbs/pdfdocs/Budget/CBS%20Fund%20Code%20Listing.pdf

18.	Is the Agreement Signed? Y/N	For reimbursable project code request only, indicate whether the agreement has been signed. • Reimbursable Project Codes will not be established unless a reimbursable agreement or a Temporary Work Authority (TWA) letter has been signed. • If the reimbursable agreement has been signed, write down the reimbursable agreement number in this space.
19.	If No to 18, is there a letter of intent to fund the project? Yes__ No__	Check "Yes" if a letter has been received indicating the customer's intent to fund the project. Temporary work authority (TWA) is available for 6 months, at which time a signed agreement is required. TWAs will be established with a uniform numbering scheme as follows: TWA-FY-FMC#(sequential number of TWAs for that FMC) e.g. TWA-2005-10-02-001.
20.	Requester (Name/Email)	Enter the Requester's name and email address. For Example Annette Gray/Annette.Gray@noaa.gov
21.	CBS Task codes	Enter the task codes required. The task code is a three character field. Until further notice, the letter "P" must be the first character. Note: To avoid confusion with the numbers 1 (one) and 0 (zero), the letters "I" and "O" will not be used in the task code. The task code P00 will be established automatically by default, and should have the same title as the project title.
22.	Task Title	Enter the task code title as appropriate (no more than 40 characters). Note: Many reports will only display the first 20 characters of the project title. To change the title for the task code P00, enter the appropriate title in the Task Title Block.
23.		After completing the form, email the form through the LO Management and Budget Office (of the LO owning the "money") to the NOAA Budget Execution and Operations Division analyst assigned to the LO (by attaching the form to an Email). Note #1: The requester's Email account must be the LO personnel authorized to request project codes. Note #2: Any project code requests received from the LO without using the most recent revised "CBS Project Code Request Form Procedures" will be returned to the LO to use the most recent procedures forms.

NSF Code	Plain English Description	Research	Development	Non R&D
2	100 % Applied Research	100%	0%	0%
3	100% Development	0%	100%	0%
4	Neither Research or Development	0%	0%	100%
5	80% Research, 20% Development	80%	20%	0%
6	60% Research, 20% Development, 20 % Neither	60%	20%	20%
7	40% Research, 40% Development, 20 % Neither	40%	40%	20%
8	20% Research, 40% Development, 40 % Neither	20%	40%	40%
9	40% Research, 60% Development	40%	60%	0%
10	60% Research, 40% Development	60%	40%	0%
11	60% Development, 40% Neither	0%	60%	40%
12	40% Development, 60% Neither	0%	40%	60%
13	20% Research, 20% Development, 60 % Neither	20%	20%	60%
14	20% Research, 60% Development, 20 % Neither	20%	60%	20%
15	80% Development, 20 % Neither	0%	80%	20%
16	20% Research, 80% Development	20%	80%	0%
17	20% Development, 80 % Neither	0%	20%	80%
18	20% Research, 80 % Neither	20%	0%	80%
19	50% Research, 50% Development	50%	50%	0%
20	50% Development, 50% Neither	0%	50%	50%
21	50% Research, 50% Neither	50%	0%	50%
22	90% Research, 10% Neither	90%	0%	10%
23	95% Research, 5% Neither	95%	0%	5%
24	95% Development, 5% Neither	0%	95%	5%
		NEW CODES TO BE ADDED		
25	5% Research, 95% Neither	5%	0%	95%
26	10% Research, 90% Neither	10%	0%	90%
27	15 % Research, 85% Neither	15%	0%	85%
28	60% Research, 40% Neither	60%	0%	40%
29	40% Research, 60% Neither	40%	0%	60%
30	70% Research, 30% Neither	70%	0%	30%
31	30% Research, 70% Neither	30%	0%	70%
32	80% Research, 20% Neither	80%	0%	20%
33	DO NOT USE			
34	DO NOT USE			
35	**5% Research, 20% Development**	**5%**	**20%**	**75%**
36	**5% Research, 5% Development, 90% Neither**	**5%**	**5%**	**90%**
37	**20% Research, 10% Development, 70% Neither**	**20%**	**10%**	**70%**
38	**20% Research, 5% Development, 75% Neither**	**20%**	**5%**	**75%**
39	**10% Research, 10% Development, 80% Neither**	**10%**	**10%**	**80%**
40	**15% Research, 10% Development, 75% Neither**	**15%**	**10%**	**75%**
41	**10% Research 20% Development, 70% Neither**	**10%**	**20%**	**70%**
42	**5% Development, 95% Neither**	**0%**	**5%**	**95%**

Codes in Bold Text & Highlighted in Blue are New.

FY 2006 CBS Project Code Request Form		
No.	**Item**	**Value**
1	CBS Project Code	
2	Project Title	
3	Project Type	
	CBS Fund Code Listing for Project Types	http://www.corporateservices.noaa.gov/%7Ecbs/pdfdocs/Budget/CBS%20Fund%20Code%20Listing.pdf
4	CBS Fund Code	
	CBS Fund Code Listing for Fund Codes	http://www.corporateservices.noaa.gov/%7Ecbs/pdfdocs/Budget/CBS%20Fund%20Code%20Listing.pdf
5	Fund Title	
6	CBS Program Code	
7	Program Title	
8	Direct/Reimbursable Flag	
	CBS Fund Code Listing for D/R Flag	http://www.corporateservices.noaa.gov/%7Ecbs/pdfdocs/Budget/CBS%20Fund%20Code%20Listing.pdf
9	Effective Begin Date	
10	Effective End Date	
11	WIP Project?	Yes___ No___
12	Project Leader	
13	Field of Science Code	
14	National Science Foundation Code	
15	SP goal/PPBES mission/Program/Activity	/ / /
16	CBS Organization Code	
17	Reimbursable Customer OMB A-11 Agency Code	http://www.corporateservices.noaa.gov/%7Ecbs/pdfdocs/Budget/CBS%20Fund%20Code%20Listing.pdf
18	Is the agreement signed? Yes___ No___	Agreement Number:_____
19	If No to 18, is there a letter of intent to fund the project? Yes___ No___	TWA Number:_____

20	Requester name and Email address	

21 CBS Task Codes	22 Task Title (For additional task codes, attach form and provide task codes and descriptions)
P00	