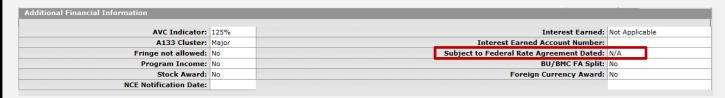


KCRM > SAP Overhead Key and Costing Sheet: Quick Reference Guide

- The SAP Overhead Key is derived from one of the following two options:
 - 1. The KCRM Applicable Rate, which is found on the Rates Tab in the KCRM Award Budget document for the appropriate KC Child. The Applicable Rate will depend on the Rate Type selected, as well as the budget start and end dates.

Research F & A					
Description	On Campus	Fiscal Year	Start Date	Institute Rate	* Applicable Rate
MTDC	No	2011	07/01/2006	26.00	26.00
MTDC	Yes	2012	07/01/2011	63.50	63.50
MTDC	Yes	2013	07/01/2012	63.70	63.50
TDC	No	2011	07/01/2006	26.00	26.00
TDC	Yes	2012	07/01/2011	63.50	63.50
TDC	Yes	2013	07/01/2012	63.70	63.70
Salary and Wages	No	2011	07/01/2006	26.00	26.00
Salary and Wages	Yes	2012	07/01/2011	63.50	63.50
Salary and Wages	Yes	2013	07/01/2012	63.70	63.70
Manual	No	2011	07/01/2006	26.00	26.00
Manual	Yes	2012	07/01/2011	63.50	63.50
Manual	Yes	2013	07/01/2012	63.70	63.70
No F&A	No	2011	07/01/2006	0.00	0.00
No F&A	Yes	2011	07/01/2006	0.00	0.00

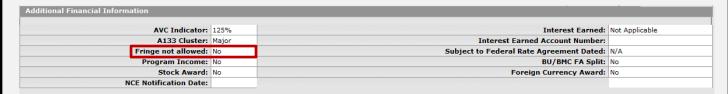
2. The "Stepped-Up Rate" Indicator, which is found on the Payment, Report and Terms tab of the Child Award document). If a value of 2/14/2011 is selected, the SAP Overhead Key will be B001.



- The SAP Costing Sheet is derived from four separate data elements in KCRM:
 - 1. F&A Rate Type (found on the Parameters Tab of the Award Budget document). Values are:
 - MTDC (Base Code 1)
 - TDC (Base Code 2)
 - Salaries and Wages (Base Code 3)
 - MTDC Plus Stipends (Base Code 4)
 - Manual (Base Code 5)
 - No F&A (Base Code 6)

Budget Overview					
Account ID:			Budget Start Date	05/01/2012	
Award ID:	301065-00002	Budget End Date		04/30/2013	
Budget Version Number:	Budget Version Number: 1 Obligated Total:			163,500.00	
Award Budget Type:	New	Budget Ch	ange Total Cost Limit:	163,500.00	
Award Budget Status:	In Progress	Unrecovered F & A Rate Type:		MTDC	▼
On/Off Campus:	All On ▼		F&A Rate Type:	MTDC	•

- 2. Fringe Not Allowed indicator (found on the Payment, Reports and Terms tab of the Award document). Values are:
 - Yes = Fringe Not Allowed (Fringe Code = NA)
 - No = Fringe Allowed; Fringe Code will be derived from Account Type.



- 3. Account Type (found on the Award Tab of the Award document). Values are:
 - Federal = Federal Fringe Rate (Fringe Code = FD)
 - Non-Federal = Non-Federal Fringe Rate (Fringe Code = NF)
- 4. Award Type (found on the Award Tab of the Award document). Values are:
 - Industry-Funded Clinical Research = Clinical (X)



Need Help?

- User Guides available at http://www.bu.edu/kcrm
- Contact the KCRM Project Team at kcrmproj@bu.edu
- Submit a **help ticket** by clicking the *Provide Feedback* link in the top right corner of every KCRM screen.