HSC SPONSORED PROJECTS/ ELECTRONIC F&A SPLITS

F&A Splits

F&A Splits have gone electronic through Click!

- No more searching for signatures and routing physical forms.
- Both HSC F&A Splits and Main Campus F&A Splits are done through Click.

What kind of split do I need?

- Do you have Main Campus personnel or other Main Campus expenses? If so, you'll need a Main Campus/HSC Split
- Are you collaborating with personnel from other schools, (IE, School of Medicine, College of Pharmacy, College of Nursing, College of Population Health)? Will part of your award dollars be going to another HSC School? If the answer to either of those questions is yes, you'll need an Internal HSC Split
- And yes, you'll need a split even if the F&A rate is 0%!

But good news- with the electronic F&A Splits, you only have to fill out one form with all your split info!

F&A Splits

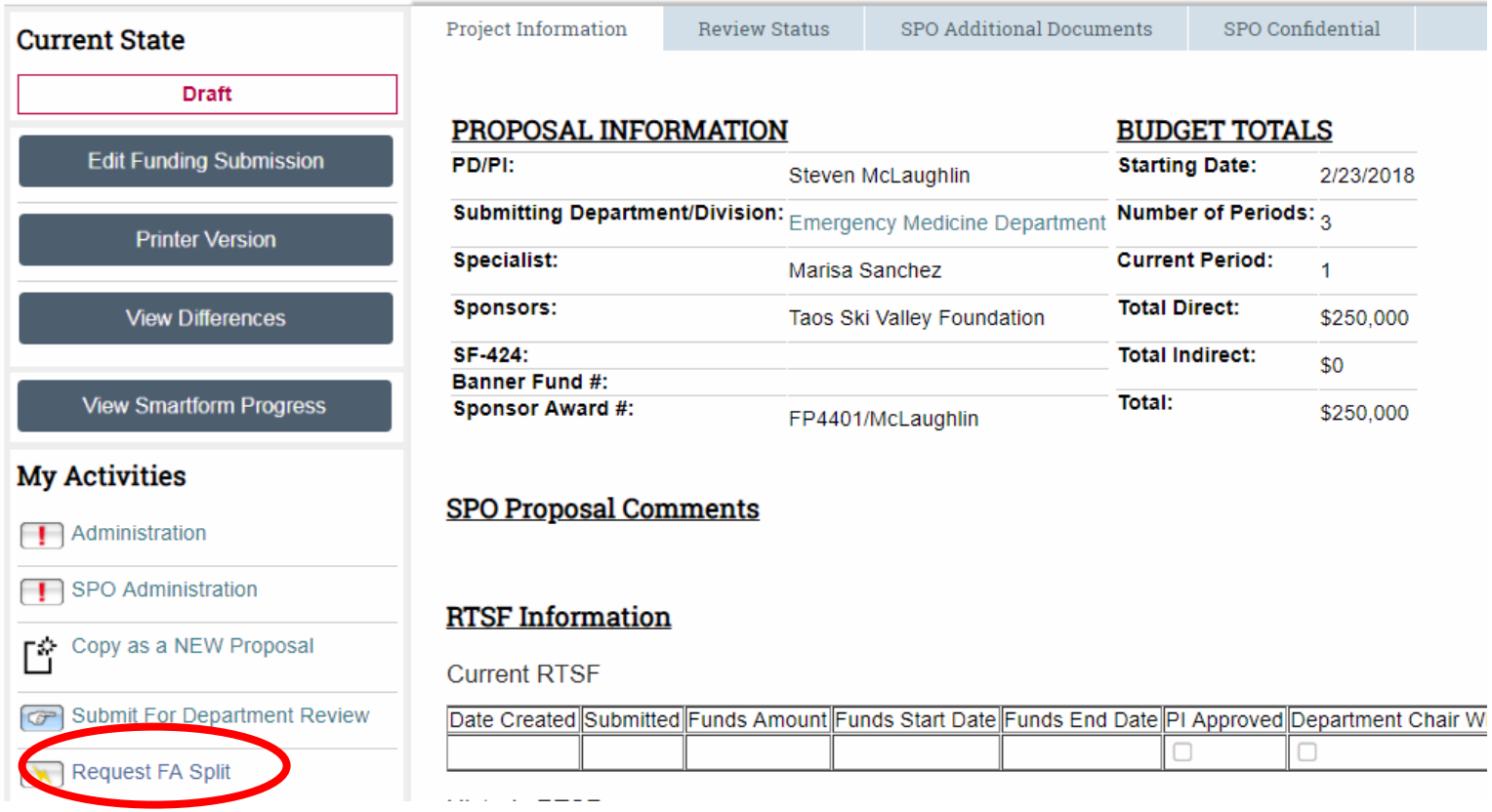
- In order to request an F&A Split (either Main Campus or HSC only), you must have an open record (FP#) in Click.

- Your Click record **must** have a completed budget.

F&A Requests

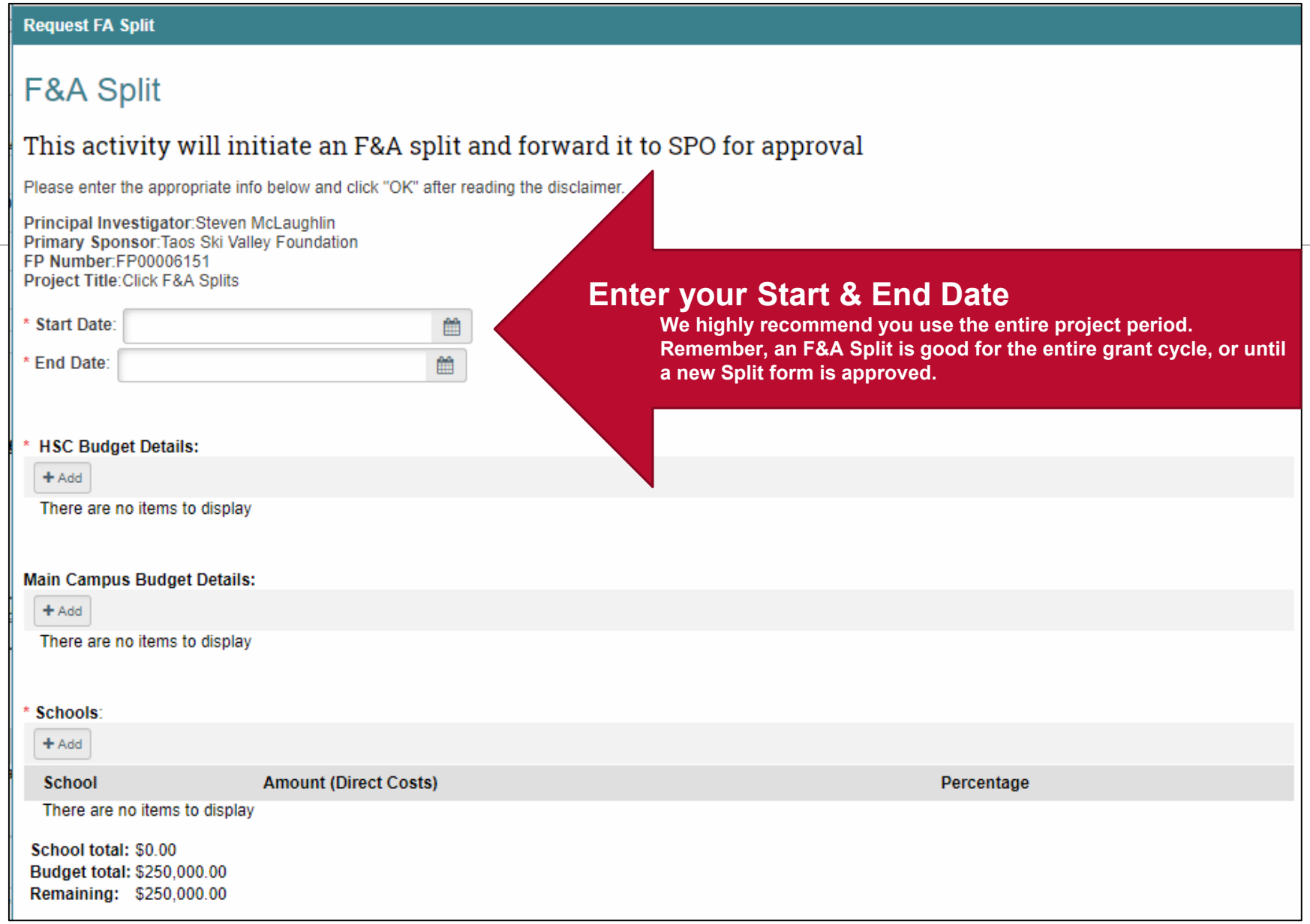
Choose the “Request F&A Split” Activity from your workspace

Click F&A Splits



A pop-up window will appear for you to enter all of your F&A Split info.

You will enter information for ALL splits in this screen- both HSC & Main Campus.



Request FA Split

F&A Split

This activity will initiate an F&A split and forward it to SPO for approval

Please enter the appropriate info below and click "OK" after reading the disclaimer.

Principal Investigator:Steven McLaughlin
Primary Sponsor:Taos Ski Valley Foundation
FP Number:FP00006151
Project Title:Click F&A Splits

* Start Date:
* End Date:

Remember: Your justification must make it clear how the direct costs categories are going to be distributed between each school/campus

Upload your budget breakout & justification
(HSC is required, and Main Campus is required if appropriate)

* **HSC Budget Details:**

+ Add

There are no items to display

Main Campus Budget Details:

+ Add

There are no items to display

* **Schools**:

+ Add

School	Amount (Direct Costs)	Percentage
There are no items to display		

School total: $0.00
Budget total: $250,000.00
Remaining: $250,000.00

F&A Split

This activity will initiate an F&A split and forward it to SPO for approval

Please enter the appropriate info below and click "OK" after reading the disclaimer.

Principal Investigator:Steven McLaughlin
Primary Sponsor:Taos Ski Valley Foundation
FP Number:FP00006151
Project Title:Click F&A Splits

* Start Date: 5/1/2019

* End Date: 4/30/2023

* **HSC Budget Details:**

+ Add

Upload Revision	College of Nursing Budget	0.01
Upload Revision	School of Medicine Budget	0.01

Main Campus Budget Details:

+ Add

Upload Revision	Main Campus Budget Breakout	0.01

* **Schools**:

+ Add

School	Amount (Direct Costs)
There are no items to display	

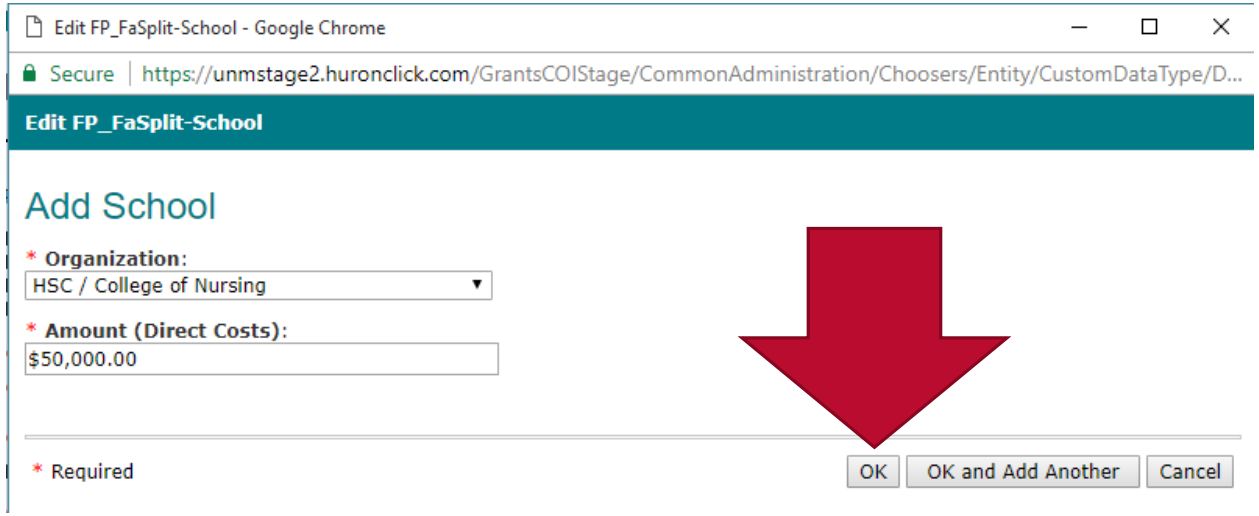
School total: $0.00
Budget total: $250,000.00
Remaining: $250,000.00

Click on "Add Schools" to add all schools and campuses that are part of the split

F&A Splits

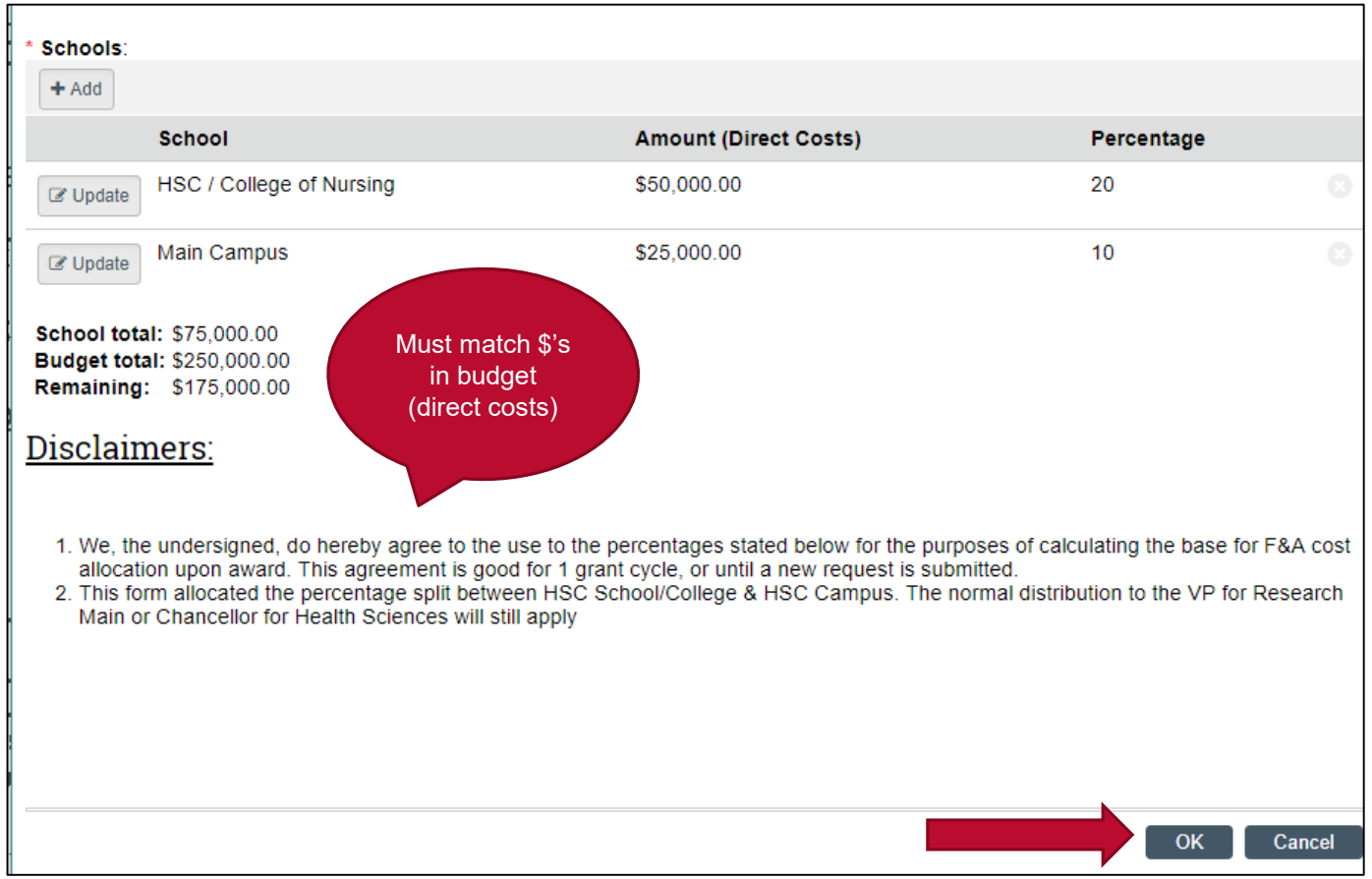
Select the appropriate school or campus from the dropdown, then enter the amount of direct costs that organization will be receiving.

- NOTE: This must match what is listed in your uploaded budget justification(s).



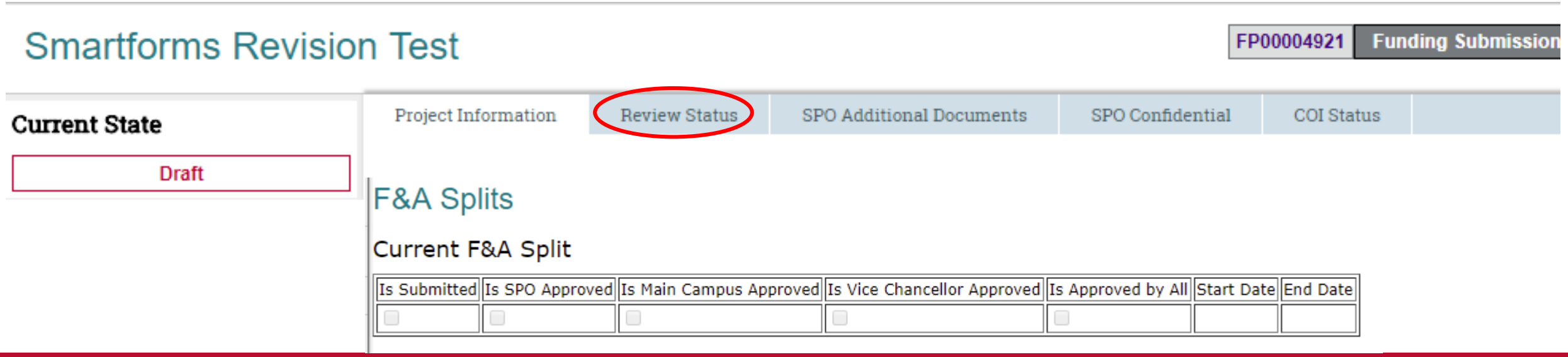
F&A Split Budget Numbers

- The system will calculate your percentages based on the breakout you've entered and what's on your Smartform budget screen.
- Once you've entered your information for all schools/campuses, you're ready to submit!



F&A Split Approvals

Your F&A Split request will be routed for approvals.

- You will receive an email if any changes are requested, or any clarifying information is required; otherwise, you will receive a notification when your request is approved.

You can check the status of your request by going to the “Review Status” tab on the main page of your FP: