Reference Manual
for the Use of Projects
and the Project Lite System

Madison Campus

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Introduction

Background

Purpose of This Manual

The Madison Campus Reference Manual for the Use of Projects and the Project Lite System provides detailed documentation on how to manage project IDs for non-sponsored projects through the Project Lite System and campus financial reporting resources. It is not a training tool, but does provide information covered in training as well as supplemental information.

Overview of the Life-cycle of a Project

Generally, projects will follow these steps:

1. Recognize Financial Purpose/Need

    The life-cycle for a project begins when someone in a division becomes aware that certain revenues and/or expenses need to be handled separately from the normal organizational budgets, revenues and expenses. Several criteria exist for determining when a project is appropriate and what type should be used.

2. Create a Project ID or Update an Existing Project ID

    The division (usually Dean's or Director's Office financial staff) determines whether a project ID already exists for the financial purpose that is identified. If so, the financial person reviews and updates the information and edits. If not, s/he creates the new project with the appropriate information and funding string edits.

3. Enter Budget

    It is expected than during the annual budget process budgets are added for projects that are existing and known to receive funds during the coming fiscal year. Any funds received that were not budgeted for will just be additional revenue.

4. Notify Project Users

    The certified Project Lite user(s) notifies the project users that the project has been set up and is ready for use via Regent Notice.

5. Post Financial Transactions

    The project users will post deposits, expenses and transfers as appropriate.

6. Monitor Financial Status

    The project manager/PI and/or the dean/director financial person monitors the project's financial performance and compliance with the requirements for the project and the fund(s).

7. Retain/Archive Documentation

    The Dean/Director financial person maintains the project documentation for audit and historical purposes.

8. Balance and/or Close the Project

    The financial person balances out the revenues and expenses by project and department ID and then closes the project. If the project is ongoing, s/he

balances out the revenues and expenses periodically (such as by the end of the fiscal year).

System Changes with the Implementation of PeopleSoft

The implementation of PeopleSoft across the University of Wisconsin System has resulted in several changes to processes and data access. First, the use of common systems requires common definitions. The shared data structure requires consistent data elements across campuses to facilitate data administration and reporting. Second, the greater functionality within the system also creates greater complexity. Third, the system allows distribution of access to users within divisions. With fewer security levels than past systems, a user may have greater access than his or her work-related needs. These changes require well-trained users to ensure that processes are properly followed and the system is used correctly.

Journal Entry Tool (JET)

Madison campus personnel that enter financial transactions for projects use the Journal Entry Tool (JET) application to create the accounting journal. Madison Accounting Services developed JET as a method of reducing the complexity of entering accounting journals, increasing security, and ensuring valid entries. JET is used for a variety of accounting transactions such as billing, cost transfers, and budget transfers.

JET allows the user to enter accounting transactions and upload them to the Shared Financial System (SFS). Users record transactions or load transaction files in journals that can be uploaded to the Shared Financial System (SFS) where they will post. All of these transactions will be loaded to WISDM as well. JET ensures that all transactions are balanced and valid by checking them against accounting edits.

Training and Certification

Before receiving authorization to use standard budget and accounting systems at UW-Madison, the person must receive training and be "certified" by Accounting Services to use the system.

Certification Process

The division financial officer will determine and approve anyone who needs access to budget and accounting systems for the division. The approval will include a request for system access and registration for the appropriate training modules. The training will include hands-on work product samples. After completing the training, the user will need to sign a Delegation Agreement.

What Is a Project?

Definition of Department ID vs. Project ID

The definition of a project ID first requires understanding the definition of a department ID. A project cannot exist without knowing which part of the organization has responsibility for the project. The department ID represents that responsible organization.

Department ID

A department ID represents an organizational unit or reporting entity such as a segment of a school or college. It should be used for on-going business operations and recurring expenses and revenue. It should not be used for keeping financial data on program activity, events, special events, or projects.

Department ID Format

The department ID consists of six digits (example: 488360):

The first two digits represent the Division (Example: 48 = College of Letters & Science)

The next two digits represent the Department (Example: 83 = Sociology)

The last two digits represent the Sub-Department (Example: 60 = Science & Technology Studies)

Project ID

A project ID represents a program activity, event, special event or project within a fund that must be monitored and reported independently from the organization. It may have reporting requirements across multiple departments and divisions. Spending may be designated for a particular purpose. A project ID generally has a beginning and an ending date, but it could be on-going. Examples:

- project reporting
- an individual revenue producing activity that is being performed within an organization of a college, school, or department unit

Project ID Format

A project number consists of seven alpha-numeric characters or the characters PRJ with four alpha-numeric characters. Projects that are newly created in the Project Lite system are auto-numbered and begin with PRJ for the first three digits. Projects that were created prior to February 2008 (the implementation of Project Lite) will begin with the fund number for the first three digits. Project ID Examples:

PRJ21TL – MHC GENOTYPING RHESUS MACAGUES (billable service in fund 136)

101E801 – WIR/Groundwater Research (internally funded research project)

Table: Department ID vs. Project ID

DEPARTMENT ID	PROJECT ID
Represents an organizational unit or reporting entity such as a segment of a school or college	Represents a type of program activity, events, special events or project within a fund that must be monitored and reported independently from the organization
Should be used for on-going business operations, recurring expenses/revenue	Has a beginning date and generally has a ending date, but could be on-going
Managed/monitored by a department/division supervisor/manager on a fiscal year basis	Managed/monitored by a project manager/principal investigator either on an inception-to-date basis or on a fiscal year basis
Keeps track of multiple project ID activity within a department	Allows for reporting across multiple departments and divisions

Consists of six digits
   first two digits = the Division
   next two digits = the Department
   last two digits = the Sub-Department
 	
   Note: Payroll uses "A" preceding the six
      digits
	Consists of seven characters
	   first three characters* = "PRJ"
	   last four characters* = numbers issued
	      sequentially in NNAA format (NN =
	      number and AA = alpha)
	
	Note: Payroll only uses the last four characters
	
	   * as of February, 2008

Example
   03 = Business Services
      01 = Administration
         10 = Information Technology
 	
   48 = College of Letters & Science
      83 = Sociology
         60 = Science & Technology Studies
	Examples
	   A grant
	   A contract
	   A gift
	   A revenue producing activity like the
	      publication of a journal
	   A conference/seminar
	   A special event

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Types of Projects

Sponsored vs. Non-sponsored

A ***sponsored project*** is activity that is funded by an external grant, contract, or cooperative agreement under which there is a scope of work, a specific budget, and specified terms and conditions. It requires detailed financial accountability and compliance with the sponsor's terms and conditions. Any activity that must be monitored and reported independently from the organization, but does not meet this definition, is a ***non-sponsored project***.

A ***non-sponsored project*** is an activity that is funded internally. There are generally no complex billing or reporting requirements, no F&A charges and no effort reporting required.

Table: Sponsored Project vs. Non-sponsored Project

SPONSORED PROJECT	NON-SPONSORED PROJECT
Source of fund is from an external entity whom the UW will have an ongoing relationship with after the initial receipt of funding	Source of funds could be from an internal entity such as State, departmental, or institutional
Generally, if money is from the federal government it is a sponsored project	May be funded by multiple sources

Ongoing relationship usually in one of the following forms:
    Billing/letters of credit (LOC) draws
    Reporting requirements (both technical & financial)
	Generally does not have billing or reporting requirements

Reporting requirements include "effort" reporting (work performed)	"Effort" reporting may be required depending on funding sources
Facilities & Administration (F&A) overhead coast are usually charged	F&A is generally not charged
Has terms & conditions attached	Generally does not have conditions attached
Time period often extends beyond a year	Time period may extend beyond a fiscal year – could be for a shorter period of time though
Under certain circumstances, internally funded projects may be treated like a sponsored project because of the imposed terms, conditions or other reporting requirements (e.g. fund 101 projects created by Graduate School)	Gift projects are generally considered a non-sponsored project
Funds used – 133 (Contracts), 135 (Gifts-WARF), 142-148 (Federal Aid)	Funds used – 136 (General Operations Receipts), 161 (Trust Funds), 233 (Gifts), various other funds

Usually is in one of these forms:
    Grant
    Contract
    Cooperative agreement
	Examples:
	    Internal project
	    State project
	    Trust Fund
	    Gift Project/Private Grants

How Do I Use a Project ID for Non-sponsored Purposes?

What Are the Uses for a Project ID?

Projects may be used to provide financial tracking, restrict financial transactions, and facilitate reporting.

1. Tracking Financials

A project can segregate or group financial transactions. The ability to retrieve this information varies by reporting tool and available reports. (See What Is the Impact on Campus Reports/Systems?)

2. Controlling When Transactions Can Occur

Projects can be used to control when transactions can post. This may be accomplished through the project status or by specifying the allowed date range

➲ **TIP:** Project Lite projects do not have the "commitment control" that Grants System projects have. Grants System projects will reject transactions based on budget limits for specific categories of expenditures; Project Lite projects reject all transactions based on date or project status.

3. Summarizing Budgets, Revenues, and Expenses Over Time

Projects can be used to summarize revenues and expenses over fiscal years. However, certain tools have limitations. (See What Is the Impact on Campus Reports/Systems?) This is especially true with budget data.

4. Providing Supplemental Information about Groups of Transactions

Projects now have several descriptive fields available. These fields can be used to categorize projects (such as "start up", "scholarships", "suspense/clearing", etc.) or to provide supplemental information on the parent project, predecessor project, and successor project.

What Are the Requirements for Managing a Project ID?

1. Maintain accurate and timely data

The general requirement for all projects is that the information is maintained accurately and timely. This includes ensuring that Madison campus required fields have been entered. The data is used by other systems for transaction editing and reporting. Inaccurate data or late data entry can create processing and reporting problems.

2. Balance out revenue and expenses at the project and department ID level

Projects must be balanced out by project ID and department ID. (This means the project revenue cannot be in one department while the expenses are in other departments. Revenue should be moved to the departments where expenses are occurring.) Generally, this should be done by fiscal year end; however, it must be done before the project is closed. Even if the project status is closed or inactive, year-end cash balances will continue to roll forward until this happens.

3. Follow the rules that are specific to the fund.

The business process and data management requirements for the fund need to be considered when creating and maintaining the project. Certain funds with specific requirements are listed

below. If you have questions, contact the fund's "campus process owner". (See Appendix: Fund Contact List)

Funds with special requirements

Graduate School Administered GPR Funds (107, 118, 403)

The Graduate School administers programs in the following funds:
- Fund 107 - GPR Student Aid
- Fund 118 - Industrial and Economic Development Research
- Fund 403 - Advanced Opportunity Program

If your division receives funding from the Graduate School in funds 107, 118, or 403, the Graduate School will create and update these projects. Do not make any changes.

If your division receives funding directly in the annual budget for any of these funds, you may create and update projects.

Extramural Support/Grants System Funds (133, 135, 142, 144, 145, 146, 148)

Do not create Project Lite projects for any fund that is managed in the PeopleSoft Grants System. As of FY09, these funds are: 133, 135, 142, 144, 145, 146, 148.

150 Federal Indirect Cost Reimbursement

The capital exercise process allocates overhead generated by federal research grants and contracts. Divisions that receive capital exercise funding may distribute it through separate projects. These projects must have a project owning department ID within the division and must enter 1502820 in the user field named "parent".

Divisions that receive fund 150 funding for anything other than the capital exercise should get the project number from the Madison Budget Office. Do <u>not</u> enter 1502820 in the user field "parent" for these projects.

161/162 Trust Funds

University of Wisconsin Trust Funds consists of unsolicited bequests and gifts that are donated to the Board of Regents. Upon acceptance of a gift by the Board of Regents, it becomes the property of the University of Wisconsin and the state.

The University of Wisconsin System Trust Funds Office is responsible for the administrative and investment oversight of endowment and other investable funds entrusted to the Board of Regents of the UW System. These funds currently consist primarily of monies that have been gifted directly to a UW institution, rather than to one of the separate, supporting foundations.

Fund 161: Trust Fund Income

<u>For a new project</u>, send requests to Trust Funds, Attn: Debi Morgan, 780 Regent Street, Suite 221, Madison, WI 53715. Trust Funds will inform you when you can set up the project in Project Lite.

<u>To change or close a project</u>, send requests to Trust Funds for approval and verification that the change/closure can be made according to the terms and conditions of the project. Changes include addition or deletion of a department ID, program code, account name or start/end dates. Changes also include budget transfers between parent and sub accounts, a request to block/unblock and/or activate/deactivate a project. Trust Funds will enter the approved changes/closures and inform the requestor when the changes have been complete. *<u>Never enter a change for fund 161 in Project Lite.</u>*

Fund 162: Trust Fund Operations

Never set up, change or close a project on fund 162. The UW System Trust Funds Office handles all actions on this fund.

182 Distinguished Professor Matching Funds

The Wisconsin Distinguished Professorship program is designed to recognize and support professorships in areas of vital or emerging economic significance to the State of Wisconsin. A Wisconsin Distinguished Professor is an individual whose scholarship and service can demonstrate potential impact upon Wisconsin's economy and who would be judged as outstanding by peers and the public alike.

The state provides GPR funding (fund 119) to be used for salary and fringe benefits for the Distinguished Professor. The state contribution must be matched dollar for dollar (at a minimum) with new private money for each of five years (the length of the professorship). Fund 182 accounts for the matching funds.

Each professorship will have a separate project. These are set up and maintained by the Office of Budget, Planning and Analysis.

Matching funds must be reported to the University of Wisconsin Board of Regents. Regent Policy section 22-3 "Acceptance of Gifts, Grants and Bequests" requires the Regents to withhold acceptance of a gift or grant until the terms meet the legal and policy requirements of the University of Wisconsin System.

233 Gifts

A project should only be set up as a gift if it meets the requirements of the Governmental Accounting Standards Board (GASB) and the National Association of College and University Budget Officers (NACUBO). GASB statements 34/35 require gifts to be reported as "non-operating" revenues. In addition, NACUBO has determined that the difference between gifts and private grants and contracts warrants separate recognition.

To qualify as a gift to the institution, extramural support must meet ALL of the following criteria:

1. Resources are donated in a non-exchange transaction in support of broad or specific institutional purposes.
2. Detailed reports are not required – neither periodic or final, nor fiscal or technical. (The principal investigator may provide the donor with a brief statement that the expenditures were in accord with the intent of the gift.)
3. No provisions (delays, advance notice) are imposed by the donor concerning publication of data and information derived from the activity.
4. There is no specific time limit on the expenditure of funds.
5. Rights to any patent/copyright are not retained by the donor.

Any extramural support that does not meet all five criteria to be a gift will be classified as a grant or contract.

How Do I Determine Whether a Project Is a Gift?

Distinguish Fund 233 Gifts from Fund 233 Private Grants

Fund 233 Gifts Criteria
- Gifts must provide support for broadly defined activities, such as professorships, scholarships, building projects, fellowships, research and instructional programs. The donor may restrict the use of funds to a specific program area or purpose.

- No detailed technical or fiscal reports are required as a condition of the gift. The unit or faculty member involved may provide the donor with a brief summary of the results of supported activities and a statement that expenditures were made in accord with the intent to the gift. If detailed fiscal or technical reports are required, the gift becomes a research contract and must be awarded to the Board of Regents of the University of Wisconsin System, rather than to the UW Foundation.

- All patents, copyrights and other intellectual property rights that result from activities supported by the gift are not claimed by the donor.

- The gift contains no restrictive provisions, such as delays or advance notice concerning publication or dissemination of data and information derived from activities supported by the gift.

- The gift is irrevocable by the donor.

- Funding is not provided by any type of governmental, state, county or city municipality

- Funding is not provided by any type of higher education institution

- All research compliance questions must be answered on the Gift Routing Form

Fund 233 Private Grants
- When funding is received from any type of governmental, state, county, or city municipality the project must be classified as a Private Grants

- If the sponsor is an educational institution, either private or public, a hospital, and other non-profit organizations such as UWMF, the project must be classified as a Private Grant

- Under GASB (Governmental Accounting Standards Board) and LAB (Legislative Audit Bureau), governmental and state agencies, along with higher education institutions, etc. are not chartered to make unrestricted gifts to other organizations such as the University of Wisconsin – Madison. However, on occasion, these entities may provide funds in the form of an unrestricted grant and must be classified as a Private Grant.

What Is the Impact of Using Projects in Campus Reports/Systems?

Getting accurate information on projects requires understanding the features and idiosyncrasies of the systems and data.

WISDM

Finding Projects in WISDM

You will need to wait until the next day after creating a project in Project Lite before it will appear in WISDM. After that, there are two options for finding projects in WISDM.

1. Search by using Main Menu – Projects – Project Search.
   Enter as many criteria as possible (for example, fund, department, PI, etc.). This search will find the project regardless of whether a financial transaction has occurred.
2. Add the project to "My Projects" or to "My Favorites".
   Once you know what your project ID is, the second option is to search for the project and then add it to "My Projects" or to "My Favorites".

Reviewing the Project Financial Status in WISDM

There are several ways to view project data in WISDM. The project search summary (from the main project search) will display any of four views: budget, budget cash, unencumbered cash and cash. Drilling into the project link will display a more detailed view. The old project search will display the detail view immediately if there is a single fund.

Each method has its advantages and disadvantages. WISDM cannot provide accurate inception-to-date budget balances except for funds 133, 144, and 233. These are the only funds that have project budget balances moved to the new fiscal year (known as project roll forward). The table below provides a comparison of the WISDM displays.

Table: Project Search Comparisons for Non-sponsored Projects (excluding fund 233)

Action	Project Search Summary	Project Search Detail	Old Project Search
Displays project when there is no financial activity	Yes	Yes	No
Displays accurate inception-to-date revenues and expenses	No, only displays current year data	Yes, for projects that existed as of July 1, 2006 or later. Inception to date only includes data since July 1, 2006.	No
Displays accurate inception-to-date budget and balance	No, only displays current year data	No, only displays current year budget	No
Displays accurate cash balance	No; does not include opening balance	Yes, but must use Year to Date view	Yes, but must use Year to Date view

Madison Budget Office Reports

WISDM is the preferred method of reporting for monitoring projects. However, Divisions have access to data within the division. For the projects to show up appropriately within the reports, the project transactions must use a department within the division (not a unit-wide department such as 980100).

Budgets that are given from one division to another must use the receiving division's coding to appear in the receiving division's reports.

Budget Control Report: The Budget Control Report is used to monitor financial performance by fund, any organization level (division/department/subdepartment) and program both for budget balance and for cash balance in a single fiscal year. Project transactions will appear individually in the report after the department data. This report provides both project budget balances (if a budget is entered) and project cash balances (for non-GPR funds, such as 136) for all financial transactions that used department IDs within the division. (For example, revenues and budgets that are coded to 980100 will not appear in the report unless special programming is requested.)

Major Class Report: The Major Class Report is used to monitor financial performance by fund, any organization level (division/department/subdepartment), program and budget account (known as major class) for a single fiscal year. The report can be run for a single project by entering the project number on the criteria screen. Otherwise, project transactions will be combined with department-only transactions and the individual projects will not be identified. The total budget that is used to compare to the revenues and expenses may be inaccurate if a budget is not entered for a project or it is entered in a department that is not included in the report.

What Is Project Lite?

Background

PeopleSoft Financial System: The implementation of the PeopleSoft Grants System changed the way that all UW campuses create and maintain projects. There are now two modules.

1. *Grants Module*:   UW-Madison, UW-Milwaukee, and UW-Extension use the Grants Module for setting up sponsored projects. These campuses also use the functionality of other associated modules for sponsored projects: Proposals (including WISPER), Award Processing, Contracts, Billing, A/R, Commitment Control, Cost Share, and Effort Reporting.

2. *Project Lite:* Project Lite is a "slimmed down" version of the PeopleSoft Project Costing Module. UW-Madison, UW-Milwaukee, and UW-Extension use Project Lite for the creation and maintenance of non-sponsored projects. All other UW system campuses use it for both sponsored and non-sponsored projects.

Project Lite is comprised of three panels in the Project Costing Module: general information, team information, and user fields. It also has two customized panels: award reporting (including financial information) and gift-in-kind reporting. The customized panels are used to collect data for financial reporting. Users can access some of the project information created in Project Lite through the WISDM reporting tool. Users who use both the grants module and Project Lite will notice consistency in project data elements regardless of where the project is created.

Four Functions

Project Lite has four functions:

1. To create unique project numbers outside of the Grants System.

Project Lite allows the creation of projects for any purpose other than a sponsored project. The projects created in Project Lite have different tracking and reporting requirements than those maintained in the Grants System. Project Lite removes the complexity and extra features that must be performed for sponsored projects.

2. To provide tracking and regent reporting for gift-related projects

University of Wisconsin Regent Policy section 22-3 "Acceptance of Gifts, Grants and Bequests" requires the Regent to withhold acceptance of a gift or grant until the terms meet the legal and policy requirements of the University of Wisconsin System.

3. To provide a Grants-like system for campuses that do not use Grants

Currently, campuses other than Madison, Milwaukee and Extension are using Project Lite as their Grants system.

4. To provide tracking and regent reporting for Gifts in Kind

> Gifts-in-kind, sometimes referred to as non-monetary gifts, require formal acceptance by the Board of Regents. As in the case of extramural grants and contracts, gifts must have campus approval prior to their presentation to the Regents.

Numbering Format and Changes from Legacy (former system)

> In Legacy, project numbers used the three-digit fund number with four alpha numeric characters called "account". Some project numbers were structured with a single letter at the beginning of the account to represent a division and a single digit to represent a fiscal year. For example, E712 was an Engineering project in fiscal year 2006-07. Accounting Services used to auto-generate project numbers (Legacy account) for consecutive fiscal years (e.g., A107 for FY01, A207 for FY02, A307 for FY03, etc.). That capability no longer exists.

> ### *Changes in Project Lite include the following:*

- *Auto-numbering:* Project Lite numbers will follow an auto-numbering sequence. The number that is generated will be unique across all campuses. It is not possible to create a new project ID with a specific number or format. (However, old project numbers can be reused. Search for a pre-Project Lite number in the format that you want. See How Do I Update a Project?)

- *No Information within Project Number:* Old format projects numbers that are active may not represent the same information that they did in the past.

- *No Yearly Sequencing or Annual Auto-creation of Project Numbers:* Project numbers will not be auto-generated or sequenced year after year.

- *New Project Number Format:* The new project numbering format is seven alpha numeric characters PRJ##AA (where # represents a number and A represents a letter). The format ##AA was not used in the Legacy system. The use of PRJ was chosen since the current Legacy payroll system could not process a seven digit project number.

Table: Project Number Formats in Legacy vs. Project Lite

	Legacy	**Project Lite**
Basic Format	Fund and Account (Three numbers followed by four alpha-numeric characters) Note: New Project Lite format ##AA never existed in Legacy	PRJ##AA (where # represents a number and A represents a letter)
Auto-numbering	Yes, but user could also choose a format rather than auto-number	Yes, only auto-numbering
Meaning contained in project number	Yes, when users requested a specific format	Never
Yearly Sequencing/Annual Auto-creation	Yes	No

Owning Dept (Required for Madison including closed, inactive projects)

The owning dept is a 6-digit number that identifies which department has "administrative authority" for the project. Centrally-managed projects for the campus should use a unit-wide department ID (beginning with 98). Division coding should be reserved for division-managed projects.

➲ **TIP:** This field does not relate to the Madison Project Edits page or any chartfield editing program in any way. The edits may or may not include the owning department.

The department ID can be directly entered into the field. To search for a department, click the magnifying glass. Only the first three hundred department IDs will be displayed. This search can be refined by entering the division or department node on the "Look Up Owning Dept" screen. The Project Lite department search includes departments with alphanumeric characters in the search list (for example, 03BSVC). Do not use these department IDs. Only use department IDs with six digits. The full department ID is needed to connect the project information with other financial and reporting data.

This field is required for all projects whether active or inactive. This is necessary for historical reporting. In the past, campus was able to determine "ownership" by the project ID format. Information was built into the coding scheme and could be recognized by a computer program. The auto-numbering feature has eliminated this capability.

Determining Owning Dept for Multiple Levels of Administrative Authority

In some cases, it may be difficult to identify the administrative authority when the project belongs to multiple organizations or a hierarchy. Generally, the owning department should be the organization that is responsible for setting up, monitoring, and closing out the project. However, here are some factors to consider when setting up a project:

1. A project cannot be identified to a specific organization until the organization has a financial transaction (i.e., budget, encumbrance, expense, or revenue) unless the organization is the owning department.
2. If you are distributing money to several departments and use your department ID as the owning department, the receiver may not be able to identify the project that should be used. For example, the project would not show up in the WISDM project search when searching by department

One way to address these circumstances is to create a separate project with the receiving organization as the owning dept and giving organization as the parent.

A second way to address this is to immediately create a financial transaction with the department coding under the single project. Several department IDs could use the single project. This would allow a department administrator to see the project transaction through existing financial reports, but would not provide the department data necessary for searching.

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RESOURCES

- "Reference Manual for the Use of Projects and the Project Lite System (Madison Campus)"
- "Instructions for the Use of Projects and the Project Lite System (Madison Campus)"
- "Non-Sponsored Projects" web- site at
  http://www.bussvc.wisc.edu/acct/nonsponsored/index.html
- Business Services email address for questions about Project Lite and/or Non-Sponsored Projects (work-in-progress)
- Contact: Al Wang (Project Lite related questions), Accounting Services 262-8729 , Kristi Partenheimer (gift related) 890-3220

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