Request to Establish a Project in Colleague

Project Accounting facilitates maintaining records for projects that do not fall within the College's fiscal year and/or have specific budget requirements. Projects can extend over multiple years and expenses can be categorized to match outside reporting requirements. If you need help completing this form or have questions, please contact Heidi Ruiz in the Business Office at BusinessOffice@kzoo.edu Please allow 2 weeks to process your request.

Name of Project Manger: Date:
Name of Project: Phone:

If the funding is from a Federal Agency, please complete the following:

Name of Agency Funding the Project: Agency ID #:
Who is Named as the
Primary Investigator: Secondary Investigator:

All Projects require the following information:

Project Type: *(select one)*	(B) Bond	Project Start Date:
	(C) Construction	Project End Date:
	(F) Faculty Grant	
	(H) Housing	
	(V) Renovation	
	(R)Research Grant	
	(O) Other/Misc	

There are several ways to track the budget for projects, please select how you want your budget to be tracked.

A - Track the total budget amount for the life of the project. The total budget is:
B - Track the budget for specific time periods within the life of the project as noted below:

    1st time period start: end: Budget Amt:
    2nd time period start: end: Budget Amt:
    3rd time period start: end: Budget Amt:
    4th time period start: end: Budget Amt:

C - Track the budget amount for the life of the project by Cost Code *(see Cost Code section below and enter your budget information after the GL account number.)*
D - Track the budget amount for specific time periods AND by Cost Code (you must complete the required information for option B and C.

Cost Codes are the categories of expenses associated with your project. For each category of expenses (i.e. Cost Code), you must include the GL Account number(s) to include for that category. You may have more than one Cost Code and multiple GL account numbers within a cost code.

Cost Codes:	Fund	Fct	Unit	Object	Budget Amount
PC Personnel*				50005 through 50135	
FB Fringe Benefits*				50021 through 50029	
EQ Equipment				57000	
MA Materials				52010	
DT Domestic Travel				54210	
FT Foreign Travel				54211	
OT Other/Misc.				58049	
PG Program				58061	
OH Overhead(Indirect Costs)				56017	
AO All Object Codes				*All object codes within unit*	

*If there are personnel costs that will be paid from this Project, please attached detailed documentation including the payee name, type of payment (regular wages, stipend), requested pay schedule, and any restrictions from the granting agency, if applicable.

A letter will be sent to you once the Project has been established in Colleague and include the project number as well instructions on how to access reports and inquiry screens.

Business Office Use

All GL accounts are established in LGLA   Project Number:
Project established in PADF   Project Set-up Letter sent (date):

Rvsd 1.12.11