**COMPLETE COST CENTER STRUCTURE**

**FOR**

**GRANTS**

**INCLUDING**

**GRANT-HOLDING & INDIRECT**

**COST CENTER**

**A close up of a NIU logo

Description automatically generated**

**Cost Center Structure for Grants**

This is the most complete\* cost center structure required for a Grant:

\*Note: Not all grants require the complete structure, for example if per Sponsored Project Administration reimbursement of indirect costs are not permissible, or if there is part of the structure already existing (i.e. a College has already a Grant-Holding Cost Center it wants to allocate a new Grant to, while allocating the 41-funds to a new cost center).

Steps Required for new Cost Center (no different than non-grant, just slightly different approval):

1. Initiate Conversation with Sponsored Project Administration about Business Requirements
   * Determined Requirements (aside from SPA implementing a Project Code):
     1. Set Up New Grant-Holding Cost Center
     2. Set Up New 41-Fund Cost Center
     3. Set Up Both (Grant-Holding and 41-Fund Cost Center)
     4. Set Up Neither (Note: Budget for 41-Fund might still be needed to operationalize)
     5. Move Previous Set Up to New Place (requires Department Change Submission)
2. Unit to Assemble Cost Center Information From(s)
   * Note: For a 41-fund Cost Center all regular NIU requirements for a new cost center apply
     1. Requires submitted Budget ([transfersexceptions@niu.edu](mailto:transfersexceptions@niu.edu) or Budget Prep Sheet)
        + Note: Budget Office looks for confirmation of “new” revenue from SPA
     2. Requests/Suggestions for Cost Center Code allowed, but ultimately assigned
   * Note: Grant-Holding Cost Center are in 44-Fund falling under Sponsored Projects
     1. GH-CC are not able to hold financial transactions without projects
     2. GH-CC are still set up by Finance & Administration per SPA direction
     3. GH-CC Codes are the two letter department and 00001 through 00003
3. Secure Local Approval like other CCIF (CC and/or Business Manager, Director, Dean/AVP, and VP)
4. Submit to [budgetandplanning@niu.edu](mailto:budgetandplanning@niu.edu) and [grantsfiscal@niu.edu](mailto:grantsfiscal@niu.edu)
   * Request verification of CCIF from Grants for any GH-CC
   * Request verification of Budget Proposal (allowable max/min on indirects) and CCIF