

TEXAS TECH UNIVERSITY

FOP Combination Form

For Accounting Use Only

FOP #: _____ - _____ Index #: _____

Accountant Approval: _____ Approval Date: _____ FOP Setup by: _____ Setup Date: _____

Specific FOP Information

☐ New FOP Combination

Projected Percentage of Research
Related Expenses:

Purpose: check one ☐ Change an existing FOP Combo.

Existing FOP:

Chart:

NOTE: Complete Section 2 if changing a current restricted fund (starts with 24-29) from program 200 to another program code.

Fund:

Fund Title:

Organization:

Predecessor Organization (Orgn level 6):

Note: To create a new organization leave the organization field blank and provide predecessor organization.

Organization Title:

Program Code:

Existing FOP Activity: Will activity on the existing FOP be moved to the new FOP?

☐

Yes *

☐

No

** If yes, the department is responsible for labor redistribution.*

FOP Objective: If more than 50% of the funds are used for Research, provide explanation.

Detailed Explanation of Expenditures:

Orgn Financial Manager Signature:

Orgn Financial Manager Name:

R#

Preparer Contact Info:

Name

Phone

Email

Date

Submit to Accountingservices@ttu.edu.

Form updated March 2016

Section 1: Restricted Research Determination

Required to be completed for Current Restricted Funds (starting with 24-29) and having Program Code 200.

This section is to be used to document the determination that the funds qualify as restricted research.

Definitions and guidance from the Texas Higher Education Coordinating Board (THECB) are available at

<http://www.thecb.state.tx.us/reports/Docfetch.cfm?Docid=1003&Format=PDF>

Briefly, restricted research funds are the funds awarded, granted or contracted by an entity external to the university and If the funded work's activities (scope of work) are for multiple purposes, alternatives are to:

- Code the fund according to the primary purpose
- Separately budget the restricted research portion

Determination of restricted research was based on (check all that apply):

- ☐ More than half of the funds are budgeted for research.
- ☐ The award document or endowment/gift agreement states that the funds are to be used for research.
- ☐ The solicitation states that funds are to be used for research.
- ☐ The Catalog of Federal Domestic Assistance (CFDA) description states that funds are to be used for research. (Applies only to federal funds.)
- ☐ Other (Describe in additional information box below).

Additional Information:

Based on review of the THECB definitions and the above indicators, this FOP is classified as restricted

Principal Investigator or Orgn Mgr Name: _____ Date: _____
research.

Principal Investigator or Orgn Mgr Title: _____

Signature of ORS/IA Concurrence: _____ Date: _____

Concurrence's Title: _____

Note: All documentation to support this determination must be available for audit.

Section 2: Required to be completed for changing an existing Current Restricted FOP (fund starts with 24-29) from Program Code 200 to another

Based on review of documented changes, this FOP will no longer be classified as research.

Principal Investigator or Orgn Mgr Name: _____ Date: _____

Principal Investigator or Orgn Mgr Title: _____

Signature of ORS/IA Concurrence: _____ Date: _____

Concurrence's Title: _____

Note: All documentation to support this determination must be available for audit.