

ESA Principles

- 1 All contract IDs will be system generated
- 2 An agency will create a new contract and obtain approval as necessary from OSC before using the contract. Grant contracts will be "activated" by OSC BOA. Revenue contracts will be routed through CAM to OSC BOC for approval.
- 3 For grant contracts, the OSC approved contract will be used to generate the award and grant objects
- 4 For Grant contracts, each contract line will have an associated:
 - product group (CFDA number)
 - product (grant purpose)
 - LOC_DOC_ID (Federal draw system account number)
 - limit amount (as prescribed by the sponsor for the purpose)
 - project/activity combination (at least one)
- 5 In the case of a parent/child grant relationships, the parent will be defined as the contract and each child will be associated with a contract line.
- 6 A child grant will be defined as its own project in a grant centric model.
- 7 A child project will be defined as its own project in a project centric model.
- 8 All project IDs will be system generated
- 9 At least one project and one associated activity will be created for the purpose of tracking costs
- 10 Project budgets will be established by activity at the chartfields necessary to reflect the grant budget in a grant centric model
- 11 Project budgets will be established by activity at the chartfields necessary to reflect the project budget in a project centric model
- 12 For Revenue contracts, each contract line will have an associated:
 - product group
 - product
 - amount
- 12a
 - if the contract is an "as incurred" type, represents the maximum billing amount
 - if the contract is a "recurring" type, represents the amount that will be billed at each defined period
 - if the contract is a "fixed" type, represents the amount that will be billed
- 12b project/activity combination (at least one if "as incurred", not required for "recurring" or "fixed")