

Funding Change Request

Instructions for Completing The Form

Overview

Requests to change the funding level of a major work effort will require the budget manager to submit a Funding Change Request form. The purpose of this form is to facilitate the redistribution of funds that may be available either through the management reserve or a return of funds from a major work effort and to support the changing scope and priorities of the project. The form will be available through Teamcenter and will have a unique item number assigned each time a manager selects the form to populate.

Submission of funding change requests not only support funds redistribution, but in the event an increase request cannot be accommodated, serve to provide insight and information for the preparation of the FY16 budget.

Funding increases/decreases will be communicated to the budget manager and will result in a change in the current FY budget. Updates to the financial reports with the changes will be dependent on the timing of the approval of the change.

Instructions:

1. Accessing Your Teamcenter Account

There are two methods available for you to access your Teamcenter account:



- A. If you have Teamcenter installed on your PC, you will launch Teamcenter from a desktop icon. The logon form will ask you for your username and **service account** password.
- B. If you log into Teamcenter from a Citrix account, you will open Microsoft Internet Explorer and navigate to the Fermilab Citrix web page located at: <https://tcxen.fnal.gov/vpn/index.html>
Log onto your Citrix account with your username and **Fermi Domain** password. From the Teamcenter logon form, log on to Teamcenter with your username and **service account** password.

2. Creating the Funding Change Request item

In Teamcenter create a new EngDoc item, by selecting, File→New→Item→EngDoc. Complete the attribute forms and select "Funding Change Request" as the category. A new item with a Word dataset will be created.

3. Populating the Funding Change Request form

Populating data within the form is done both via user entry and menus for selected items. To minimize the chance of the request being returned, it is important that all pertinent fields noted in the instructions below, are completed prior to submission for review and approval.

- a. Begin populating the form by entering the name of the manager ability for the area requesting the change, next to the title Requestor. See example outlined within the **red box** below



[Instructions](#)

LEBT, FUNDING CHANGE REQUEST

ED0002158, -

Requestor: Lionel Prost

Date of Request: 11/20/2014

Charge Code Name: Front End Ion Source and Low Energy Beam Transport (LEBT)

Charge Code: 120A.02.03.03

Choose an option(s): Requesting Additional M&S Returning Funds to the Project

Requesting Additional FTE Support

- b. Next, from the calendars pull down menu in the form next to title Date of Request, select the date you will be submitting the form. See example outlined within the **red box** below



[Instructions](#)

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Charge Code: 120A.02.03.03

Choose an option(s): Requesting Additional M&S Returning Funds to the Project

Requesting Additional FTE Support

- c. The user should now input the Charge Code Name. See example outlined within the **red box** below



[Instructions](#)

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Date of Request: 11/20/2014

Charge Code Name: Front End Ion Source and Low Energy Beam Transport (LEBT)

Charge Code: 120A.02.03.03

Choose an option(s): Requesting Additional M&S Returning Funds to the Project

Requesting Additional FTE Support

- d. Next, input the Charge Code number for the work effort requesting the funding change. See example outlined within the **red box** below


[Instructions](#)

LEBT, FUNDING CHANGE REQUEST

ED0002158, -

Requestor: Lionel Prost

Date of Request: 11/20/2014

Charge Code Name: Front End Ion Source and Low Energy Beam Transport (LEBT)

Charge Code: 120A.02.03.03

Choose an option(s): Requesting Additional M&S Returning Funds to the Project
 Requesting Additional FTE Support

- e. The user should then select an option(s) that indicates the type of funding change requested. A user can request both M&S and FTE funding within the same change request. See example outlined within the **red box** below


[Instructions](#)

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Date of Request: 11/20/2014

Charge Code Name: Front End Ion Source and Low Energy Beam Transport (LEBT)

Charge Code: 120A.02.03.03

Choose an option(s): Requesting Additional M&S Returning Funds to the Project
 Requesting Additional FTE Support

- f. At this point, skip the input of dollars and FTE until you the totals have been calculated later in the spreadsheet. The section to skip is outlined within the **green box** below

Choose an option(s): Requesting Additional M&S Returning Funds to the Project
 Requesting Additional FTE Support

Funding Amount Requested, M&S (in full dollars):	\$0.00	} Skip Until Later
Total FTE Requested:	0.0	
Funding Amount Requested, FTE (in full dollars):	\$0.00	

Funding needed by: [Click here to enter a date.](#) N/A

If requesting additional funding, can it wait until next fiscal year? Yes No N/A

Requested funding change supports: Baseline milestone Scope increase Scope decrease

g. Next, from the pull down calendar menu provided next to the title *Funding needed by*, select the date you will be submitting the form, or click on the box next to N/A if the item is not time sensitive. See example outlined within the **red box** below

Choose an option(s): Requesting Additional M&S Returning Funds to the Project
 Requesting Additional FTE Support

Funding Amount Requested, M&S (in full dollars): \$0.00
Total FTE Requested: 0.0
Funding Amount Requested, FTE (in full dollars): \$0.00

Funding needed by: [Click here to enter a date.](#) N/A

If requesting additional funding, can it wait until next fiscal year? Yes No N/A

Requested funding change supports: Baseline milestone Scope increase Scope decrease

h. The user then indicates if the funding request can wait until the next FY by clicking on a box next to one of the 3 options noted. See example outlined within the **red box** below

Choose an option(s): Requesting Additional M&S Returning Funds to the Project
 Requesting Additional FTE Support

Funding Amount Requested, M&S (in full dollars): \$0.00
Total FTE Requested: 0.0
Funding Amount Requested, FTE (in full dollars): \$0.00

Funding needed by: [Click here to enter a date.](#) N/A

If requesting additional funding, can it wait until next fiscal year? Yes No N/A

Requested funding change supports: Baseline milestone Scope increase Scope decrease

i. Next, the user indicates what the funding change request supports in regards to activities on the specific work effort. When the funding is being requested to support existing milestone activities, the user should click on the box next to the title Baseline milestone. If there is a need for an increase in scope for the specific work effort, the user should click on the box next to the title *Scope increase*. If returning funds back to the overall project, the user should click on the box next to the title *Scope decrease*. See example outlined within the **red box** below

Choose an option(s): Requesting Additional M&S Returning Funds to the Project
 Requesting Additional FTE Support

Funding Amount Requested, M&S (in full dollars): \$0.00
Total FTE Requested: 0.0
Funding Amount Requested, FTE (in full dollars): \$0.00

Funding needed by: [Click here to enter a date.](#) N/A

If requesting additional funding, can it wait until next fiscal year? Yes No N/A

Requested funding change supports: Baseline milestone Scope increase Scope decrease

- j. The user will now input detailed information as it relates to the funding request. The information is input into a spreadsheet that is embedded within this document. When entering data in the spreadsheet, the first column - Item Number, and the fifth column – Total Cost, should not be modified by the user. Input of dollar information for an M&S change request should be supplied at the highest level that a knowledgeable reviewer will understand. For example, if you are requesting an vendor to fabricate a unit of some type that has multiple parts, the funding should be requested at the aggregate level of the fabricated unit, not at the individual part level. When providing the item description and impact, sufficient detail must be supplied to indicate how the change will impact the individual work effort, and overall project if that is appropriate. In all situations, the price will be entered as a positive number. For funding increase requests, M&S Item Qty. and # of FTE are entered as a positive number. For a return of funding, M&S Item Qty. and # of FTE are entered as a negative number.

Please describe how this funding change will impact your goals and milestones. Double click on the area below and an Excel spreadsheet will open for updates. See instructions for data input requirements.

Item Number	M&S Item Qty.	# of FTE	Price	Total Cost	Item description and overall project or work effort impact
1	0	-	\$ -	\$ -	
2	0	-	\$ -	\$ -	
3	0	-	\$ -	\$ -	
4	0	-	\$ -	\$ -	
5	0	-	\$ -	\$ -	
Total FTE		-		\$ -	
Total M&S				\$ -	
Total Request				\$ -	

If requesting a change in FTE - contact your project Financial Manager for appropriate pricing information

- k. Below is an example of the spreadsheet the user will see when double clicking on the area as noted in the instructions on the document

Please describe how this funding change will impact your goals and milestones. Double click on the area below

	A	B	C	D	E	F
1	Item Number	M&S Item Qty.	# of FTE	Price	Total Cost	Item description and overall project or work effort impact
2	1	0	-	\$ -	\$ -	
3	2	0	-	\$ -	\$ -	
4	3	0	-	\$ -	\$ -	
5	4	0	-	\$ -	\$ -	
6	5	0	-	\$ -	\$ -	
7	Total FTE		-		\$ -	
8	Total M&S				\$ -	
9	Total Request				\$ -	
10	If requesting a change in FTE - contact your project Financial Manager for appropriate pricing information					

Sheet1

- I. Below is an example of an actual populated request seeking a funding increase. One important thing to remember when populating data in this table, you can only enter a single item, either a request for M&S or a request for additional FTE, for item number. In the example below, the user has requested funding increases for 3 specific M&S items. As you review this data, note that column C, rows 1-3, # of FTE has been grayed out, telling the user not to input FTE data. If the user had requested additional FTE in column C and row 4, then cell B5 would have been grayed out. Additionally, the example provides totals for the requested FTE and associated cost of the FTE, M&S, and a total funding request. These amounts are calculated based on the user inputs, **DO NOT** manually update these values. Within this example are descriptions for 3 specific funding requests which provide a good guide for the level of detail expected when submitting a funding change request

Item Number	M&S Item	# of FTE	Price	Total Cost	Item description and overall project or work effort impact
1	1	-	\$ 15,000	\$ 15,000	To cover 'operation/maintenance' costs or similar non-categorized items (e.g.: mass flow controller spare). It assumes that the initial 'item' distribution is restored. In other words, the recent shift of funds from items 2 and 4 into newly created item 5 gets revoked and item 5 gets the whole \$10,000 allocation (~\$7,000 of which have already been requested... and some approved, I believe).
2	1	-	\$ 10,000	\$ 10,000	To cover a 'mock-up' chamber to test the scraper in the LEBT line without the RFQ. In the final assembly, this chamber is welded to the RFQ end-plate, which will be at Berkeley for tuning the RFQ frequency.
3	1	-	\$ 2,000	\$ 2,000	To cover the construction of an additional water-cooled isolated diaphragm. This item may not be considered 'Mission Critical'. However, if we want to demonstrate running DC beam for long period of times (> 24 h), while keeping the same diagnostics capability (and protection), it would be very much preferable to replace our current 'donut', which is not water-cooled by a similar version, which is water-cooled
4	0	-	\$ -	\$ -	
5	0	-	\$ -	\$ -	
Total FTE		-		\$ -	
Total M&S				\$ 27,000	
Total Request				\$ 27,000	

If requesting a change in FTE - contact your project Financial Manager for appropriate pricing information

- m. Once the spreadsheet is complete, the user can now transfer the cost and FTE data to the middle section of the document. See example outlined within the **red box** below

Choose an option(s): Requesting Additional M&S Returning Funds to the Project
 Requesting Additional FTE Support

Funding Amount Requested, M&S (in full dollars):	\$27,000.00
Total FTE Requested:	0.0
Funding Amount Requested, FTE (in full dollars):	\$27,000.00

Funding needed by: [Click here to enter a date.](#) N/A

If requesting additional funding, can it wait until next fiscal year? Yes No N/A

Requested funding change supports: Baseline milestone Scope increase Scope decrease