**SPARC Set-up for New Contracts**

Yes No

🞏 🞏 1. Does this contract include a match requirement? If no, go to question 2.

 Reported Calculated

 🞏 🞏 1a. Will match be reported by the supplier or calculated by DCF?

 % 1b. If match is calculated by DCF, what is the match percent required?

Yes No

🞏 🞏 Do you need more than one contract code?

-Check yes if the contract is for multiple services where each supplier will have more than one contract award amount.

 -Check yes if match is required.

Enter a Contract Code Description for each contract code

Yes No

🞏 🞏 Do you need more than one line code?

-Check yes if expenditures need to be tracked by multiple categories (start-up costs vs program costs, match, etc.

 -Check yes if match is required and will be reported by Supplier

Enter a Line Code Description and Help Text for each line code. This is the code the supplier will see in SPARC. Help Text should include details about what costs to include or not include on the line. This will be seen by the supplier when entering costs into SPARC

Yes No

🞏 🞏 Do you need more than one class code?

 -Check yes if you need to track the source of the expenditure. If not, all costs will be reported as “general costs”. Class Code Descriptions can be modified for your specific contract. The table below shows examples of some of our currently used codes.

|  |  |
| --- | --- |
| Check if Needed | Class Code Description |
|  | Salaries |
|  | Fringe Benefits |
|  | Travel |
|  | Equipment Maintenance and Rental |
|  | Contractual/Consulting |
|  | Training |
|  | Indirect Costs |
|  |  |
|  |  |