



# Research Reporting

*Kathy Rieck*

*Janet Killion*

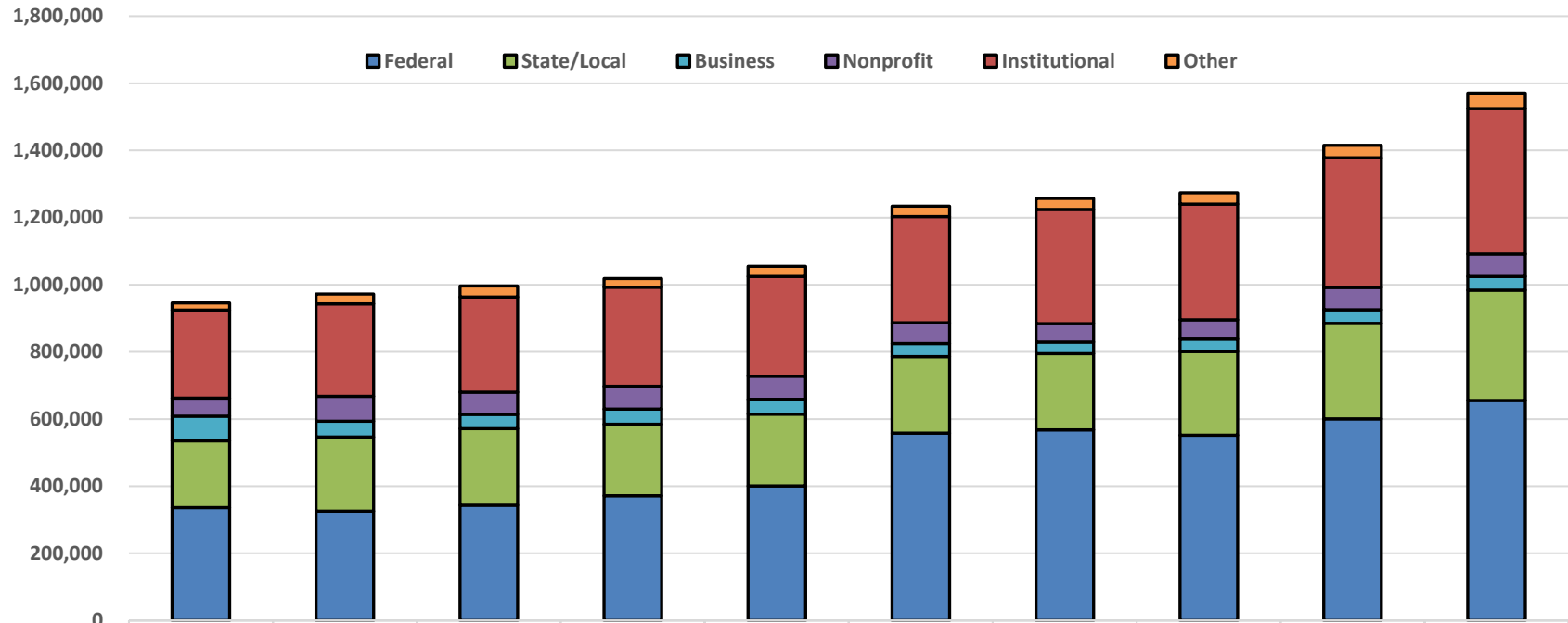


## TAMUS NSF Total R&D Expenditures (\$ Thousands)

Texas A&M System Member	2024	2023	Change	Percentage Change from Prior Year
Texas A&M University & Agencies	\$1,393,825	\$1,277,814	\$116,011	9.1%
Prairie View A&M University	31,632	21,791	\$9,841	45.2%
Tarleton State University	24,875	23,345	\$1,530	6.6%
Texas A&M International University	9,403	5,602	\$3,801	67.9%
Texas A&M University-Corpus Christi	52,175	39,542	\$12,633	31.9%
Texas A&M University-Kingsville	31,751	26,401	\$5,350	20.3%
West Texas A&M University	11,616	10,452	\$1,164	11.1%
Texas A&M University-East Texas (Commerce)	6,811	7,029	(\$218)	-3.1%
Texas A&M University-Texarkana * <b>NOTE</b>	108	1,070	(\$962)	-89.9%
Texas A&M University-Central Texas	1,726	951	\$775	81.5%
Texas A&M University-San Antonio	7,149	1,593	\$5,556	348.8%
<b>Total</b>	<b>\$1,571,071</b>	<b>\$1,415,590</b>	<b>\$155,481</b>	<b>11.0%</b>

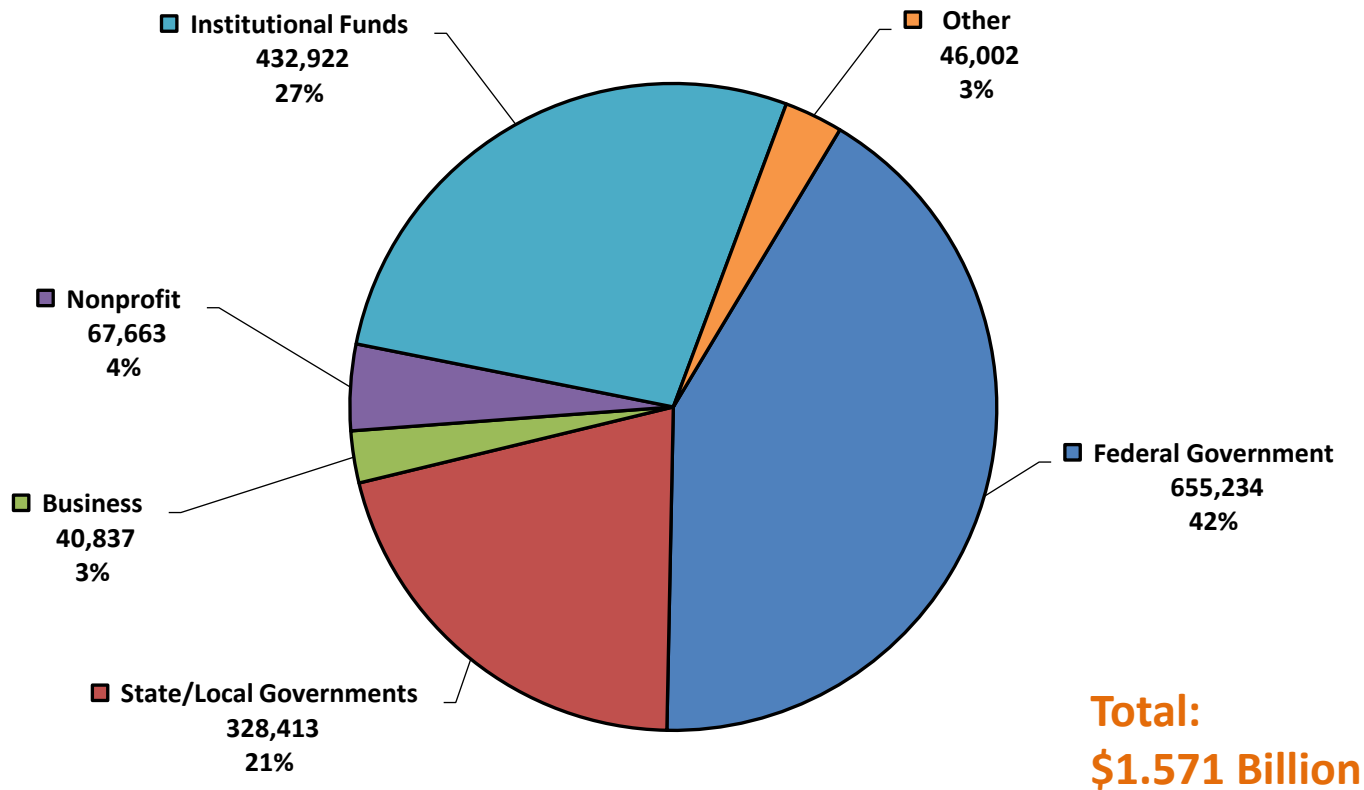
NOTE: TAMU Texarkana was unable to participate in the NSF HERD survey for 2024 because NSF requires at least \$150K in expenditures to participate in the survey. However, the R&D expenses shown represent the amount reported for R&D to the Texas Higher Education Coordinating Board in FY2024.

# TAMUS NSF Total R&D Expenditures (\$ Thousands)



	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
<b>Total</b>	<b>946,295</b>	<b>972,442</b>	<b>996,741</b>	<b>1,018,814</b>	<b>1,054,668</b>	<b>1,234,094</b>	<b>1,257,196</b>	<b>1,273,665</b>	<b>1,415,590</b>	<b>1,571,071</b>
<b>Other</b>	21,627	29,200	33,367	25,617	30,080	30,746	32,789	33,801	37,779	46,002
<b>Institutional</b>	262,497	275,570	282,921	295,830	296,385	316,221	339,869	344,074	386,180	432,922
<b>Nonprofit</b>	53,505	74,189	66,335	67,866	69,566	61,967	54,721	57,375	65,857	67,663
<b>Business</b>	73,495	46,635	42,689	45,224	43,667	38,692	35,258	37,663	40,416	40,837
<b>State/Local</b>	198,737	221,031	228,193	212,782	214,189	228,391	226,406	248,494	284,915	328,413
<b>Federal</b>	336,434	325,817	343,236	371,495	400,781	558,077	568,153	552,258	600,442	655,234

# TAMUS All A&M System Members NSF Total R&D Expenditures – FY24





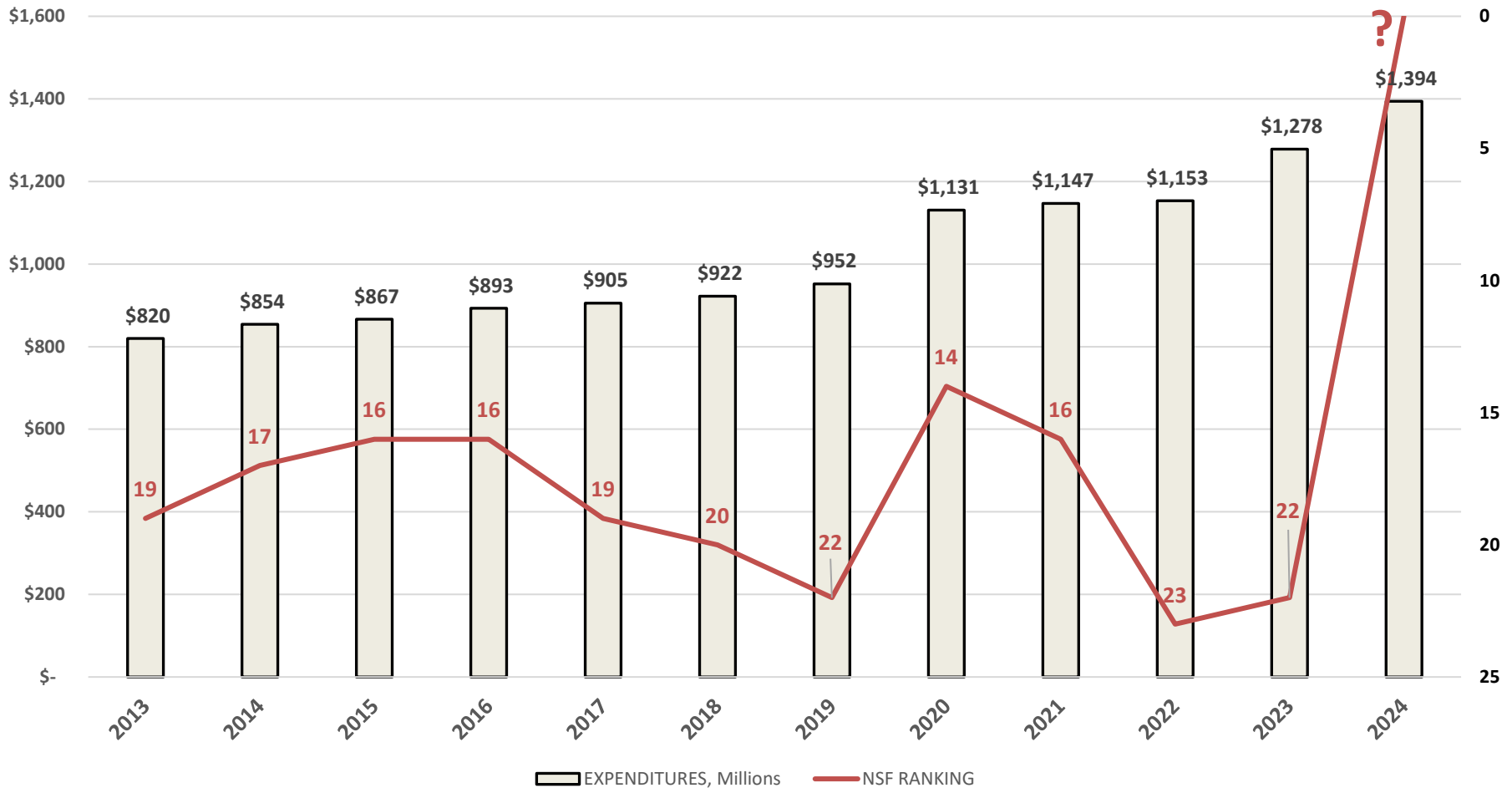
## TAMU Hybrid\* NSF Total R&D Expenditures (\$ Thousands)

Member	2024	2023	2022	Change 2022 vs. 2023	% Change 2022 vs. 2023	Change 2023 vs. 2024	% Change 2023 vs. 2024
TAMU	444,739	420,249	396,615	23,634	2.05%	24,490	1.92%
AL RSCH, EXT, TVMDL, TFS	330,689	292,061	259,147	32,914	2.86%	38,628	3.02%
TEES	297,229	287,731	241,099	46,632	4.05%	9,498	0.74%
TAMHSC	154,926	133,990	134,992	(1,002)	-0.09%	20,936	1.64%
TTI	125,630	119,486	106,687	12,799	1.11%	6,144	0.48%
TAMUG	19,615	17,234	11,005	6,229	0.54%	2,381	0.19%
System Office, TAMSS	20,997	7,063	3,121	3,942	0.34%	13,934	1.09%
	<b>1,393,825</b>	<b>1,277,814</b>	<b>1,152,666</b>	<b>125,148</b>	<b>10.9%</b>	<b>116,011</b>	<b>9.08%</b>

Hybrid Agencies\* represent: Texas A&M University, AgriLife Research, AgriLife Extension, Texas A&M Veterinary Medical Diagnostic Lab, Texas A&M Forest Service, TEES, Texas A&M Health Science Center, Texas Transportation Institute, Texas A&M University Galveston, Texas A&M System Office & Shared Services.



# NSF RANKINGS 2013-2024

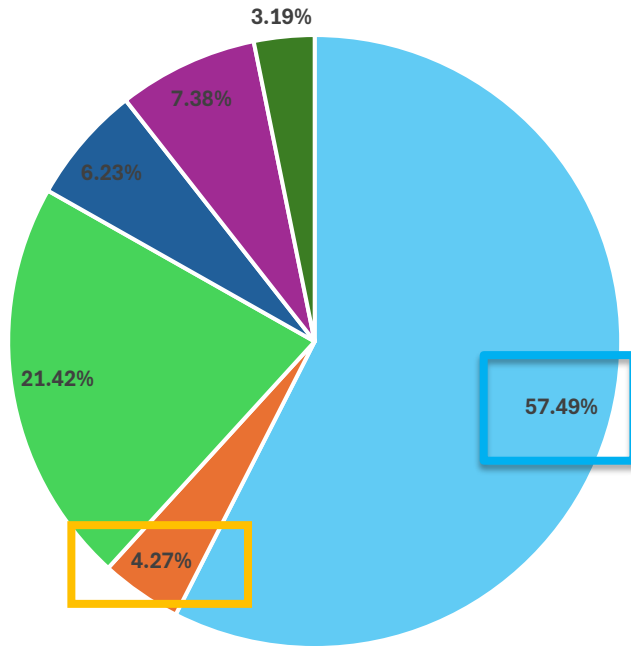


Data represents TAMU Hybrid Consolidation

8/4/2025

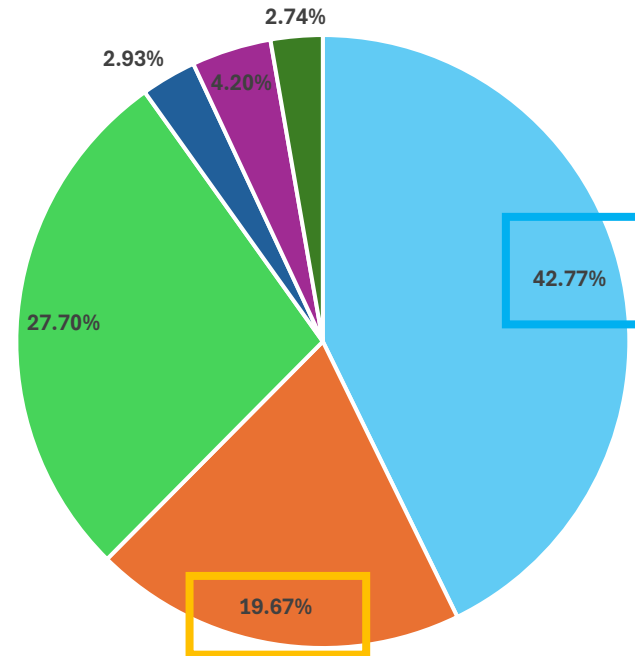
# NSF RANKINGS FY 23 (Latest rankings)

**Total Top 25: \$ 40.22 Billion**  
**Average: \$ 1.609 Billion**



- Federal government
- State and local government
- Institution funds
- Business
- Nonprofit organizations
- All other sources

**Texas A&M University (Hybrid)**  
**Total: \$1.278 Billion**



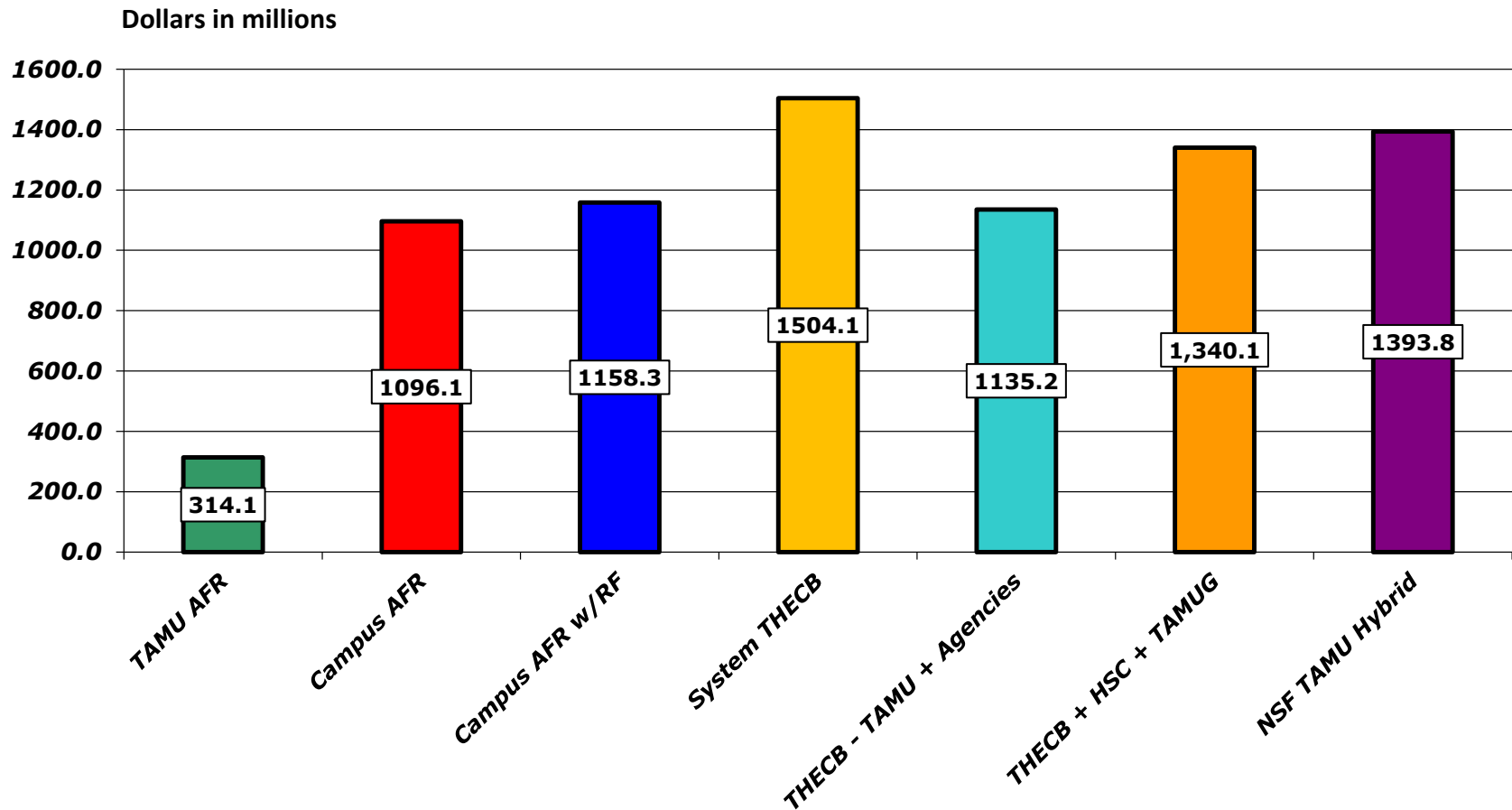
- Federal government
- State and local government
- Institution funds
- Business
- Nonprofit organizations
- All other sources

# Questions?



- What is our research number?
- Will we increase this fiscal year?
- How do we compare to other universities?
- Why don't research \$ on different reports agree, like the NSF HERD survey?

# What was TAMU's Research Expenditure Number for FY 2024?



# Research Numbers

*If all reports are correct, how do they reconcile to each other?*

<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>	<b>Column 6</b>	<b>Column 7</b>
<b>TAMU AFR</b>	<b>TAMU &amp; Research Agency AFRs</b>	<b>TAMU &amp; Research Agency AFRs Plus Non-Salary RF AFR</b>	<b>SYSTEM</b>	<b>THECB</b>	<b>THECB w/TAMUG and W/HSC</b>	<b>NSF</b>
<i>Includes all TAMU(02) TAMU Amount for Research per the AFR. Includes all fund groups except, does not include indirect costs or capital equipment.</i>	<i>Includes Column 1 plus all Agency AFRs amounts for Research. Includes: AgriLife agencies, TEES, TTI, TAMHSC, System Office, Shared Services, TFS, TVMDL, TAMUG</i>	<i>Includes Column 2 plus a portion of the RF's AFR for non-salary contract expenditures</i>	<i>Includes Column 3 plus all other System members plus RF as an Affiliate for those institutions. Shows amounts reported to THECB for annual Sources &amp; Uses report.</i>	<i>Includes TAMU, agencies, System Office and Shared Services. Does not include TAMUG or HSC.</i>	<i>Includes Column 5 plus HSC and TAMUG</i>	<i>Includes all Research expenditures and Waived IDC/Cost Sharing for all members reported as TAMU in the HERD Survey.</i>



# FAMIS ATTRIBUTES – For NSF HERD Report in Maestro

# Reporting Attributes Setup in FAMIS

- Function 15 = Research
- Activity Code – MUST be 1A to be included in NSF HERD Report. Accounts marked as 1B will be excluded.
- Accounts with blank Activity Code will not be pulled.
- If you have any function 15 accounts that should not be included in the R&D surveys, mark as Activity Code = 1B.
- Examples of 1B:
  - AFR accounts
  - Service centers
  - Payroll clearing accounts
  - Research Compliance, IACUC, Biosafety



# Reporting Codes – Screen 009 or 059

```
1 - FAMIS-Replatform (famis.tam.us.edu)
File Edit Transfer Fonts Options Tools View Window Help
F0013 Please enter desired modifications
009 SL Grant/Contract Attributes                                07/22/25 16:08
                                                                FY 2025 CC 02
Screen: 009 Account: 401033 5 COLLABORATIVE RESEARCH: LINKING IRO SRS: Y

Sponsored Project: 4010330000 COLLABORATIVE RESEARCH: LINKING
Sponsor: 0000634 NATIONAL SCIENCE FOUNDATION Total Awarded
Award Nbr: OCE-2506248 364678.00
90 Day Pre: Y Billing Revenue Object: 0250 Funding
Start Date: 11/01/2024 Indirect Expense Object: 9610
End Date: 04/30/2026 Indirect Revenue Object: 0320
TAMRF Acct/Proj Nbr: _____ System Member: _____
CS Acct Link: _____ TE Certify: Y E-Verify: N
----- Indirect Cost ----- ----- Responsible Persons -----
Base: _____ Rate: _____ 1: PI [redacted] KNAPP, ANGELA
Distribution: _____ 2: _____
Type: _____ 3: _____
CFDA Nbr: 47.050_ NSF Category: NSF _____ 4: _____
Activity: 1A_
Science/Engineering Field: 2C3 ----- Special Areas of Interest -----
Character of Work: 4A_
Selection Process: 5A_
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp Next CProj AResp
1 Sess-1 128.194.92.180 TAVGD730 4/12
```

## Mark Cost Share accounts

- Cost sharing accounts or support accounts are coded with Effort Type code = CSOR.
- Cost Share Account Link – Should determine reporting codes for cost share account based on source research account.
- Cost share accounts should use the function code of the project, such as function 15. Multiple SAs can be set up a with different function than main SL account, for instance faculty effort when their salary is paid on an instruction account, but a portion of their salary is for cost sharing on a research project.

# FAMIS Screen 059 – SA Attributes

```

1 - FAMIS (tammvs1.tamu.edu)
File Edit Transfer Fonts Options Tools View Window Help

F0013 Please enter desired modifications
059 Support Account CFDA and THECB Codes                                06/22/22 14:17
                                                                              FY 2022 CC 02

Screen:    Account: 133502 07401          CS-PI-BATTEAS-02-407401
Sponsor: 0000794 STATE OF TEXAS - STATE APPROPRIATIONS          SRS: N
                                                                              Delete: _

CFDA Nbr:        NSF Category:       
    Activity: 1A_
    Science/Engineering Field: 2B2
    Social Areas of Interest:       
    Character of Work: 4A_
    Selection Process: 5A_

Addtn'l Special Areas of Interest:                                          
                                                                              

CS Acct Link: 02 407401

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp          CCsAL
    
```

# Gift Accounts for Research

- Gifts – are coded with Fund Source = 01 or 02
- Shown on Screen 006 in FAMIS – FRS
- 01 = Earnings on Endowments or 02 = Gifts or Donations

```

1 - FAMIS-Replatform (famis.tamusc.edu)
File Edit Transfer Fonts Options Tools View Window Help
Screen: 006 Account: 514213 TAMU GLOBAL CYBER RESEARCH
Panel: 01 More >>
Account Title: TAMU GLOBAL CYBER RESEARCH SA create enable: Y SRS: N
Resp Person: JAYARAMAN, ARUL Old Acct:
ABR Rule: 001 Map Code: 50000 Reporting Group: Covid:
Bottom Line Cntl: Y Deflt Cat Cntl: N Deflt Cat Tol Pct:
AFR Fund Group: 40 Fund Group: RS Sub Fund Group: Sub-Sub:
Year-End Process: F Year-End Acct: Function: 15 Sub-Fun: 01
Default Bank: 06000 Override: Y Proj FYTD End Mo: 08 Aux Code:
Alternate Banks: ***** Security:
P-Card Bank: State Funds: Appropriated: --SA Transactions--
CC Dept S-Dept Exec Div Coll Mail Cd Stmt Budget Actual
Primary: CLEN AA CD EN C3126 Y Expense: B B
Secondary: Revenue: B B
Admin For:
Fund Source: 02 TAMF 58729 TRS/ORP Exempt:
Account Letter:
Long Title: TEXAS A&M GLOBAL CYBER RESEARCH Setup Dt: 10/09/2022
INSTITUTE Iteration Dt: 10/09/2022
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp Next CAcct CProj AResp Cmnt Left Right
    
```

# Research Foundation Billing Accounts

- Effort Code RFOA – Mark Research Foundation payroll billing accounts with RFOA effort code.
- Mark 1B on FAMIS Member account.
- Part 99 (TAMRF) accounts will be included in the NSF HERD reporting through Maestro, but it needs to exclude RFOA effort code on the member side.

## Non-Sponsored Research Accounts

- Any member accounts that are function 15 will need to have reporting attributes entered on Screen 009 or 059.
- This includes state appropriations, designated funds, gift accounts, cost share accounts, and any other account that is not a sponsored project.
- Add a sponsor name/number to screen 009 or 059.
- Any off-campus research project should be marked with Y on screen 051 (this attribute is only at the support account level). Needed for Maestro unrecovered IDC calculation.
- Best practice is to update any new accounts each month.



# Sponsors – For non-sponsored accounts

(Function 15, Research Accounts Ledgers 1-3 and 5, NOT Maestro projects)

Account Range	Type of Funds	SPR Sponsor Name	SPR Spon No.	Sponsor Type	Comment
1*****	State Appropriated	STATE OF TEXAS - STATE APPROPRIATIONS	0000794	SA	Most commonly used for faculty salary CS
2*****	Designated	INSTITUTIONAL SOURCES	1005281	IN	Can use this sponsor number on 2***** (designated).
230*** or 231***	Designated	DESIGNATED FUNDS – F&A REVENUES	0005175	IN	Cost Share and Indirect Cost Accounts
5*****	Restricted Gifts	Check to see if gift account shows the sponsor.	Use Specific Sponsor Number.		May have to request new sponsor be set up.
5*****	Restricted Gifts	TEXAS A&M FOUNDATION (FORMERLY DEVELOPMENT FDN)	0000822	NF	Private - Non Profit Foundation
5*****	Restricted Gifts	VARIOUS - INDIVIDUALS	0007427	PN	Private Individuals
5*****	Restricted Gifts	VARIOUS FOREIGN SPONSORS	0004741	XM	Foreign - Miscellaneous
5*****	Restricted Gifts	VARIOUS NON-PROFIT SPONSORS	0003183	NF	Private - Non Profit
5*****	Restricted Gifts	VARIOUS PRIVATE PROFIT	0002466	PP	Private - Profit
5*****	Restricted Gifts	VARIOUS PRIVATE SPONSORS	0001065	PP	Private - Profit
5*****	Restricted Gifts	VARIOUS-PRIVATE NONPROFIT-PROF. TRADE	0006640	NT	Private - Non Profit Trade / Professional Associations

# FAMIS Screen 009 – SL Attributes

```

1 - FAMIS-Replatform (famis.tamus.edu)
File Edit Transfer Fonts Options Tools View Window Help
-----
F0013 Please enter desired modifications
009 SL Grant/Contract Attributes                                07/23/25 16:24
                                                                FY 2025 CC 02
Screen:  ___ Account: 240006  ___ STARTUP FUNDS - SPILKER      SRS: N

Sponsored Project:  _____
  Sponsor: 1005281  INSTITUTIONAL SOURCES  Total Awarded
  Award Nbr:
  90 Day Pre:  _   Billing Revenue Object:  ___   Funding
  Start Date:  ___   Indirect Expense Object:  ___
  End Date:  ___   Indirect Revenue Object:  ___
TAMRF Acct/Proj Nbr:  ___   System Member:  ___
  CS Acct Link:  ___   TE Certify:  _   E-Verify:  _
----- Indirect Cost -----   ----- Responsible Persons -----
  Base:  ___   Rate:  ___   1:  ___ SPILKER, JUSTIN
  Distribution:  ___   2:  ___
  Type:  ___   3:  ___
CFDA Nbr:  ___   NSF Category:  ___   4:  ___
  Activity: 1A_
  Science/Engineering Field: 2B1   ----- Special Areas of Interest -----
  Character of Work: 4A_
  Selection Process: 5B_
Enter PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help EHelp      Next      CProj AResp
  
```

# Other attributes affecting NSF HERD Member Setup in Maestro

- Alternate System Member (System Member field on FAMIS screen 009 or 051) – determines the NSF Reporting Member.
- If there are expenditures on your member books that have been agreed to be reported by another System member, using the Alt Member/System Member Campus Code will identify those expenditures on accounts or support accounts.
- Example:
  - TAMU has expenditures on their FAMIS accounts that are for TAMHSC for research reporting purposes if a project has researchers from HSC, but the project is set up on TAMU's books.
  - TEES has expenditures for other members, like HSC, PVAMU, WTAMU.



# Identify FAMIS accounts needing reporting codes

- Run Business Objects query each month on function 15 accounts. Pull in attributes for reporting – Activity Code; Science/Engineering Field; Special Area of Interest, if applicable; Character of Work, Selection Process
- Obtain role of Reporting Administrator in Maestro. Monthly email is generated regarding research accounts needing reporting attributes.

# Missing Codes Notification – Sent to Reporting Administrator (monthly)

The screenshot shows the Maestro system interface. The top navigation bar includes 'Home', 'My Work List', 'Search', 'My Settings', 'Contact Us', 'About Maestro', and 'Reports'. The 'My Work List' section is active, with sub-tabs for 'Current Items', 'Completed Items', and 'Notifications'. The 'Notifications' tab displays a 'Reporting Code Missing' notification for Janet Killion. The notification details include the ID (6051718), full name, email address, and notification type. The subject line indicates that reporting codes are missing on research projects or accounts. The message content is presented in a table with three columns: description, ID, and criteria.

<b>Notification ID</b>	6051718	
<b>Full Name</b>	JANET KILLION	
<b>Email Address</b>	jkillion@tamu.edu	
<b>Notification Type</b>	Reporting code missing	
<b>Subject</b>	ACTION NEEDED: Reporting Codes are Missing on Research Projects or Research Accounts	
<b>Message</b>	Projects without reporting codes (0):	Criteria : Project is function 15 and has billing project transferred to FAMIS. Billing project is not terminated or is terminated but has active accounts in current fiscal year
	Accounts without reporting codes / sponsor (1):	264003-25000 Criteria: Account is function 15 and activity is not coded as 1B, it is non-sponsored account and it has expenses
<b>Generation Time</b>	6/30/2025	
<b>Delivery Status</b>	Sent successfully	
<b>Delivery Time</b>	6/30/2025	
<b>Delivery Method</b>	E-Mail	
<b>Message Format</b>	HTML	



# Using Maestro for NSF HERD Survey



# Maestro – NSF HERD Dashboard via Executive Portal



Home Departmental Dashboard Organization Researcher Sponsor Reports

- Departmental Dashboard
- Chancellor's Dashboard
- NSF HERD Trends**
- NSF College and Dept I
- TAMU VPR Metrics

## NSF HERD Trends

PRELIMINARY - Final reconciliation of expenditures will be performed by Member during the fiscal year-end process.

Search

Member TAMU Hybrid

From Year 2016

NSF Source of Funds

Search

Total By Year/Month Total By Member/Year Total By Funding Type/Year Total By Field Of Science/Year

### Total By Member/Year



	Total by Year									
	2016	2017	2018	2019	2020	2021	2022	2023 ▲▼	2024	2025
TAMU	290,078,6...	291,643,6...	304,791,4...	351,143,8...	351,525,530	351,837,069	396,615,007	420,249,668	444,736,560	337,621,921
TEES	168,748,3...	168,715,1...	175,991,4...	182,164,9...	203,479,172	232,698,232	241,097,454	287,730,809	297,229,279	253,840,672
AL-RSRCH	216,420,2...	218,901,1...	216,493,4...	223,927,2...	231,993,153	225,459,431	254,269,251	285,059,918	321,548,509	279,603,354
TAMHSC	91,553,372	96,189,791	75,935,181	86,128,768	233,657,509	224,236,682	134,992,350	133,990,115	154,925,880	126,466,812
TTI	92,095,986	91,111,619	92,430,430	95,912,698	97,956,101	98,030,302	106,686,996	119,485,937	125,629,765	110,562,419
TAMUG	8,155,015	7,969,659	9,336,783	9,122,853	8,080,145	8,580,659	11,004,542	17,233,943	19,614,750	16,213,525
TAMSS						1,127,336	1,345,358	6,624,944	20,642,375	9,460,557
TFS	2,656,312	2,808,966	2,654,273	2,839,769	2,731,999	2,831,661	2,937,991	3,448,904	4,270,586	3,484,076
AL-EXT	137,662	2,960		13,702	49,964	31,873	1,239,230	2,358,869	3,379,166	4,304,260
TVMDL	263,042	517,101	508,334	407,349	284,236	646,939	701,031	1,192,886	1,491,241	2,798,497
SAGO	6,096,626	3,315,640	2,854,497	1,064,423	1,402,536	2,239,378	1,776,431	438,213	355,386	195,746
TAMRF							1,274			
<b>Total</b>	<b>876,205,2...</b>	<b>881,175,6...</b>	<b>880,995,9...</b>	<b>952,725,5...</b>	<b>1,131,160,3...</b>	<b>1,147,719,5...</b>	<b>1,152,666,9...</b>	<b>1,277,814,2...</b>	<b>1,393,823,4...</b>	<b>1,144,551,8...</b>

# Maestro – NSF HERD Module

maestro Home

Home My Work List Search My Settings Contact Us About Maestro Reports

**0** Documents For Approval

- 0 Proposal Routing
- 0 Proposal IDC Waiver Request
- 0 Project IDC Distribution
- 0 Closeout Decision
- 0 User Access Request
- 0 Project Approval

**0** Tasks

- 0 Proposal
- 0 Project
- 0 General
- 0 New Organization

**0** To-Do

- 0 Project Deliverable
- 0 Project Compliance
- 0 Compliance Official Project Item
- 0 Project Closeout
- 0 Project Personnel Review
- 0 Project Reporting Code

Administration

Proposal

Agreement

Project

Account

Definition

User

NSF Reporting

Researcher

Account List

Proposal

Project

Financial Disclosure

Profile

Work List

Researcher Dashboard

Executive

Dashboard

Organization

Researcher

Sponsor

# NSF HERD Data Setup in Maestro

- About Maestro
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- Documentation Search
- Training
- Scheduled Classes
- User Documentation**
- Working Group
  - Team and Schedule
  - Meeting Materials
- Steering Committee
  - Team and Schedule
  - Meeting Materials

## Maestro Documentation

### User Manuals

\* **Maestro User Manuals are being moved to the About Maestro --> Documentation Search menu as they are updated**

- [Financial Conflict of Interest \(FCOI\) Administration](#)
- [NSF HERD Instructions](#)



### Maestro NSF HERD Report Instructions

This user manual will guide users with the role of Reporting Administrator through the process of preparing the NSF HERD Report through Maestro.



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### Information Flyer

- [Project Action Review and Approval](#)
- [Project Personnel Review](#)
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- [Approve Project Closeout](#)

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- [User Access Request Form for Members](#)
- [User Access Request for Research Administration](#)
- [Maestro External User Access Application Form](#)

### Document Purpose & Overview

This document describes the functionalities of the NSF HERD Reporting screens. NSF HERD is abbreviation for National Science Foundation Higher Education Research and Development Survey, which is the primary source of information on R&D expenditures at U.S. colleges and universities. The survey collects information on R&D expenditures by field of research and source of funds and also gathers information on types of research and expenses and headcounts of R&D personnel. The survey is an annual census of institutions that expended at least \$150,000 in separately budgeted R&D in the fiscal year.

To produce NSF HERD Report from Maestro, TAMUS member's accountants need to code financial system accounts the proper way and reporting administrators need to setup report parameters in a way that fits their environment. Each member can create its own report and also system has capability to create TAMU Hybrid report. This reports combines expenses for the following members: AL-EXT, AL-RSRCH, SAGO, TAMHSC, TAMRF, TAMU, TAMUG, TEES, TFS, TTI and TVMDL.

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- Document Purpose & Overview
- 1 Account attributes
  - 1.1 Common Data
  - 1.2 Member Setup
  - 1.3 NSF HERD Report Data Processing
- 2 Common Data Maintenance
  - 2.1 IDC Base
  - 2.2 NSF Field of Science



# Member Setting – IDC Default Rates

- Project
  - Negotiation/Review Status
  - Instrument Type
  - Deliverable Template
  - Deliverable Type
  - Deliverable Frequency
  - Document Type
  - Terms & Conditions
  - Administrator Maintenance
  - Admin Org Profile
  - Member Settings
  - Location Type
  - Terms & Conditions Templates
  - Action Status
  - All Closeout Steps
  - IDC Distribution Template
  - Member ABR Rule
  - Default College IDC Rate
  - Member IDC Base
- Account
  - Default Values
  - Lookup Values
  - Field Requirements
  - Replace Accountant
  - Replace IDC Receiving Account
- NSF HERD Report
  - Member Definition
  - IDC Base
  - NSF Fields Of Science
  - College Department Override
  - Excluded / Clearing Account
  - General Tasks
  - Assignment Groups
  - Person PI Eligibility
  - Person Mass Update
  - Excel Import Definition

## Member Setting For NSF HERD Report

### Search

\* Member  \* Fiscal Year

- [IDC Default Rates](#)
[Fully Excluded Object codes](#)
[Excluded Sub Vendors](#)
[Types of Cost](#)
[Benefit Pool Accounts](#)
[Estimated Student Tuition](#)
[Bank As Source Of Funds](#)

Action View

Fiscal Year	Rate Order	Account Attribute	Equals To	Empty Field Value	Rate %	Base for Unrecovered IDC
2025	1	<input type="text"/>	<input type="text"/>	<input type="text"/>	52.500	MTDC15
2025	2	OFF_CAMP	Y	<input type="text"/>	26.000	MTDC15
2025	3	EFFORT_TY	DIPA	<input type="text"/>	10.500	MTDC15
2025	4	EFFORT_TY	DCLN	<input type="text"/>	32.000	MTDC15

Columns Hidden 4

IDC Default Rates come from each member’s approved F&A Rate Agreement. Maestro will copy values forward to the next fiscal year if no updates are entered.

# Member Setting – Fully Excluded Object Codes

## What We Exclude (And Why)

Codes that **don't count as research** under NSF HERD or **aren't in the AFR**

Examples include:

- ✗ Capital project codes (except **84xx** for capital equipment and **8733** for fabrication)
- ✗ Non-operating: judgments, settlements, interest
- ✗ Bad debt (treated as revenue offsets)
- ✗ Investment fees
- ✗ CIP

### 🌱 New Member Setup Options

If your member has never used Maestro's HERD Module before you can:

- A:** Manually enter exclusions line-by-line in Maestro
- B:** Ask Maestro Admin to **copy TAMU's default setup** into your member profile (you can edit from there)

### 🔧 Your Task

- Review your excluded object code list in Maestro
- Make sure your exclusions match AFR logic
- Adjust only if your member has unique circumstances



# Member Setting – Fully Excluded Object Codes

maestro **Definition**

Home Proposal Agreement Project Account **Definition** User NSF Reporting

- Project
  - Negotiation/Review Status
  - Instrument Type
  - Deliverable Template
  - Deliverable Type
  - Deliverable Frequency
  - Document Type
  - Terms & Conditions
  - Administrator Maintenance
  - Admin Org Profile
  - Member Settings
  - Location Type
  - Terms & Conditions Templates
  - Action Status
  - All Closeout Steps
  - IDC Distribution Template
  - Member ABR Rule
  - Default College IDC Rate
  - Member IDC Base
- Account
  - Default Values
  - Lookup Values
  - Field Requirements
  - Replace Accountant
  - Replace IDC Receiving Account
- **NSF HERD Report**
  - Member Definition
  - IDC Base
  - NSF Fields Of Science
  - College Department Override
  - Excluded / Clearing Account
  - General Tasks
  - Assignment Groups
  - Person PI Eligibility
  - Person Mass Update
  - Excel Import Definition

### Member Setting For NSF HERD Report

Search

\* Member

IDC Default Rates **Fully Excluded Object codes** Excluded Sub Vendors Types of Cost Benefit Pool Accounts Estimated Student Tuition Bank As Source Of Funds

Action View

Object code from	Object code to	Notes
<input type="text" value="3100"/>	<input type="text" value="3100"/>	Domestic Travel Pool ❖❖❖ Would not allow since a budget pool
<input type="text" value="5325"/>	<input type="text" value="5325"/>	Judgements & Settlements-Claimant
<input type="text" value="5330"/>	<input type="text" value="5330"/>	Judgmts & Settlimts-Other Legal Exp
<input type="text" value="5335"/>	<input type="text" value="5335"/>	Judgmts & Settlimts-Attorney Fees
<input type="text" value="5340"/>	<input type="text" value="5340"/>	Judgmts&Setts-Claimant&Atty-Frozen
<input type="text" value="5345"/>	<input type="text" value="5345"/>	Judgements & Settlements (S(FROZEN)
<input type="text" value="5346"/>	<input type="text" value="5346"/>	Employment Contr Payout (SA(FROZEN)
<input type="text" value="5347"/>	<input type="text" value="5347"/>	Unrelated Business Income Tax
<input type="text" value="6000"/>	<input type="text" value="6000"/>	Grants Pool ❖❖❖ Would not allow since a budget pool code
<input type="text" value="6013"/>	<input type="text" value="6013"/>	Grants - In-Aid Transportation (FROZEN)
<input type="text" value="6014"/>	<input type="text" value="6014"/>	Grants-Indiv-Authorized by Law (FROZEN)
<input type="text" value="6105"/>	<input type="text" value="6105"/>	Financial & Acctg Services - Bonds
<input type="text" value="6106"/>	<input type="text" value="6106"/>	Financial & Acctg Svc - Notes & Loans
<input type="text" value="6110"/>	<input type="text" value="6110"/>	Defeasance of State Bonds
<input type="text" value="6115"/>	<input type="text" value="6115"/>	Interest on State Bonds

Columns Hidden 4

## TAMU Hybrid Setting – Excluding Intrasystem Sub-Recipients

- Maestro allows members to exclude **vendors** paid on **Sub-Recipient expense codes (6435–6450)**.
- For TAMU Hybrid reporting, we exclude **intrasystem payments** (codes 6439–6440, 6443–6444, 6447–6448) **to other Hybrid members** to prevent double-counting research expenditures.
- Payments to **Texas A&M AgriLife Extension** and **TDEM** are **not excluded** if coded as **public service (Function 20)**.
- **We do not exclude** payments to **regional campuses**.
- **For regional campuses:** You do **not** need to exclude sub-recipient payments for HERD reporting.



# TAMU Hybrid Setting – Excluded Sub-Recipients

maestro

Administrator

Home Proposal Agreement Project Account Definition User NSF Reporting

- Project
  - Negotiation/Review Status
  - Instrument Type
  - Deliverable Template
  - Deliverable Type
  - Deliverable Frequency
  - Document Type
  - Terms & Conditions
  - Administrator Maintenance
  - Admin Org Profile
  - Member Settings
  - Location Type
  - Terms & Conditions Templates
  - Action Status
  - All Closeout Steps
  - IDC Distribution Template
  - Member ABR Rule
  - Default College IDC Rate
  - Member IDC Base
- Account
  - Default Values
  - Lookup Values
  - Field Requirements
  - Replace Accountant
  - Replace IDC Receiving Account
- NSF HERD Report
  - Member Definition
  - IDC Base
  - NSF Fields Of Science
  - College Department Override
  - Excluded / Clearing Account
  - General Tasks
  - Assignment Groups
  - Person PI Eligibility
  - Person Mass Update
  - Excel Import Definition

## Member Setting For NSF HERD Report

### Search

\* Member TAMU Search

IDC Default Rates Fully Excluded Object codes Excluded Sub Vendors Types of Cost Benefit Pool Accounts Estimated Student Tuition Bank As Source Of Funds

### Object Codes For Subs Between Members

Action View + X [grid icon] [trash icon] [print icon] Detach

Object Code From	Object Code To	Notes
6439	6440	Subawards-Fed-TAMUS/RF
6443	6444	Subawards-State-TAMUS/RF
6447	6448	Subs-Other-TAMUS/RF

Columns Hidden 4

### Vendors To Be Excluded

#### Available Values

- 
- 119003970
- 119007121
- 121008059
- 124006094
- 128009482
- 202 Group Lic Db a Bluevoyant Government Solutions

#### Selected Values

- Tamus Health Science Center
- Texas A & M University Health Science Center
- Texas A&M Agrilife Research
- Texas A&M Engineering Experiment Station
- Texas A&M Forest Service
- Texas A&M Galveston
- Texas A&M Health Science Center

## HERD Question 12 – Mapping Type of Cost to Object Codes

Q.12 – For each HERD cost category, review and map your institution's object codes:

- Salaries, Wages, and Fringe Benefits
- Software Purchases
  - Non-capitalized
  - Capitalized
- Capitalized Equipment
- Pass-throughs to Other Universities or Organizations
- Other Direct Costs
- Indirect Costs
  - Recovered IDC
  - Unrecovered IDC



# Member Setting – Type of Cost



Home Proposal Agreement Project Account Definition User NSF Reporting

- Project
  - Negotiation/Review Status
  - Instrument Type
  - Deliverable Template
  - Deliverable Type
  - Deliverable Frequency
  - Document Type
  - Terms & Conditions
  - Administrator Maintenance
  - Admin Org Profile
  - Member Settings
  - Location Type
  - Terms & Conditions Templates
  - Action Status
  - All Closeout Steps
  - IDC Distribution Template
  - Member ABR Rule
  - Default College IDC Rate
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  - Default Values
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  - Replace Accountant
  - Replace IDC Receiving Account
- NSF HERD Report
  - Member Definition**
  - IDC Base
  - NSF Fields Of Science
  - College Department Override
  - Excluded / Clearing Account
  - General Tasks
  - Assignment Groups
  - Person PI Eligibility
  - Person Mass Update
  - Excel Import Definition

## Member Setting For NSF HERD Report

Search

\* Member TAMU Search

IDC Default Rates Fully Excluded Object codes Excluded Sub Vendors **Types of Cost** Benefit Pool Accounts Estimated Student Tuition Bank As Source Of Funds

Action View + X [grid icon] [trash icon] [print icon] Detach

Cost Type	Object Code From	Object Code To
Salaries, wages and fringe benefits	1000	1000
Salaries, wages and fringe benefits	1100	1101
Salaries, wages and fringe benefits	1110	1110
Salaries, wages and fringe benefits	1210	1299
Salaries, wages and fringe benefits	1310	1325
Salaries, wages and fringe benefits	1410	1410
Salaries, wages and fringe benefits	1415	1485
Salaries, wages and fringe benefits	1505	1505
Salaries, wages and fringe benefits	1510	1510
Salaries, wages and fringe benefits	1515	1599
Salaries, wages and fringe benefits	1610	1610
Salaries, wages and fringe benefits	1640	1640
Salaries, wages and fringe benefits	1700	1700
Salaries, wages and fringe benefits	1710	1760
Salaries, wages and fringe benefits	1761	1761

# Member Setting – Benefit Pool Accounts

- For certain research funds (like state appropriations), payroll benefits may be charged to member-established **Benefit Pool Accounts**.
- To include these in the NSF report, use this screen to distribute benefits by Field of Science and Organization—based on where salaries were charged.
- If your system member has fringe accounts marked with **Function 15 or 1A**, then those expenditures can be pulled into the HERD report.
- Be sure to assign a **valid Field of Science code**, such as “2K – Other Sciences.”
- **If your member uses Maestro’s pooled benefit feature**, benefits will be allocated based on the Field of Science tied to the employee’s salary account.

❖ NOTE: TAMU is no longer using this feature since the charging of state benefits are no longer charged to “pool” accounts but directly to the salary account.



# Member Setting – Benefit Pool Accounts

maestro **Definition**

Home Proposal Agreement Project Account **Definition** NSF Reporting

- Project
  - Negotiation/Review Stat
  - Instrument Type
  - Deliverable Template
  - Deliverable Type
  - Deliverable Frequency
  - Document Type
  - Terms & Conditions
  - Administrator Maintenan
  - Admin Org Profile
  - Member Settings
  - Location Type
  - Terms & Conditions Tem
  - Action Status
  - All Closeout Steps
  - IDC Distribution Templat
  - Member ABR Rule
  - Default College IDC Rate
  - Member IDC Base
- Account
  - Default Values
  - Lookup Values
  - Field Requirements
  - Replace Accountant
  - Replace IDC Receiving A
- NSF HERD Report
  - Member Definition**
  - IDC Base
  - NSF Fields Of Science
  - College Department Over
  - Excluded / Clearing Account
  - General Tasks
  - Assignment Groups
  - Dashboard Periods
  - Excel Import Definition

### Member Setting For NSF HERD Report

▲ Search

\* Member

IDC Default Rates Fully Excluded Object codes Excluded Sub Vendors **Types of Cost** Benefit Pool Accounts Estimated Student Tuition Bank As Source Of Funds

Action View Detach

Cost Type	Object Code From	Object Code To
Salaries, wages and fringe benefits	1000	1000
Salaries, wages and fringe benefits	1100	1101
Salaries, wages and fringe benefits	1110	1110
Salaries, wages and fringe benefits	1210	1299
Salaries, wages and fringe benefits	1310	1325
Salaries, wages and fringe benefits	1410	1410
Salaries, wages and fringe benefits	1415	1485
Salaries, wages and fringe benefits	1505	1505
Salaries, wages and fringe benefits	1510	1510
Salaries, wages and fringe benefits	1515	1599
Salaries, wages and fringe benefits	1610	1610
Salaries, wages and fringe benefits	1640	1640
Salaries, wages and fringe benefits	1700	1700
Salaries, wages and fringe benefits	1710	1760



# Member Setting (Academics Only) – Estimated Student Tuition

maestro Administrator

Home Proposal Agreement Project Account Definition User NSF Reporting

Member Setting For NSF HERD Report

Search

\* Member TAMHSC \* Fiscal Year 2025 Search

IDC Default Rates Fully Excluded Object codes Excluded Sub Vendors Types of Cost Benefit Pool Accounts **Estimated Student Tuition** Bank As Source Of Funds

Action View + X Detach

Fiscal Year	Field of Science	Estimated Amount
2025	(2A7) Other Engineering	13,504.81
2025	(2A8) Bioengineering/Biomedical Engineer	39,650.79
2025	(2B4) Other Physical Sciences	4,296.90
2025	(2B5) Materials Science	10,098.00
2025	(2C5) Other Geo, Atmospheric and Ocean	500.04
2025	(2F) Health Sciences	798,455.73
2025	(2H1) Biological and Biomedical Sciences	405,796.53
2025	(2I) Psychology - Total	40,588.62
2025	(2J3) Sociology, Demography and Populati	8,190.61
2025	(2J4) Other Social Sciences	4,540.33
2025	(2J5) Anthropology	8,104.13
2025	(2N) Education	9,747.20
2025	(2P2) Other Non-Science and Engineering F	29,931.14

Amounts for current fiscal year period are based on prior year actual amounts.



# Member Setting – Bank as Source of Funds

- Will determine source of funds: State or Federal paid on the same account

maestro Administrator

Home Proposal Agreement Project Account Definition User NSF Reporting

Project

- Negotiation/Review Status
- Instrument Type
- Deliverable Template
- Deliverable Type
- Deliverable Frequency
- Document Type
- Terms & Conditions
- Administrator Maintenance
- Admin Org Profile
- Member Settings
- Location Type
- Terms & Conditions Templates
- Action Status
- All Closeout Steps
- IDC Distribution Template
- Member ABR Rule
- Default College IDC Rate
- Member IDC Base

Account

- Default Values
- Lookup Values
- Field Requirements
- Replace Accountant
- Replace IDC Receiving Account

NSF HERD Report

- Member Definition**
- IDC Base
- NSF Fields Of Science
- College Department Override
- Excluded / Clearing Account
- General Tasks
- Assignment Groups
- Person PI Eligibility
- Person Mass Update
- Excel Import Definition

### Member Setting For NSF HERD Report

Search

\* Member AL-RSRCH Search

IDC Default Rates Fully Excluded Object codes Excluded Sub Vendors Types of Cost Benefit Pool Accounts Estimated Student Tuition **Bank As Source Of Funds**

#### Accounts With Mixed Source Of Funds Based On Bank Used

Action View + X [Icons] Detach

SL Account From	SL Account To	Notes
100000	129999	

Columns Hidden 4

#### Bank With Source Of Funds

Action View + X [Icons] Detach

Bank Code	Bank Description	Source of Funds
01004	Wf Federal Funds-Hatch - 2023	a ) U.S. Federal Government
01005	Wf Federal Funds-Multistate - 2023	a ) U.S. Federal Government
01008	Wf Federal Funds-Mc Stennis - 2023	a ) U.S. Federal Government
02004	Wf Federal Funds-Hatch - 2024	a ) U.S. Federal Government
02005	Wf Federal Funds-Multistate - 2024	a ) U.S. Federal Government
02008	Wf Federal Funds-Mc Stennis - 2024	a ) U.S. Federal Government

**NOTE: AL RSCH uses this feature when they need to separate expenditures between State and Federal on same account. The FAMIS Bank Code is used to identify the source of funds.**



# NSF HERD Field of Science

maestro Administrator Project Account FCOI Disclosure Definition Routing User NSF Reporting

Project Search Leon

- Home
- Proposal
- Project
- Account
- FCOI Disclosure
- Definition
- Routing
- User
- NSF Reporting

Institution

- NSF Report
  - Member Definition
  - IDC Base
  - NSF Fields Of Scien**
  - General Tasks
  - QC Checklist Template
  - Contact Assignment
  - Assignment Groups
- Project
  - Negotiation/Review
  - Instrument Type
  - Deliverable Templat
  - Deliverable Type
  - Deliverable Frequen
  - Document Type
  - Terms & Conditions
  - Administrator Maint
  - Admin Org Profile
  - Member Settings
  - Location Type
  - Terms & Conditions
  - Action Status
  - All Closeout Steps
  - IDC Distribution Ten
  - Member ABR Rule
  - Default College IDC
  - Member IDC Base
- Reports
- Account
  - Default Values
  - Lookup Values
  - Field Requirements
  - Replace Accountant
  - Account Dictionary

**NSF Group**

Action View Format + X X Detach Wrap

Display Order	NSF Group	Title	Description	Status
1	E	Computer and Information Sciences		Active
2	A	Engineering		Active
3	C	Geosciences, Atmospheric, and Ocean Sciences		Active
4	F	Life Sciences		Active
5	D	Mathematics and Statistics		Active
6	B	Physical Sciences		Active
7	G	Psychology		Active
8	H	Social Sciences		Active
9	I	Other Sciences		Active
10	J	Non- S&E Fields		Active

Columns Hidden 4

**NSF Field Of Science**

Action View Format + X X Detach Wrap

Display Order	Code	Title	Description	Status
1	2C1	Atmospheric Sciences	2C1	Active
2	2C2	Geological and Earth Sciences	2C2	Active
3	2C3	Ocean and Marine Sciences	2C3	Active
4	2C5	Other Geo, Atmospheric and Ocean Sciences	2C5	Active



# NSF HERD Account Setup/Modify

maestro Administrator

Home Proposal Agreement **Project** Account Definition User NSF Reporting

- Simple Project Search
- Advanced Project Search
  - General
  - Relationship
  - Closeout
  - Personnel
  - Documents
  - Billing Project
- Negotiation/Review
  - New Award/Modification
  - PI Compliance Statement
  - Proposal
  - Sponsor
  - Negotiation/Review History
- Execution
  - Anticipated Funding
  - Budget
  - Actions
  - Terms & Conditions
  - Deliverables
  - Indirect Cost
  - Limitation of Cost
  - Reporting Code**
  - Location
  - Abstract & Keyword
  - Data Management
  - IDC Distribution
- Control
  - Integrity Check
  - FCOI Status
  - Compliance
  - Audit Trail
  - Administrator History
  - SPS Report
  - IDC Reallocation Summary
- Communication
  - Task
  - Notes
  - Admin Notes
  - Notification
- Billing Project Search
- Compliance Search
- Cost Sharing Search

### Project Reporting Code

**Current ID (M2504519)**

<b>Short Title</b> Sigma-Aromaticity Enabled Heavy Main Gro	<b>Sponsor Name</b> National Science Foundation	<b>Sponsor Award Number</b> CHE-2453332
--	--	--

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#### Higher Education Survey And Other Reporting Codes

Reporting codes are not transferred to FAMIS unless all fields are entered

<b>Activity</b>	1A	Conduct of Research and Development ?
<b>NSF Science and Engineering Field</b>	2B2	Chemistry ?
<b>THECB Science and Engineering Field</b>	2B	Physical Sciences ?
<b>THECB Character of Work</b>	4A	Basic Research ?
<b>THECB Selection Process</b>	5A	Peer-Reviewed ?
<b>NSF Category</b>	NSF	Ntrl Science Foundation ?
<b>Underrepresented Student Included</b>	No	
<b>STEM Education Program</b>	No ?	
<b>* Function</b>	Research	
<b>CFDA Number</b>	47.049	- Ext
<b>COVID-19 Related</b>	No ?	
<b>Animal Clinical Trial</b>	No ?	
<b>Human Clinical Trial</b>	No ?	

---

#### THECB Special Areas Of Interest

Action View **Detach**

Selected	Code	Title
<input type="checkbox"/>	3D	AIDS Research
<input type="checkbox"/>	3P	Adult Stem Cell Research
<input type="checkbox"/>	3I	Aerospace Technology
<input type="checkbox"/>	3MA	Aging - HSC Only
<input type="checkbox"/>	3E	Biotechnology

# NSF HERD Data Setup in Maestro

## NSF HERD Report Definition

- Define NSF HERD Groups and Field of Science – Same for all members
- Define Indirect Cost Base (MTDC15) to be used for unrecovered IDC calculation
- Default IDC Rates per Member – Must be input.
- Fully Excluded Object Codes – Non-operating object codes

## Member Set Up

- Excluded Sub Vendors, Type of Cost
- Benefits Pool Account (may not apply to member)
- Bank As Source of Funds (may not apply to member)
- Review Projects and Accounts Attributes monthly, quarterly, or at least before year-end
- Review Subcontract Vendors and Payments (especially in 12<sup>th</sup> fiscal month)
- Run NSF Calculation if Setup data or Account attributes have been changed
- Run HERD Reports for Member

### Research Reporting (for NSF HERD Report):

**IMPORTANT:** Attributes in FAMIS must be entered or corrected BEFORE the member's access to update FAMIS accounts is removed during the AFR (Annual Financial Report) review process by System Budgets & Accounting, as early as last week in September for some members.

### MEMBER NSF HERD MAESTRO REPORTING CHECKLIST – ATTRIBUTES TO REVIEW (for Research – Function 15)

No.	Done	Date	Reviewed
1.			During fiscal year, best practice is to review SPS (Sponsored Project Summary) notices to ensure that SRS projects have correct function codes and are marked 1A for Research projects.
2.			Non-sponsored research accounts have sponsor and NSF reporting codes. This includes state appropriations, cost share accounts, designated accounts, gift accounts, any other research function accounts. Use FAMIS screens 009 or 059.
3.			Cost share accounts marked with Effort Code CSOR (Screen 008 or Screen 051)
4.			Gift Accounts (for research) – Mark on Screen 006 as Fund Source 01 or 02
5.			Exclude RF (Texas A&M Research Foundation) Payroll Billing Accounts – Mark accounts with Effort Code RFOA. Note: TAMRF (Part 99) will be included in the NSF HERD Maestro reporting.
6.			Off Campus research support account marked with Y on Screen 051. Accounts/SA with off campus research rate of 26% should have this attribute marked. This is necessary in order for Unrecovered indirect cost to calculate correctly.
7.			TAMU, TEES: Qatar Off Campus Research support accounts, SA's with TAMUQ department codes should be marked on Screen 051 as Y for off campus. This is necessary in order for Unrecovered indirect cost to calculate correctly.
8.			Research projects with expenditures for other System members should be identified with FAMIS Campus Code on Screen 051. If a member account is identified with an alternate System member Campus Code on Screen 051, the expenditures for the NSF HERD report will be reported on the alternate System member's report. <ol style="list-style-type: none"> <li>Only mark the support accounts with other member's department and expenditures.</li> <li>If SRS account/support account is not properly coded, notify SRS AASET Team to correct or SRS Project Administrator.</li> </ol>



# HERD Report Calculations

# Maestro – NSF HERD Module

maestro Home

Home My Work List Search My Settings Contact Us About Maestro Reports

<p><b>0</b> Documents For Approval</p> <ul style="list-style-type: none"> <li>0 Proposal Routing</li> <li>0 Proposal IDC Waiver Request</li> <li>0 Project IDC Distribution</li> <li>0 Closeout Decision</li> <li>0 User Access Request</li> <li>0 Project Approval</li> </ul>	<p><b>0</b> Tasks</p> <ul style="list-style-type: none"> <li>0 Proposal</li> <li>0 Project</li> <li>0 General</li> <li>0 New Organization</li> </ul>	<p><b>0</b> To-Do</p> <ul style="list-style-type: none"> <li>0 Project Deliverable</li> <li>0 Project Compliance</li> <li>0 Compliance Official Project Item</li> <li>0 Project Closeout</li> <li>0 Project Personnel Review</li> <li>0 Project Reporting Code</li> </ul>
--	--	---

Administration

Proposal	Agreement	Project	Account	Definition
User	NSF Reporting			

Researcher

Account List	Proposal	Project	Financial Disclosure	Profile
Work List	Researcher Dashboard			

Executive

Dashboard	Organization	Researcher	Sponsor
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## Worksheets created by Maestro during Calculations

Each Worksheet has detail and summary record per account and month.

- WS1 – NSF HERD Report (Main Worksheet)
  - Expenditures
  - Unrecovered IDC from WS3
  - Student Tuition Waivers – Waivers for graduate students paid on R&D accounts
  - Sub-Recipient payments between members correction from WS2
  - Pooled Benefit Account Allocations
  - Distribution By Bank
  - Manual Adjustments
- WS2 – Exclusion of Subcontract payments between members
  - Member can mark individual transactions to be excluded
- WS3 – Unrecovered IDC (indirect costs)
- WS4 – Bank Distribution
- WS5 – Student Tuition Waivers
- WS6 – Benefits Distributions

# Procedures and Calculations

- Only **System Member Reporting Administrators** can run HERD reports.
- Select **Member** and **Fiscal Year** before running.
  - Use **MEMBER** view to ensure amounts tie to your financial records.
- Use **REPORTING MEMBER** to view how amounts roll up across the System.
  - If accounts are assigned to another member, totals show here.
- You can search/filter existing records using any available field.  
**Recalculate NSF Report if:**
  - You update account attributes affecting HERD
  - You're including late-posted FY transactions (after Sept 4, 2025)

# “Member” vs. “Reporting Member”

## Others Administer for My Member

Member = Holds the Money

Reporting Member = Does the Work

### Condition:

- Member = My Member
- Reporting Member  $\neq$  My Member

### Example:

- TAMU holds the funds
- HSC is administering
- *HSC is doing the work for TAMU*

## My Member Administers for Others

My Member = Does the Work

Other Member = Holds the Money

### Condition:

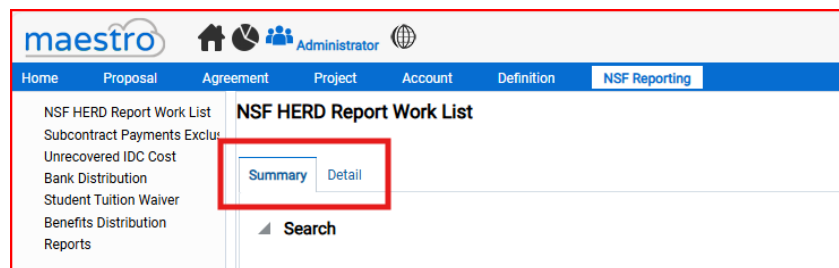
- Member  $\neq$  My Member
- Reporting Member = My Member

### Example:

- TEES holds the funds
- TAMU is administering
- *TAMU is doing the work for TEES*

# Summary vs. Detail

- **Summary Tab**
  - Totals by Account and NSF Source of Funds
  - Good for high-level snapshots
  - Filters automatically applied based on the worklist logic
  - Won't show data outside the scope of the current report
- **Detail Tab**
  - Shows transaction-level info
  - Add filters like: Amount Type = Expenditure
  - Period = 2024-09
  - Source = Institutional funds
  - Best for reconciliation and audit validation



# Example TEES is Member, but Reporting Member TAMHSC

**Re-calculate NSF Report**

Please confirm refreshing data for Member **TAMU** using member and fiscal year:

\* Member: TAMU  
\* Fiscal Year: 2022

OK Cancel

**NSF HERD Report Work List**

Match:  All  Any

\*\* Member: Equals TAMU  
\* Fiscal Year: Equals 2025  
Period: Equals  
NSF Source of Funds Description: Equals  
Amount Type: Equals

Field of Science: Equals  
Organization: Equals  
NSF Member: Equals  
\*\* Reporting Member: Equals

**Action** | **Export To Excel**

Member ID	Fiscal Year	Amount	Period Year	NSF Source of Funds Code	NSF Source of Funds Description	Field of Science Description	Field of Group
02	2025	975.44	2024	IC	e2) Cost sharing	Education	J
02	2025	974.61	2024	IC	e2) Cost sharing	Education	J
02	2025	974.62	2024	IC	e2) Cost sharing	Education	J
2024-12	TAMU 02	974.62	2024	IC	e2) Cost sharing	Education	J
2025-01	TAMU 02	974.61	2025	IC	e2) Cost sharing	Education	J
2025-02	TAMU 02	974.62	2025	IC	e2) Cost sharing	Education	J
2025-03	TAMU 02	974.61	2025	IC	e2) Cost sharing	Education	J
2025-04	TAMU 02	974.93	2025	IC	e2) Cost sharing	Education	J
2025-05	TAMU 02	974.93	2025	IC	e2) Cost sharing	Education	J
2025-06	TAMU 02	974.93	2025	IC	e2) Cost sharing	Education	J

You can download worksheet to Excel to review detail. Use Action – Export to Excel.

# Manual Adjustments: Add / Edit / Delete

- Use NSF HERD Report Work List, Detail tab
- Only use for material adjustments needed to the HERD survey. Once FAMIS is closed for the FY, you cannot go back and update reporting codes, sponsors, effort codes, Off Campus flag, Sys Member in FAMIS.
- Action: Add / Edit / Delete Expense Adjustment
- The more information included in the adjustment, the more Maestro's programming can ensure the adjustment is included in the various report calculations (i.e. NSF Source of Funds, Field of Science, Types of Costs, Sponsor Type, etc...)

The screenshot displays the Maestro NSF HERD Report Work List interface. The top navigation bar includes 'maestro', 'Administrator', and a search bar. The main content area is titled 'NSF HERD Report Work List' and has tabs for 'Summary' and 'Detail'. A search form is present with various filters: Match (All/Any), Member, Fiscal Year (2022), Period, SL Account, SA Account, and NSF Source of Funds. A table of adjustments is shown at the bottom with columns for Member Id, NSF Source of Funds Code, NSF Source of Funds, Account Funding Type Code, Account Funding Type, and Amount Type. A red circle highlights the 'Manual Adjustment' dropdown in the search form. A black-bordered box highlights the 'Action' menu, which contains options: Re-calculate NSF Report, Add Expenses Adjustment, Edit Expenses Adjustment, Delete Expenses Adjustment, and Export To Excel. Another red circle highlights the 'Action' dropdown in the table's toolbar.

## Managing Manual Sub-Recipient Exclusions

- ❖ Users can **manually exclude transactions** (e.g., specific vendor payments). These exclusions are saved and automatically applied in future monthly NSF calculations.
- ❖ To **undo an exclusion**, simply **remove the vendor name** from the Excluded Vendor list.
- ❖ If manual edits are made, run the **“Re-Calculate NSF Report”** action:
  - ✓ This deletes previous “Sub-Payment Correction” records
  - ✓ Then re-generates new, corrected records in Worklist 1



# TAMU Hybrid Setting – Excluded Sub-Recipient Payments

maestro Administrator

Home Proposal Agreement Project Account Definition User NSF Reporting

NSF HERD Report Work List  
**Subcontract Payments Exclusion**  
 Unrecovered IDC Cost  
 Bank Distribution  
 Student Tuition Waiver  
 Benefits Distribution  
 Reports

NSF Subcontract Payments Exclusion

Summary Detail

Search

Match  All  Any

\* Member Equals TAMU Period Equals

\* Fiscal Year Equals 2024 SL Account Equals

Exclude Equals Yes SA Account Equals

Action View Detach

Period	Exclude	Subcode	Vendor Name	Transaction Date	Accounting Date	Document Reference	Document Description	Transaction Description	Account Number	Amount
2023-09	<input checked="" type="checkbox"/>	6439	Texas A&M University At Galveston	9/21/2023	9/21/2023	6406984	Texas A&M Universi...	TEXAS A&M UNIVERSITY AT GALVESTON	409711-01001	1,360.61
2023-09	<input checked="" type="checkbox"/>	6439	Not Specified	9/13/2023	9/1/2023	A000406	Not Specified	DUE TO TAMUG 409711-01001	409711-01001	-1,360.61
2024-07	<input checked="" type="checkbox"/>	6439	Texas A&M University At Galveston	7/18/2024	7/18/2024	6536452	Texas A&M Universi...	TEXAS A&M UNIVERSITY AT GALVESTON	409711-01001	23.41
2024-08	<input checked="" type="checkbox"/>	6439	Not Specified	9/11/2024	8/31/2024	A000405	Not Specified	DUE TO TAMUG 409711-01001	409711-01001	384.07
2024-03	<input checked="" type="checkbox"/>	6440	Texas A&M Transportation Institute	3/8/2024	3/8/2024	6479812	Texas A&M Transpo...	TEXAS A&M TRANSPORTATION INSTITUTE	416561-02001	19,624.86
2024-03	<input checked="" type="checkbox"/>	6440	Not Specified	3/20/2024	3/20/2024	D400724	Not Specified	AG RESEARCH	420034-01001	-6.03
2024-03	<input checked="" type="checkbox"/>	6440	Not Specified	3/20/2024	3/20/2024	D400725	Not Specified	AG RESEARCH	420034-01001	-3.01
2023-09	<input checked="" type="checkbox"/>	6440	Texas A&M Agrilife Research	9/12/2023	9/12/2023	6402697	Texas A&M Agrilife ...	TEXAS A&M AGRILIFE RESEARCH	420035-01001	647,828.77
2023-09	<input checked="" type="checkbox"/>	6440	Not Specified	9/13/2023	9/1/2023	A000409	Not Specified	DUE TO AG RSCH	420035-01001	-1,457,941.74
2023-10	<input checked="" type="checkbox"/>	6440	Texas A&M Agrilife Research	10/17/2023	10/17/2023	6418545	Texas A&M Agrilife ...	TEXAS A&M AGRILIFE RESEARCH	420035-01001	29,580.16
2023-11	<input checked="" type="checkbox"/>	6440	Texas A&M Agrilife Research	11/16/2023	11/16/2023	6433031	Texas A&M Agrilife ...	TEXAS A&M AGRILIFE RESEARCH	420036-01001	893,264.48
2023-12	<input checked="" type="checkbox"/>	6440	Texas A&M Agrilife Research	12/6/2023	12/6/2023	6440127	Texas A&M Agrilife ...	TEXAS A&M AGRILIFE RESEARCH	420036-01001	524,787.82
2024-01	<input checked="" type="checkbox"/>	6440	Texas A&M Agrilife Research	1/8/2024	1/8/2024	6451663	Texas A&M Agrilife ...	TEXAS A&M AGRILIFE RESEARCH	420036-01001	391,401.52
2024-02	<input checked="" type="checkbox"/>	6440	Texas A&M Agrilife Research	2/6/2024	2/6/2024	6465142	Texas A&M Agrilife ...	TEXAS A&M AGRILIFE RESEARCH	420036-01001	290,995.85
2024-04	<input checked="" type="checkbox"/>	6440	Texas A&M Agrilife Research	4/9/2024	4/9/2024	6494282	Texas A&M Agrilife ...	TEXAS A&M AGRILIFE RESEARCH	420036-01001	289,577.87

Columns Hidden 16

## Yearly Procedure – Student Tuition Waivers (Final step)

- If you want to add student tuition waivers, you will need to work with office on your campus that handles student tuition billings.
- Load actual Student Tuition Waiver records – File is uploaded in Maestro NSF HERD Module.
- For each tuition waiver for UIN and semester
  - Check if there was a payroll for the particular UIN on subcodes 1325,1415 and 1525 on research accounts with activity “1A” in given semester.
  - The total waiver amount is distributed among accounts proportional to the paid amount.
  - At the end, totals for the account are imported into NSF Main worklist with member assign to be member account and reporting member to be member for academic institution or Hybrid member for agency.
- This calculation should be done **after** all members in TAMU Hybrid group reconcile HERD Report with their books as a **last** step before running reports.
- If Member reruns HERD calculation, Student Tuition Waiver calculation needs to be run again.



# Student Tuition Waivers

- NSF HERD Report Work List
- Subcontract Payments Exclut
- Unrecovered IDC Cost
- Bank Distribution
- Student Tuition Waiver**
- Benefits Distribution
- Reports

## Student Tuition Waiver

Student System Data **Waived Tuition**

### Search

Match  All  Any

\* Reporting Member Equals

\* Fiscal Year Equals

Term Equals

Basic Saved See

Search Reset Save

Action View Detach

Reporting Member Id	Reporting Member Description	Fiscal Year	Period	Period Year	Member ID	Member	SL Account	SA Account	Account Name	Title	Term Description	Amount	Department Code
02	TAMU	2024	2024-10	2024	28	TEES	277708	00000	Payroll Clearing - ...	Postdoctoral Researcher	Student term 3 - months September - Decem...	0.00	MEEN
02	TAMU	2024	2024-12	2024	02	TAMU	443512	01001	Mechanisms Of ...	Graduate Assistant - Research	Student term 3 - months September - Decem...	1,218.40	BIOL
02	TAMU	2024	2024-02	2024	02	TAMU	443512	01001	Mechanisms Of ...	Graduate Assistant - Research	Student term 1 - months January - May	974.72	BIOL
02	TAMU	2024	2024-05	2024	02	TAMU	443512	01001	Mechanisms Of ...	Graduate Assistant - Research	Student term 1 - months January - May	974.72	BIOL
02	TAMU	2024	2024-04	2024	02	TAMU	443512	01001	Mechanisms Of ...	Graduate Assistant - Research	Student term 1 - months January - May	974.72	BIOL
02	TAMU	2024	2024-07	2024	02	TAMU	443512	01001	Mechanisms Of ...	Graduate Assistant - Research	Student term 2 - months Jun - August	1,083.02	BIOL
02	TAMU	2024	2024-03	2024	02	TAMU	443512	01001	Mechanisms Of ...	Graduate Assistant - Research	Student term 1 - months January - May	974.72	BIOL
02	TAMU	2024	2024-08	2024	02	TAMU	443512	01001	Mechanisms Of ...	Graduate Assistant - Research	Student term 2 - months Jun - August	1,083.02	BIOL
02	TAMU	2024	2024-11	2024	02	TAMU	443512	01001	Mechanisms Of ...	Graduate Assistant - Research	Student term 3 - months September - Decem...	1,218.40	BIOL
02	TAMU	2024	2024-09	2024	02	TAMU	443512	01001	Mechanisms Of ...	Graduate Assistant - Research	Student term 3 - months September - Decem...	1,218.40	BIOL
02	TAMU	2024	2024-01	2024	02	TAMU	443512	01001	Mechanisms Of ...	Graduate Assistant - Research	Student term 1 - months January - May	974.72	BIOL
02	TAMU	2024	2024-10	2024	02	TAMU	443512	01001	Mechanisms Of ...	Graduate Assistant - Research	Student term 3 - months September - Decem...	1,218.40	BIOL
02	TAMU	2024	2024-06	2024	02	TAMU	443512	01001	Mechanisms Of ...	Graduate Assistant - Research	Student term 2 - months Jun - August	1,083.02	BIOL
02	TAMU	2024	2024-12	2024	28	TEES	413810	00001	Multi-Carrier Dac...	Graduate Assistant - Research	Student term 3 - months September - Decem...	609.20	ELEN
02	TAMU	2024	2024-02	2024	28	TEES	600366	00000	Gift - Intel	Graduate Assistant - Research	Student term 1 - months January - May	194.94	ELEN

# Customize Columns

- Use “View” feature on the screen to display all columns you need for report
- Select “Columns”
  - Show All (at top of list)
  - Manually Select Columns
  - Manage Columns (at end of list)

The screenshot shows the Maestro NSF HERD Report Work List interface. The 'View' dropdown menu is open, showing the 'Columns' option selected. The 'Columns' menu is open, showing a list of columns with checkboxes next to them. The 'Show All' option is at the top of the list. The table below shows the data for the selected columns.

Period	Amount	Period Year	NSF Source of Funds Code	NSF Source of Funds Description	Field of S Description
2024-09	975.44	2024	IC	e2) Cost sharing	Education
2024-10	974.61	2024	IC	e2) Cost sharing	Education
2024-11	974.62	2024	IC	e2) Cost sharing	Education
2024-12	974.62	2024	IC	e2) Cost sharing	Education
2025-01	974.61	2025	IC	e2) Cost sharing	Education
2025-02	974.62	2025	IC	e2) Cost sharing	Education
2025-03	974.61	2025	IC	e2) Cost sharing	Education
2025-04	974.93	2025	IC	e2) Cost sharing	Education
2025-05	974.93	2025	IC	e2) Cost sharing	Education
2025-06	974.93	2025	IC	e2) Cost sharing	Education
2024-10	8,653.43	2024	IC	e2) Cost sharing	Economik
2025-04	11,763.17	2025	IC	e2) Cost sharing	Economik
2025-05	2,525.33	2025	IC	e2) Cost sharing	Economik
2025-05	4,591.50	2025	IC	e2) Cost sharing	Chemical
2025-06	9,467.91	2025	IC	e2) Cost sharing	Chemical

# Maestro Reports

- NSF Non - sponsored accounts without reporting codes / sponsor
  - NSF Project without reporting codes / sponsor
- 

- Source of funds (Q1)
- Foreign Funds by sponsor types (Q2)
- Type of Agreements (Q3)
- Character of work (Q6)
- Funds Received as Sub-Recipients (Q7)
- Funds passed to Sub-Recipients (Q8)
- Federal funds by field of science and NSF Category (Q9)
- Top 10 Agencies (Q10)
- Non-Federal funds by field of science and sponsor type (Q11)
- Funds by Type of costs (Q12)
- Capital equipment portion by field of science (Q14)



# HERD Monthly Reporting Process

# Monthly Calculation –

## Run on 6th day of the month

1. Removes all previous data for the current Fiscal Year except for sub-recipient transactions.
2. Create new records with Amount type “Expenditure” for all function 15 accounts (1A.
3. Create new Sub-Recipient correction records - Subcontract Payments Exclusion Worksheet (WS2)
4. Create records for unrecovered IDC
5. Update Source of Funds, Reporting Codes and Reporting Member in main worksheet
6. Add estimated student tuition waiver amount to WS5 - Funds are recognized as “Institutional” source of funds.
7. **Benefits Distribution**
  - For each FB account given in Member’s setup (SA is 00000), create records from payroll data with salary account information and the amount that matches Benefits or Longevity expenditures.
  - Salary account must be coded as Research to be a part of distribution (activity=1A, 1B and function=15, not excluded).
8. **Distribution By Bank Code**
  - Add record to Worksheet 1 for each account from bank distribution Worksheet using “account source of funds” with negative amount for a month.
  - Add record into Worksheet 1 for each account using “bank source of funds” with amount for a month.

# Contacts

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The screenshot shows the Maestro website navigation menu and content area. The navigation bar includes: Home, My Work List, Search, My Settings, Contact Us, About Maestro, and Reports. The left sidebar lists various categories such as About Maestro, Announcements, Release Notes, Documentation Search, Training, Working Group, Steering Committee, and User Documentation. The main content area is titled 'Maestro Documentation' and includes sections for 'User Manuals' and 'Information Flyer'. Two red arrows point from the 'NSF HERD' links in both sections to an oval containing the email address 'maestro@tamu.edu'.

**maestro@tamu.edu**