Letter from the Director

Our newsletter and quarterly University-wide Post-Award meetings are just a couple of tools that we are using to improve our communication and customer service. If you have other suggestions and/or feedback, please let us know.

Journal Entries

A justification for each journal entry (including payroll corrections) must be included in the "Long Description" field. Restatement of the changes is not sufficient. Processing delays may occur if sufficient information is not provided.
disclosure form and complete CITI COI training prior to submitting a proposal to any PHS agency.

Further details regarding this policy can be found on the Office of Sponsored Programs website.

Happy Fiscal New Year!!!

For Example:

**Use:** "Correct account codes for travel associated with Dr. Mentor. He is not a CU employee, and his travel was originally charged to 6xxx."

**Instead of:** "Correct to appropriate project per e-mail from . . . ."

Payroll corrections processed 90 days or more after the original posting date require approval of the Vice President. For sponsored projects (fund 20), the Vice President for Research or his designee must approve.

**Foreign Travel**

Foreign travel is defined as travel outside the continental US, Alaska, Hawaii, Canada or Puerto Rico in the **Clemson Travel Guidelines**. Approval, via the Foreign Travel Approval Form, is required prior to departure regardless of funding source.

Travel funded by sponsored projects also requires GCA approval. To obtain this approval, please refer to the **Sponsor Assignment** list on the GCA website for the appropriate Fiscal Manager.

Fiscal Managers must forward request forms to Clemson’s Export Control office for review prior to GCA approval being granted.

**Risk Account Request Form**

**Awards**

7305 - Non-taxable Prizes & Awards

7306 - Taxable Gifts

7307 - Non-taxable Gifts

7308 - Bad Debt Expense

7309 - Late Payment Charges

7322 - Internal Charges

7332 - Refreshments

**Records Retention Requirements**

To maintain compliance with A-110 guidelines, sponsored project records must be retained for a period of three years from the date of submission of the final expenditure report. The three year retention period begins at project completion as indicated by the "End Date" on the Project GI panel in PeopleSoft.

**CLEAR Reports**

CLEAR reports have been loaded for the spring 2013 term and are available for

**GCA Fun Fact**

Which GCA staff member welcomed a new grandson on June 20, 2013?
The most recently revised version of the Risk Project Approval Form can be found on the GCA website under Forms.

Completed forms should be submitted via e-mail to Roberta Elrod (elrodr@clemson.edu).

New Accounts Receivable Collection Procedures

Effective July 1, 2013, new procedures will be implemented for collecting payments for outstanding invoices on Fund 20 projects. The new procedure will be published on the Cash and Treasury Services web site as well as the Grants and Contracts Administration web site on or shortly before 7/1/13.

You are receiving this newsletter because you are a member of the GCA listserv.