Letter From the Director

The first University-Wide Post-Award meeting sponsored by Grants and Contracts Administration was held on February 19th with 25 attendees and 11 GCA staff members. Thank you to all who attended and participated, and thanks to Dr. Dooley for his enlightening presentation.

This edition of our newsletter contains some follow-up information to items discussed at that meeting and other bits of information that we hope will be helpful as you do your daily tasks.

Our newsletter list serve contains more folks than we can possibly include in our meetings; but if you are interested in attending, you can email me (elrodr@clemson.edu) and I will include you on the meeting list. Check out the Upcoming Events section for details on our next meeting.

In other news, we are looking forward to working with Dr. Sheila Lischwe, the new Director of the Office of Sponsored...

Salary:

5100 - Graduate Research Assistant (RESCH/2xx program codes)

5102 - Graduate Teaching Assistant (INSTR/1xx program codes or instructional component in PUBSV/3xx program codes)

Travel:

6030 - Student Travel (CU student travel)
stage, subaward issuance and cost sharing policy information.

4/5/2013 - March Error Clearing Deadline
5/3/2013 - April Error Clearing Deadline
5/21/2013 - University-Wide Post-Award Meeting; 9:30-10:30; Academic Success Center, Room 118
6/5/2013 - May Error Clearing Deadline

Which GCA staff member has earned a Pilot’s License?

Sarah Balas!!!

Budget Amendments

A justification for each budget amendment (budget journal) 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.

For Example:

Use: “Transfer funds to cover salary required for additional unexpected testing.”

Instead of: "Move from Other to Wages for employee working on project."

Travel Reimbursement - Student Vs. Consultant

Account code 6030 (Student Travel) should be used when travel expenditures are paid to, or on behalf of, CU students. Student travel may consist of students:

- attending a conference or seminar (possibly as a participant)
- taking a field trip in relation to

Other:

7004 - Professional Fees (Consultant fee, does not include travel, meals, etc.)
7039 - Speaker/Consultant Travel (Consultant expenses excluding professional fee)
7201 - Office Supplies (not generally allowable on fund 20 projects)
7551 - Part Supp-Reimbursable Exp (reimbursed expenditures)
7552 - Part Supp-NonReimb-e.g. Stipends (non-reimbursed expenditures such as stipend payments)
7553 - Part Supp-NonReimb-Foreign Nat (non-reimbursed expenditures to participants who are foreign nationals)

If you know of someone...
their course work
• traveling as a recognized club event

It may also include the costs of the employee advisor/chaperone. If the student is also an employee, i.e. Graduate Assistant, and is traveling as part of his/her work, the employee travel account codes should be used.

Account code 7039 (Speaker/Consultant Travel) should be used for travel reimbursements for non-employees or non-students, such as speakers, consultants, guests or recruits.

Miscoding travel can result in incorrect information on the State Travel Report that is submitted by the University Comptroller’s Office to the State Comptroller General’s Office.

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