

Letter from the Director

At our May PAWS (Post Award Wisdom Sharing) meeting, we discussed creating a sub-committee of Post-Award employees to discuss issues and develop standards for Fund 20 projects across the University. The following people have volunteered to serve: Lynn Boiter (CoES), Bobbi Curry (HEHD), Deborah Jones (CAFLS), Karen Littleton (BBS), Rebecca Trutwin (PSA), Shekinda Ward (AAH), and Sarah Balas (GCA).

Residual Balances in Fixed Price Contracts Policy

Export Controls & Foreign Travel

Clemson policy states that travel "outside the continental United States, Alaska, Hawaii, Canada or Puerto Rico meets the definition of foreign travel and requires approval prior to departure."

U.S. Export Control regulations do apply to Canada; therefore, employees who travel to Canada must complete a foreign travel request form so the Export Control office can approve.
7/10/2014 - Pre-Award & Post-Award Administrator’s Meeting, 118 Academic Success Center

7/16/2014 - Noon - June Error Clearing Deadline

7/19/2014 - CLEAR deadline (30 day)

8/3/2014 - CLEAR deadline (45 day)

8/6/2014 - July Error Clearing Deadline

8/26/2014 - University-wide Post Award (PAWS) Meeting; Date, 9:30-10:30, 118 Academic Success Center

9/4/2014 - August Error Clearing Deadline

Effective 2/24/2014, the procedure for transferring remaining project balances in fixed price contracts was incorporated into the policy on "Residual Balances in Fixed Price Contracts".

Remaining balances greater than 10% of the total original award require VPR approval prior to transfer. **Full policy information can be found on the OSP website.**

### Honorarium

GCA is reviewing more and more BuyWays requisitions including the term "honorarium". Honorarium is defined as a payment to show appreciation to a volunteer speaker or guest lecturer and is not appropriate as an expenditure on fund 20 projects.

The description should indicate that a service was provided which directly benefitted the project to which it is being charged.

Example: “Speaker fee for John Doe, presenter, as described in project proposal.”

### Incentive Card Policy

A new draft incentive card policy and procedure was presented at the 6/12/2014 CBOG meeting. The effective date for...
the policy is 7/1/2014.

In light of the new Incentive Card policy, the CU Chart of Accounts has been updated.

7312 - OTHER - Incentive Cards - A card purchased from National Gift Card via CU buyWays to present to individuals for participation in an approved University activity.

7550 - PARTSP - Incentive Cards - A card purchased from National Gift Card via CU buyWays to present to individuals for participation in an externally funded sponsored project (fund 20) which is budgeted in the Participant Support category.

Revised PARTSP information is attached.

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The GCA Post-Award Newsletter Volume 2, Edition 2
Participant Support Information

Participant Defined

An individual whose primary status is not Clemson University employee and who is involved in an externally sponsored project; i.e., conducting research associated with a training project, attending a workshop, meeting, or conference. The participant may receive a stipend, subsistence allowance, and/or travel allowance.

Participant Support (PARTSP) Account Codes

7550—Part Supp-Incentive Cards

A card purchased from National Gift Card via CU buyWays to present to individuals for participation in an externally funded sponsored project (fund 20) which is budgeted in the Participant Support category

7551—Part Supp-Reimbursable Exp

Reimbursed expenditures (for example: participant mileage/housing/lodging, participant-related supplies)

7552—Part Supp-NonReimb

Non-reimbursed expenditures (for example: stipend payments)

7553—Part Supp-NonReimb-Foreign Nat

Non-reimbursed expenditures to participants who are foreign nationals