

Fund Groups

- 10 - CU State PSA
- 11 - CU Federal Approp
- 12 - PSA Self Generated Revenue
- 13 - Student Activities & Org
- 14 - E&G Self Generated Revenue
- 15 - State E&G
- 19 - Small Grants & Contracts
- 20 - Sponsored Prog Activities
- 21 - Scholarships
- 22 - Other Restricted Control
(Endowments)
- 23 - Other Restricted Track (Gifts)

Account Codes

- 5001 - 5006 Class (Classified Staff)
- 5050 - 5059 Uclass (Unclassified/Faculty)
- 5100 - 5108 Grad (Graduate Student)
- 5150 - 5160 Wages
- 5220 - 5223 Fringe
- 5301 MASGAD
- 5351 PHDGAD
- 6XXX Travel
- 7XXX Other (Materials and Services)
- 7501 - 7503 Student Aid
- 7551 - 7553 Participant Support
- 7557 - 7559 SubContracts
- 8XXX Equipment over \$5000

Tips

- Justification should be provided for all expenditures and corrections
- Equipment should be listed in the proposal on items over \$5000 with useful life of over one year
- Consultants should be listed in the budget
- Procurement certifications should be completed for specific vendors or individuals
- Principal Investigator must "sign off" on all expenditures

Links

Research Compliance

<http://www.clemson.edu/research/orcSite/indexComply.htm>

Office of Sponsored Programs

<http://www.clemson.edu/research/ospSite/indexSponsored.htm>

PI report - a detail monthly expenditure report

<https://busdwh.clemson.edu/businessobjects/enterprise11/InfoView/logon.aspx>

F & A/Pooled Fringe Rates

<http://www.comptroller.clemson.edu/>

Policies and Guidelines

http://www.clemson.edu/research/ospSite/ospProp_Policies.htm

CLEAR Report

<http://clemson.edu/cfo/spaa>

Chart of Accounts

<http://www.clemson.edu/coal/>

SPAA project grant panels

<https://ps.clemson.edu/psp/ps/?cmd=login>

(after login-click on Project Information - Enter project number-Search). Access to the panels is automatically granted to the PI when an award has been entered in InfoEd.

A-21 Cost Principles for Educational Institutions

<http://www.whitehouse.gov/omb/circulars/index.html>

Principal Investigators must not sign contracts/sponsored awards.

The Vice President for Research and Economic Development is the authorized university official for sponsored programs.

Contacts

College of Agriculture, Forestry and Life Sciences

Pre-Award
Brigette Pfister 656-3217
Tracy Gambrell 656-1219

Post-Award
Deborah Whitfield 656-7627
Deborah Jones 656-1048
Valerie Jones 656-1203
Kim Smith 656-5053

College of Architecture, Arts, and Humanities

Pre-Award
Diana Thrasher 656-2491

Post-Award
Angie Harris 656-0826

College of Business and Behavior Sciences

Pre-Award/Post-Award
Laneika Musalini 656-0468

College of Engineering and Science

Pre-Award
Dianne Myers 656-5534
Terry Rumph 656-5533

Post-Award
Barbara Bass 656-6071
Phillip Hughes 656-4591
Michelle Duncan 656-7264
Beth Cushman 656-5857

College of Health, Educ and Human Development

Pre-Award/Post-Award
Betsy Clements 656-2071
Proposal Development
Virginia Baird 656-5510

Public Service Activities

Pre-Award
Brigette Pfister 656-3217
Post-Award
Sandra Brown 656-3386

Sponsored Programs (Pre-award)

Lynn Kunkle 656-6201
Bettie McGowan-Hudson 656-4305
Mike Strickland 656-6444

Sponsored Programs Accounting and Administration

Roberta Elrod, Director 656-4352

Vice-Pres for Research & Economic Development

Pre-Award/Post-Award
Diann Tinsley 656-1440

Clemson University

Post Award Leadership

Pocket Guide For Sponsored Programs



Direct cost expenses

Charging an expense as a direct cost:

The cost must be allowable. It must conform to limitations or exclusions set forth in the sponsored agreement or in federal regulations.

The cost must be allocable. It must be assignable to the project in accordance with relative benefit to the project.

The cost must be reasonable. A cost is considered reasonable if it reflects the action that a prudent person would have taken and is necessary for the performance of the project.

A cost that is normally an indirect cost should not be charged as a direct cost. Contact your College Grant Administrator for more information.

Common Unallowable Expenses

- Local/cell phone service
- Alcohol
- Entertainment costs
- Home internet connection
- Non-business meals
- Membership dues
- Personal goods
- Gifts/souvenirs
- First class airfare
- Office supplies
- Office furniture
- Clerical/Administrative Salaries

Responsibilities

PI

Ensure compliance
Approve all expenditures
Submit progress and final technical reports
Certify effort reports (CLEAR)

Pre Award (College—initial contact for questions)

Assist in identifying funding sources
Help frame and edit proposals
Provide necessary forms for internal and external paperwork
Budget formulation and refinement
Provide contact information for Research Compliance office (IACUC, IBC, and IRB)

Ensure compliance with sponsor's proposal guidelines
Review proposal packet for accuracy and compliance
Verification of GADS and GAD rates
Assist with compiling and routing the CU Proposal Processing Form
Submit proposal to sponsor and Office of Sponsored Programs (OSP)

Liaison with departmental staff and OSP until the project is set up or declined

Responsibilities

Pre Award (OSP located in 300 Brackett Hall)

Review and approve all proposals for non-certified areas
Review and approve proposals that exceed approval limits for certified areas
Negotiate agreements and contracts
Approve and accept awards on behalf of university
Send award to Sponsored Programs Accounting and Administration for account set-up

Post Award (College—initial contact for questions)

Liaison between Principal Investigator/ Department /SPAA
Reviews award setup
Coordinate payroll
Coordinate cost sharing
Process and/or approve corrections
Clear errors
Prepare budget amendments
Coordinate project closeout

Responsibilities

Post Award (SPAA located in the Admin. Services Bldg.)

Liaison with sponsors, principal investigators, departmental and budget center staff, Pre-Award staff, and auditors
Set up, modify, monitor, and close projects/budgets in PeopleSoft (CUBS)
Approve budget amendments submitted by college post-award administrators
Assist in clearing budget errors
Compile, prepare, and send financial, patent, and equipment reports to sponsors
Set up purchase orders for subawards; review invoices; obtain approval from PI; prepare vouchers for payments to subawardees
Coordinate no-cost time extensions
Provide training on sponsored programs policies/procedures and federal regulations
Coordinate and monitor effort reporting
Approve equipment/consultant requisitions
Create, validate, and send invoices to sponsors