College of SCIENCE

Sponsored Research (Fund 20) Quick Reference Guide

Helpful Links

College of Science Post-Award
- https://www.clemson.edu/science/about/employee/post-award.html

College of Science Business Office
- https://www.clemson.edu/science/faculty-staff/business/index.html

College of Science Office of Sponsored Programs
- https://www.clemson.edu/science/research/osp/index.html
- https://www.clemson.edu/research/sponsored-programs/

Grants and Contracts Administration
- https://www.clemson.edu/research/grants-contracts/index.html

Policies and Guidelines
- https://www.clemson.edu/research/division-of-research/resources/index.html

Faculty Business Information Systems
- https://fbis.app.clemson.edu/

F&A/Pooled Fringe Rates
- https://www.clemson.edu/finance/controller/rates/

Sponsored Compensation Verification System
- https://www.clemson.edu/research/grants-contracts/sponsored-compensation.html

Research Compliance
- https://www.clemson.edu/research/compliance/

Helpful Tips

- Justification should be provided for all expenditures and corrections.
- Equipment should be listed in the proposal for items over $5,000 with useful life of greater than one year.
- Consultants should be listed in the budget. • Principal investigator or approved designee must approve all expenditures.
- Procurement certifications should be completed for vendors or individuals specifically named in the budget.

Contacts

College of Science Pre-Award: 232 Strom Thurmond Institute
- Brad Elliott, manager 864-656-3648
- Michael Towery 864-656-3648
- Jessica Markelon......................................864-656-8972
- Victoria Barrett...864-656-8972
- Meredith Williams.....................................864-656-0814

College of Science Post-Award: 210 and 212 Long Hall
- Michelle Duncan, manager 864-656-3603
    - 0314 – Biological Sciences
    - 0322 – CU Science Outreach Center
    - 0386 – EPIC
- Stephanie Duncan 864-656-3672
    - 0318 – Genetics and Biochemistry
    - 0340 – Center for Human Genetics
- Elizabeth Brown 864-656-8604
    - 0973 – Chemistry
    - 0975 – Mathematical and Statistical Sciences
- Melissa McLane..864-656-9949
    - 0978 – Physics and Astronomy

College of Science Business Office
- Barbara Bass, director of research support services
- Mikah Jones, chief business and ops officer

Office of Sponsored Programs (OSP) — *Pre-Award*
- Sheila Lischwe, director.............................864-656-1661

Grants and Contracts Administration (GCA) — *Post-Award*
- Tracy Walters, director...............................864-656-4352

Fund Groups

10	CU – State – PSA
11	CU – Fed Approp – Smith Lever
12	CU – Self-Generated - PSA
13	CU – Student Activities & Orgs
14	E&G Non-State Deptl Generated
15	E&G Non-State Univ Generated
16	CU – Auxiliaries
17	CU – Federal Approp – Research
18	E&G State Appropriations
19	CU – Small Grants and Contracts
20	CU – Sponsored Prog Activities
21	CU – Scholarships
22	CU – Other Restricted (Control)
23	CU – Other Restricted (Track)

Account Codes

5001 – 5013	CLASS
5050 – 5069	UCLASS
5100 – 5110	GRAD
5148 – 5171	WAGES/WAGET
52XX	FRINGE
5301 – 5304	GAD-MS
5351 – 5354	GAD-PhD
6XXX	TRAVEL
7XXX	OTHER
7358/7501 – 7503	STUAID
7550 – 7553	Participant Support
7560	Part. Support REU
7561	Part. Support Travel
7557 – 7559	SUBCON
8XXX	EQUIP
7601 – 7602	FACADM

0524

Direct Cost Expense

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.
- The cost must be **consistently treated** through the application of generally accepted accounting principles.

A cost that is normally an indirect cost should not be charged as a direct cost. Contact your College Post-Award contact for details.

Common Unallowable Expenses

- First class/premium airfare
- Alcohol
- Entertainment costs
- Non-business meals
- Office supplies/furniture
- Membership dues
- Local/cell phone service
- Personal goods/gifts/souvenirs
- Clerical/administrative salaries
- Home internet connection

Principal Investigators must not sign contracts/sponsored awards. The vice president for research is the authorized University official for sponsored programs.

RESPONSIBILITIES

Principal Investigator

- Ensure compliance with award terms and conditions.
- Approve all expenditures.
- Submit progress and final technical reports in a timely manner.
- Certify effort reports (SCVS).

College of Science Pre-Award office
Initial contact for questions

- Provide necessary forms for internal and external paperwork.
- Review proposal packet for accuracy and internal compliance.
- Budget formulation and refinement.
- Ensure compliance with sponsor's proposal guidelines.
- Provide contact information for Research Compliance office (IACUC, IBC and IRB) as needed.
- Assist with compiling and routing the CU Proposal Processing Form.
- Submit proposal to sponsor and university-level Office of Sponsored Programs.
- Liaison with departmental staff and OSP until the project is awarded or declined.

College of Science Post-Award office
Initial contact for questions

- Liaison between PI/department and GCA.
- Point of contact for compliance and audit issues.
- Monitor expenses, budgets and balances.
- Provide budget projections upon request.
- Reconcile budget status reports of expenditures.
- Manage cost share including budgeting, documenting and reporting.
- Process payroll/disbursement corrections and budget amendments.
- Clear expenditure errors.
- Coordinate project closeout.
- Signature authority for HR forms, summer pay forms, travel requests and buyWays transactions over $1,000.

University Pre-Award (OSP)
Located at
Strom Thurmond Institute

- 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 Grants and Contracts Administration (GCA) for account setup.

University Post-Award (GCA)
Located at
Strom Thurmond Institute

- Liaison with sponsors, principal investigators, college staff, Pre-Award staff and auditors.
- Set up, modify, monitor and close projects/budgets in PeopleSoft.
- Approve budget amendments submitted by college post-award contacts.
- Assist in clearing budget errors.
- Compile, prepare and submit 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.
- Review and approve equipment/consultant/participant support requisitions.
- Create, validate and send invoices to sponsors.
- Coordinate and monitor effort reporting.
- Coordinate no-cost time extension requests.