

Grants and Contracts Administration Newsletter

June 2013



Guidance



Communication



Announcements

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ALSO OF INTEREST

Public Health Service (PHS) Conflict of Interest (COI) Regulation



Effective August 24, 2012, all investigators must submit a financial

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.

Roberta St. Elrod

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.**

IN OTHER NEWS

Questionable Fund 20 Account Codes



Expenditures charged to the account codes below may result in additional information being requested by the Grants & Contracts Administration office or auditors (both internal and external).

7009 - Telephone

7201 - Office Supplies

7217 - Classroom Supplies

7304 - Taxable Prizes &

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!!!



6/28/2013 - CLEAR
Deadline (15 Day)

6/30/2013 - Fiscal Year-
End

7/13/2013 - CLEAR
Deadline (30 Day)

7/15/2013 - June Error
Clearing Deadline

7/29/2013 - CLEAR
Deadline (45 Day)

8/13/2013 - University-
Wide Post-Award
Meeting; 9:30-10:30,
[Academic Success
Center](#), Room 118



Which GCA staff member welcomed a new grandson on June 20, 2013?

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



Karen Lantgios!!!



The most recently revised version of the Risk Project Approval Form can be found on the **GCA web site under Forms.**



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

certification. Dates for CLEAR are 15 day deadline 06/28/2013; 30 day deadline is 07/13/2013; and the 45 day deadline is 07/29/2013. If you have questions or concerns about the reports or deadlines, please contact Karen Lantgios (klntgs@clemsion.edu).



If you know of someone who may benefit from the information contained in the GCA newsletter, please feel free to share!

Contact name and e-mail address should be provided to Stephanie Duncan at sduncan@clemsion.edu for addition to the recipient list.

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

The GCA Post-Award
Newsletter
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