

Grants and Contracts Administration Newsletter

March 2013



Guidance



Communication



Announcements

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ALSO OF INTEREST

OSP Toolbox



The **OSP Toolbox** contains information concerning various pre- and post-award procedures such as department number budget changes, PI change at post-award

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

IN OTHER NEWS



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!!!

Programs (Pre-Award), who joined the Clemson family on March 1.

Roberta W. Hood

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

expenditures)

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)

We are what we repeatedly do. Excellence therefore is not an act but a habit. - Aristotle



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.

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@clermson.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
Volume One, Edition Two