

# Grants and Contracts Administration Newsletter

## September 2013



Guidance



Communication



Announcements

### TABLE OF CONTENTS

- Letter from the Director
- Participant Support
- Payroll Corrections
- Cost Share
- Residual Funds at Project Completion



### ALSO OF INTEREST



10/01/2013 - CLEAR  
Deadline (15 Day)

10/7/2013 - September

## Letter from the Director

As most of you are aware, our annual federal A-133 audit for FY13 is near completion. I just wanted to thank those of you who have provided the requested documentation to the internal auditors. Your cooperation with my office and Internal Audit is very much appreciated during the audit as well as all other times that we need information/documentation.

## Participant Support

Beginning October 1, 2013, supplemental information pertaining to Participant Support (PARTSP) will be included as an attachment (copy

### IN OTHER NEWS

#### Cash & Treasury Services - New Collection Procedures



Accounts receivable collection procedures have been revised. The new procedures can be found on the [Cash & Treasury website](#).

Happy Fall Y'all

Modifying CLEAR

Error Clearing Deadline

**10/16/2013** - CLEAR  
Deadline (30 Day)

**10/31/2013** - CLEAR  
Deadline (45 Day)

**11/5/2013** - October  
Error Clearing Deadline

**11/12/2013** - University-  
Wide Post-Award  
Meeting; 1:30-2:30,  
**Academic Success  
Center, Room 118**

**12/9/2013** - November  
Error Clearing Deadline

## GCA Fun Facts

Which GCA staff member has climbed Dunn's River Falls in Ocho Rios, Jamaica?



Angela Holland!!!



attached) with each award notification when PARTSP is budgeted.

## Payroll Corrections



Payroll corrections that are 90 days past the original posting date require

signature approval by the PI, Department Chair, ADR, VPR.

Payroll corrections less than 90 days past the original posting date require signature approval by the PI and Department Chair.

## Cost Share

Budget centers are responsible for notifying GCA of the appropriate account (109xxxx, 149xxxx, 159xxxx, etc.) to set up for required cost share documentation.

Also, there should be minimal use of cost share certifications in order to prevent certifying the same expenditure(s) more than once.

GCA inactivates associated cost share accounts at project closeout. If there is a need to re-activate the cost share account, budget centers are responsible for this re-activation and the subsequent inactivation.

## Residual Funds at Project Completion

Most of Clemson University's projects are performed on a cost reimbursable basis. Funds are not received at the beginning of the project. Projects are billed after the expenditures are incurred. Some projects receive advance/scheduled payments as

## Reports

Faculty and staff certifying CLEAR reports are encouraged to contact their college post-award or departmental staff when changes are required.



## Refunds/Discounts/Rebates (Staples, etc.)

Staples rebates, etc. have previously been applied to general departmental accounts. Instead, these rebates and any other refunds or discounts should be applied to the same project where the original expenditure occurred.



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@clermson.edu](mailto:sduncan@clermson.edu) for addition to the recipient list.

indicated in the award document.

Frequently, there are residual balances at completion of the project. These residual funds do not always represent cash received from the sponsor. If the project is cost reimbursable, residual funds are de-obligated by the sponsor.

If there is a balance remaining at the end date, funds should not be expended unless there are valid costs that have been incurred during the award period.



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

The GCA Post-Award  
Newsletter  
Volume 1 , Edition 4