

# Grants and Contracts Administration Newsletter

## June 2014



*Guidance*



*Communication*



*Announcements*

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### ALSO OF INTEREST



**6/30/2014** - Fiscal Year-End

**7/4/2014** - CLEAR deadline (15 day)

## Letter from the Director

At our May PAWS (Post Award Wisdom Sharing) meeting, we discussed creating a sub-committee of Post-Award employees to discuss issues and develop standards for Fund 20 projects across the University. The following people have volunteered to serve: Lynn Boiter (CoES), Bobbi Curry (HEHD), Deborah Jones (CAFLS), Karen Littleton (BBS), Rebecca Trutwin (PSA), Shekinda Ward (AAH), and Sarah Balas (GCA).

*Robert H. Hood*

## Residual Balances in Fixed Price Contracts Policy



### IN OTHER NEWS

#### Export Controls & Foreign Travel

Clemson policy states that travel "outside the continental United States, Alaska, Hawaii, Canada or Puerto Rico meets the definition of foreign travel and requires approval prior to departure."

U.S. Export Control regulations do apply to Canada; therefore, employees who travel to Canada must complete a foreign travel request form so the Export Control office can approve.

**7/10/2014** - Pre-Award & Post-Award Administrator's Meeting, 118 Academic Success Center

**7/16/2014** - Noon - June Error Clearing Deadline

**7/19/2014** - CLEAR deadline (30 day)

**8/3/2014** - CLEAR deadline (45 day)

**8/6/2014** - July Error Clearing Deadline

**8/26/2014** - University-wide Post Award (PAWS) Meeting; Date, 9:30-10:30, 118 Academic Success Center

**9/4/2014** - August Error Clearing Deadline

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Please note that sponsored project processing through GCA may be delayed due to circumstances beyond our control.

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Can you guess which GCA staff member is in this photo?

Effective 2/24/2014, the procedure for transferring remaining project balances in fixed price contracts was incorporated into the policy on "Residual Balances in Fixed Price Contracts".



Remaining balances greater than 10% of the total original award require VPR approval prior to transfer. **Full policy information can be found on the OSP website.**

### Honorarium

GCA is reviewing more and more BuyWays requisitions including the term "honorarium". Honorarium is defined as a payment to show appreciation to a volunteer speaker or guest lecturer and is not appropriate as an expenditure on fund 20 projects.

The description should indicate that a service was provided which directly benefitted the project to which it is being charged.

Example: "Speaker fee for John Doe, presenter, as described in project proposal."

### Incentive Card Policy

A new draft incentive card policy and procedure was presented at the 6/12/2014



CBOG meeting. The effective date for



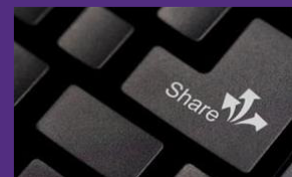
### OSP Subaward Administration Contact

As of April 1, 2014, Becca Hanus, pre-award Research Contracts Specialist, is serving as Subaward Administrator. She is working with faculty members, subawardee institutions and CU staff to issue new subawards and related modifications.



### "What Happens After I Receive an Award?" GCA Presentation

GCA recently presented "What Happens After I Receive an Award" to a group of CU faculty and staff. If your area is interested in learning more about this one hour workshop, please contact Roberta Elrod at [elrodr@clermson.edu](mailto:elrodr@clermson.edu) or 864-656-4352.



If you know of someone who may benefit from the



**GCA Fun Fact  
Answer:**

Lori Martin!!!

the policy is 7/1/2014.

In light of the new Incentive Card policy, the CU Chart of Accounts has been updated.

7312 - OTHER - Incentive Cards - A card purchased from National Gift Card via CU buyWays to present to individuals for participation in an approved University activity.

7550 - PARTSP -Incentive Cards - A card purchased from National Gift Card via CU buyWays to present to individuals for participation in an externally funded sponsored project (fund 20) which is budgeted in the Participant Support category.

Revised PARTSP information is attached.

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.

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

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# Participant Support Information



## Participant Defined

An individual whose primary status is not Clemson University employee and who is involved in an externally sponsored project; i.e., conducting research associated with a training project, attending a workshop, meeting, or conference. The participant may receive a stipend, subsistence allowance, and/or travel allowance.

## Participant Support (PARTSP) Account Codes

### **7550— Part Supp-Incentive Cards**

A card purchased from National Gift Card via CU buyWays to present to individuals for participation in an externally funded sponsored project (fund 20) which is budgeted in the Participant Support category

### **7551— Part Supp-Reimbursable Exp**

Reimbursed expenditures (for example: participant mileage/housing/lodging, participant-related supplies)

### **7552— Part Supp-NonReimb**

Non-reimbursed expenditures (for example: stipend payments)

### **7553— Part Supp-NonReimb-Foreign Nat**

Non-reimbursed expenditures to participants who are foreign nationals