

# Grants and Contracts Administration Newsletter

## September 2014



*Guidance*



*Communication*



*Announcements*

### TABLE OF CONTENTS

- Letter from the Director
- Re-Budgeting Salaries & Cost Share
- Foreign Travel Form
- Financial Reports Submitted by GCA

### ALSO OF INTEREST



**10/3/14** - InfoEd Users Group Meeting; 9:00-10:00; 118 Academic Success Center

**10/4/2014** - CLEAR deadline (15 day)

**10/7/2014** - September Error Clearing Deadline

**10/19/2014** - CLEAR

## Letter from the Director

All interested staff and faculty are encouraged to attend our quarterly Post Award Wisdom Sharing (PAWS) meetings to discuss post-award research administration topics.

One such topic is this year's Internal Audit Plan which includes the following objectives for Grants and Contracts Administration:

- To review the system of internal controls
- To check on a test basis the accuracy and validity of selected transactions
- To ascertain that institutional policies and procedures, state and federal laws, etc., are being followed
- To make any recommendations for improvements

Internal Audit will contact various departments/colleges that administer grants or contracts. Please be prepared

### IN OTHER NEWS

#### Bonuses on Sponsored Projects

Bonuses may not be charged to sponsored projects as determined by the Vice President for Research.



#### Post Proposal Submission Form

OSP has created a new form ([Post Proposal Submission Transaction Request](#)) for use in the following instances:

- Budget Revision (prior to GCA setup)
- PI Change

deadline (30 day)

**10/21/14 - OSP**  
Research Administration  
Forum; 8:45-10:15, 118  
Academic Success  
Center

**11/3/2014 - CLEAR**  
deadline (45 day)

**11/4/2014 - Fall Break**

**11/6/2014 - October**  
Error Clearing Deadline

**11/20/2014 - University-**  
wide Post Award (PAWS)  
Meeting; 9:30-10:30, 118  
Academic Success  
Center

**11/27/2014-11/28/2014**  
- Thanksgiving Break

**12/4/2014 - November**  
Error Clearing Deadline

**12/4/2014-12/7/2014 -**  
PeopleSoft 9.2 Upgrade

**12/22/14-12/26/2014 -**  
Christmas Break

## GCA Fun Facts

Which GCA staff member's boots were made for walking?



to provide the requested documentation.

*Roberta H. Enoch*

## Re-Budgeting Salaries & Cost Share



Be sure to keep the following in mind when re-budgeting salary amounts:

\* UCLASS > GRAD, etc. - Is

the PI reducing effort by more than 25%? If so, sponsor approval may be required.

If PI effort is not being reduced along with salary, this creates a voluntary uncommitted cost share situation.

\* GRAD > WAGES - Is there a change in the fringe benefits rate?

Also remember to e-mail the budget amendment number to the GCA Fiscal Manager when budget amendments are submitted in PeopleSoft.

## Foreign Travel Form

Travelers should be using the most current Foreign Travel Authorization which can be found on the **Procurement/Travel Forms** website.



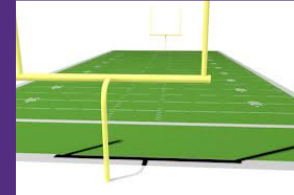
As a reminder, supervisor approval is required for all employee travel vouchers.

## Financial Reports Submitted by GCA

\* Departmental Budget Number Change

\* Center Addition

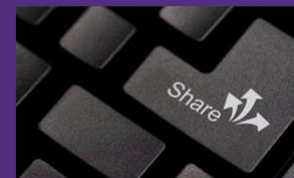
\* Change in Percent Credit Allocation



## CLEAR Reporting

Federal regulations require that total compensated effort of employees paid from sponsored projects be documented. The CLEAR (Clemson Link to Employee Activity Reports) system is Clemson University's method for fulfilling this requirement.

These reports are certified after the end of each semester and are based on a percentage of effort rather than a dollar amount paid.



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)



**GCA Fun Fact  
Answer:**

Paula Harris!!!



Financial Reports required by sponsors (SF425, etc.) must be

prepared and submitted by the GCA office. Financial information contained in reports which include labor hours, etc. should be reviewed by GCA prior to submission to the sponsor.



**for all you do  
to  
support research  
at  
Clemson University!**

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 2, Edition 3