

Grants and Contracts Administration Newsletter

June 2015



Guidance



Communication



Announcements

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ALSO OF INTEREST

Letter from the Director

Internal Audit will be assisting Elliott Davis Decosimo with our annual federal audit again this year. Some of you have already received requests from Arthur Leonard. Please notify Cindy Seaborn or Roberta Elrod if you have questions about the required documentation. The external auditors will be on campus beginning August 17th for three weeks at which time more sampling will be performed. We appreciate your cooperation with the auditors and GCA.

Roberta H Elrod

Foreign Travel Authorizations

IN OTHER NEWS

Audit Information Requests

Requests for audit information should be forwarded to Cindy Seaborn in the Grants & Contracts Administration office (864-656-6150; cseborn@clemson.edu).

Remaining Balances at Project End



Upcoming Events

6/30/2015 - Fiscal Year End

7/3/2015 - CLEAR deadline (15 day)

7/15/2015 - NOON - June Error Clearing Deadline

7/18/2015 - CLEAR deadline (30 day)

8/3/2015 - CLEAR deadline (45 day)

8/5/2015 - July Error Clearing Deadline

8/27/2015 - University-Wide Post Award (PAWS) Meeting; 9:15-10:45; 118 Academic Success Center

9/3/2015 - August Error Clearing Deadline

GCA Fun Fact

Which GCA employee brought smiles to her mommy from day one???



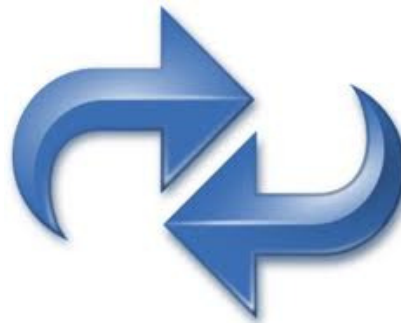
Clemson's Authorization for Official Foreign Travel form was revised in June 2015 to update the Export Control question. Please update your Favorites with the new form.



Travelers should route the revised authorization form through the appropriate approval process as soon as it is known that an international trip is required. These forms are available on the **Procurement (Forms effective for travel ON or AFTER January 1, 2015)** and **GCA** websites.

All foreign travel authorizations associated with sponsored projects are routed to the Export Control office for review prior to being approved by GCA.

Policy for Transferring a Sponsored (Fund 20) Project



A new **policy for transferring a sponsored (fund 20) project** was implemented June 1, 2015.

When a PI is terminating employment with Clemson University, the Administration has the option of transferring the project to a new entity, or appointing a new, qualified PI at

Caution is to be exercised when processing expenditure corrections as project end dates approach. Generic descriptions and wording indicating that remaining balances are being "spent down" should never be used.

Corrections must be justified to ensure that the expenditures directly benefit the project.



Residual Balances in Fixed Price Contracts Policy Revision

The **policy on Residual Balances in Fixed Price Contracts** has been revised. If the residual direct balance is greater than 10% of the total direct award budget, the PI is required to submit a detailed justification with an explanation of the balance to the Vice President for Research for approval before the funds will be transferred.



Provisional Facilities & Administration (F&A) Rates

Current F&A rates will continue as provisional rates beginning July 1, 2015 until a new rate



**GCA Fun Fact
Answer:**

Gina Cofield!!!

Clemson University, or relinquishing the award back to the sponsor. The VPR will make the final approval decision.

See the attached Procedure and Checklist for details.

Student Aid (STUAID) Account Codes

Student aid account code descriptions have been updated as follows:

7502
7503

7502 - Fellowship Stipend

7503 - Fellowship Tuition & Fees

The line reference field on student aid journal entries indicates the time period covered.

201508 - Year + 08 for August (Fall)

201501 - Year + 01 for January (Spring)

201505 - Year + 05 for May (Summer)

agreement is received. The current agreement can be found on the [Controller's web site](#).



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 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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