CLEMSON UNIVERSITY

Grants & Contracts Administration

Guidance ✦ **Communication** ✦ **Announcements**

ALSO OF INTEREST

Upcoming Events

1/11/2017 - December Error Clearing Deadline

2/2017 - University-Wide Post Award (PAWS) Meeting; Date, Time, Location To Be Determined

2/3/2017 - January Error Clearing Deadline

3/3/2017 - February Error Clearing Deadline

Merry Christmas & Happy New Year From The GCA Staff

NIH Final Research Progress Reports

NIH has announced its implementation of the new Final Research Performance Progress Reports (RPPR) in January of 2017. Please see the notice below for more details.

(NOT-OD-17-022) National Institutes of Health

Please share this information with personnel in your area who may be associated with NIH funded awards.

Charging and Re-budgeting Salaries, Process Payroll Corrections on Sponsored (Fund 20) Projects

With the implementation of Uniform Guidance, there is a renewed focus on the definition of allowable compensation costs, with particular


2016 RECAP EDITION

Government Furnished Property/Equipment on Sponsored (Fund 20) Projects

Government furnished property/equipment (GFP/GFE) is defined as property in the possession of, or directly acquired by, the Government and subsequently furnished, usually loaned on a temporary basis, to Clemson University for performance on a sponsored project. GFP/GFE includes, but is not limited to, property furnished for repairs, maintenance, overhaul, or modification.

If a PI or designee receives GFP/GFE which was not included in the original award or subsequent modifications, it is the PI's responsibility to notify the Grants and Contracts Administration office. An email identifying the award number and items received should be sent to cuspaa@clemson.edu

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Sponsored Project Aging Report
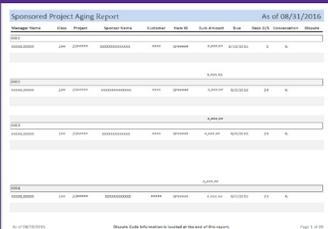
Sponsored Project Aging Reports are distributed monthly to Department Chairs, College Post Award Contacts, Associate Deans for Research and include only those invoices that are 90 days or more outstanding. In addition, the Vice President for Research receives a report including only those invoices that are 120 days or more outstanding.

emphasis placed on properly defining and utilizing employees' Institutional Base Salary (IBS) when determining the amount of compensation costs charged to a grant.

In addition, if the scope of the project changes or a change is made in key personnel, we must request prior approval from the federal sponsor. Sometimes re-budgeting or processing payroll corrections can appear to be changing one of those.

Regardless of the sponsor, contact the appropriate GCA Fiscal Manager before submitting a budget amendment to increase or decrease the salary for an employee listed as key personnel on the proposal. Also contact the Fiscal Manager before processing payroll corrections in excess of 5% of the budget.

Changes to International Travel Process

The following change to the Authorization for Official Foreign Travel **process** has been implemented:

• Prior approval of the Export Control Officer (Tami Hemingway, THeming@clemson.edu) is required for ALL international travel. This approval must be obtained for Fund 20 travel before routing to GCA.

The Authorization for Official International Travel form should be completed at least 2 weeks in advance of the need for purchasing tickets to allow sufficient time for review and approvals.

Questions regarding Fund 20 international travel should be directed to Grants and Contracts Administration staff.

Checklist for Principal Investigator (PI)

The Checklist for PI Terminating, Transferring from Clemson, or Going on Extended Leave is being revised to include additional information. The revised version will replace the current form, located on the GCA website (GCA Essential Tools).

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@clemson.edu.