

*Guidance*



*Communication*



*Announcements*

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## LETTER FROM THE DIRECTOR

In case you haven't heard, Grants and Contracts has moved to the second floor of the Strom Thurmond Institute. We are now located in the same suite with the Research Division Office, the Office of Sponsored Programs, and the Office of Industry Contracts.

*Roberta H. Elrod*



**CUBS** Clemson University Business Systems  
Clemson Link to Employee Activity Reporting (CLEAR)

## Effort Reporting for Prior Periods

Cost share projects 142XXXX, 152XXXX, and 162XXXX, etc. were not added to the effort reporting program when the project numbering convention changed in 2014. As a result, those employees who were paid only from cost share projects did not receive effort reports. This was discovered in our annual A-133 audit; therefore, the reports for Summer 2015, Fall 2015, and Spring 2016 have been re-run for only those employees who were identified in that population.

In addition, employees who had two pay codes (12L, etc. and 9MA) within the same reporting period did not receive effort reports. The reports for Summer 2015, Fall 2015, and Spring 2016 have been re-run for only those employees who were identified.

Please encourage employees to certify their reports as soon as possible. Thank you for your cooperation with this request and helping keep Clemson University compliant with federal regulations.

## IN OTHER NEWS

### Sponsored Project Aging Report

Accounts receivable collections procedures are in the process of being updated. Beginning in October, the aging reports that will be distributed monthly to Department Chairs, College Post Award Contacts, Associate Deans for Research will include only those invoices that are 90 days or more outstanding. The Vice President for Research will receive a report that includes only those invoices that are 120 days or more outstanding.

## ALSO OF INTEREST



10/7/2016 - September Error Clearing Deadline

11/3/2016 - October Error Clearing Deadline

11/17/2016 - University-Wide Post Award (PAWS) Meeting; 1:30-2:30, 118 Academic Success Center

12/5/2016 - November Error Clearing Deadline





## Changes to International Travel Form and Process

The following changes to the Authorization for Official Foreign Travel **form** have been implemented:

- Form name is now Authorization for Official International Travel
- Travel to Canada is considered international travel (use out-of-state account codes)
- Study abroad trip with students added as an additional purpose for travel
- Signature line added for approval of the Export Control Officer

The revised form is located on the [Procurement website](#).

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](mailto:THeming@clemson.edu)) is required for ALL international travel. This approval must be obtained for Fund 20 travel before routing to GCA.

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

# Thank You

*For All You Do  
To Support Research  
at Clemson University*

## Quick Reminder

Budget amendments adjusting SPNGAD, Equipment, or Participant Support must include a corresponding adjustment to FACADM.



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](mailto:sduncan@clemson.edu).