



# POST AWARD

## RESEARCH ADMINISTRATIVE SERVICES

December 2024

Michelle Duncan  
Post Award Manager

1



## SCIENCE RESEARCH EXPENDITURES BY FISCAL YEAR



2



## ROLE OF POST AWARD STAFF

### College Liaison

- Communicate between Principal Investigator/Departmental Staff and University Grants & Contracts Administration regarding financial & compliance matters relating to sponsored projects

### Project Manager/Accountant

- Manage Fund 20 projects once number is assigned by Grants & Contracts Administration through the final close-out process

### Auditor

- Point of contact for compliance issues (College, University, State Government, Federal Government, etc.)
- Provide supporting documentation to internal/external auditors

3



## SCIENCE POST AWARD STAFF

**Michelle Duncan**

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**Post Award Manager**

210 Long Hall

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**Departments/Centers:**

0314 – Biological Sciences

0322 – CU Life Science Outreach Center

0386 – CU EPIC

**Stephanie Duncan**

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**Post Award Accountant**

210 Long Hall

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**Departments/Centers:**

0318 – Genetics and Biochemistry

0340 – Center for Human Genetics

**Melissa McLane**

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**Post Award Accountant**

210 Long Hall

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**Departments/Centers:**

0978 – Physics and Astronomy

**Elizabeth Brown**

[emb5@clemsun.edu](mailto:emb5@clemsun.edu)

**Post Award Accountant**

212 Long Hall

864-656-8604

**Departments/Centers:**

0973 – Chemistry

0975 – Mathematical & Statistical Sciences

**Grant LeBlanc**

[gtlebla@clemsun.edu](mailto:gtlebla@clemsun.edu)

**Post Award Coordinator**

212 Long Hall

864-656-5394

**Departments/Centers:**

All

4



## HOW OUR STAFF MAY ASSIST YOU

- Monitor award documents for compliance
- Oversee expenditures, budgets & balances
- Reconcile budget status reports of expenditures
- Process Proposal Change Form (Change in PI/Center Credit/PI-CoPI % of credit)
- Provide special financial reporting (if required by grant/GCA processes standard financial reports)

5



## HOW OUR STAFF MAY ASSIST YOU

- Manage cost share accounts including budgeting, documenting, and reporting
- Process payroll/disbursement cost transfers & budget amendments if necessary
- Provide budget/balance updates & projections to Principal Investigator
- Coordinate with departmental staff
- Provide 3-month advance notice of project close-out status

6



## HOW YOU CAN SUPPORT OUR STAFF

- Provide as much information as possible in the Pre-Award Stage
- Spend according to project guidelines
  - *Modifications may be necessary*
  - *Sponsor approval may be required*
- Provide appropriate justification for all budget amendments & cost transfers
  - *Payroll corrections over 90 days require Associate Dean & VPR approval*
- Communicate with your department staff

7



## HOW YOU CAN SUPPORT OUR STAFF

- Provide backup documentation of expenditures to departmental staff
- Approve expenditures & subcontract invoices in a timely manner
- Submit international travel authorization forms for approval PRIOR to trip
  - *This includes Canada for export control purposes*
  - *Travel to Canada is NOT considered international for budgeting purposes*
- Submit technical reports as needed
- Always be mindful of compliance

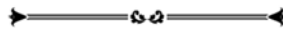
8

## SPONSORED PROJECT EXPENDITURES

### Cost Factors Are:

Reasonable  
Allowable

Allocable  
Consistently Treated



### Must Be Approved By PI or co-PI Via:

Signature on Invoice/Receipt  
Electronic Workflow (buyWays, Concur)  
E-Mail  
Dept. Expenditure Request Form

9

## UNIFORM GUIDANCE ALLOWABLE COSTS

- Publication Costs
  - Up to 90 days after the end date
- Administrative/Clerical Costs
  - Allowable if integral part of the research project
- Computing Devices
  - Allowable with sponsor approval

All need to be included in proposed budget.

OMB Uniform Guidance effective 12/26/2014 for new projects

10



## TYPICAL UNALLOWABLE COSTS

Office Supplies	Entertainment Costs
Furniture	Personal Goods
Memberships & Dues	Gifts/Souvenirs
Alcoholic Beverages	First Class Airfare

11



## AT PROJECT END

  
**BEWARE** of  
corrections processed  
after  
project end date!

12



## Potential Audit Issues

- Purchasing equipment or stockpiling supplies during the last 90 days of a project
- Lack of consistency in assigning costs
- Unapproved International Travel
- Purchasing/charging items not directly related to project

13



## Potential Audit Issues

- Effort reports do not reflect actual performance
- Excessive number of corrections/cost transfers or budget revisions
  - especially within 30 days prior to project end date or after the project end date
- No PI/Co-PI authorization of expenditures (signature or email is acceptable)
- No traveler and/or supervisor approval on travel reimbursement
  - <http://www.clemson.edu/finance/procurement/travel/employeeguidelines.html>

14





## Sponsored Compensation Verification

- OMB Uniform Guidance requires that universities account for the effort of employees paid from sponsored projects.
- CU Principal Investigators will use PeopleSoft-based application to certify effort for employees.
  - 2 times per year
  - Deadline notifications are sent via email

15



## Sponsored Compensation Verification

- Only lead PIs will approve/modify reports
- Salary amounts rather than effort percentages will be displayed
- Navigation
  - Log in to PeopleSoft Financials
  - Main Menu > Sponsored Comp. Verification

16





## Sponsored Compensation Verification

**Salary = Time Commitment = Effort**

Salary distribution reflects where effort is expended

Faculty/Department/College track fulfillment of proposed effort

Effort/Salary reduction > 25% requires sponsor approval

17



## TECHNICAL REPORTS

- Send Copy of Transmittal Letter or Send Email for Technical Reports to the College Post-Award Office
- Delinquent Reports may result in:
  - Delayed Payments - Project expenditures may be frozen
  - Loss of New Awards
  - Delayed Award Modifications

18

## **FBIS**

### **FACULTY BUSINESS INFORMATION SYSTEMS**

- Online Tool for Faculty (Can access through Clemson University Faculty/Staff website)
- Grants & Contracts Accounting
  - Immediate access to all sponsored research projects
  - Project information with approved start/end dates
  - Current budget and expenditure information (May not include current day)
  - Current payroll information
  - Project Status
- Website Address: <https://fbis.app.clemson.edu/>

19

## **QUESTIONS**



20