

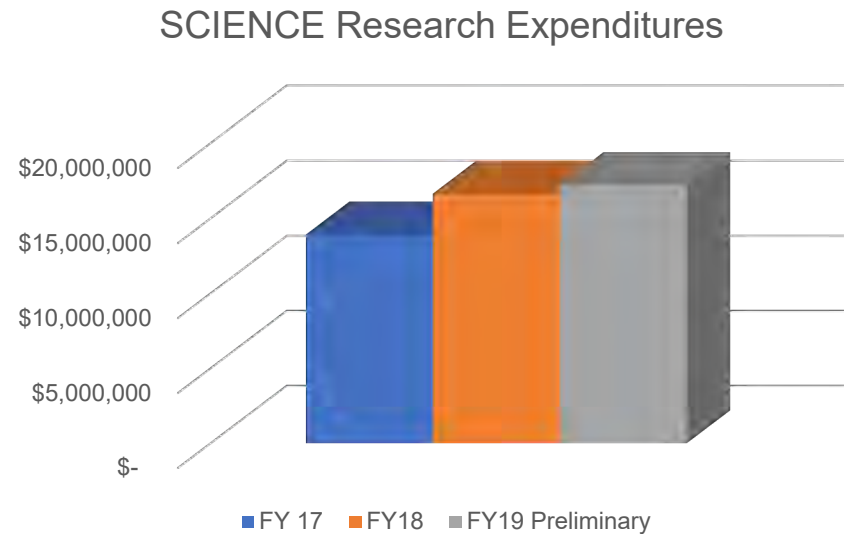
POST AWARD

RESEARCH ADMINISTRATIVE SERVICES

August 2019

**Michelle Duncan
Post Award Manager**

SCIENCE RESEARCH EXPENDITURES BY FISCAL YEAR



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

SCIENCE POST AWARD STAFF

Michelle Duncan
(schlock@clermson.edu)

Post Award Manager

210 Long Hall

864-656-3603

Departments/Centers:

0978 – Physics and Astronomy

Stephanie Duncan
(sduncan@clermson.edu)

Post Award Accountant

210 Long Hall

864-656-3672

Departments/Centers:

0973 – Chemistry

0975 – Mathematical & Statistical

Sciences

Cheryl Summers
(clsumme@clermson.edu)

Post Award Accountant

210 Long Hall

864-656-9949

Departments/Centers:

0314 – Biological Sciences

0322 – CU Life Science Outreach Center

0318 – Genetics and Biochemistry

0340 – Center for Human Genetics

0386 – CU EPIC

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)

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

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

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

SPONSORED PROJECT EXPENDITURES

Cost Factors Are:

Reasonable
Allowable

Allocable
Consistently Treated



Must Be Approved By PI or co-PI Via:

Signature on Invoice/Receipt

buyWays Workflow

E-Mail

Dept. Expenditure Request Form

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

TYPICAL UNALLOWABLE COSTS

Office Supplies

Entertainment Costs

Furniture

Personal Goods

Memberships & Dues

Gifts/Souvenirs

Alcoholic Beverages

First Class Airfare

AT PROJECT END



BEWARE

of

**corrections processed
after
project end date!**

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

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>

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

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

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

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

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: clemson.edu/fbis

QUESTIONS

