Revised Policies, Procedures and Guides

The following policies and procedures were recently modified. Changes affecting the business office community have been highlighted in yellow within the document to aid the Business Office community in the analysis of the changes. A brief summary of the changes are provided below.

Policy 1301 Sponsored Projects Financial Reporting and Financial Closeout

- Any unique circumstance that may require a final financial report to be filed with an unliquidated obligation or commitment must be approved in advance by GCFA.
- GCFA will sample on a periodic basis F&A type costs charged to federal awards and request supporting documentation from department business offices that justify the charge on the federal award.

Procedure 1306.01 Cost Sharing

- Revised with no significant changes.

Policy 1307 Subrecipient Monitoring

- Minor changes and updates are highlighted within the policy.

Policy 1308 Program Income Associated with Sponsored Projects

- An additional method of treating program income is identified.
- Standard treatment of NIH program income has been updated in accordance with the NIH GPS section 8.3.2.1.
- Recording program income is clarified by identifying the expenditure type to which program income posts as a credit.
- Expenses posted against program income, section 1308.5, is new.

Policy 1403 Charging of Administrative and Clerical Salaries and Certain Other Expenses to Federal Awards

- Revised with no significant changes

Procedure 1410 Internal Service Providers and updated rate calculation form (1410FR.14)

- Revised with no significant changes.