Reminder: Requirements for Sponsored Awards Administration

The purpose of this G&CAalert is to remind the community of certain requirements and processes for appropriately administering a sponsored award.

Remember ...

- Computers are considered to be a F&A type cost. In order to purchase a computer on a federal award(s) it must be primarily or exclusively used on the award(s) consistent with the sponsor's terms and conditions. Please click on the following: Important Update.

- F&A type costs such as administrative salaries and offices supplies are only permitted on federal awards under certain circumstances. Not only should the costs be budgeted in the proposal but they must be adequately justified in the budget justification of the proposal. Please review Policy 1403: Charging of Administrative and Clerical Salaries and Certain Other Expenses to Federal Funds.

- Research scientists cannot be charged 100% to sponsored awards if they are performing non-research activities such as writing proposals or serving on a committee. Questions regarding this requirement can be addressed by the Provost's Office or the chair of the department. Please review Policy 1316: Managing Effort Associated with Sponsored Awards.

- Senior project personnel supported with NSF funds are not permitted to receive more than 2 months salary in any given 12 month period from all NSF awards on which they are conducting research.

- Cost sharing is highly discouraged. Cost sharing in the form of a F&A rate less than the University's but that is a published policy of the sponsor, does not require the completion of a Cost Sharing Request form.

- PIs are responsible for ensuring the on time submission of all interim and final technical/progress reports to the sponsor.

- Cost transfers involving effort of casual employees charged to a sponsored award require documented approval of the appropriate effort certifier (e.g., PI, lab manager).
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- All air travel arrangements charged to a federal award must comply with the Fly America Act and Open Skies Agreements. Travelers and persons making reservations must do so by using Orbitz. Orbitz has the functionality that will assist in complying with federal regulations. Please review Policy 3301: Travel on University Business.

- Documentation of allocation methodologies supporting a charge to multiple sponsored awards can be done through the use of Form 1404 FR.09: Cost Allocation Methodology by following Guide 1304 GD.02: Cost Allocation Methodologies.

- PIs and/or department business administrators must comply with all special terms and conditions of a sponsored award. If the PI and/or the department business office personnel do not understand the special terms and conditions of an award, contact the Office of Grant and Contract Administration.