The Financial Administration Cycle

Research Financial Management (RFM) monitors the post-award processes and provides financial services to researchers.

1. Principal Investigator (PI) develops project and researches funding sources
   - Funding Opportunities http://www.research.usf.edu/sources/
   - Grants Writing Tips and Sites http://www.research.usf.edu/srg/grntlink.htm#GrantsWriting
   - Meeting Research Compliance Requirements http://www.research.usf.edu/cs/

2. PI and Department prepare proposal, budget and Internal Form. Submit with guidelines to Sr. Grants Specialist
   - Due date for submission to RPS:
     • Proposals are due 3 working days prior to sponsor deadline
     • Contracts are due up to 2 weeks
   - Internal Form http://www.research.usf.edu/sr/InternalForm.doc
   - Help? Contact your RPS Sr. Grant Specialist (SGS) http://www.research.usf.edu/sr/PrePost_Contact.xls

3. RPS reviews proposal, provides institutional signature and sends to sponsor
   - SGS works with PI to finalize proposal and prepare for submission.

4. Sponsor reviews the proposal and if awarded sends the award notice to USF
   - If award notice is sent to PI or department, forward to RPS.

5. RPS reviews, renegotiates and accepts award on behalf of USF

6. PI collects internal paperwork and mails it to RPS
   - Internal paperwork includes:
     • Grants Budget Release form (GBR) http://www.research.usf.edu/sr/GBR.xls
     • Copy of compliance approval letters

7. RPS establishes grant accounts and forwards grant package to PI, Chair, Dean, and RFM
   - Project ID is now assigned.
   - NOTE: FUNDS NOT YET AVAILABLE FOR SPENDING UNTIL PAPERWORK IN STEP 9 HAS BEEN APPROVED AND PROCESSED.

The Proposal Cycle
Research Proposal Services (RPS)
RPS assists researchers with the development of new proposals, contracts, and handles pre-award administration.

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   - Grants Writing Tips and Sites http://www.research.usf.edu/srg/grntlink.htm#GrantsWriting
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   - Due date for submission to RPS:
     • Proposals are due 3 working days prior to sponsor deadline
     • Contracts are due up to 2 weeks
   - Internal Form http://www.research.usf.edu/sr/InternalForm.doc
   - Help? Contact your RPS Sr. Grant Specialist (SGS) http://www.research.usf.edu/sr/PrePost_Contact.xls

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   - Project ID is now assigned.
   - NOTE: FUNDS NOT YET AVAILABLE FOR SPENDING UNTIL PAPERWORK IN STEP 9 HAS BEEN APPROVED AND PROCESSED.

The Principal Investigator’s Quick Reference Guide
The PI is the primary individual responsible for the overall scientific, fiscal, and administrative conduct of a project; meeting the terms and conditions of the award; and representing the project to the sponsor.

Dr. Robert Chang
Vice President
Office of Research

Priscilla Pope
Associate Vice President
Division of Sponsored Research

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Vice President
Office of Research

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Associate Vice President
Division of Sponsored Research

Our Vision
The Office of Research at the University of South Florida envisions a dynamic, innovative, and diversified environment that will promote and support the research and creative scholarship activities of faculty, staff, and students.

Our Motto
Quality service equals timeliness, accuracy and friendliness.

Our Site
http://www.research.usf.edu
Disclosure Required:
- If Investigator has any interest or potential interest to disclose when a proposal is submitted.
- Annually to update any existing interests.
- If Investigator's interests are altered in any manner from what has been reported on the most recent Financial Interest Disclosure form.
- Annually for any sponsored project funded by either National Science Foundation (NSF) or National Institute of Health (NIH).

Financial Relationship Disclosure Form
http://www.research.usf.edu/csr/FRDF.doc
Proposal Review and Certification ("Internal") Form
http://www.research.usf.edu/csr/InternalForm.doc
USTF Conflict of Interest Policy
http://usfweb2.usf.edu/usfstr/pol.pdf
Health Science Center Conflict of Interest Policy

Animal and Human Subject Information
- PIs must have approved research protocols in order to conduct research at USF.
- Animal and Human protocols are reviewed by the IRB or IACUC (see appropriate website for schedule and submission deadlines).
- Animal and Human protocols require periodic training and certification of staff members (see appropriate website for details).
- For additional information, see the following websites below:
  Division of Research Compliance
http://www.research.usf.edu/cr/
  Animals – Division of Comparative Medicine (IACUC)
http://www.research.usf.edu/iam/
  Humans – Institutional Review Board (IRB)
http://www.research.usf.edu/cr/irb.htm
  HIPAA Privacy Rule Compliance
http://www.research.usf.edu/cr/hipaa.htm
  BioSafety Program
http://www.research.usf.edu/cr/biosafety.htm
  Radiation Safety Office
http://www.research.usf.edu/cr/radsafe.htm
  Diving Safety Program
http://www.research.usf.edu/diving/diving.htm

Direct Costs
Direct costs are those costs that can be identified specifically with a particular sponsored project. For federally funded projects (including federal flow through), direct costs must comply with Cost Accounting Standards (CAS)
- Must be specifically identified with a particular project—Charge it where you used it!
- Must be allocable (i.e. costs must be charged in proportion to their benefit to a particular project).
- Must be reasonable (i.e. charging costs to a particular project must be done conservatively and reflect the actions of a prudent person).
- Must be allowable (i.e. certain cost, such as entertainment, may not be charged to a Federal grant under any circumstances).
- Also, costs normally included in the institution’s research &A cost rate (e.g., administrative staff or office supplies), CANNOT be direct charged to a Federal grant.
- Must be timely (cost transfers should occur as soon as an effort is discovered by no later than 90 days after original charge was incurred). 
- Must conform to any limitations or exclusions in the Sponsoring Agreement.
- Reference USF’s Policy for Charging Costs Directly or Indirectly to Federally Sponsored Projects: http://www.research.usf.edu/csr/policy/charcost.htm
- Reference OMB Circular A-21:

Tuition Payment from Grants
- Principal Investigators must specify tuition as a Direct Cost item in the budget when preparing proposals. A specific budget account code will be assigned at the beginning of a project to earmark funds for tuition.
- Principal Investigators should ensure that students whose tuition is paid from a grant are providing effort benefitting the grant.
- Grant Tuition Payment Request forms must be completed and submitted to Research Financial Management for processing.
Form: http://www.research.usf.edu/ps/Tuition_Payment_Request.xls

Cost Sharing / Matching
Cost sharing represents the portion of the total project costs, that are not provided by the sponsor. Cost sharing should be included in a proposal only when required by a sponsor.

OMB Circular A-110, Subpart C. 23 discusses the requirements for cost sharing on federal awards.
- Cost share must be reasonable, allowable and allocable.
- Cost sharing must have an approved internal funding source [project/fund (E&G, RO, Auxiliary, Etc.)], and the authorization of department chair and/or dean.
- Unallowable costs may not be included in the costs shared by the University.
- Funds for a federally sponsored project may not be used as cost sharing for another federally sponsored project.
- Cost sharing must be incurred during the project period.
- Cost sharing must be documented and verifiable from University records (including third party documentation) See Effort Certification.
- Third party cost sharing must be documented.
- Failure to meet cost sharing obligations or the failure to properly document cost share expenditures can result in cost disallowances by the sponsor.

Budget Transfers
Any time a change is needed to the budget of an existing project, it is processed by one of two forms:
- The Budget Transfer Form allows budget to be reallocated within the project.
http://www.research.usf.edu/ps/Budget_Transfer_Form.xls
- The Subaccount Transfer Form is used to establish and reallocate budget between primary and secondary projects.
http://www.research.usf.edu/ps/Subaccount_Transfer_Form.xls
Sponsor approval may be required before a transfer can be approved by DRG. Please contact your RPS Senior Grants Specialist for details or for assistance in completing the forms.

Expenditure Transfers (Payroll & NonPayroll)
An Expenditure Transfer involves moving expenses from one project / fund (E&G, RO, Auxiliary, etc.) to another. Expenditure transfers must follow Direct Cost guidelines in that they must be allowable, reasonable and allocable.
Payroll Expenditure Transfer (PET) form
http://usfweb2.usf.edu/HR/Payroll/PA039_Expenditure_Transfer.xls
Non-Payroll Expenditure Transfer form
http://usfweb2.usf.edu/fast/Forms/Journal Entry Template Rev05_2005.xls
- Transfers may be used for correcting errors, not for managing or exhausting funds.
- Transfers to grant projects require a full, detailed explanation of why the expense was incorrectly charged as well as plans for amelioration.
- Transfers to Federally funded grant projects after 120 days of the initial expenditure require an explanation of why the transfer was late (department chair's authorization is required).
- Expenditures that are not allowable or allocable to a particular grant may not be transferred to that project.
- Certified effort reports in PERT must match GEMS pay history. Adjustments in salary to any project must be reported through your RPS Sr. Grant Specialist
http://www.research.usf.edu/sr/SubmitPost_Conflict.xls

Effort Certification
Federal regulation requires educational institutions to maintain an accurate system for recording the percentage of time that employees devote to federally funded projects. In accepting federal funding, the University and Principal Investigator agree to comply with this regulation.

 Pert (Personal Effort Reporting Tool), is the university’s system designed to meet federal effort reporting requirements. Employees must complete an effort report in Pert if they meet any of the following criteria: 
- Salaries and wages are federally funded.
- Provided committed cost sharing to any project.

References:
- PERT policies and procedures
http://www.research.usf.edu/ps/PERT/
- PERT Training
http://www.research.usf.edu/sr/trainingshed.htm#PERT
- In the absence of a certified effort report, salaries and wages charged to federal projects must be moved to an unrestricted funding source.

PI Awareness Workshops
- The “Basics”
- PI Empowerment
- COS (Community of Science Workshop)
- EastLane Workshop
- PERT
- Project Budgeting Process Workshop
Description and registration:
http://www.research.usf.edu/sr/trainingshed.htm