

The Financial Administration Cycle

Research Financial Management (RFM)

RFM monitors the post-award processes and provides financial services to researchers.

8 RFM reviews grant package, enters financial information into FAST then emails notice to PI

RFM completes chartfields, cost share and F&A setup

Email notification to PI includes:

- Chartfield strings for project
- FAST Workflow Request form to establish project workflow: <http://usfweb2.usf.edu/fast/forms/WorkflowRequestForm.xls>
- Financial Transaction Authorization form for signature authorization: http://usfweb2.usf.edu/proced/fiscal/finance/doc/sign_auth.rtf
- Payroll receives notification from RFM and assigns a new GEMS account code for salary.

9 PI completes FAST Workflow Request form and Financial Transaction Authorization Form

• Workflow request form goes to:
fastsecurity@admin.usf.edu

• Financial Transaction Authorization goes to:
jwhite@admin.usf.edu

10 PI conducts research in accordance with sponsor terms and conditions and institutional policy

11 How to spend grant funds

• Verify approved budget by navigating in FAST to:
Commitment Control > Review Budget Activities > Budget Inquiry > Budget Detail
Business Unit = USF01
Ledger Group = CC_GM_CHD
Project: = (type applicable project number)
Click
Click on HYPERLINKS to view budget detail.

• Help? Contact your RFM Sr. Grant Specialist
http://www.research.usf.edu/sr/PrePost_Contact.xls

12 Financial and Billing Reporting

• ALL financial reporting and billing is prepared and submitted by RFM in conjunction with PI and department staff.

• PI prepares and submits technical reports required by sponsor to RFM. NIH progress reports should go to RPS.

13 Grant Close Out

• PI should review and sign-off on the final status reports submitted to sponsors: financial, progress and invention.

• RFM will remind PI and department staff of any outstanding encumbrances

• Overspending will be transferred to a non-restricted account



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>

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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.



The Proposal Cycle

Research Proposal Services (RPS)

RPS assists researchers with the development of new proposals, contracts, and handles pre-award administration.

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/sr/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.

Conflict of Interest in Sponsored Research

Any University employee who is responsible for the design, conduct, or reporting of a sponsored research project under the auspices of the University must disclose financial or other interests that are, or may be perceived to be, related to the project. If the University determines that such interests may affect the design, conduct, or reporting of the project, steps will be taken to manage or eliminate the conflict.

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/sr/FRDF.doc>

Proposal Review and Certification ("Internal")Form

<http://www.research.usf.edu/sr/InternalForm.doc>

USF Conflict of Interest Policy

http://usfweb2.usf.edu/usfgc/gc_pp/genadm/gc309.doc

Health Science Center Conflict of Interest Policy

http://hsc.usf.edu/facultyaffairs/Handbook/hsc_conflict_of_interest2.htm

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/cs/>

Animals – Division of Comparative Medicine (IACUC)

<http://www.research.usf.edu/cm/>

Humans – Institutional Review Board (IRB)

<http://www.research.usf.edu/cs/irb.htm>

HIPAA Privacy Rule Compliance

<http://www.research.usf.edu/cs/hipaa.htm>

BioSafety Program

<http://www.research.usf.edu/cs/biosafety.htm>

Radiation Safety Office

<http://www.research.usf.edu/cs/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 F&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 Sponsored Agreement.
- Reference USF's Policy for Charging Costs Directly or Indirectly to Federally Sponsored Projects:
<http://www.research.usf.edu/vpfr/policy/charcost.htm>
http://www.research.usf.edu/sr/CAS_Policies_and_Procedures_3.htm
- Reference OMB Circular A-21:
http://www.whitehouse.gov/omb/circulars/a021/a21_2004.html

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/pa/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.

http://www.whitehouse.gov/omb/circulars/a021/a21_2004.html

- Cost share must be allowable, reasonable 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/sr/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/sr/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/PA839_Expenditure_Transfer.xls

Non-Payroll Expenditure Transfer form

http://usfweb2.usf.edu/fast/Forms/Journal_Entry_Template_Rev2005.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 allocable or allowable to a particular grant project 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 to sponsor through your RPS Sr. Grant Specialist

http://www.research.usf.edu/sr/PrePost_Contact.xls

Effort Certification

Federal regulation requires educational institutions to maintain an accurate system for reporting 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 (Personnel 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 :

- OMB Circular A-21
http://www.whitehouse.gov/omb/circulars/a021/a21_2004.html
- PERT policies and procedures
<http://www.research.usf.edu/PERT/>
- PERT Training
<http://www.research.usf.edu/sr/trainingsched.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)
- FastLane Workshop
- PERT
- Project Budgeting Process Workshop

Description and registration:

<http://www.research.usf.edu/sr/trainingsched.htm>