# Notes from Research Administrators – Post Award Meeting, May 7, 2014

## Announcements and Introductions

Research Accounting: Ann Gallaher is our new Research Accountant and will be taking over for Stephanie Smith.

Research & Sponsored Programs: We have finally filled our open Grant Specialist position. Welcome to Sarah Santos. Yay Sarah!

## Topic

So Many Forms, Which Do I Use?

Presenters:

* Kathy Scheibel and Sandra McKinley, Research and Sponsored Programs

## Presentation Notes

#### Budget Workbook Template

F&A rates are posted to the right. Remember that if you are budgeting for students, if the student is not enrolled during the project period (summer for example), they should be budgeted as an hourly non-student. Remember that materials and supplies are items that are used up. Other Direct Costs are items that are not necessarily used up – printing, specialty software (NOT Microsoft Office). With subawards, our F&A agreement allows us to charge F&A on the first $25,000 of the life of the award.

#### Industry Budget

Once you have completed the proposal budget, if you need an industry budget, go over to the Industry Budget tab and type in the name of the worksheet, then select the number of years. Your industry budget will pull in from the proposal budget.

#### Project Cost Share

When there is cost-sharing on the project, this form really needs to be filled out so we know how the budget is being broken out. We are looking to revamp this form, but do the best you can. Have this signed. The main thing we need to know on this form is who is providing the match.

Dr. Rankin mentions that he has heard that a faculty member has not been going for grants because he or she didn’t know where to get the match. Ask! Ask the department, the dean, Dr. Rankin. We have not had a proposal not go out because of lack of mandatory cost-share.

#### Routing

Agriculture still uses the old form. Everyone else should be using RazorGrant. We are having difficulty with the faculty not realizing that this is a required. RazorGrant routing needs to be completed before the proposal can submitted to the sponsor.

#### Rates

Fringe rates were updated in April so both the F&A and fringe rate forms have been updated on the website. The fringe rates are negotiated with our cognizant federal agency.

#### Direct Cost Policy

This explains what can be charged to direct costs and why. Please pull this down and read.

#### Institutional Information Fact Sheet

Print this off and keep it handy! When a PI needs something like the University’s DUNS number, you can find it here. There is a great deal of information and you will look quite sharp when you have it at your fingertips!

#### Limited Submissions

This lists the limited submissions of which we are aware. By University policy, limited submissions must be announced campus wide. This is so that the faculty do not develop multiple proposals simultaneously while only one can be submitted from the campus. There are only downsides for the faculty member not revealing that they are working on a limited submission proposal.

#### Data Management Plan and Postdoc Mentoring Plan

These cannot be copied word for word but are examples for the faculty to refer to.

#### Advanced Cost Center

This form is used when funding is certain, but the award has not yet come through officially. You need to be careful with this – a program officer can assure a PI that they have been recommended for funding, but when it comes time for award, there may not be enough funds. A back-up cost center is required in case funding falls through.

The deans for the College of Education and College of Engineering require that they sign off on ACCNs. If your college does not require the dean’s signature, put N/A and move on.

Let RSSP know if the project in question is a subaward and the prime sponsor is a federal agency. Research Accounting needs this information in order to properly set up the cost center.

The back-up cost center for an ACCN cannot be from another grant.

#### No-cost Time Extension

Send the grant specialist an e-mail with the request and the justification. Include dates.

#### Continuation of Sponsored Project Cost Center Request

We have removed the NCTE from this request.

#### Fellowship/Stipend/Tuition Award Notice

There are two lines for stipends, non-research and cost of research. Student Financial Aid will treat the two types of stipends differently, as cost of research increases the cost of attendance. 0402 are used cost of research. These stipends could cancel other federal financial aid so it is important the increase in the cost of attendance is taken into account.

#### Scholarship/Fellowship/Traineeship Questionnaire

This goes with the fellowship form. The purpose is to determine if the student is an employee or a real fellow. The last question discusses “instructions”. This refers to whether the student is getting guidance on how to do a project or is being given specific instructions on how to complete a given task (such as following a list). Feedback from the group suggests that this questionnaire needs to be revised.

#### Equipment Transfer Form

Used by the PI who is leaving the UofA and has equipment that was purchased on a grant. The grant’s terms and conditions have to be reviewed in order to determine if the equipment will go with the PI or stays with the University. Research & Sponsored Programs and Property Accounting will determine if the equipment goes to another institution. (No transfers occurs to the person – transfers are between institutions.) This is both a state and sponsor requirement.

#### Budget Revision Form

There are training sessions the next three Tuesdays at 9 to 10 a.m. in our office because sometimes budget revisions can get a little complicated. Please do e-mail Sandra (sandram@uark.edu) to sign up so that the class sizes don’t get too large. If you have a budget you are working on, bring that cost-center with you.

The first column, current BASIS budget, comes from BASIS. Sorry, this does not automatically pull the budget over from BASIS!

Note that in a budget revision, the bottom line needs to stay the same – we are neither adding nor subtracting money. At the end of the form, there is a required justification from the PI.

The RazorGrant award number can be found on the front page of the award paperwork. It can also be found on the third screen of the DART command in BASIS; the applicable fringe rate is listed on the fourth screen.

Thank you all for a wonderful meeting!