**GRANT COORDINATOR MEETING 2/19/15**

**SPONSORED PROGRAMS ACCOUNTING (SPA)**

**MAY FRINGE BENEFIT POSTING**

For B-Base faculty receiving their academic salary over a nine month period, May is the last month academic salary is paid. Because fringe benefits are still received over the summer months, those summer benefits are also charged in the month of May based on the salary distribution for May. Therefore, please note that fringe benefits will be higher in May for B-Base faculty. This is administered in accordance with Iowa State University’s DHHS approved cost accounting disclosure statement (DS-2).

**E-DATA NEW EMPLOYEE TRAINING**

e-Data new employee training will be offered on a quarterly basis, with the next series of classes starting in March. The training is divided into three sections: Financial Reporting, Sponsored Programs and SPA Financial Reporting, and Sub Account Reporting.

The link to sign up is on the ITS calendar - <https://www.it.iastate.edu/events#12-2014> and includes detailed descriptions of topics covered by each training session. If you have any questions about these training events, please contact Neena Bentley at nbentley@iastate.edu or 4-5330.

**FACULTY PARTICIPATION “INCENTIVES/STIPENDS”**

On awards geared toward student training and mentoring, various faculty members may be asked to be mentors or learning community leaders. This effort is often in addition to their regular teaching, research, and administrative duties. PIs may want to give an “incentive” or “stipend” in an effort to recruit faculty to participate in the program. However, stipends cannot be paid to ISU faculty or staff. Compensation can only be issued via salary buyout or [additional compensation](http://new.policy.iastate.edu/policy/additionalcompensation), which requires prior approval from the Senior Vice President and Provost (SVPP) and requires prior sponsor approval when paid from federal funds.

**EASE FORMS**

The 2014-12 EASE forms will be distributed to EASE coordinators in early March. SPA has created a custom report called EASE Information which faculty and staff may find useful as a reference when completing their EASE forms. The report can be found at Public Folders🡪Custom Report🡪University Wide🡪KFS-Financial Reports🡪EASE Information. We encourage you to print these reports and send them with the EASE forms for completion for any faculty or staff member paid from sponsored funding.