**GRANT COORDINATOR MEETING 05/14/14**

**SPONSORED PROGRAMS ACCOUNTING (SPA)**

**National Science Foundation (NSF) Virtual Site Visit**

As part of NSF’s increased post-award monitoring activities of awardee institutions, the NSF Division of Grants and Agreements (DGA) scheduled a virtual site visit to assess ISU’s systems as they relate to the administration of NSF funds. NSF stated that the visit was not an audit; rather the visit focused more on policies and procedures to determine ISU’s ability to administer NSF awards in accordance with their regulations. The last NSF review of policies and procedures was conducted in 2007.

NSF reviewed the following ISU policies and procedures:

* Time and effort reporting
* Subawards
* Cost sharing
* Travel
* Equipment
* Participant Support

In addition, NSF selected for review 6 months of transaction detail for two large awards to ensure that the administration of the awards was in compliance with the administrative and financial terms and conditions of the awards.

After the completion of the site visit, NSF sent ISU a letter report in April of 2014 with recommendations for the following areas:

Expenditure Monitoring

* ISU should establish written guidelines and procedures for expenditures monitoring on sponsored programs accounts
* Due to the decentralized nature of the university, NSF recommended that PIs and departmental staff participate in mandatory training on allocability, allowability and reasonableness of costs

Participant Support Costs (PSCs) and Hospitality Costs

* Establish written guidelines and procedures for PSCs, including requirements to adequately document all PSCs charged to NSF awards
* Request retroactive NSF approval for the rebudget of PSCs to a subcontractor’s PSC budget line
* Review all hospitality expenditures on all NSF awards with PSCs to ensure the allowability of those charges
* Review all hospitality expenditures on one of the selected NSF awards and send NSF a copy of the adjusting entries for any expenditures that are removed

Processes, policies, and/or sample testing for the other areas that were reviewed by NSF resulted in no recommendations.

**Putting Subrecipient Invoice VO Approvals on Hold**

Subrecipient invoices under $5,000 will be subject to negative approval, meaning that a non-response to a VO voucher will result in the invoice automatically being paid after five business days.

A VO that is subject to negative approval will have “NEG” at the end of the VO title.



Given that five business days is typically not enough time to obtain approval from the PI of the subrecipient’s invoice, you can put negative approval VO vouchers on hold. There is a hold indicator located on the Voucher Information panel.



Check the Hold Indicator checkbox.

Then click *Save* at the bottom of the edoc.

Once you have obtained the PI’s approval of the subrecipient’s invoice, you can click *Approve* to have the VO voucher continue routing for payment.

Please note that SPA recommends that the PI’s approval of the invoice be documented via email or by a signature on a paper copy of the invoice which is then added to the VO as an attachment.