**GRANT COORDINATOR MEETING 11/20/14**

**SPONSORED PROGRAMS ACCOUNTING (SPA)**

**CYBUY AND P-CARD CREDITS ON SPA ACCOUNTS**

Credits received via CyBuy or P-Card on sponsored funds should be handled in the following manner:

* For any account that is still active, please allocate any credit back to the same account using the original object code assigned to the expense.  This will result in a negative expense and will post as an offset to the correct budget category.
* If the account is closed, please use the following guidance:
	+ If the dollar amount of the credit is $5.00 or less, the credit may be charged to the PI’s 490 account or to a departmental discretionary account (using the original object code or the misc expense code 0699).
	+ If the dollar amount is greater than $5.00, please contact your SPA Accountant for further guidance.

Please note that if the specific charge being credited was allocated among various account numbers, the credit should be prorated among the same account numbers.

**CONSTRUCTION OF EQUIPMENT**

If you will be purchasing items that will be built into a piece of equipment which will have a combined value greater than $5,000 and a useful life of greater than one year, please send an email to Lana Jarvis (ljarvis@iastate.edu) with the following information:

* The name of what is being built
* The department the equipment will belong to
* The person responsible for the equipment
* Where the equipment will be located
* The estimated final dollar amount of the item

Lana will then provide an equipment inventory number that must be put on the web requisitions so that these items are correctly identified as a piece of the equipment.  The web requisitions should use object code 711-00.

If items are purchased on a p-card, object code 711-00 cannot be used.  In this case, after the p-card purchase posts, a GEC will need to be done to change the object code to 0711. Please note that the equipment inventory number needs to be listed in the GEC so the items are added to the correct piece of equipment.

**FEDERAL EQUIPMENT GUIDELINES OVERVIEW**

There are three different classifications of equipment related to federal funds.

* Federally Furnished Equipment – in some cases the federal government owns a piece of equipment which they loan to ISU for the PI to use on the project. In this case the title to the equipment vests with the U.S. Government. The equipment should **ONLY** be used on the specified project. Once the project ends, SPA will need to contact the sponsor for equipment disposition instructions.
* Federally Acquired Equipment Where Title Vests with the Sponsor – this includes any equipment items that are purchased with federal funds where the agreement states that title to equipment vests with the sponsor. The equipment should **ONLY** be used on the specified project. Once the project ends, SPA will need to contact the sponsor for equipment disposition instructions.
* Federally Acquired Equipment Where Title Vests with ISU – this includes any equipment items that are purchased with federal funds where the agreement states that title to equipment vests with ISU. As long as the equipment has federal interest (when the book value of the equipment is greater than $5,000) , it must be used in accordance with the following guidelines in OMB A-110:
	1. When the equipment item is no longer needed for the original project or program, the item should be used for other federally‐sponsored activities in the following order of priority:
		+ (1) activities sponsored by the federal agency which funded the original project, then
		+ (2) activities sponsored by other federal agencies.
	2. When the equipment item is no longer needed by ISU, then the item may be used for other activities as follows: ISU may retain the equipment for other uses after compensating the federal government. If ISU has no need for the equipment item, ISU should request disposition instructions from the federal agency.
		+ Note: equipment with federal interest cannot be used as a trade in on other equipment without prior sponsor approval.

For more information on equipment, please see the following links:

[SPA Equipment Transfers and Sales](http://www.controller.iastate.edu/spa/EquipmentTransfers.pdf)

[ISU U.S. Government-owned Property Control Manual](http://www.controller.iastate.edu/spa/PropertyControlManual.pdf)

[OMB A-110 - Equipment](http://www.whitehouse.gov/omb/circulars_a110/#34)

[FAR 52.245-1 Government Property](http://www.acquisition.gov/far/html/52_245.html)

[UG 2 CFR 200.313 - Equipment](http://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1&rgn=div5#se2.1.200_1313)

**PROFESSIONAL DEVELOPMENT OPPORTUNITIES**

[NCURA Workshops](http://www.ncura.edu/Education/TravelingWorkshops.aspx) - December 8-10, 2014 - Houston, TX

 [Departmental Research Administration](http://www.ncura.edu/Education/MeetingsConferences/EventInfo.aspx?sessionaltcd=2014DRAHOUSTON)

 [Financial Research Administration](http://www.ncura.edu/Education/MeetingsConferences/EventInfo.aspx?sessionaltcd=2014FRAHOUSTON)

 [Fundamentals of Sponsored Project Administration](http://www.ncura.edu/Education/MeetingsConferences/EventInfo.aspx?sessionaltcd=2014FUNDHOUSTON)

 [Sponsored Project Administration II](http://www.ncura.edu/Education/MeetingsConferences/EventInfo.aspx?sessionaltcd=2014SPAHOUSTON)

NCURA [Pre-Award Research Administration (PRA) Conference](http://www.ncura.edu/pra/Home.aspx) – March 2-4, 2015

Orlando, FL

NCURA [Financial Research Administration (FRA)](http://www.ncura.edu/fra/Home.aspx) Conference – March 8-7, 2015

Orlando, FL

SRA [Midwest/Western Section Meeting](http://srainternational.org/meeting/section/2015-midwestwestern-section-meeting) – March 29-April 1, 2015 – Kansas City, MO

NCURA [Region IV Spring Meeting](http://www.ncuraregioniv.com/conferences.html) – April 26-29, 2015 – Chicago, IL

**REVIEW OF SANDIA NATIONAL LAB AUDIT**