

GRANT COORDINATOR MEETING 2/17/11 SPONSORED PROGRAMS ACCOUNTING (SPA)

HAZARDOUS MATERIALS SURCHARGE

A hazardous materials surcharge went into effect July 1, 2004 in which a surcharge was added to purchases of research chemicals, radioactive materials and biohazardous agents and toxins, and various other items. Transactions for these items which are paid from 4xx accounts are exempted from this surcharge.

When preparing correction vouchers please be aware that the hazardous materials surcharge cannot be charged to 4xx accounts. When a transaction with an associated hazardous materials surcharge is Cved to a 4xx account, the hazardous materials surcharge (class code 678-00) cannot be transferred to any 4xx account. Only the purchase cost of the item can be transferred to a 4xx account.

PI TRANSFERS TO OTHER INSTITUTIONS

Basics:

- Grants are awarded to Iowa State University, not to individual PIs
- Change in grantee institution requires prior approval from the sponsor
- ISU has legal and administrative responsibility for conduct and oversight
- Most single investigator grants can be transferred (exceptions - training grants, fellowships, and some equipment grants)
- ISU makes the decision about what to do if the PI leaves
- PI incentive accounts and fixed price residual accounts remain at ISU

First Decision:

- Will the grant or contract go with the PI or stay at ISU?
- The PI needs to confer with Chair, Dean, etc. about what ISU wants to do
- ISU, *not* the PI, makes the decision to relinquish award or not

Options:

- Retain grant and propose a new PI
- Retain grant, propose a new PI and subcontract part to the original PI at new institution
- Relinquish remaining award to PI's new institution
- Relinquish remaining award to PI's new institution and subcontract back part to ISU

Other Issues:

- Research Records
- Expendable Supplies
- Radioactive and Hazardous Materials
 - Special considerations for disposition

- Research Subjects:
 - Humans. Discuss with responsible officials
 - Animals. Discuss with responsible officials
- Equipment
 - Equipment purchased under active grants being transferred goes with the grant; may need to obtain sponsor approval of transfer
 - Transfer of *other* equipment is usually determined on an item-by-item basis and approved by Department Chair based on:
 - Source of funds
 - Active accounts?
 - Depreciated value \geq \$5,000
 - Sponsor restrictions
 - Institutional needs
- Students/Post Docs
- Other Personnel
- Cancelling Encumbrances
- Advance Notice
 - Most sponsors want 90 days advance notice
- Coordinating Transfer with New Institution
- Cost Transfers/Cost Overruns/Inappropriate Expenses
- Intellectual Property
 - Are there patent ownership issues?
 - Are there license royalty issues?
 - Does new institution get license?
 - Do MTAs need to be negotiated or renegotiated?

Issuing a New Award:

- Transfer of Responsibility:
 - Once the transfer has been approved by the sponsor, the sponsor will issue *two new* Notices of Grant Award:
 - A revised Notice to the original institution terminating the grant
 - A new Notice of Grant Award is issued to the new institution
 - The original institution is only responsible for the activity that occurred *while* the award was active under its custodianship

EFFORT REPORTING TRAINING FOR PIs

The Effort Reporting and Certification policy being implemented requires PIs with Federal funding to undergo periodic effort reporting training. This training will be presented in WebCT as three Flash file presentations. A handout of the slide presentations will also be available in WebCT for printing. A brief 10 question quiz will then need to be completed by the PI as a review of the materials presented. Once this training has been finalized, SPA will post the Flash file presentations out on SPA's website.

SPECS UPDATE

SPECS is a 10-session certification training program offered by OSPA and SPA that covers a full range of topics related to the successful management of sponsored projects at ISU. The 2010 SPECS class had 13 participants successfully complete the requirements for certification. The SPECS program began in 2007 and has had a total of 142 participants complete certification. The 2011 class will begin February 22nd and has 33 registered participants.

RETIREMENT INCENTIVE OPTION (RIO) COSTS

In general, RIO costs should not be charged to sponsored program accounts (400-478 fund series). In unusual circumstances, RIO costs may be allowable if written approval is received in advance from the sponsor. RIO costs can be charged to incentive (490) accounts and ISU Foundation (497) accounts.

CLOSEOUT OF FIXED PRICE RESIDUAL ACCOUNTS

In an effort to reduce the number of sponsored program accounts and simplify business processes, fixed price accounts will always be closed out after the termination date has past and all funding has been received. Fixed price residual account balances can be closed out to incentive (490) accounts or discretionary (290) accounts. Please request a discretionary (290) account from Financial Accounting and Reporting (FAR) if your department does not currently have one. If the account has F&A (indirect) costs budgeted, F&A will also be charged to the residual balance. The SPA accountants will be contacting departments over the next several months to close out the existing fixed price residual accounts.

FIXED PRICE AWARD BUDGETS IN KFS

SPA is asking for input on whether departments need detailed budgets loaded for fixed price accounts. Currently, the sponsor approved budget is adjusted to ISU Sponsored Program Budget Categories and is entered for all awards (both fixed price and cost reimbursable). The proposed budget would continue to be accessible in Quali Coeus. We are trying to determine if the process can be simplified for fixed price award budgets loaded into Quali Financial Systems (KFS). If you have comments after the meeting, please e-mail Becky Musselman, rjmusse@iastate.edu.

NIH SALARY CAP

NIH places limitations on salary charges to NIH grants. No NIH funds can be used to pay the salary of an individual at a rate in excess of the current salary cap. NIH updated its Salary Cap Summary webpage (http://grants.nih.gov/grants/policy/salcap_summary.htm) on 1/7/11, and the NIH salary cap of \$199,700 (monthly rate of \$16,641.66 is to be used for faculty) has been extended to 12/31/11. Please contact your SPA accountant if you have questions.

COST SHARE – ANNUAL DOCUMENTATION TIME

Please respond timely to requests for cost share information from your SPA accountant. Information will be collected from the SPA accountants on March 15, and the SPA manager will review all unresponsive accounts to determine the appropriate course of action. Thanks for your efforts in documenting this information.

NEW SPA STAFF MEMBER

Nichole Seedorf, Program Coordinator, nseedorf@iastate.edu starting 2/21/2011

QUESTIONS/NEXT MEETING

Thursday, May 19, 2011, Gallery, MU