Plymouth State University

Budget/Finance 301

SPONSORED PROGRAM TRAINING

(SUPPLEMENT TO BUDGET/FINANCE 101 TRAINING

– REQUIRED *PRIOR* TO PSU ACCEPTING A GRANT AWARD)

Principal Investigator (aka Program Director)

- A Principal Investigator is the primary individual responsible for the preparation, conduct, and administration of a research grant, cooperative agreement, training or public service project, contract, or other sponsored project in compliance with applicable laws and regulations and institutional policy governing the conduct of sponsored research.

Sponsored Programs Policies/Procedures

Additional Policies and Procedures specific to the Office of Sponsored Programs (OSP) is found at:

www.campus.plymouth.edu/research-administration

- Highlights:
    - All anticipated expenses (including purchase, hires, contracts, travel, etc.) need OSP approval before execution.
    - PI signatures represent allowability/necessity of expense to the grant (programmatic lens)
    - OSP signature represents allowability/necessity of expense to the grant (audit/compliance lens)
    - Only Official Authorized Signatory delegated by the USNH Chancellor's Office has signing authority to obligate the University for expenses/services.
    - Business purposes are required for all expenditures and must be written demonstrating how it ties directly to the grant.

Conflict of Interest

- POLICY INTENT: identify and eliminate or manage any possible threat to research objectivity at the University. It is not meant to discourage, but rather to safeguard the pursuit and dissemination of knowledge."

- DEFINITION: a situation in which the conduct of research could be compromised, or appear to be compromised, by a related financial interest on the part of the PI or other investigators.

- DISCLOSURE: University policy requires investigators to:
  - Disclose their financial interests and the interests of their spouse/domestic partner and dependent children on the appropriate disclosure form(s).
  - Provide updates as the amount or nature of interest changes during the period of performance of supported research.

  This process is intended to protect investigators, their sponsored research and other educational and professional activities in which they are engaged, and the university.

Conflict of Interest cont.

- Spell out PHS & explain

Cost Sharing

- Definition: The university provides funding for a portion of project costs required to perform the scope of work.

- Policy can be found on the Office of Sponsored Programs (OSP) website

- Highlights:
  - Must be required by the sponsor
  - Must be fully documented – able to see transactions on the general ledger or written document committing to funding a third-party sponsor
  - Federal dollars cannot be used as a match fund source
  - Upon the start of the grant, cost share details must be reaffirmed with OSP

Time and Effort

- Definition: This refers to the amount of personnel time for each individual working on the grant within a fiscal year (12 month July-June view) to meet stated outcomes/objectives of the grant proposal and comply with PSU policies and federal/agency regulations.

- Changes in Time/Effort - Any change in the time and effort from the original grant proposal must be communicated to OSP as soon as it is known to ensure the payroll expense charged to the grant reflects the actual time and effort put into it.

- Effort Certification: Upon completion of the traditional Academic Year (Fall/Winter/Spring terms) and Summer Term, effort certifications reports are submitted to PIs to review and verify time efforts currently captured are representative of actual time efforts invested in the grant work to meet compliance regulations.

Communication with Office of Sponsored Programs

- Certain functions/activities require coordination directly with Office of Sponsored Programs (OSP) before action is taken:
    - Budget Adjustments - coordinate with OSP to determine appropriate steps
        - DO NOT APPROACH SPONSOR FIRST
    - Cost Transfers – review the Cost Transfer Policy and complete/submit the Cost Transfer Request Form as appropriate
    - Release Time Affirmation – Form is completed by individual faculty, approved by PI and submitted to OSP
    - Others as Identified - such as No-Cost Extensions, Change in Scope of Work or Change in PI/Co-PI, need for a Program Income account, etc.

Budget Management and Reporting

- Documenting approval of costs charged to the grant.

- Document review of monthly budget to actual financial reports and transactions detail reports.

    - **Reports must be signed and retained to document the review has occurred**.

- Questions, Corrections or Omissions, the PI should contact Sponsored Programs

- It is best for the PI and University to ensure financial activity is accurate and appropriate, even if this results in the grant expenses coming in under budget.

Key Operational Requirements

- Start Hiring process as soon as possible (see Budget/Finance 201 training)
- Prior to any grant personnel beginning work:
  - OSP has the official award in hand and intent to accept has been discussed.
  - Hiring documents must be completed and on file in HR
  - Researchers (PI's , research staff and students) must complete the following Research Ethics and Compliance training components:
    - Responsible Conduct of Research (RCR)
    - Conflicts of Interest (COI)
  - PI must:
    - Submit list of research staff and students to OSP
    - Follow/distribute instructions on OSP website to research staff and students
- Any monies received as part of your grant activities must be included in the original proposal submission approved by the sponsor. (Note: such activities are rare.)

Expense Allowability and Justification

- The business purpose is critical for justify an expense as <u>necessary</u> to meet the objectives of the grant as approved the sponsor. (Who, What, When, Where, Why)
  - The *Why* must clearly link the expense to the outcome/objective of the grant.

- Every expense charged to the grant must be used in support of the grant.
  - Dual purpose expenses must be allocated proportionally to represent support levels to the grant(s) and/or dept.
    - If actual usage differs from initial estimate charged to the grant, a Cost Transfer Request must be submitted.

- All allowable expenses must be prudent and follow standard procurement protocols and PSU/USNH policies.

- Note: Extra scrutiny is given on expenses incurred within the last 60 days of the grant period and result in a full audit.

Take Aways

- This training is intended to provide answers to common questions about grant and contract administration.

- This training is neither comprehensive nor exhaustive.

- For specific questions, review applicable policy and contact the appropriate office as necessary.

- Upon acceptance of the award, you are being delegated fiduciary responsibility on behalf of PSU and the grant sponsor and should execute this role with care and consideration.

Certificate of Completion
Budget/Finance 301 - Sponsored Programs/Grant Training

Employee Name: _____

USNH ID: _____

Training Method: ●Online/Independent   ● with Grant Admin. Staff Member: _____(name)

Training Completion Date: _____

I certify that I have successfully completed the Budget/Finance 301: Sponsored Programs/Grant training and agree to accept the responsibilities set forth in the training materials:

Signature: _____   Date: _____

Printed Name: _____

Send completed forms to the Compliance, Analysis and Planning Office, MSC 17, 1 High Street.