

California State University, Fresno

California State University, Fresno Foundation

PRINCIPAL INVESTIGATOR HANDBOOK

SECTION IV
POST-AWARD

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IV - POST-AWARD

A. General Information - Foundation

Foundation Financial Services provides post-award administration and support services for sponsored programs (grants and contracts) awarded to the University when the Foundation is the award recipient. In most instances, contracts and proposals for sponsored programs are developed by individual faculty members in conjunction with the Office of Research and Sponsored Programs (ORSP). Those sponsored programs awarded in the name of the Foundation are then administered by Foundation Financial Services staff in accordance with the terms and conditions outlined in the award and Foundation policies and procedures. Federally funded awards require that we utilize OMB Circulars A-21, A-110 and A-133. In addition to the direct costs of the sponsored program, most awards also include indirect costs (or overhead), which is used for supporting post award administration expenses incurred by the University and the Foundation. Any surplus generated by indirect is transferred to Academic Affairs for distribution to the College/Schools for support of sponsored activity. Additionally, Human Resources and Payroll services for sponsored programs are provided by the Auxiliary Human Resources, a unit of the California State University, Fresno Association Inc.

Foundation Financial Services provides and/or coordinates with the PI/Project Director the following services:

- ✓ Acts as liaison between PIs/Project Directors and the contracting agencies
- ✓ Assists with the budget, contract interpretations, and follow-up in resolving discrepancies
- ✓ Provides fiscal/accounting services and various monthly financial reports to PI/Project Director
- ✓ Facilitates personnel and payroll functions
- ✓ Prepares purchase orders
- ✓ Prepares and distributes checks for grant, contract and trust accounts payments
- ✓ Monitors account expenditures for allowability, allocability, and reasonableness
- ✓ Provides assistance in maintaining budget controls

- ✓ Files required fiscal reports on a timely basis with state, federal, and other agencies; monitors the filing (by the PI/Project Director) of technical reports required by the granting agency.

A directory of employees of Foundation Financial Services, Auxiliary Human Resources and Payroll is listed as follows:

Keith Kompsi , Director of Financial Services kkompsi@csufresno.edu	278-0838
Linda Christian , Grant Accounting Supervisor lindacar@csufresno.edu	278-0852
Shelby Gonzales , Grant Accountant sagonzales@csufresno.edu	278-0862
Wilma Satterberg , Grant Accountant wsatterb@csufresno.edu	278-0851
Nathan Zanoni , Grant Accountant nzanoni@csufresno.edu	278-0844
Jane Stewart , Grant Analyst jastewart@csufresno.edu	278-0904
Elizabeth Sinor , Financial Accounting Supervisor elsinor@csufresno.edu	278-0808
Marianna Kirby , Staff Accountant makirby@csufresno.edu	278-0841
Susan Shugart , Staff Accountant sshugart@csufresno.edu	278-0965
Sally Cardell , Accounting Assistant sallyc@csufresno.edu	278-0842
Penny Sweazy , Accounts Payable Clerk psweazy@csufresno.edu	278-0876
Jill Richards , Procurement Technician jillr@csufresno.edu	278-0966
Michelle Serrano , Trust Accountant miserrano@csufresno.edu	278-0905
Cheryl Work , Receptionist cwork@csufresno.edu	278-0850
Rachel Viramontes , Human Resources Interim rachelvi@csufresno.edu	278-0860
Hon Lai , Payroll Technician holai@csufresno.edu	278-0849
Human Resources Analyst Benefits, Workers' Compensation, Leaves and Classification	278-0860
Human Resource Technician – Recruitments and Training	278-0907

PI's/Project Director's Role After Grant/Contract Awarded (Post-Award)

The PI/Project Director is responsible for compliance with the policies and procedures established by the University, the awarding agency, and the Foundation. The policies and procedures set forth in this handbook are designed to minimize administrative time, avoid over-expending budget categories, and ensure proper allocation of funds.

Specific responsibilities of the PI/Project Director include but are not limited to:

Fiscal

- ✓ Formulate an annual program budget.
- ✓ Authorize all expenditures and expenditure approval authority.
- ✓ Review and monitor financial obligations and expenditures.
- ✓ Report financial activity to the Grant Accountant on a timely basis
- ✓ Review and monitor monthly financial operating reports for accuracy. Contact the Grant Accountant whenever discrepancies occur (please note that Foundation reports only reflect data that has been processed).
- ✓ Contact the Grant Accountant as soon as possible when there is the need to change or revise a program objective and/or revise any budget expense category (budget flexibility varies depending upon the granting agency).
- ✓ Contact the Grant Accountant if at any time during the grant period financial conflicts of interest should arise that will require evaluation in order to comply with conflicts of interest policies. Refer to conflicts of interest under Related Committees and Other Topics section in this PI Handbook.
- ✓ Ensure project staff have been trained on the contents of a good working knowledge of this Handbook.
- ✓ Comply with Cost Sharing Policy and report cost share to the Grant Analyst/Grant Accountant not less than quarterly or as scheduled by the Foundation per the requirements of the sponsored project
- ✓ Request a No-Cost Extension from the agency (please note that the Foundation will provide assistance as needed)

- ✓ Comply with the Foundation's equipment policies and obtain prior approval from agency for disposition of equipment and notify the Grant Accountants.
- ✓ Contact the Grant Accountant to obtain appropriate approval or signatures for any type of agreement including office space rental, copy machine lease, subcontractor, consultant, etc. *(PIs/Project Directors do not have the authority to sign on behalf of the Foundation).
- ✓ Comply with Effort Reporting Policy and submit effort certifications to Grant Analyst/Grant Accountant not less than quarterly for all faculty/staff paid by sponsored projects.

Programmatic

- ✓ Establish procedures for the efficient management of all programmatic issues.
- ✓ Ensure that the program goals are met.
- ✓ Formulate a financial budget.
- ✓ Submit programmatic reports to funding agencies on a timely basis and provide copies to the Foundation as needed
- ✓ Assure that any and all programmatic responsibilities with regards to individual grant or contract are performed and completed, including those involving subrecipients and subcontractors.
- ✓ When PI/Project Director approves invoices for services, certifying that programmatic requirements have been met.

B. Operating Procedures

Account Setup

Upon receipt of a fully executed sponsored program (grant or contract) award document and completion of appropriate routing and approval procedures, the Office of Research and Sponsored Programs forwards the award document and other relevant information to the Post Award staff to establish a cost center in the Foundation's accounting system (JD Edwards).

The award document is reviewed by the Grant Analyst for any cost share requirements and then forwarded to the Grant Accountant for set up. Sponsored programs fiscal

administration are assigned to a Grant Accountant based on the PI's/Project Director's College/School. The Grant Accountant inputs information as appropriate such as project start and end dates, project title, budget, sponsoring agency and other pertinent information into the system.

When a cost center is established for a project "New Account Information" is emailed directly to the PI/Project Director. Upon receiving this email, PIs/Project Directors should review the information. Some of the information included in this email is as follows:

- Cost Center notification (# and name of account)
- Budget
- List of account numbers (i.e. subaccounts)
- New hire forms and associated documents
- Payroll Schedule
- Phone List
- Website information

When to begin work on your project:

Work must not begin and expenses cannot be incurred on a grant/contract until the Foundation establishes a new account (cost center) and gives the PI/Project Director approval to begin the project. Purchases must be made within the term specified in the grant award or agreement.

If a PI/Project Director determines he/she needs to start a project prior to receiving an approved award document, please first contact the Grant Accounting Supervisor. Under limited circumstances, approval may be given for project work prior to receiving a fully executed award.

Funds received for a sponsored program are to be deposited into a sponsored program cost center and shall not be deposited into a trust account. If sponsored program funds are received prior to a cost center being established, the funds are to be deposited into the Foundation Grant Suspense Account (acct. #3.1490.08). Upon the creation of the

sponsored program cost center, the funds will be transferred from the Grant Suspense Account to the sponsored program cost center.

Depositing the sponsored program funds in a sponsored program cost center benefits the University in several ways:

- The funds are appropriately entered into the SARS (Submissions, Awards and Rejections Report) prepared by ORSP listing grants and contracts and their awarded amounts to each College/School.
- It properly credits the College/School for the sponsored program award amounts.
- There is appropriate review and risk analysis of any contract requiring specified deliverables to ensure the University/Foundation can adequately fulfill the contract according to State and Federal laws, and University and Foundation policies.
- Indirect charges are calculated correctly on actual expenditures on a sponsored program instead of income which may or may not be fully spent. (Depending on the funding agency requirements, certain expense items are exempt from indirect charges).

Under special circumstances, sponsored program expenditures may be charged to a trust account. Upon the set up of the sponsored program cost center, the specific expenditures charged to the trust account will be evaluated to ensure that they meet the funding agency's allowable spending criteria. These allowable expenditures that have been charged to the trust account will be reimbursed.

Contact your Grant Accountant if there are any questions concerning the establishment of a new sponsored program account.

Direct Costs & Indirect Costs/Facilities & Administration (F&A)

There are two major components of a budget: direct costs and facilities and administrative costs (indirect costs).

Direct Costs are those costs that can be attributed to a specific sponsored project, instructional activity or any other institutional activity; or which can be directly assigned to such activities with relative ease and a high degree of accuracy.

Indirect Costs or Facilities and Administrative Costs (F&A) are those costs that cannot be attributed directly to a particular sponsored project but, rather, are more associated with general costs that may be pooled into costs generally supporting sponsored projects. Such costs may include: general administration expenses, sponsored programs administration expenses, operation and maintenance expenses, library expenses and departmental administration expenses.

Account Signature Authority

The PI/Project Director has signature authority and must sign all transaction requests including personnel and payroll forms. The signature of the PI's/Project Director's supervisor is required when payments or reimbursements to the PI/Project Director are being requested. Refer to the [Foundation Account Policy](#) located on the Foundation Web site. In some cases, the PI/Project Director, in writing, may delegate authority to another University or Foundation employee. Original signatures are required on the form to authorized additional signature authority. Please contact your Grant Accountant to request signature authority form.

JD Edwards (JDE) Accessed through Rumba

JD Edwards (JDE) is the accounting system used by the Foundation. Upon request, inquiry capabilities to individual cost centers in our accounting system are available to PIs/Project Directors accessed through a portal called Rumba.

Through Rumba, users have the ability to view up-to-date financial reports. Additional flexibility in our system allows the user to view details of individual transactions including check number and issuance date as well as purchase order information.

If a PI/Project Director is interested in having access to Rumba/JDE, submit the appropriate form to the Auxiliary Management Information Systems (MIS) department. The form requires the Foundation cost center account number and the names of the individuals needing access.

Refer to the [JDE Edwards Form](#) on our Foundation Web site.

For individuals interested in JDE/Rumba training, please contact the Grant Accounting Supervisor at (559) 278-0852.

Personnel Cost Methods

The following paragraphs detail the personnel cost methods that will charge your sponsored program appropriately. Please contact your Grant Accountant if you need further explanation of the various methods of how Foundation and/or University employees are paid for work in sponsored programs.

Time Voucher

Employees working as Foundation hourly employees or University employees through additional employment (i.e. Overload/summer pay) are paid by completing a [Time Voucher](#) (see following Additional Pay section for University Faculty in this handbook). The completed Time Voucher is to be submitted to the Foundation for processing. Please refer to the Auxiliary HR section of this handbook for scheduled Time Voucher due dates and pay dates.

Released Reimbursed Time Computation Agreement (RTC)

A faculty member may be released from their regular University instructional responsibilities to devote an assigned number of units to a sponsored program. The faculty member continues to be paid his/her salary through the University. The University bills the Foundation project for the proportionate share of the faculty member's salary and benefits. When a faculty member begins the process of completing a Released Reimbursed Time Computation Agreement (RTC) form with the Foundation, the reimbursed amount to reflect salary and benefits will be encumbered by the specified date as allowed to the designated cost center. Refer to the Foundation Web site to locate the [Released Reimbursed Time Computation Agreement \(RTC\) form](#).

PI/Project Director will need to provide all information pertaining to the employee including University employee ID number and Peoplesoft and Foundation account codes, rate of calculation for reimbursement to the applicable College/School, and the time period for reimbursement consistent with funding agency period limitations. Please

indicate if time period is based on an academic year or a twelve month calendar year. Enter the approved budget amounts for salary and benefits in the correct Grant/Contract column for only the time period on the RTC. Please also include the names under the appropriate signature lines for: the PI/Project Director, Department Chair, College/School Dean or Director, and the Director of Budget. The PI/Project Director should sign the RTC and then forward the form to the Foundation first before the RTC is routed further.

Please mark any envelopes containing private and confidential employee information **“Confidential”** when sending information through the campus mail delivery. If information included on an RTC ever needs to be sent via email as an attachment, the attachment should be password protected prior to submission. Please refer to Attachment 1, a memorandum regarding safeguarding confidential information. A University policy regarding securing confidential data is currently being developed.

The Foundation will assign a contract number, check for any unusual entries, track the timing of routing, and attach a routing slip to the RTC. Once the agreement has been approved by the University Budget Office including the correct salary and benefit amount, the RTC form will be routed back to the PI/Project Director for the additional signatures as listed. The RTC form is then sent to ORSP for final approval. If the salary/benefits amount differs significantly from the budget, the PI/Project Director will be notified by the Grant Accountant.

When all approvals have been obtained, a purchase order will be processed and then sent to the University Accounting Office authorizing the University to invoice/bill the Foundation for this expense.

All Released Time Contract effort becomes a part of the employee’s overall effort reporting. Please make sure to include time related to RTC as part of your effort reporting. (See Effort Reporting section of this handbook).

Under certain circumstances, all or any portion of the release time may be used to meet cost sharing requirements by another sponsored project when properly approved and certified on the Cost Share Contribution forms. (See the Cost Share section of this handbook). Please contact the Grant Analyst at 278-0850 if a RTC will be used as cost

share.

Additional Pay from Sponsored Projects for University Faculty (Overload/Summer Pay)

Per the [CSU Additional Employment Policy](#) faculty may qualify for additional pay up to 25% above the 100% time-base if approved by the University to work on sponsored program activities. Please also refer to University [Policy on Additional Employment](#) located on the University Human Resources Web site under the Manual of Administrative Policies and Procedures. Exempt staff must meet certain criteria to qualify for additional pay per policy guidelines. A Foundation Payroll Agreement (Overload) form must be completed and approved by the authorized officials. Refer to the [Payroll Agreement Form](#) located on the Foundation Web site. Some sponsors have restrictive policies regarding Overload; the more restrictive policy must be followed.

The completed Overload form must be sent to the Auxiliary Payroll Department prior to submitting a completed Time Voucher to the Foundation by the semi-monthly submission dates set by the Auxiliary Payroll Department. (See Paydays under Auxiliary HR section of this handbook).

Additional employment becomes part of the employee's overall effort reporting. Please make sure to include time related to all Overload and summer pay as part of your effort reporting. (See Effort Reporting section of this handbook).

Independent Contractors/Consultants

These guidelines provide management direction for the engagement of independent contractors/consultants.

Independent Contractor/Consultant An independent contractor/consultant is an individual or organization not affiliated or employed by either the University or the Foundation. Independent contractors/consultants provide professional or technical services (e.g., professional, technical, etc.) that assist the Foundation in satisfying its responsibilities under a grant. The terms and conditions of the subcontractor's relationship with the Foundation, as well as the description of the work to be performed by the subcontractor, must be set forth in a written agreement. Guest speakers/lecturers are covered by a separate a separate section of this Handbook.

Employees of the University or Foundation cannot act as independent contractors/consultants when performing services for sponsored projects.

Unlike an independent contractor/consultant, an employee relationship exists when the employer (Foundation) has the right (whether or not it exercises the right) to supervise and control the manner of performance as well as the results of the service provided by the individual (employee). When such a relationship exists, the individual needs to be employed under the formal employment process.

Foundation Policy

- a) The services of a consultant may be secured when a determination has been made by the PI/Project Director that the services are required because of urgent, special, temporary, or highly technical circumstances which cannot be handled by existing Foundation or University staff during the course of their normal responsibilities and duties.
- b) The use of independent contractor/consultant services is expected to be temporary and infrequent.
- c) Independent contractor/consultant services shall not be used to carry out a major portion of a program's activities. Individuals responsible for directing a program or participating extensively in the administration of a program shall be employed through the formal employment process.
- d) The services of an independent contractor/consultant shall not entitle the person to a standing other than as an "independent contractor/consultant" in any published report or document.
- e) Independent contractor/consultant services entered into pursuant to sponsored contracts or grants shall conform to all provisions of the applicable contract or grant, both with respect to the propriety of the consultant relationship and the terms of that relationship.
- f) The independent contractor/consultant agrees to perform all services on a "works for hire" basis.

- g) All independent contractor/consultant services shall be formalized in a written agreement prior to the beginning of any service covered by the engagement.
- h) The independent contractor/consultant will need to provide the Foundation with proof of adequate insurance.

Procedures

When the services of an independent contractor/consultant are required:

- a) The PI/Project Director contacts the Foundation to have the Foundation prepare a Subcontract Agreement for Professional Services based upon the nature of the contract.
- b) The PI/Project Director requests the contractor/consultant complete a [Vendor/Consultant Data Form](#) which can be located on the Foundation Web site.
- c) After verbal agreement on terms is reached between the PI/Project Director and the proposed independent contractor/consultant, the agreement is completed and submitted to the independent contractor/consultant for review and signature.
- d) The independent contractor/consultant signs the agreement and returns the agreement and the completed Vendor/Consultant Data form to the Foundation.

The Foundation will:

- a) Review for completeness, accuracy, and compliance with Foundation policies and procedures and funding agency regulations (if applicable).
- b) Consult as appropriate with Auxiliary Human Resources on employer-employee relationship issues.
- c) Where funding agency approval is required, provide assistance to the PI/Project Director in obtaining necessary approval(s).
- d) After approval, the Foundation will execute the agreement and provide copies to the independent contractor/consultant.

Performance and Payment

- a) In accordance with the agreed upon payment schedule, the independent contractor/consultant submits an invoice to the PI/Project Director.
- b) The PI/Project Director authorizes payment of the invoice based on satisfactory performance and completion of the programmatic requirements.
- c) In order to initiate payment, the PI/Project Director submits a completed Payment Authorization form, with the invoice attached, to the Foundation. The [Payment Authorization Form](#) is located on the Foundation Web site.
- d) The Foundation office reviews the Payment Authorization form, and if found to be in conformance with the consulting agreement, submits the approved request for payment processing and for issuance of a 1099 IRS. Under state law, California income tax may be withheld from payments. When payments are made to a contractor/consultant that is a nonresident of California, a set percentage (currently 7%) must be withheld from such payments and remitted to the Franchise Tax Board (FTB) if payment exceeds the limit stated by the FTB for the calendar year (currently \$1,500). Nonresident Withholding Waiver requests for exemptions or for a reduced rate can be obtained from the Franchise Tax Board. Refer to the Web site at: www.ftb.ca.gov. Foreign contractors/consultants require special attention to consider treaties with their country and visa status. Please contact Foundation Accounts Payable as soon as you know that the speaker you wish to engage is from out of state or from a foreign country.
- e) The last payment request for an independent contractor/consultant agreement will be marked "final" by the PI/Project Director indicating that all work has been completed.

Guest Speakers /Lecturers

These guidelines provide direction for the hiring of a guest lecturer, not affiliated with the University or Foundation, acting in the capacity of a guest speaker, artistic or musical performer, or as an instructor. Such services are normally on a one-time basis and

generally should not exceed five consecutive business days.

Foundation Policy

- a) The services of a guest lecturer may be secured only when the service required is of a special nature which cannot be met by existing Foundation or University staff. No University or Foundation employee can be engaged as a guest lecturer by the Foundation for sponsored projects.
- b) The use of a guest lecturer is expected to be temporary, infrequent, and normally on a one-time basis.
- c) Guest lecturers cannot be used to carry out a major portion of the program, as their involvement is limited to that of a one-time or short-time basis.
- d) The services of a guest lecturer shall not entitle the individual to a standing other than as a guest lecturer in any published report or document.
- e) Guest lecturer services entered into pursuant to sponsored contracts or grants shall conform to all provisions of the applicable contract or grant, both with respect to the propriety of the guest lecturer relationship and the terms of that relationship.
- f) California State University, Fresno's Academic Policy Manual ([APM 625](#)) outlines the criteria for Outside Speakers and Events speaking on the University campus. If the speaker will present at an event, please refer to the type of [Other Campus Sponsored Event Form](#) applicable. The form is located on the University Human Resources Policy Web site under the [Policy on the Use of Buildings and Grounds](#).
- g) Guest lecturers speaking at an event on behalf of a Foundation sponsored program should indicate "Foundation" along with the Foundation sponsored program cost center account number on the event description section of the correct event form.
- h) If the guest lecturer is speaking at an event sponsored by the Foundation, please refer to the Insurance section of this Handbook.

Procedures

When the services of a guest lecturer are required:

- a) The PI/Project Director requests the guest lecturer complete a [Vendor/Consultant Data Form](#) located on the Foundation Web site.
- b) After the speaking engagement is completed, the guest lecturer should prepare an invoice list of the dates of the event, description, relationship, of their speaking engagement to the sponsored project, and the cost for speaking at the event. The PI/Project Director will review the invoice for accuracy and attach any documentation from the event such as fliers/agendas/handouts or sign-in sheets to the invoice.

The PI/Project Director attaches the Vendor/Consultant Data Form, invoice and supporting documentation to the [Community Relations Form](#) located on the Foundation Web site. The forms are submitted to the Foundation in order to request payment. Please follow the [Foundation Community Relations Policy](#) located on the Foundation Web site for explanation of acceptable forms of documentation. The Foundation reviews the forms and documentation (listed in item c above), and if found to be in conformance with the sponsored program contract, submits the approved request for payment and issuance of a 1099 IRS statement if applicable. Under state law, California income tax may be withheld from payments. When payments are made to a speaker or agent that is a nonresident of California, a set percentage (currently 7%) must be withheld from such payments and remitted to the Franchise Tax Board (FTB) if payment exceeds the limit stated by the FTB for the calendar year (currently \$1,500). Nonresident Withholding Waiver requests for exemptions or for a reduced rate can be obtained from the Franchise Tax Board. Refer to the Web site link at: www.ftb.ca.gov . Foreign vendors/speakers require special attention to consider treaties with their country and visa status. Please contact Foundation Accounts Payable for assistance.

Expenditures/Purchasing

Conflicts of Interest

Principal Investigators, project staff, buyers, and other University and/or auxiliary employees have a duty and responsibility to avoid conflicts of interest. A conflict of interest exists if certain outside business or other personal interest may adversely affect motivation or performance. The test criteria for determining a conflict of interest includes not only whether an individual is actually improperly influenced, but also whether the situation lends itself to improperly influencing. It is the PI's/Project Director's responsibility to disclose any changes or newly identified financial conflicts that arise during the course of the funded project.

Purchases shall not be made from companies where PIs/Project Directors, project staff, or other University and/or auxiliary employees have an economic interest. Such purchases may have the appearance or perception of being inappropriate and should therefore be avoided. Foundation financial staff may make random checks of company ownership to ensure integrity is maintained in all purchasing practices.

Purchasing

When making purchases, please consider using a sample [vendor letter](#) (located on the Foundation Website) explaining the Foundation's affiliation to the University which will hopefully encourage vendors to offer the Foundation any State/university pricing discounts.

A CSU corporate American Express card may also be used to obtain state pricing. The PI can be reimbursed through the submission of an approved Payment Authorization form. Credit card purchases whether using a personal credit card or a corporate credit card are to be paid by the program staff on a timely basis. In general, late fees on credit cards are not covered by sponsored programs.

Note that the Foundation is a 501(c)(3) non-profit entity and not exempt from sales and use tax. If the tax is not included by the vendor on the invoice, it needs to be added to the total amount. Sales and use tax is frequently not included on an out-of-state

invoice; however, it will be added by the Foundation.

Facility Improvements

If the Foundation is the recipient of a federal or state sponsored grant/contract that includes a line item for facility improvements/enhancements to a University/State facility, a building permit is required from Facilities Management prior to work commencing. The PI should contact Facilities Management to review scope of work, A/E design, contractor proposals, etc. Please be advised that all vendor/contractor agreements for work to be performed should be quoted based on prevailing wage for Fresno County. In addition, the project requires prior plan check approval by the Division of State Architect (DSA) for access compliance and approval by the California State Fire Marshal (CSFM). Depending upon the scope of improvements, additional plan check requirements may include a seismic peer review and independent review by the CSU's plan check agency (Willdan). The budget for such projects should also include fees for an inspector of record (IOR).

The following subsections pertain to the various forms and processes for initiating purchases from your Foundation cost center account.

Payment Authorization

In order to issue a check to a vendor, projects must complete a [Payment Authorization Form](#) located on the Foundation Web site with specific details. Some of the important details to include are:

- vendor name, address, phone and fax information
- dollar amount to be paid to the vendor
- complete name of project
- cost center, object code and subsidiary for the project
- description of the purchase that relates to the scope of work for the project
- Sales tax and use tax
- Approval by the authorized account signers.

Supporting documentation must be attached to the Payment Authorization form. All

supporting documents must be original receipts or invoices. The Foundation does not pay from statements or faxed copies. When attaching a credit card receipt you should include the itemized receipt as well. If supporting documentation is not provided then the Payment Authorization will be returned to the PI/Project Director.

The completed Payment Authorization must be signed by the PI/Project Director (or designee) and forwarded to the Foundation for approval. Account signers may not self-approve any authorizations or payment requests to themselves for amounts equal to or greater than \$100.00. A signature by the account signer's supervisor is required on all authorizations and payroll documents in all of the following cases:

- Where funds, regardless of amount, are to be disbursed to a member of the account signatory's family.
- Where funds are to be disbursed to the PI/Project Director/account signatory for amounts equal to or greater than \$100.00.

The Payment Authorization form and supporting documentation will be reviewed and approved by your Grant Accountant prior to processing for payment. Once approved, the Foundation will process payment to the vendor. After the check is issued, it will be mailed directly to the vendor unless distribution instructions indicate that the check will be picked up at the Foundation.

Community Relations Authorizations

The [Community Relations Expenses Policy](#) located on the Foundation Web site applies to all community relations expenditures including sponsored programs (grants and contracts). For questions, contact Foundation Accounts Payable.

Community relations expenditures may include, but are not limited to, the following: memberships, business related meals, catered meals, official guest travel, awards, promotional materials, employee relations, conferences, and flowers. Note that gift card purchases for sponsored award participants or purchased as gifts are not an allowed expense on sponsored program grants and contracts. Before incurring the expense, refer to the community relations expenses policy and/or sponsored project agreement for allowability of costs relating to these types of expenditures. Community relations

expenses are reimbursed on the basis of actual costs incurred. Allowable costs are those deemed ordinary, reasonable and necessary for the pursuit of the Foundation's community relations, University relations, community affairs, and research and development goals, so long as they are consistent with the Internal Revenue Services standards which apply to nonprofit tax-exempt corporations and within the educational mission of the University. For example, daily reimbursement of lunches would not be considered ordinary, reasonable and necessary.

PI/Project Director or designee must complete and sign the [Community Relations Authorization Form](#) located on the Foundation Web site and submit it to the Foundation for approval and payment processing. Details including the justification, purpose, relationship and names of all persons in attendance must be complete to minimize delays. Attach original receipts and attendance lists to the Community Relations form.

PIs/Project Directors requesting self-reimbursement must also obtain approval from their Supervisor, Chair or Dean.

University Food Services Exclusive Catering Rights

University Food Services has the first right of refusal for all catered events held on campus. The Campus Policy Regarding the Purchase of Food, Refreshment, and Food Related Items is located on the University Web site at: <http://www.csufresno.edu/humres/MAPP/II/B/B-24.pdf>.

The use of alcoholic beverages is not an allowed expense for sponsored program grants and contracts.

Purchase Orders

Assistance in the purchasing of goods and services is among the many services provided by the Foundation. Purchase orders are processed through the Foundation prior to placing the order with the vendor. The Foundation's [Procurement Policy](#) is located on the Foundation Web site.

The first step is to complete a [Purchase Order form](#) which is located on the Foundation Web site with all specific details needed in order to make the purchase. Details such as

make, model, part number, ship to location, delivery date etc., must be included on the Purchase Order form. Please include sales tax (Note: there is no sales tax on subscriptions, periodicals and services).

PIs/Project Directors are to be aware that if an expenditure exceeds \$20,000, a written contract is required, which may require Foundation Staff Counsel review. Please note that additional review time may be required prior to processing of Purchase Order. At the time of receiving the quote from the vendor, the PI should inquire whether or not the vendor has a standard Purchasing Agreement that should be utilized or if the Foundation needs to generate the agreement. If the vendor has a standard Purchasing Agreement, it should be attached to the Purchase Order form along with the price quote. If the price quote is valid for a specified time period (i.e. 30 days), this should be noted on the front of the Purchase Order form and brought to the attention of the Foundation Procurement Technician and/or the Grant Accountant.

The completed purchase order form must be signed by the PI/Project Director (or designee) and forwarded to the Foundation for approval.

- The purchase order form will first be reviewed and approved by your Grant Accountant.
- Upon receipt approved purchase order form, the Procurement Technician will process and place the order with the vendor.
- A copy of the purchase order will be sent to the PI/Project Director or designee.

Original invoices from vendors are generally mailed directly to the Foundation and then forwarded to the PI/Project Director or designee for approval. Upon the Foundation receiving the signed invoice it will be matched to the purchase order and processed for payment. If the project receives the original invoice from the vendor it should be signed promptly and forwarded to the Foundation. Please make sure the purchase order number is referenced on the invoice (if applicable).

All purchases made with out-of-state vendors will be subject to use tax even if the invoice received does not include sales tax. This is a requirement of section 6202 of the Sales & Use Tax Law.

Review Open Commitments

When a Purchase Order is issued, the full amount of the Purchase Order is encumbered to your cost center. Purchase Orders affect the current available balance in the account and the PI/Project Director should review for the following:

- Has the vendor not been paid? If the goods or services have been received or provided it is important that the vendor be paid promptly. If an invoice has not been received from the vendor, it may be necessary to follow up with the vendor.
- Has the vendor been paid in full, but there is still a balance remaining on the purchase order? Sometimes due to changes in the order, shipping and handling charges or sales tax the invoice does not match exactly to the purchase order. Contact the Procurement Technician at the Foundation if a purchase order has been paid in full and the remaining balance needs to be closed out.
- Has the vendor been paid, but the invoice not applied to the correct purchase order? This could decrease the balance available in your account as it will create a duplication of expenditures. Contact the Foundation Procurement Technician at the Foundation for assistance with any of the above issues.

Travel

[The Foundation Travel Policy](#) follows the same general rules as the University. The Foundation Travel Policy is located on the Foundation Web site. In the event the sponsor or funding agency has a more restrictive policy than the Foundation's travel policy, the more restrictive policy will apply. Please review the Foundation travel policy, forms, and certifications required prior to travel. Contact your Grant Accountant if you have any questions.

Travel Arrangements

Travel arrangements are made directly with the travel agency by the project staff. You may pay for the tickets yourself and then be reimbursed upon submission of the travel claim. Caution should be used when purchasing non-refundable tickets.

Travel Advance

The Foundation does not issue travel advances to employees except in extraordinary circumstances. Travel advances issued must be deducted when the final Travel Expense Claim is submitted after the trip has occurred. Travel advances in excess of actual expenses must be repaid to the Foundation. Upon request, the Foundation will make available to employees an application for a Foundation sponsored credit card for the sole purpose of Foundation related expenditures. There is no charge to the employee for the issuance of this credit card. Cash Advances may be secured using this card. Please also refer the [Travel Notification Form](#) located on the Foundation Web site.

Travel Insurance

Insurance issues related to business travel need to be discussed with your Grant Accountant or other Foundation personnel. Issues such as non-employee passengers accompanying you during travel will need to be addressed.

Use of privately owned vehicles by employees conducting Foundation business is allowed; however, the vehicle owner must be aware that his/her personal automobile insurance is the primary insurance in the event of an accident or for loss of personal items for damage to the vehicle or to a third party's vehicle.

Foundation employees using a privately owned vehicle should maintain the minimum amount of liability insurance, possess and have on their person or maintained in the vehicle a valid driver's license and vehicle registration requirements, and obey safety rules as required by State Law.

Vehicles rented for Foundation business must be rented in the name of the California State University, Fresno Foundation. Corporate accounts between the Foundation and some rental agencies exist and should be utilized whenever possible. Most of these rental agencies will directly bill the Foundation for the rental costs when proper employee identification is provided. Automobile insurance is provided through AGPIP for Foundation employees only who are participating in Foundation related business travel. The automobile physical damage waiver and automobile liability insurance are provided by the Foundation's insurance program up to the policy limits with applicable deductibles. The Foundation's insurance does not provide coverage for loss of

personal property. Most renter's or homeowner's insurance policies will provide coverage for loss of personal property. Please consult with your personal insurance representative to determine if you have this coverage. The employee has the option to purchase, at their own expense, the "loss of personal property" coverage from the rental agency if they find that their personal insurance does not provide this type of coverage. Persons not employed by the Foundation or the University may not rent a car in the name of the Foundation. Any damage to the rental vehicle or to a third party's vehicle will be the responsibility of the driver and will not be covered under the Foundation's policy if the vehicle is rented by Non-Foundation or Non-University employees.

University Risk Management's policy is that University vehicles should not be used by persons (including State employees) who are engaged in auxiliary business.

Automobile insurance for State employees of the University to pay for physical damage to a rental vehicle is **not** covered by the Foundation's insurance policy although State employees may be assigned to work on Foundation sponsored projects. The University may receive payment for the cost of State employees' salaries and benefits (Released Reimbursement Time Agreements) that are assigned to work on a Foundation funded sponsored project; however, the employee remains an employee of the State. In this situation, where the State employee is not receiving a payroll check from the Foundation and is renting a vehicle for Foundation related business activities, the State employee should purchase the additional loss waiver coverage from the vehicle rental agency. If no additional insurance is purchased by the State employee, then the damage will be the responsibility of the driver. The automobile general liability insurance up to the policy limits with applicable deductibles is provided by the Foundation's insurance program to both Foundation employees and State employees who are participating in Foundation-related business activities. The vehicle is to be rented in the name of the Fresno State Foundation. Rental agency agreements and account numbers and types of insurance coverage can occasionally change, so please contact your Grant Accountant or Foundation Accounts Payable staff to receive the most current agency account numbers and information for renting vehicles to conduct Foundation business.

Refer to the following diagram for insurance guidance:

Travel Insurance for Employees and Approved Individuals doing Foundation-Related Business

Rented Vehicles Under Name of Foundation					Privately Owned Vehicles
	State Employee (Not receiving Overload on Project)	State Employee currently paid as Foundation Employee on Overload Agreement	Foundation Employee	Students and Volunteers	Drivers of Privately-Owned Vehicles (Non-students)
General Liability Insurance	YES	YES	YES	CANNOT DRIVE A RENTED VEHICLE UNDER FOUNDATION	YES
Damage To Vehicle Insurance to cover Third Parties	NO -- (Driver is recommended to purchase additional loss waiver insurance from rental agency)	YES	YES	N/A	NO
Loss of Personal Items	YES	YES	YES	N/A	NO
	NO -- (Driver may want to check to see if homeowners insurance covers loss)	NO -- (Driver may want to check to see if homeowners insurance covers loss)	NO -- (Driver may want to check to see if homeowners insurance covers loss)	NO -- (Driver may want to check to see if homeowners insurance covers loss)	NO -- (Driver may want to check to see if homeowners insurance covers loss)

Please contact your assigned Grant Accountant to consider any insurance coverage that may be required. The [Travel Notification Form](#) located on the Foundation Web site should be completed to assist in determining whether travel insurance is required.

Foreign Travel

Foreign travel requires additional travel insurance that needs to be secured prior to departure. If you are driving your vehicle or a rented vehicle outside of the United States, in most instances, you will need additional insurance. The traveler assumes full financial responsibility for trips taken without the approved Travel Notification Form and confirmation of Foreign Travel Insurance coverage through the Foundation in advance of foreign travel. The [Travel Notification Form](#) is located on the Foundation Web site. If travel is outside of the United States, Foundation personnel will contact you to request travel information upon receipt of the completed Travel Notification Form. If you plan to travel (drive or fly) outside of the United States, please contact your Grant Accountant.

Travel Claims

Within ten days of completing a trip, a [Travel Expense Claim Form](#), which is located on the Foundation Web site, needs to be submitted for all actual costs less any advances received. Because of the frequent updates and detailed information and careful wording of travel requirements, please refer to the [Foundation Travel Policy](#) located on the Foundation Web site. If a sponsoring agency has a more restrictive travel policy than the Foundation's travel policy, the more restrictive policy will apply. Contact your Grant Accountant if there any variations that require clarification with the funding agency.

If you have attended a conference or meeting, please attach a copy of the schedule of events including any meals provided as part of the conference fee(s).

Original receipts are required for the following:

- Airplane travel
- Travel by any surface common carrier (i.e. bus, train, and shuttle)
- Parking charges in excess of \$10.00
- Hotel
- Automobile rental
- Conference registration (if paid on-site)
- Any other expense pertaining to the trip

Equipment

Equipment (in general) is defined below, but please check with your Grant Accountant about your project's specific requirements and criteria.

Capital Equipment (\$5,000 or More)

Capital Equipment purchased on sponsored projects is defined as any item with a unit value of \$5,000 or more and a useful life of one (1) year or more. This value includes all costs necessary for its intended use – such as purchase price, sales tax, freight, assembly,

installation, and testing. However, a sponsor's definition may be more restrictive, please contact the Foundation for clarification. Refer to the [Foundation's Procurement Policy](#) located on the Foundation Web site.

Prior to purchasing equipment, PIs/Project Directors should obtain verification (from your Grant Accountant) that the desired equipment has been approved from the funding agency. Equipment purchased with Federal Funds \$5,000 or greater will be logged and tagged by Foundation per OMB Circular A-110 regulations.

Equipment purchased with federal funds is the property of the funding agency until released by the agency. A Foundation property tag (over \$5,000) will be placed on such equipment for control purposes until the equipment is returned to the government or donated to the University.

Equipment purchased from grant or contract that specifically states that equipment belongs to the grantor/sponsor, remains the property of the grantor/sponsor. A Foundation property tag (over \$5,000) will be placed on such equipment for control purposes until the equipment is returned to the grantor at the end of the project.

Equipment purchased from project funds is intended for the exclusive use of the project during the period of the grant or contract. After the project terminates, the equipment can either be donated to the University (with restrictions if sponsor requires) or returned to the grantor.

The individual responsible for all equipment will be the PI/Project Director or designee. The PI/Project Director is responsible for maintaining record with the location of all equipment. Please see Equipment Location section listed in a following section of this Handbook. The PI/Project Director is responsible for the use, maintenance, protection, and storage of all equipment. Thefts, losses, and damages must be reported immediately to your Grant Accountant. The Grant Accountant will also immediately notify the Director of Foundation Financial Services and the Foundation's Staff Counsel. As soon as the PI/Project Director becomes aware of the loss, details describing the items and the facts surrounding the loss must be reported to your Grant Accountant. If theft is suspected, a campus police report must also be filed and a copy prepared to the Grant Accountant.

The Foundation's Staff Counsel will notify the insurance company to submit any claims/loss.

If you intend to travel with an item of equipment or ship an item of equipment, please contact the Foundation for detailed insurance-related procedures.

At no time does any purchased equipment become the personal property of the PI/Project Director.

Equipment Inventory

Equipment inventories are performed in coordination between the Foundation staff and the PI/Project Director annually and records are updated annually and on an on-going basis as well as during project closeout. A sponsor may restrict equipment inventory requirements; the more restrictive inventory requirements will apply.

The annual inventory update will be performed using the Foundation's fixed asset ledger, which gives the asset number, a description of the item, the serial number, the date of purchase, the location of the equipment, and cost to the project. An on-site physical inventory is performed every two (2) years unless a more restrictive inventory procedure is required by the sponsor.

Equipment Security

PIs/Project Directors should take reasonable and prudent precautions to insure the security of project equipment. Equipment should be properly stored in locked facilities when not in use. Computer lock-downs should be used whenever possible. Because equipment including PCs and laptops may contain confidential information, be sure to read the March 8, 2006 University Memorandum regarding the safeguarding of confidential information. Refer to Attachment I. A University policy is being developed and will be available in the near future

Equipment Location

Equipment may not be moved from the original location or disposed of without notifying the Foundation. To obtain prior approval a "[New Location and Disposition Form](#)", which is located on the Foundation Web site, must be completed and sent to the Foundation.

The Foundation will then update the fixed asset ledger with the proper location.

If the equipment is moved off campus, PIs/Project Directors must send written notification to the Foundation describing the circumstances (why it was necessary, where it will be located, how long it will be off campus, what security measures are being taken, and if in an individual's home, that the property is covered by a homeowner's/renter's insurance policy.) PIs/Project Directors should also notify the Foundation if they are moving the equipment to a new location on campus.

Minor Equipment/Supplies Purchased for Less Than \$5,000

Equipment purchased for less than \$5,000 is considered a supply or minor equipment item. Some items are consumables such as office supplies. Some sponsoring agencies may require that supply items be inventoried and should be tracked by the PI/Project Director. Some sponsors may require a specific reporting period for all equipment (capital and minor). Please check the inventory requirements of the sponsor. PIs/Project Directors should monitor their inventory purchases and take particular note to track the user and location of theft sensitive items such as computers, laptops, cameras, small electronics, and cell phones. The PI/Project Director should keep a description of the item, the serial number, the date of purchase, the location of the equipment, and cost to the project. Upon termination or completion of a federally funded sponsored program, recipients are required to report residual supplies exceeding an aggregate fair market value of \$5,000 to the federal sponsor for proper disposition. The PI/Project Director should work with their assigned Grant Accountant with the close out of supply inventory.

Subcontracting

A subcontract is an agreement issued under a larger contract, agreement or grant that authorizes a portion of the research of substantive effort to be performed by another organization. The subcontract document outlines the rights and responsibilities of each party.

The Foundation is considered the “subcontractor” when another organization is the primary awardee of a sponsored program and the primary awardee subcontracts services to the Foundation.

When the Foundation subcontracts with another organization to complete a major portion of the work on a sponsored program, the other organization is considered the “subcontractor”.

Typically at the proposal stage, the PI/Project Director determines whether a subcontract is necessary. The Office of Research and Sponsored Programs (ORSP) will review the subcontract materials as well as the full proposal before submitting the proposal to the sponsor. ORSP will ensure that the subcontractor will be in compliance with University/Foundation policies regarding conflicts of interest, human subject and animal testing, and intellectual property, and other important policies as required. The ORSP will ensure that the subcontracting institution has reviewed, approved and submitted subcontract materials and that these materials have been incorporated into the proposal. The ORSP will ensure each entity understands its respective role, the budget is adequate to support the work and someone authorized to sign on behalf of the subcontracting organization has endorsed the subcontract proposal. If a subcontract is named on a final sponsor approved budget, and no other restrictions are listed on the award, then the subcontract is considered approved. Note: Some state agencies require prior review and approval of the subcontract document even if the subcontractor is named in the proposal.

California State University, Fresno Foundation will negotiate, prepare and execute the subcontract agreements. Subcontracts require adequate time for all parties to consider and approve issues including: the scope of work, insurance requirement limitations, indemnification clauses, and other matters that might involve review by both the Foundation’s and the subcontracting agency’s legal counsel. Please remember to allow plenty of advance time for this process which may take sixty days or longer. As always, your Grant Accountant is available to provide assistance as needed.

If there is a need to subcontract a portion of the work, but no subcontract was indicated in the proposal, the Grant Accountant must notify ORSP to ensure that the subcontractor will be in compliance with University/Foundation policies regarding conflicts of interest, human subject and animal testing, and intellectual property, and other important policies as required. Upon confirmation of policy compliance, the Grant Accountant must then secure sponsor approval before a subcontract can be finalized.

Without prior approval, the sponsor has no responsibility to allow subcontract costs.

Upon selection of an institution, California State University, Fresno Foundation will negotiate, prepare and execute the subcontract agreement.

Subcontract Monitoring

As the grantee, the Foundation is also responsible for all subcontract agreements. The obligation to the sponsor agency does not change any if the subcontractor does not fulfill their obligations. Therefore, if any problems arise in the performance or spending of a subcontractor, please notify ORSP. The PI/Project Director is responsible for oversight on the technical performance of the subcontractor to ensure satisfactory performance and submission of required technical reports and deliverables. Please review the [Subrecipient Monitoring Policy](#) located on the Foundation Web site.

Program Income

Program income is defined as gross income earned by the recipient that is directly generated by an activity supported by the sponsored program or earned as a result of the sponsored program.

Examples of program income include, but are not limited to the following:

- Fees for services performed
- Proceeds from the sale of commodities or items fabricated
- Fees from participants in conferences or symposia
- Fees from the use or rental of real or personal property purchased with project funds
- License fees and royalties from patents and copyrights.

PIs/Project Directors should coordinate with ORSP during the proposal stage when program income is anticipated that is attributed to the project financed in whole or in part by the sponsoring agency's funds. When program income is earned during the contract award, the income must be accounted for as required by the terms and conditions of the awarding agency. When there is a remaining balance of program income at the close of a contract/grant, the terms and the conditions of the excess

program income must be followed in accordance with the terms and conditions of the awarding agency.

Program income related to projects financed in whole or in part with federally funded awards may specify one or more of the following conditions apply to program income:

- be used to further eligible project/program objectives;
- finance the non-federal share of the project/program;
- be deducted from the total project/program or allowable costs in determining the net allowable costs on which the federal share of costs is based;
- outline whether program income earned after the end of the project/program period is obligated to the federal government;
- specify what types of projects/programs (i.e. research projects) that program income terms and conditions apply.

Separate accounts are required for program income to allow the Foundation to appropriately track expenditures for financial reporting purposes. A separate account can be established by contacting your Grant Accountant.

Petty Cash

It is the practice of the Foundation to not allow petty cash expenditures on sponsored program accounts.

Stipends

The Foundation's usage of "stipend" is for regular, fixed payments to students for enrollment in and/or attending classes. The payment is not for services rendered. Any liability for taxes is the student's responsibility. Please refer to the Foundation policy listed under [Independent Contractors/Stipends/Scholarships](#) located on the Foundation Web site.

Funds for stipends must be specifically identified in the award document. In most

instances, funds budgeted for stipends may not be used for other budget categories in your approved budget. Any exceptions often require prior written approval from the awarding agency.

The University Financial Aid Office must approve a list of students who are to receive stipends prior to issuance of each check. This list should include the student's full name, address, Peoplesoft Student ID number, amount of the stipend, and the applicable academic semester.

Stipend checks will be issued after the department submits a completed [Payment Authorization Form](#), which is located on the Foundation Web site, with the attached list of the approved names from the University's Financial Aid Office. Checks will be mailed to the payee's mailing address or available by the designee for pickup at the Foundation Office as indicated on the Payment Authorization Form. The Foundation's practice is that checks should be picked up or delivered to the recipient within 20 days.

Tuition and Registration Fee Requests

Payment Authorizations for student tuition/class registration fees must be submitted to your grant accountant for approval. Required information should include the student's complete name, address, Peoplesoft Student ID number, course titles and numbers, course dates, number of unit credits, tuition/fee costs (including authorized late and/or administrative fees), and the academic semester term. If the sponsored award has other eligibility criteria for receiving the tuition and registration fees, the PI/Project Director must document this information also.

If a student drops a course or if the number of units taken is different from those guaranteed, please notify your Grant Accountant as soon as possible

Grant funds expended for tuition must be specifically approved in the award document. In most cases, funds budgeted for tuition may not be expended in another budget category unless prior written approval is obtained from the grantor.

It is important that the PI/Project Director notify each student when tuition and fees will be paid by the project. Please be sure the student follows proper procedures during the

registration process.

Cost Transfers /Journal Entries

A cost transfer is a transfer of expenditures to or from a sponsored project to align costs with the actual benefit received on the project.

Examples of cost transfers are:

- transfer costs from departmental holding accounts or trust accounts for approved expenses incurred prior to an account being established.
- to correct a clerical error, such as a transposition of numbers
- to reallocate effort to reflect actual effort
- for routine allocation of shared services
- to allocate service center charges
- to clear overdrafts from sponsored projects to unrestricted funds (trust accounts)

Journal Entry Form and Documentation

To request a cost transfer, a journal entry form needs to be completed and forwarded to the Foundation for approval and processing. Refer to the Web site form located at:

For questions and assistance in completing a journal entry form, please contact your Grant Accountant. The following supporting documentation may be attached to the form:

- A copy of the JD Edwards account ledger that lists the document number of the original transaction. This can be obtained from your monthly reports that are provided by the Foundation or by contacting your Grant Accountant.
- A copy of the original invoice, payroll timesheet or any other supporting documentation.
- A written justification for the cost transfer.

Justification for Cost Transfers

Cost transfers require a justification and should be done timely. A justification for a transfer of costs to or from a sponsored project should include and answer the following questions:

- a) Why the expense was originally charged to the account from which it is now being transferred.
- b) Based on the scope of work, why the charge should now be transferred to the receiving grant or contract.
- c) What actions will be taken in the future to prevent the need for another transfer of this type.

Unacceptable Reasons for a Cost Transfer

- To transfer costs to cover a deficit on another award.
- To transfer costs to spend the balance of an award.

Effort Reporting

Quick Reference: Effort Reporting

*Refer to the full **Interim Policy on Effort Reporting for Research and Sponsored Programs**, Academic Policy Manual [\(APM\) 504](#), for additional important information.*

General Information

What is Effort Reporting? Effort is the reported proportion of time spent on total professional activities such as research, teaching, administration and service for which an individual is employed by the recipient (University or Foundation). Total effort reporting should show the distribution of all:

- University compensated time for instruction, departmental research and other non-sponsored time;
- Sponsored Project Released Reimbursed Time;
- Cost shared time;

- Additional employment paid from the University or the Foundation.

Why Are Effort Reports Needed? Federal regulations under OMB Circular A-21 and CSU Executive Order 890 require the University and Foundation to provide supporting documentation in the form of an employee certification to justify salary charges to externally funded projects.

Whose Effort Must Be Certified? All University and Foundation employees who have received payment from a Foundation grant, contract or Foundation program account.

What Is Being Certified? That the percentages of salaries shown in the Employee Effort Report Form are a reasonable percentage of actual effort expended between University activity and sponsored project activity. Refer to the appropriate Effort Report Forms located on the Foundation Website for [AY Faculty](#), [Foundation](#), or [University staff](#).

How Often Are Forms Certified? At approximately one month after the end of each academic term for faculty and exempt employees. University and Foundation staff are required to certify effort after each month's payroll period. In addition, if a journal entry related to a sponsored program affects an employee's overall effort, and the journal entry meets acceptable justification for cost transfer, a revised Effort Report Form is to be completed and forwarded to the Foundation within the approved cost transfer time period. Please refer to the cost transfer section in this handbook.

Who Must Sign Each Certification? The employee and a responsible official with direct knowledge of the employee's work effort must sign the effort report. If the employee is not available, the responsible official with direct knowledge of the employee's work may sign the effort report.

How Often Should Effort Forms be Reported to the Foundation? Certified forms should be completed after each academic term for faculty working on a sponsored project. The faculty effort should be forwarded to the Foundation Grant Analyst beginning one month after the end of each academic term and no later than every six months unless it is required by an earlier time period by the sponsoring agency for reporting purposes (i.e. project ends and final reports are due). For staff employees not tied to the academic term, submit Effort Report forms to the Foundation Grant Analyst one month after the quarter (every three months from the start of the grant period) for

staff (University and Foundation employees).

Where Should Questions Be Directed? Employees should contact the PI/Project Director for general questions regarding that particular sponsored project. The PI may need to contact the Chair, Dean, or Department Head. The Foundation Grant Analyst can be contacted at 278-0850 for general questions regarding completing the form.

How should the PI/Project Director be Involved and What are the PI's/Project Director's Responsibilities?

- The PI/Project Director should be familiar with the Interim Policy for Effort Reporting (APM 504) adopted by the University, Foundation and Auxiliaries. Refer to [APM 504](#) located on the University Web site.
- The PI/Project Director should understand the worksheets and forms used to calculate effort and work with the Department Director, Chair, Dean and department staff to gather all effort commitments.
- The PI/Project Director can request training from the Foundation if desired.
- The PI/Project Director should ensure that he or she and all employees working on his or her sponsored agreement are being charged with reasonable accuracy and that any changes to effort charges are made timely.
- The PI/Project Director should contact the Chair, Dean, or Director of a department on a timely basis when an employee's effort on any sponsored agreement will change or is ending, and then also follow up by contacting the Foundation Office.
- The PI/Project Director is to ensure that they and the employees working on their sponsored projects are completing the effort certification reports in accordance with the established timeline and federal requirements.

Cost Sharing

Quick Reference: Cost Share/Match Reporting

*Refer to the full **Interim Policy on Cost Share/Match**, Academic Policy Manual*

[\(APM\) 502](#), for additional important information.

General Information

What is Cost Share/Match? When federal statute or agency regulations require that the University share in the cost of a sponsored research project, the University's contribution is referred to as "cost share." In general, cost sharing and matching represents that portion of project or program costs not borne by the sponsor. Cost sharing can be voluntary or mandatory (that is, required by means of statute or law), and can take the form of either cash contributions or in-kind contributions.

Committed cost sharing includes mandatory and voluntary cost sharing identified in the project proposal (in the proposed budget or in the project narrative). It represents a commitment by the University, Foundation or Auxiliaries that must be fulfilled if the proposal is accepted and awarded by the sponsor even if the cost share was not a requirement of the sponsoring agency.

Cash contributions represent the recipient's cash outlay, including money contributed to the recipient by non-federal third parties.

In-kind Contributions represent the value of all non-cash contributions, including allowable services and property provided by the recipient and/or non-Federal third parties.

What Policies govern the Cost Share/Match Reporting Requirements? The Policy on the Administration of Grant and Contract Activity, Academic Policy Manual (APM) 501, explains that reporting Cost Share/Match when proposed as part of an awarded sponsored project is a fiscal responsibility required by the PI/Project Director. OMB Circular A-110, Subpart C, subsection 23 explains the administrative requirements for cost sharing or matching. The California State University, Fresno, the California State University, Fresno Foundation, and its Auxiliaries have adopted the Interim Policies on Cost Share Match APM 502 which provides examples of allowable cost share expenses and outlines the general responsibilities for cost share administration. The [APM 502](#) policy is located on the University Web site.

Procedure

- a) PI/Project Director should verify and confirm cost share commitment obligated in budget or proposal narrative for accuracy. If the sponsoring agency reduces the total project award, the cost share may also need to be reduced, so it is the PI's /Project Director's responsibility to communicate in writing any budget changes to the cost share proposal.
- b) Upon award, the Foundation Grant Analyst or Grant Accountant will send the PI/Project Director notification and request cost share funding sources (i.e. names of departments, 3rd party company names, or volunteer outside of the University/Foundation), account numbers for the sources of cost share, and supporting information for the cost share committed in the award.
- c) Grant Analyst will send cost sharing commitment and tracking reports to the PI/Project Director. Refer to the [Foundation Web site](#) for appropriate form(s). These cost share reports are required to be returned to the Grant Analyst with appropriate signatures and with all supporting documentation attached on a quarterly basis or as arranged with the Grant Analyst.
- d) If there is faculty cost shared effort associated with the cost sharing requirement, the cost shared effort committed should be included in their effort reporting for all associated semesters. PI/Project Director is to send a completed Effort Reporting-Faculty Form with cost share information included as proposed in the project narrative/budget upon two weeks of notification to the Grant Analyst. Refer to Effort Reporting section of this handbook.
- e) If there is cost shared staff time effort (University or Foundation employees) associated with the cost sharing requirement, enclose the appropriate completed Cost Share Contribution Form for all associated time periods of the award.
 - PI/Project Director is to oversee that cost shared effort is documented by the faculty and staff on the appropriate Cost Share Contribution Forms.

- Academic year faculty are required to certify cost shared effort on a semester by semester basis or by an earlier date if grant award ends prior to end of the semester on the faculty Cost Share Contribution Form.
 - If academic year faculty are cost sharing during non-academic year periods (between semesters in the winter, spring, summer) and are not paid by the award or any other source, their cost shared time during non-academic periods is tracked separately for the entity providing compensation, or as volunteered time if there is no compensation provided, on the [Hourly/Non-exempt Cost Share Contribution Form](#).
 - Exempt staff employees are required to certify cost shared effort on a monthly basis by the percentage of time worked on the grant.
 - Non-exempt staff employees are required to certify cost shared effort on a monthly basis and hours should coincide with their submitted time vouchers.
- f) PI/Project Director is to send Grant Analyst acceptable supporting documentation attached to the [Cost Share Project Contribution Report](#) located on the Foundation Web site for each expense claimed as cost share by the scheduled reporting dates submitted to the PI/Project Director by the Foundation so that cost sharing obligations are met for the award. Supporting documentation may include but is not limited to cost shared effort documented on the Cost Share Contribution forms for [Exempt and Faculty employees](#) or for [Hourly and Non-Exempt employees](#), copies of time sheets when applicable, copies of paid receipts and paid invoices with applicable account numbers where expenses were charged, copies of financial accounting system reports with paid expenses highlighted, copies of itemized paid bills, logs, travel receipts, sign-in sheets, community relations documentation, etc.
- g) If cost sharing includes any trust account expenditures, the Grant Accountant will establish a Foundation Cost Share account to track expenditures intended to meet cost sharing obligation.
- h) PI/Project Director is responsible for confirming that the cost shared expenditures

are compliant with the expenditure practices of the Foundation and in compliance with the sponsoring funding agency before they are posted to the Foundation Cost Share account.

- i) Grant Analyst and/or Grant Accountant will notify the PI/Project Director of cost sharing obligations remaining as project nears completion.
- j) If the sponsoring agency waives the cost share documentation for accounting purposes, the Foundation will require communication in writing (email) from the appropriate authorized funding agency official indicating that the documentation is not required. At times, amendments to the budget may be required.
- k) Grant Analyst and/or Grant Accountant will contact Department Chair and eventually College/School Dean if cost sharing obligations are excessively late or not met by the end of the award to facilitate a timely resolution.
- l) At the end of project, the Grant Analyst and/or Grant Accountant is responsible for facilitating any reporting required by the sponsor.

Lease Management

The Foundation will occasionally enter into leases on behalf of a sponsored program and occasionally negotiates a lease for a Campus Program. A Lease may be for property or equipment. In either case, the lease **MUST** be signed by the appropriate Foundation officer authorized to obligate the Foundation. Under normal circumstances, a lease will only be entered into for a term consistent with budgetary funding approval.

Real Property Leases

Property leases must be approved and signed by an officer of the Foundation authorized to obligate the Foundation. No one other than the appropriate Foundation Officer authorized to obligate the Foundation can sign a lease or rental agreement for real property.

It is highly recommended that the Foundation be involved at an early stage in the search for off-site leased premises. The Foundation will assist during the negotiation of the lease as necessary and review all documents prior to the Foundation Officer signing.

All Foundation purchasing requirements must be adhered to during the leasing process. A completed purchase order must be obtained in advance of any monies being paid to a landlord, property management company or leasing agent. Please refer to the [Foundation's Purchasing Policy](#) located on the Foundation Web site.

Equipment Leases

As in real property, equipment leases must be approved and signed by an officer of the Foundation authorized as a signatory for the Foundation for entering into the lease. All Foundation purchasing requirements must be adhered to during the leasing process. A completed purchase order and signed lease agreement must be obtained in advance of allowing the delivery of any equipment to be leased or rented. Please refer to the [Foundation's Purchasing Policy](#) located on the Foundation Web site.

Loaned Equipment

Occasionally, a company/agency may wish to enter into a contract with the Foundation for the loan of the company's/agency's equipment to the Foundation for a sponsored program's use. As with equipment leases, the loan contract must be approved and signed by an authorized officer of the Foundation for the same term as the sponsored project for which the loaned equipment agreement will be utilized. Please provide a detailed description of the equipment including manufacturer, model, color, proof of ownership, age/year originally purchased, purchase price, current value, and if possible a photo and condition report.

Insurance

The Foundation maintains several forms of insurance which are designed to protect the Foundation against risk of loss. The insurance forms are NOT designed to protect individuals from risk of personal loss. Questions regarding insurance coverage, loss reporting and certificates should be addressed to your assigned Grant Accountant where the insurance issue will be routed appropriately.

Certificates of Insurance

Many government and private contracting agencies require that the Foundation provide a certificate of insurance (COI) to prove certain types of insurance coverage. At times,

the contracting agencies require that the Foundation name the agency as a "Named Additional Insured" or lists some other specific language.

It is very important to communicate insurance requirements to the Foundation prior to contract signing. This will ensure that the proper form of insurance is available at time of contract commencement.

Certificates of insurance are issued by the Foundation's insurance agent. When a certificate of insurance is needed the Foundation will contact the insurance agency to have the certificate issued. Generally, there is no cost for issuance of certificates of insurance.

The [\(COI\) Questionnaire](#) located on the Foundation Web site will assist in deciding which entity, the University or Foundation, represents the primary activity of the event, and, in turn, who should issue the COI. A PI should not assume that the Foundation's insurance agent would be the issuer of the COI even if a trust account held at the Foundation may be the paying for the lease/contract fee. The programmatic connection to the Foundation must first be determined. The completed COI Questionnaire attached with the lease/contract must be submitted to the Foundation at least 30 days prior to the start of the lease or contract.

Reporting Losses or Incidents / Making a Claim

All losses of Foundation property must be reported to the Foundation as soon as possible after the loss is discovered or suspected. The reporting of a loss includes a written statement describing the loss and a campus police report. The Foundation will appropriately forward all information to the insurance agency. To complete the claim for reimbursement of the loss, documents proving the purchase of the equipment by the Foundation are required. Having good records in all personal property items will assist significantly when needed to document any loss. Please provide the Foundation with the cost center numbers that the items lost were charged against, the approximate purchase dates of the lost items, any invoice information you have kept in order to assist in providing the insurance company with essential documentation. Equipment transferred to the University by the Foundation is not covered by the Foundation's insurance.

Confidential information (including within email), is often stored on PCs and laptops. When any files (hard copy or electronic) that contains private information is lost or stolen, immediately contact your Grant Accountant or the Auxiliary Management Information Systems department. Refer to Attachment 1 which is in regards to the safeguarding of confidential data. A University policy is being developed and will be available in the near future.

Reporting New Activities for Insurance Coverage

Each year the activities of the Foundation are reported to Alliant Insurance Company. The Foundation's activities are then used to determine the premium to be charged. Should the reported activities substantially change without notification to the insurance carrier, the carrier could cancel the insurance if a loss is sustained during an unusual activity.

If your program activity changes significantly, you should notify the Foundation immediately. If you are unsure as to whether the change is significant, let the Foundation know and we will determine if the insurance company needs to be informed of the change.

Accounts Receivable

Foundation sponsored programs receive revenue that is credited into the individual project cost centers. After receiving your award for sponsored programs, most revenue is received in one of the following ways: cost reimbursement, pre-payment, or by a set payment schedule.

Cost Reimbursement

The Foundation pays project expenses, and then invoices the sponsor. The Foundation will bill for expenses in arrears usually on a monthly or quarterly basis after specific tasks outlined in the award are accomplished. The award document for the sponsored program will specify the procedure to be used for invoicing.

Pre-Payment

Sometimes the sponsoring agency will prepay the entire award, but this is generally the

exception rather than the rule. If funds remain at the end of the project, the award document will specify if any prepaid funds need to be returned to the sponsor.

Payment Schedule

The sponsoring agency will issue payments on a set schedule. The schedule is usually based on specific dates or completed deliverables and is specified in the award document. If funds remain at the end of the project, the award document will specify if these funds need to be returned to the sponsor.

It is very important to follow the guidelines set forth within the award document, so that prompt payment of expenses can occur. Any outstanding accounts receivable is monitored monthly by your Grant Accountant.

Cash Receipts

All funds received in the Foundation on behalf of a sponsored program are deposited in the Foundation's bank in compliance with the Foundation's cash receipts procedure.

The Foundation may receive a percentage of the award at the time the award is granted or before expenses are incurred; however, occasionally funds may be collected by the PI/Project Director or at a sponsored project site and requires that the funds be submitted to the Foundation using the cash receipts procedure.

A Foundation Source of Deposits for Sponsored Programs form explaining the type of deposit and account number(s) the funds are to be deposited must accompany the deposit. Refer to the [Source of Deposits form](#) located on the Foundation Web site. The total of all checks and currency must be provided. Check deposits can be sent to the Foundation via intercampus mail; however, the preferred method is to hand-carry the deposits to the Foundation.

Deposits containing any cash must be hand carried to the Foundation. Do not send deposits with cash through the intercampus mail. The cash deposit must be accompanied by a completed Foundation Sponsored Programs Deposit Description Form. The total of all checks and currency must be provided.

Project Monitoring

Financial Monitoring

Allowability

- All project expenditures must adhere to the principles of allowability, allocability, reasonableness, and availability.
- An allowable cost is one that complies with the requirements of the funding agency. In the case of federally sponsored projects, allowable costs are determined by OMB Circular A-21.
- An allocable cost means the cost to a project has been incurred to support that project and is consistent with the scope of work contained in the proposal and resulting award.
- All costs must be evaluated for reasonableness. The nature and level of costs should be consistent with criteria that establish common business sense.
- Finally, availability means that funds are available prior to incurring expenditures.

Reports

- PIs are expected to monitor monthly Project Status Reports for accuracy. Errors may be detected and will need to be corrected with a [Journal Entry Form](#) which is located on the Foundation Web site.
- Monthly reports do not include requisitions that have not been processed. Therefore, the PI/Project Director should maintain a record of outstanding commitments.
- Monthly reports do not include projected expenditures. Only the PI/Project Director and/or his administrative staff have this knowledge. Planned expenses must be taken into consideration when determining available funds.
- Monthly Project Status Reports will include all major items ordered through a purchase order and not yet paid for (listed in the Open Commitment Amount column within printed Project Status Reports and in JD Edwards).
- Salary, wages and benefits should be analyzed to determine if sufficient funds exist for current project staff. If there are insufficient funds, call your Grant

Accountant for assistance in determining if other budgeted funds could be used or if a re-budgeting request to the sponsor is required.

- The PI/Project Director and/or the administrative staff should meet with their Grant Accountant periodically during the course of the project to review the financial status.
- PIs/Project Directors may also request direct on-line access to this information. Please review the JD Edwards (JDE) Request for Rumba Access sub-section under the Account Setup section of this handbook.

Programmatic Monitoring

Deliverables

When a sponsored project proposal has been submitted to the funding agency, certain promises and agreements may have been proposed in the scope of work section or other section as required by the sponsoring agency. These promises of certain deliverables may be in various formats (i.e. a certain amount of individuals surveyed with data results provided, certain publications, photographs, publicized presentations, forums, events, product test results, etc.). The deliverables should be carefully documented and reported using methods acceptable by the sponsoring agency within the stated time frame. The awarding sponsor may or may not provide specific detail to the deliverables in the sponsor's award document; however, the PI/Project Director should refer to any specifics mentioned in the proposal. If there are timing concerns in completing the deliverables, the PI/Project Director is to contact the sponsoring agency providing plenty of advance notice of any requests regarding time extensions (no-cost extensions) or changes in the scope of work for the sponsored program. The PI/Project Director should also discuss the potential changes with his/her assigned Grant Accountant and provide copies of correspondence with the funding agency that would change the outcome of the deliverables or any change of the time period of the activities or funding of the award. It is the PI's/Project Director's responsibility to monitor any subcontractors and/or subrecipients to assure deliverables are being met and properly documented.

Reports

PIs/Project Directors are required to submit technical reports and deliverables within the stated time frame as noted in their sponsored project agreement. When reports are submitted, please provide a hardcopy and when possible an electronic copy of the report(s) to the Foundation. At a minimum, the Foundation requires a copy of the transmittal letter or dated face page of the technical reports. Please notify your Foundation Grant Accountant when the copies of the completed reports and deliverables submitted to the sponsor are being forwarded to the Foundation.

When employees working on a sponsored program separate from employment, it is the PI's/Project Director's responsibility to obtain from the terminating employee any reports or other deliverables which may be due or required (i.e. technical/financial report records, equipment inventory listings, effort reporting forms, cost sharing reporting forms). Please review the Project/Account Closeout requirements to see if the employee's separation will effect account closeout reporting requirements. Please refer to your Grant Accountant or Grant Analyst for further information.

Project/Account Closeout

Awards are considered completed when all work is finished or the award expires or terminates. If, at the end of the project period, the PI/Project Director has not secured a contract renewal, a contract amendment for additional funding, or a no-cost extension (extends the contract date with no additional funding), the closeout must be conducted.

The necessary closing procedures may vary, depending on the policies of the sponsor, or specific terms and conditions of the award.

Since sponsors do not send expiration letters, it is the responsibility of the PI/Project Director to check the award document for all pertinent details about closeout procedures and dates.

Standard Reports Required for Closeout

Final Technical Report

The PI/Project Director is responsible for the submission of all technical reports required under the terms of an award, as well as other agreed upon deliverables.

The Foundation suggests PIs provide a copy of the final technical report: however, not required. At a minimum the Foundation requires a copy of the transmittal letter or dated face page of the programmatic reports to document its submission. The PI/Project Director and/or University is responsible for keeping the final technical report on file for the required number of years after the end of the award period.

Failure on the part of the PI/Project Director to deliver any required technical reports or deliverables to the sponsor in a timely matter may effect the collection of funds for the project and future funding from that sponsor to the University or Foundation.

Final Report of Patents and Inventions

Most sponsors require reports about patents and inventions made during the conduct of a sponsored project. Usually such declarations are made via a preprinted form, annually and/or at the end of the project period, and are required, even if the report is negative. A final report of patents and inventions requires the signatures of both the PI/Project Director and the Foundation.

Final Inventory of Equipment

The sponsor's policies on title to equipment and the submission of final equipment reports must be followed when closing out an award. Many sponsors request an equipment inventory report whether or not title to such property is retained by the University.

The PI/Project Director is responsible for reporting the final inventory of equipment to the Foundation. The Grant Accountant will review and approve the report. The PI/Project Director will assist in resolving any issues that arise regarding equipment or property.

Final Financial Status Report

The expiration of an award usually requires the submission of a final financial status report. The Foundation is responsible for submitting any financial reports required to closeout the award.

It is advisable that the PI/Project Director monitors project obligations closely, by careful review of the monthly project status reports throughout the project period, to make sure all expenditures are accurately recorded. In accordance with OMB Circular A-21, a certification that all charges are for appropriate purposes and in accordance with the application and award documents must be included in each financial report.

Final Cost Sharing Contribution Report

The PI/Project Director of a project must certify all cost sharing contributions related to a project by reviewing and signing the Cost Sharing Contribution Report, which is generated through the Foundation's financial accounting system. When the PI/Project Director certifies the report, he/she is assuring the Foundation, University and the sponsor that:

- the costs recorded on the report are true and accurate;
- the costs were not funded by a federally funded award;
- the costs were contributed to the identified project during the reporting period;
and
- the costs have not been, and will not be, used as cost sharing contributions on any other projects or for any other periods relating to the identified project.

C. Account Administration

Budget Revisions

The PI/Project Director may authorize expenditures of project funds within the limitations imposed by the sponsor, University and Foundation regulations. Ordinarily, grant/contract funds can be expended only within the category specified in the approved budget. If the PI/Project Director determines it necessary to shift funds between categories, the ORSP must be contacted to determine if the change can be approved internally or if it must be referred to the sponsoring agency for approval.

Management of Expenditures

One of the most important responsibilities of the PI/Project Director is to keep track of

expenditures and commitments to stay within the approved budget line item amounts or from being used for unauthorized purposes. Consult with your Grant Accountant regarding restrictions with line item expense requirements by the funding agency. Even if the responsible account holder designates other persons as "authorized signatures," he/she still remains accountable for ensuring that the project is conducted within the approved budget or that the account balance is not exceeded. If cost overruns or account deficits occur, the Foundation will look to the College/School to cover such costs.

- To aid the PI/Project Director in avoiding overruns or account deficits, the Foundation provides monthly financial reports, furnishes account balances as requested, monitors transactions, and may advise of potential or actual account deficits. In addition, online access is available to approved personnel. Please review the JD Edwards (JDE) Request for Rumba Access sub-section under the Account Setup section of this handbook.

Modifications of Grant/Contract

If a time extension or other modification to a grant or contract is required, the PI/Project Director must initiate the request through the Foundation, allowing sufficient time for proper approval. (Please be aware that the sponsor's technical officer may not be authorized to approve modifications to a grant or contract). Some modifications can be made only by the sponsoring agency's contracting officer.

In other cases, the sponsor may have delegated the Foundation approval authority for re-budgeting or modification changes. Contact the Foundation for necessary procedures to follow in order to obtain approval.

No-Cost Extensions

A no-cost extension will extend the expiration date of the award without additional funding. Refer to the contract/agreement or federal guidelines to determine if the sponsor allows no-cost extensions.

The timeframe and procedures for no-cost extensions vary between sponsors. Some sponsors require written notification at least ten days prior to the original expiration date

of the award. Some sponsors may require that no-cost extensions be submitted electronically via the sponsor's electronic system.

If additional time beyond the established expiration date is required to assure adequate completion of the original scope of work, a written justification will need to be provided by the PI/Project Director.

Prior to the expiration date of the award contact your Grant Accountant or ORSP for necessary procedures to follow in order to obtain approval for a no-cost extension.

D. Audit Requirements and Record Retention

Audit Requirements

The Foundation undergoes an annual OMB Circular A-133 audit and general compliance audit. In addition, the Foundation is subject to numerous other types of audits from various funding agencies including the federal and state governments and the CSU.

The Foundation is required to meet generally accepted accounting standards and other compliance requirements in the preparation and submission of proposals, in conducting the work of the projects, the expenditure of funds and the financial reporting of all sponsored projects.

Record Retention

The Foundation and the PI/Project Director are required to retain financial records, supporting documents, statistical records, and all other records pertinent to an award for at least three years from the date of submission of the final expenditure report. Refer to the award document or check with the Foundation for specific record retention and audit requirements as some sponsored projects may require a longer retention period.

If any litigation, claim, or audit is started before the expiration of the retention period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.

If the PI/Project Director transfers or terminates employment with the University or

Foundation prior to the expiration of the required record retention, the PI/Project Director needs to contact the Foundation and report the location of all records pertaining to the sponsored project.

E. Related Committees and Other Topics

The following committees and boards report to the University's Grants and Research Advisory Board: The Patent Board, Committee on the Protection of Human Subjects or IRB, Institutional Animal Care and Use Committee or IACUC, Institutional Biosafety Committee or IBC, and the Radiation Safety Committee. The general roles of these committees and boards are described and contact information is provided under the appropriate subsections.

Intellectual Property and Patent Policies

The Patent Board provides a means by which inventions, technological designs and procedures, and new materials are developed so that the inventor, the University, and the public are the benefactors. The Patent Board recommends to the President whether or not the University should undertake the prosecution of a patent application for an invention. It also reviews and determines rights to patentable inventions, facilitates the patent application process, and provides orderly determination of licensing and royalty collection procedures. Should a transfer of Intellectual Property Rights for a sponsored program be required, approval must be received by the Patent Board, Foundation Staff Legal Counsel, and the Office of General Counsel for the CSU. The Patent Policy APM 540 is located at: <http://www.csufresno.edu/aps/documents/apm/540.pdf> and is designed to be compatible with the University's policy on Intellectual Property APM 541 located at: <http://www.csufresno.edu/aps/documents/apm/541.pdf>.

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Committee on the Protection of Human Subjects or IRB

The Institutional Review Board (IRB) provides institutional review of research involving human subjects. It was formed in 1971 to protect the rights and health of human subjects used in research investigations. It also promotes free inquiry and research at this University, and assures compliance with governmental regulations as specified by the Office for Human Research Protections (OHRP), the United States Department of Health and Human Services, and the Committee for the Protection of Human Subjects (CPHS) of the Office of the Statewide Health Planning and Development. For more information, please see: <http://www.csufresno.edu/humansubjects/>.

Dr. Constance Jones, Chair

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Institutional Animal Care and Use Committee or IACUC

The Institutional Animal Care and Use Committee (IACUC) provides institutional review of research involving animal subjects. It was formed to comply with the certification procedures of the United States Department of Agriculture, the National Institute of Health (NIH), American Association for Accreditation of Laboratory Animals Care (AAALAC) and other agencies, as required by the University. Specific regulations deal with keeping the University, its faculty, staff and students, in compliance with all laws, federal and state, that apply to procurement, transportation, housing, handling, treatment, sanitation, nutrition, experimentation, exhibition, instruction, destruction and disposal of any or all animals. Annual reports to IACUC are required to be submitted through the IACUC Chair of California State University, Fresno IACUC. For more information, please go to: <http://oacu.od.nih.gov>.

Dr. Paul Crosbie, Chair

Science 206A

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Institutional Biosafety Committee or IBC

The Institutional Biosafety Committee (IBC) provides local review and oversight of nearly all forms of research utilizing recombinant DNA. The IBC reviews recombinant DNA research projects for compliance with the NIH Guidelines. IBCs were established under the federal NIH Guidelines for Research Involving Recombinant DNA Molecules (<http://www4.od.nih.gov/oba/rac/guidelines/guidelines.html>). The IBC also reviews joint projects with IAC and IRB when appropriate, makes sure that adequate expertise and training exists for those working on recombinant DNA projects, and offers recommendations on recombinant DNA safety issues to campus faculty and administrators.

Dr. James Prince

Science 314B

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The Radiation Safety Committee

The Radiation Safety Committee reviews applications and proposed procedures for radioisotope and ionizing radiation use at the University. It also develops policies assuring the safe use of radioisotope and radiation equipment in compliance with federal and state regulations. By policy, the Radiation Safety Officer or his designee must be present at all meetings of this committee, which meets quarterly when there is sufficient activity to merit a meeting.

Dr. Charles Krauter, Chair

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Conflicts of Interest

Conflict of Interest law seeks to minimize the extent to which public employees pursue their own financial interests at the expense of the public interest. The law of conflict of interest sets forth the means by which the collision of public interest with self interest is diminished.

Per the CSU Chancellor's Office, project directors are required to complete a Statement of Economic Interests form (Form 700-U) for each non-governmental grant received, as well as grant awards from the National Institutes of Health and the National Science Foundation. This policy sets institutional Conflict of Interest standards and practices applicable to Investigators on grants and contracts. The Policy for Conflicts of Interest In Grants and Contract for the California State University can be found at the ORSP Web site: <http://www.csufresno.edu/grants/proposal/forms/conflict.shtml> .

Export Controls

What are Export Controls? They are US laws that regulate the distribution of strategically important products, services and information to foreign nationals and foreign countries for reasons of foreign policy and national security. Export Controls applies to all activities including sponsored programs research.

What is an Export? It is the transfer of controlled technology, information, equipment, software, or service to a foreign person in the US (“deemed” export) or abroad by any means such as:

- actual shipment outside of the US
- visual inspection in or outside of the US
- written or oral disclosure.

PIs must be aware of foreign persons (nationals) working (hired or volunteering) having access to sponsored projects information that would be regulated by Export Controls.

Who is considered a foreign person?

- Any person who is not a lawful permanent resident of the US
- Any foreign corporation or other entity or group that is not incorporated or organized to do business in the US
- Any foreign government.

When should I contact the Foundation?

Please contact the Foundation if you are considering:

- hiring a foreign national to work on a sponsored project
- hosting tours for foreign nationals related to a sponsored project
- traveling abroad and are planning to take information equipment including laptops/computers, technology, software, products considered strategic to foreign policy and national security that may be in question, or if you plan to provide services (“deemed” export) in the US or abroad.

There are several exclusions/exemptions to Export Controls requirements; however, due to the nature of various governmental entities that must revise their policies in response to world events and national security, the PI must have the sponsored project activity evaluated by contacting the Foundation as soon as possible.