

# Memo

To: Contract Managers, Bookkeepers and University Administrative Mangers  
From: Patrick Hayes, Rosette Tavalacci and Dr. John Strenkowski  
CC: Dean Martin-Vega  
Date: November 2007  
Re: Departmental Reminders

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This memo is to serve as a reminder of several topics/issues that have come to surface recently within our departments. My office is notified by HR, Travel Audit, Purchasing, SPARCS and C&G whenever issues/concerns arise. Please take time to read each one and implement departmental policy to make sure that these do not become issues and if they have, then take actions to correct them.

- I. Salary Distributions
  - A. If you make salary distributions/reallocations after 60 days, it is recommended to provide detailed justification as to why the change is occurring. This should be maintained in the departmental file in the event of an audit. We require this on all projects that are managed in the College office.
  - B. Individuals should be appointed to the proper project at the on set and should not be moved around as to appear to be juggling funds.
  - C. Research accounts are not to be used as "place holders".
  - D. Shifting individuals around on inappropriate projects affects the TEARS reports and the way effort is accounted for.
  - E. By making constant salary distributions/reallocations, the Faculty/Administrator is creating a burden on the contract manager and the College human resources office.
  - F. Special attention should be applied to Summer Salary (1116) and Release Time (1118).
- II. Travel Submissions
  - A. Travel submissions should be within 30 days of the actual travel.
  - B. Anything over 30 days requires a justification. This is per University Policy.
- III. Purchasing
  - A. Please be mindful of the University Purchasing Process.
  - B. Do not enter into Contracts or make purchases equal to or greater than \$5,000 without going through purchasing.

- IV. Task Reporting/Interim Reporting/Final Reporting
  - A. Task reporting must be completed in a timely manner based on the number of tasks completed per project.
  - B. C&G cannot bill until they have this information, therefore the University does not get paid for cost incurred.
  - C. Interim and Final reporting must be met according to the terms and conditions of each award.
  - D. Failure to meet the interim or final reporting deadlines can result in not receiving an increment of funding or not receiving payment for cost incurred.
  
- V. Cost Sharing
  - A. Must always have documents showing the potential or final commitment.
  - B. Cost Sharing should only be used when required by the sponsor.
  - C. Requesting or using cost sharing any other time will result in driving the Universities F&A rate down.
  - D. If committed by the University or College, have an appropriate email or letter from Dr. Gilligan or Dr. Strenkowski.
  
- VI. Project Reconciliations
  - A. Should be turned in 2 business days prior to the due date to C&G.
  - B. Should be turned into the college research office, not C&G.
  - C. If not completed by the due date, the college will complete the form to the best of our ability and the department will be responsible for all unallowable cost.
  - D. Should be completed in their entirety with all questions answered and the 1891 object code taken into account on all salaries.
  - E. Be sure and complete the cost sharing portion and attach all necessary backup (TEARS records, third party, etc...).
  
- VII. Cost Sharing Confirmations
  - A. Should be completed in a timely manner and returned to the college research office by the due date.
  - B. Should not be sent directly to C&G
  - C. If involving effort, please set up the appropriate TEARS record and attach a copy.
  - D. If involving third party, please have their letter of commitment attached.
  
- VIII. Release Time
  - A. Should be turned in directly to Pat Hayes or Rosette Tivolacci.
  - B. Should only be for the current fiscal/academic year. Do not cross years.
  - C. The RT should be in the agency approved budget either at the on set of the award or by a post award action (e-Par).
  - D. Form should be signed by PI, DH and contract manger/preparer.
  
- IX. Summer Salary
  - A. Should be turned in directly to Rebecca Doyle who will then give to Pat Hayes or Rosette Tivolacci.
  - B. The SS should be in the agency approved budget either at the on set of the award or by a post award action (e-Par).
  - C. Should have all necessary signatures.

- X. Rebudgeting
  - A. Costs incurred on line items not on the approved sponsor budget will require removal or rebudgeting.
  - B. On rebudgeting, you have to explain each line item in full detail as to why you do not need the funding in the line item any longer or why you need the funding in the line item.
  - C. It is also recommended that you do not spend in excess of 10% on an agency approved budgeted line item. If you do, you will need to remove this amount or complete a rebudget request.