

OFFICE OF CONTRACTS AND GRANTS

Regulatory Checklist - Federal Sponsors

B

140740 ✓

Adm Code

OUC

Account No.: 5 -24524

Principal Investigator(s): Everette/Ansardi

Sponsor: DOE

Cost-Sharing Required?: Yes No

Questions regarding these regulations and prior approval procedures can be addressed to your Contract Manager or the College Business Officer.

All post award prior approval requests must be routed through the Office of Contracts and Grants. The agency should not be contacted directly.

C&G

Ref.#

(10 CFR600)

University
(U) or
Agency (A)
Approval

Prior Approvals Requirements & Other Restrictions:

Salaries & Wages	Change in "Key Person" (PI or Program Director)	600.125(c.2)	A
	Continuation of work for a consecutive period > 3 mos. without participation of PI or Project Director OR a 25% reduction in time on project	600.125(c.3)	A
Domestic Travel	Lowest available commercial discount airfare must be obtained	A21	
Foreign Travel	Lowest available commercial discount airfare must be obtained	A21	
	A U.S. flag air carrier MUST be used if available	*11	A
Equipment	ANY special purpose equipment \$5,000 or more not listed in approved budget	A21	A
	ANY general purpose equipment \$5,000 or more not listed in approved budget	A21	A
	SCREENING: Departmental - \$5K to \$10K ; University - \$10K or more	UAP	
	Equipment title vests with NCSU	600.134(a)	
Subcontracts	Subcontracting work to a third party	600.125(8)	A
Other Direct Costs <small>if not specifically identified in approved budget)</small>	Special rearrangements/alterations or capital expenditures for facilities	A21	A
	Property insurance costs	A21	A
	Scholarships and student aid	A21	A
	Termination costs on sponsored agreements	A21	A
F&A Cost	Rebudgeting to/from equipment and tuition affects F&A cost recovery		

Other Prior Approvals Required by Agency:

Changes in scope or objectives of project	600.125(c.1)	A
First no-cost extension (>12 months = AGENCY) must be requested at least 10 days prior to termination	600.125(e2)	U
Second & subsequent no-cost extensions must be requested at least 10 days prior to termination	600.125(e2)	A
Transfer of funds budgeted for training allowances or participant support to other budget categories	600.125(7)	A
Pre-award costs incurred more than 90 days prior to the project begin date	600.125(e1)	A

Other Restrictions & Requirements:

All costs must be reasonable, allocable, allowable and applied consistently in like circumstances	A21	
Transfers of non-salary expenses must be completed within 120 days of date initially incurred	UAP	
Transfers of salary expenses must be completed within 120 days of academic period	UAP	
Positive efforts shall be made to use small businesses, minority-owned firms and women's business enterprises whenever possible	600.144(b)	
Carry-forward of unobligated balances (except the final budget period) is automatic	600.125(e3)	
Retain all supporting documentation for three (3) years after the last date of correspondence	600.153	

IT IS RECOMMENDED THAT THIS CHECKLIST BE PLACED IN THE ACCOUNT FILE

C&G Review:

[Signature]

Date Mailed:

8/31/05

11/03

*Special Terms and Conditions for Financial Assistance Awards (4/23/03)

UAP - University Administrative Procedures