

Post-Award Reminders

1. Award Setup

- ❑ The detailed budget provided to SPA for award setup must be the Sponsor/VBA approved budget.
 - For new awards, if an awarded total or awarded budget differ from the VBA approved proposal budget, a revised budget reflecting the award should be emailed to VBA for review and approval, prior to submission to SPA.
 - For incremental funding, the detailed budget supplied to SPA for distribution of incremental funds should be aligned with the overall VBA approved proposal budget. (e.g., If you do not have a post-doc in your approved proposal budget, you should not add funding to 14480 in the detailed budget for incremental funding distribution; the movement of funds to 14480 in this example would be done through the Viterbi budget reallocation process.)

2. Sponsor Prior Approvals

- a) All requests for sponsor prior approval that are required by the terms and conditions of an award must be made by DCG to the sponsors authorized grant/contracting official.



- Please note:
 - ❖ The authorized grant/contract official is typically not the program manager.
 - ❖ Most federal awards require prior approval requests to come from our DCG officers to their sponsor counterparts (i.e., a PI's approval from a program manager does not meet our contractual obligation).

- b) All detailed budget revisions that are intended for sponsor record, review or approval, must be first emailed to VBA for review and approval, prior to being sent to the sponsor.
 - Upon approval of a revised budget, VBA will forward budget to DCG officer with Research Administrator in cc., and DCG will forward to the sponsor.
 - Once a sponsor approves a revised budget, the sponsor approval with its included budget details should be sent to SPA for account modification.
- c) If sponsor prior approval is sought for the purchase of equipment, reduction of PI effort, or other simple financial changes that require prior approval but do not need/include a detailed budget, upon sponsor approval, the research administrator should submit a budget reallocation request through the Viterbi system, and ensure the sponsor approval is attached to the request.

Post-Award Reminders Cont.

3. Participant Support Costs

- ❑ Federal regulations define participant support as follows:
 - ❖ “Participant support costs are direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences, or training projects.”
 - i.e., salary, stipends, tuition, research M&S are unallowable on participant support accounts
- ❑ All increases or reductions to participant support costs require sponsor prior approval and should be handled as noted in 2.a. and 2.b. of “Sponsor Prior Approvals” above.



4. Budget Reallocations

- ❑ All applicable sponsor approvals should be obtained prior to submitting a budget reallocation request. These approvals should also be attached to the request.
- ❑ All pending changes/transfers that can affect a budget reallocation request should be completed prior to submitting the request.
- ❑ All over-drafted object classes must be remedied in the reallocation request.
- ❑ The reason for reallocation must briefly explain why the changes requested are directly applicable to that specific project (e.g., Students took less units than anticipated (for a reduction of tuition); The PI attended Conference X to present results from this project (for travel increase); More effort needed by post-doc (for increase in post-doc effort).
- ❑ Review your ASR prior to submitting a budget reallocation, and ensure you are taking into account any anticipated charges that may hit prior to VBA review of the request.



5. Tuition Remission

- ❑ Applicable tuition remission charges will be charged to accounts that end mid month/semester.
- ❑ If a tuition charge overdrafts an account, SPA will request a 22 account from the research administrator, to cover the overdraft.
- ❑ If an RAsip is moved, ensure you notify Lauren (Ferrell) so the applicable tuition is moved.
- ❑ Summer tuition remission will be charged to sponsored projects in September.