

# Information Sheet For Grant Awardees

## Before you spend!

Please read your Office of Sponsored Research (OSR) award letter, budget sheet (SPIFFY) and your copy of the award document from the sponsor. Compare the accounting lines on the SPIFFY to the original budget you prepared to see that all necessary accounting lines have been loaded into the UNH Accounting System (CUFS).

Note from your SPIFFY the OSR grants specialists who will handle your account. Responsibility at the OSR accounting division is assigned by sponsor. Responsibility at the OSR pre-award office is assigned by college or institute/center.

Note the dates of performance for the award, which determine the period of spending authority.

In the award documentation sent by the sponsor, note any special purchasing restrictions, and reporting requirements. Note the name of your contact at the sponsoring organization.

## You are ready to expend funds!

**A. Purchasing:** Please make sure the Extension Business Office has a copy of the budget for this award. Discuss any restrictions or special conditions that would affect purchasing on this account. You will work with your OSR accounting contact on purchasing issues.

- **Travel and Equipment:** ALL FOREIGN TRAVEL AND EQUIPMENT expenditures require prior approval by your OSR accounting contact. Make sure the item is budgeted under your award; if it isn't, provide written justification to your OSR contact. (This will in most instances be handled by the Extension Business Office accounting people).
- Become thoroughly familiar with all travel and equipment restrictions that apply to your award. (All federally sponsored travel must be flown on US flag carriers.) Some federal sponsors also require they be contacted for prior approval of foreign travel or equipment purchases before the OSR can approve the purchase. Please allow enough lead time for this to be accomplished.
- Equipment is defined as items over \$500 with a useful life of two years or more. Remember to file sole source requests or bid requests with the UNH Purchasing Office if any item will cost over \$1500. (These forms are available at the Extension Business Office.)

Most of your purchasing will follow UNH policy, except as stated in special grant restrictions listed by the sponsor in the award documentation. At any time if you have questions about the appropriateness of a purchase, please contact your OSR accounting contact.

UNH has contracted vendors for many items, e.g., office supplies, computers and lab supplies. The Extension Business Office has access to the list of UNH contractors. The Purchasing Office can assist you with locating a vendor for a special item.

Ask the Extension Business Office to set up purchase orders for telephone use, mail services, computer accounts, printing, car rentals, or any other services you will require on campus. Use Carlson Travel if you wish to charge a trip to your grant account. **Remember that orders to outside vendors must also be entered on CUPS before a purchase can be made.**

**B. Sub-awards:** Once you have provided all necessary information, OSR will write and forward sub-awards to the sub-awardee. When the sub-award is signed and returned, a copy is sent to you and a Purchase Order (PO) will be issued, with copies sent to you.

Obtain necessary department approvals and process invoices through your OSR accounting contact citing the PO# of that sub-award. Do not send sub-award invoices directly to Accounts Payable. If you have any questions regarding sub-awards, contact your pre-award contact at OSR.

**C. No Cost Extensions of Spending Authority:** OSR will notify you 90 and 30 days before your grant ends as a reminder the award is approaching its end date. If you require a no-cost extension of time to complete the project, request this in writing with appropriate justification through your OSR pre-award contact.

**D. Hiring Personnel:** Professional, Administrative, Technical (PAT) and Operating Staff (OS): Contact the Extension Business Office and discuss the hiring process and the various payment forms used to charge salary payments to your grant.

To hire full-time PAT or OS staff, obtain a copy of the pertinent Position Description Questionnaire (PDQ) and fill in the job description, requirements and qualifications. The Extension Business Office will obtain the necessary signatures and forward the PDQ to the UNH Personnel Services Office for review at a Classification Committee meeting. Once the position is classified, a Position Vacancy Form needs to be filed with Personnel to have the job advertised. The position must be advertised for at least 10 days. When interviews are complete a Position Filled Form summarizing the search must be filed with Personnel Services before an offer can be made.

The hiring process normally takes an average of four weeks to complete. When you have completed the search, your department Personnel Liaison will fill out an appointment form (PLF) showing the salary distribution to your accounts. W4 and I-9 forms are necessary for all new employees.

All status personnel payroll forms must be signed by OSR.

- **Consultants:** A Consultant Agreement must be routed through OSR before any consultant can be paid on your project. Standard forms are available from OSR or Purchasing.

- **Hourly and Non-Status Hiring:** Have the Extension Business Office fill out the necessary paperwork (NS1, workstudy forms, or J3) to place a student or other non-status worker on your

payroll. Again, the W4 and I-9 are required. Student hourly is charged FICA only during the summer months.

- Graduate students are appointed as graduate project assistants on PLF's for either a semester, academic year or summer. Graduate student assistantship rates vary and are set each year by the Graduate School. A rate sheet is also available from OSR. Contact your department Personnel Liaison for assistance in appointing a graduate project assistant. Again, W4 & I-9 forms are required.

- Faculty Summer Supplemental Salary is processed on a J3. Request for more than two-ninths summer salary must be approved by your dean. Summer salary is charged only FICA, not the full fringe benefits rate. Academic Year Supplemental Pay requires agency approval for federal, state or flow-through grants.

- PAT Staff Supplemental pay must be approved by the Vice President for Research and Public Service before signature by OSR. An explanatory memo must accompany the J3 payroll document.

**E. Financial Reports:** Monthly financial reports on the status of your account are available from the Extension Business Office. Please review these on a regular basis.

**F. Cost Sharing:** If your award requires cost sharing, a separate cost sharing account(s) will be established by the OSR for the posting of charges for documentation purposes. It is important cost sharing be documented on a timely basis. Any questions may be directed to your OSR accounting contact.

**G. Program Income:** If you are generating program income (e.g., registration fees, sales of materials including publications, copyright or patent royalties) from your award, please get in touch with the Extension Business Office to arrange for appropriate management.

**H. Closeout:** You should work with the Extension Business Office to resolve all remaining open orders and clear all encumbrances before your grant end date. Your account will be inactivated 45 days after the end date. The OSR may contact you to 1) confirm the final technical report submission; 2) sign a final financial statement; 3) address patents/inventions. Please respond promptly as this information is needed to complete reports to the sponsors within a specific time period after the grant has ended, normally 90 days after the end date. Please provide to your OSR accounting contact a copy of the final technical report or a copy of its transmittal letter.