MANAGING GRANT FINANCES - BEST PRACTICES FOR NAVIGATING ATE BUDGET AND COMPLIANCE ISSUES

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Speaker

Rashawn Farrior - Grant and Agreement Specialist - 703.292.2187 - lfarrior@nsf.gov
Topics Covered

- Division of Grants and Agreements
- Award Administration Roles
- Types of Awards
- Time & Effort
- Things I look for in a budget
- Revised Budgets
- Participant Support
- Budget changes
- Indirect Cost Rates
- Frequent Errors on Budgets
- Accessing Documents on the NSF Website
- Conclusion
DGA Year in Review

• Completed over 22,000 actions.

• Extremely small division
  – Staff under 30
  – Each staff roughly completed on average 1,000 actions
  – Conduct award monitoring assistance program among many other tasks.
  – Conducts Advanced Monitoring Site Visit Review to grantees.
Award Administration Roles

• Awardee:
  – Has full responsibility for the conduct of project/activity and for adhering to the award conditions.
  – Agrees to comply with the applicable Federal requirements and to manage all expenditures and actions prudently.
  – Ensures that expenditures are allowable, allocable, and reasonable.
Policies and procedures
Must be apart of your official payroll
Should reflect 100% non-sponsored and sponsored activity
Should be able to reflect across multiple activities (timesheet)
Should charge same amount for grant just as your institutional salary if you have a documented rate
Must be related to work performed
Must be actual not budgeted
My budget review

- Verify all PIs and CO-PIs
- Checks calendar months or summer months added
- Salary and fringe benefits
- Equipment
- Travel
- Participant support costs
- Sub-awards
- Other Direct Costs
- Indirect Costs (Base and applicable rate applied)
Must have policies and procedures
- Separate account codes
- Not employees of the university
- Generally excluded from indirect cost
- Re-budgeting restrictions.
Sub-award issues

- No budget attached
- Incorrect or no indirect rate applied
- Not excluding up to the first 25K for each sub-award per the college’s rate agreement
- Policies and procedures
Indirect Costs

• Use your federally negotiated rate

• Show base and provide indirect cost calculation

• Explain any exclusions from your base

• Use 10% modified total direct cost if grantee does not have a federally negotiated rate.
Frequent Errors on Budgets

- No dollar amount associated for PIs and Co-PIs
- No participant support count listed
- Participant support not being excluded from indirect cost base
- Subaward not being excluded from indirect cost base
- Indirect cost rate not used correctly.
- Little to no budget justification for budget line items.
Submit Notifications & Requests via FastLane

<table>
<thead>
<tr>
<th>Award Amount:</th>
<th>$7,090,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expiration Date:</td>
<td>12/31/2011</td>
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<tr>
<td>Division:</td>
<td>DIVISION OF INFORMATION SYSTEMS</td>
</tr>
<tr>
<td>Award Title:</td>
<td>Testor Lane</td>
</tr>
<tr>
<td>Awardee Organization:</td>
<td>NSF</td>
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<td>PI/PD:</td>
<td>Alphonson, Alan</td>
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### GRANTEE NOTIFICATION TYPES

<table>
<thead>
<tr>
<th>Description</th>
<th>Topic Guidance</th>
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<tbody>
<tr>
<td>Anticipated Residual Funds in excess of $5,000 or 5%</td>
<td>AAG</td>
</tr>
<tr>
<td>Grantee Approved No-Cost Extension</td>
<td>AAG</td>
</tr>
<tr>
<td>Cost Sharing Equal To or Greater Than $500,000</td>
<td>AAG</td>
</tr>
<tr>
<td>Significant Changes/Delays or Events of Unusual Interest</td>
<td>AAG</td>
</tr>
<tr>
<td>Conflicts of Interests</td>
<td>AAG</td>
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<tr>
<td>Significant Changes in Methods/Procedures</td>
<td>AAG</td>
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<tr>
<td>Short-Term Absence of the PI/PD (Up to Three Months)</td>
<td>AAG</td>
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### GRANTEE REQUEST TYPES

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<tr>
<td>Addition of Subaward</td>
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<tr>
<td>Withdrawal of Sub-Personal</td>
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<tr>
<td>Long-Term Absence of the PI/PD (Over Three Months)</td>
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<tr>
<td>NSF Approved No-Cost Extension</td>
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<tr>
<td>PI Transfer</td>
<td>AAG</td>
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<tr>
<td>Pre-award Costs in Excess of 90 Days</td>
<td>AAG</td>
</tr>
<tr>
<td>Rearrangement/Reduction $25,000 or over (Follow these links for more information on Non-FDP Organizations, or FDP Organizations. They will open a PDF file in new window.)</td>
<td>AAG</td>
</tr>
<tr>
<td>Change of PI</td>
<td>AAG</td>
</tr>
<tr>
<td>Significant Change in Person-Months Devoted to Project</td>
<td>AAG</td>
</tr>
<tr>
<td>Changes in Objective or Scope</td>
<td>AAG</td>
</tr>
<tr>
<td>Reallocation of Funds Budgeted for Participant or Trainee Support Costs</td>
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*Topic Guidance is provided through the Award & Administration Guide (AAG) reference.*
Pathways to Success

- Effective Communication

- Know requirements (award letter, award terms and conditions, Uniform Guidance)

- Good accounting practices – accumulation & segregation of costs
Pathways to Success

- Focus on the solicitation budgetary guidelines
- Review budget with PI to submission to NSF
- Document approvals and conversations between the awardee and NSF program and grant officials.
Need More information?

NSF home page:

http://www.nsf.gov
Ask Early, Ask Often!