

EAST STROUDSBURG UNIVERSITY OF PENNSYLVANIA



QUICK REFERENCE GUIDE

GRANTS AND CONTRACTS Pre- and Post-Award Procedures

Office of Sponsored Projects and Research (OSPR)

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Contacts:

Christina McDonald, Director, OSPR, cmcdonald9@esu.edu, 570-422-7954

Sarah Weber, Assistant Director, OSPR, sweber14@esu.edu, 570-422-7908

Gregory Bleakley, Grant and Compliance Accountant, gbleakley@esu.edu, 570-422-7904

www.esu.edu/ospr

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I. Overview

Office of Sponsored Projects and Research (OSPR) Quick Reference Guide

- This guide is intended to be a quick reference that provides basic information for faculty and staff who are engaged in grant activity.
- The OSPR will assist the Principal Investigator (PI)* I in *all aspects* of the grant cycle; including development of narrative, budget, supplemental materials, hiring personnel, and post award management.
- The OSPR serves as the single point of contact for all grant seekers and funders.
- If the PI receives communication from a funder, please ensure that the OSPR receives copies of all such communication.
- Please contact the OSPR *prior to* contacting any external funding agencies.

*(The term Principal Investigator ((PI)) is used throughout this guide. Other terminology frequently used include: Project Director and Primary Investigator, but these terms are often used interchangeably).

II. Contacts and Links

Christina McDonald, Director, Office of Sponsored Projects and Research, Academic Affairs
(570) 422-7954, cmcdonald9@esu.edu

Sarah Weber, Assistant Director, Office of Sponsored Projects and Research, Academic Affairs
(570) 422-7908, sweber14@esu.edu

Gregory Bleakley, Grant & Compliance Accountant, Business Office (570) 422-7904, gbleakley@esu.edu

Patricia Reich, Director, Procurement & Contracting
(570) 422-3595, preich@esu.edu

[ESU's Office of Sponsored Projects and Research](#)

[ESU's Human Resources](#)

[ESU's Office of Procurement and Contracting](#)

III. Pre Award (see Pre Award Flow Chart on page 10)

a. Funding Source Identification

- Faculty and staff should meet with the OSPR to explore research and funding interests. PIs should fill out the online [Funding Interest Form](#). Once the PI fills in the form, it is automatically routed to the OSPR and someone will contact the PI and begin to search for grants in an online database.
- The OSPR will work with faculty and staff to identify potential sources of funding and help faculty and staff identify ways and means to search themselves (i.e. [grants.gov](#), [The Foundation Center Database](#), [Grant Forward](#), etc.).
- The OSPR will hold periodic training sessions, and also disseminate information on e-mail, to help faculty understand grant-funded opportunities.

b. Proposal and Budget Development

- The OSPR has launched new grant application software which is how all PIs will submit proposals for funding: [ESU eGRANTS](#). Visit the homepage to register.
- The OSPR will help in writing, editing, and providing feedback on grant proposals. The office staff will also provide direction and help in developing and reviewing budgets. This is encouraged, as problems down the line can be avoided if the office is involved early on in budget development.
- BEFORE submitting your application via [ESU eGRANTS](#), you must work with the OSPR staff to finalize your narrative, your budget, and supplemental proposal components.

c. Internal Review Process

- **All** applications or contracts for external funds **must be** submitted to the OSPR. This includes proposals for service provision contracts and grants whether with government agencies, industries, foundations, or other private granting agencies.
- Each proposal/application must be accompanied by a completed online at [ESU eGRANTS](#). The new software program will automatically route the proposal for approvals.
- If research involves the use of human subjects, please visit [ESU's Institutional Review Board \(IRB\)](#) and complete the application BEFORE submitting your grant proposal.
- For the use of live animals, visit [ESU's Institutional Animal Care and Use Committee \(IACUC\)](#) site and fill out the application.

- The PI must provide sufficient time to allow for a thorough review of the content of the proposal. It is recommended to submit your grant application on [ESU eGRANTS](#) at least **15 days before the submission deadline**. *Failure to allow sufficient time to insure a thorough review could result in having a proposal delayed beyond the established submission deadline or rejection of the proposal during the internal review process.*
- After review of the proposal, the OSPR will route it to the appropriate department chair(s), dean/director, Provost/Vice President for Academic Affairs, and the Vice President for Administration and Finance for approval.
Note: it can take upwards to ten business days to get approvals from both the Provost and VP for Administration and Finance.
- No alterations should be made to a proposal without notifying personnel who reviewed and approved your application.
- Proposals submitted for funding are filed in the OSPR, both electronically and in hard copy.
- If the PI receives notice that the proposal will not be funded, a copy of the letter must be sent to the OSPR so that all pending files may reflect proper disposition.

IV. Post Award

a. Post Award Administration

- If the proposal is funded, the original award letter and all award documentation sent by the funding agency **must be sent** to the OSPR.
- Mandatory Post-Award Meeting: The OSPR and Grants and Compliance Accountant (GA) will meet with the PI to review grant terms and conditions. PIs will not receive a grant account until this meeting has occurred.
- All grant awarded funds will be assigned a grant account. The GA will notify the PI of his/her SAP cost code for the new project. A notification will also be sent to the PI when the budget is loaded into SAP.
- **Grant Dollars are ESU Funds:** Upon acceptance by East Stroudsburg University, grant dollars become university funds. PIs must follow [PASSHE BOG Policy 2010-01-A Expense of Public Funds and BOG Policy 1986-07-A Travel Expense Regulations](#).

b. Reporting and Compliance – Grant Accountant Responsibilities

- The GA and the Assistant Director of OSPR are the points of contact for grant and contract administration. All grant/contract expenditures are processed through the GA who will then verify for allowable expenditures, availability of funds, and grant/contract compliance. All

expenditures must be in line with funding agency guidelines and university policies and procedures.

- The GA will prepare all journal entries for cost transfers and receipt of funds on restricted sponsored research accounts and will process all invoices, requests for draw down of funds, and prepare all financial reporting to funding agencies. An official file will be created and all cumulative records pertaining to the project will be maintained in that file. *Budget changes by the PI must be submitted via the GA. If budget changes require funding agency approval, it must be channeled through the OSPR.*

c. Reporting and Compliance – Working with Budgets

1. Personnel

- All personnel who will work on grants, projects, and research contracts must meet university employment requirements. Personnel paid from grants will be subject to PASSHE HR policies and the same regulations and policies as other employees. Questions concerning recruitment, employment, classification, or other personnel matters should be handled within the regular university procedures by contacting the ESU HR office: (570) 422-3422 or askhr@esu.edu.
- If a PI would like to hire an undergraduate student worker, the PI will use Atlas software to do so. The department secretaries have been trained to use this software and can help. You should obtain the grant cost center number from the GA before you initiate hiring a student with this software. You will need this number so that when the student is paid, it will be accounted back to the grant. If the PI has a specific student in mind, the PI should be in touch with HR directly, email askhr@esu.edu. HR will help ensure that once the request is put into the system, that it is routed to the specific student to be hired.

2. Time & Effort Reporting (Time & Effort Worksheet)

- All personnel paid from sponsored projects, whether they receive a Stipend or Release Time (see explanation below) are required to submit a **Time and Effort Worksheet** to the GA. For faculty release time, the worksheet only has to be submitted once per semester; for those being paid additional compensation, the worksheet must be submitted monthly.
- Students record their working hours on **e-time**: an online system. Students will be advised by payroll.

3. Time & Effort Reimbursement (See page 10 for instructions on getting paid from a grant)

There are two possibilities for reimbursement for grant project work:

1. Additional compensation

2. Release time.

- The decision on which reimbursement procedure to use must be made prior to grant submission and award, using the following criteria:

Additional Compensation/Stipend: *If the grant has funding for personnel that is under 12.5% of the faculty's base salary for the academic year, then the faculty shall be allowed to receive the funds as a stipend. This is equivalent to or less than one course.*

- PI must submit an **Additional Compensation Form** for stipends paid by the grant. This should be submitted after having submitted the **Time and Effort Worksheets**. (PI should forward the Additional Compensation Form to the GA for signature, after which the form is forwarded to the Provost's office for signature, then on to HR for payment).

Release Time: *If the grant has funds for faculty time that is above 12.5% of the faculty's base salary for the academic year, the faculty member should budget for release time of at least one course per academic year. If a faculty member receives funding from multiple grants, then they may calculate release time for one course per semester. If a faculty member cannot find a suitable replacement to teach the class, he or she may file a waiver of release time in favor of additional compensation.*

1 academic year = 8 courses. 12.5% is equivalent to one course per academic year. If faculty seek release time for 25% of their academic yearly teaching responsibilities, that is equivalent to 2 courses.

4. Purchasing Goods or Services

The OSPR strongly suggests **appropriate planning** when purchasing goods and services with grant funds. PI's should place the purchase request (PR) as soon as the grant is awarded. See below for instructions on procurement. Hiring consultants or external personnel for grant-related work must go through ESU's procurement office. PI of grant project MUST SIGN ALL invoices/reimbursements, etc. for grant-funded purchases.

➤ Goods vs. Services

Services include:

- Consultants, external reviewers, guest speakers or entertainers
- equipment maintenance or repairs, annual inspections and preventive maintenance
- tents, and other rentals
- photographers, external coaches and officials for athletic camps, interpreters
- models, workshops, or training on university premises
- leases and advertising
- bus trip arrangements

If you need clarification whether the purchase is considered a service or a good, please contact the Procurement office at X 3203 or X 3206.

A Service Purchase Contract (SPC) is required for services that cost more than \$600.

SERVICES CANNOT BEGIN until **all** signatures (vendor, university, legal counsel, ((DAG/Chief Counsel)) are obtained and we have Certificate of Insurance (if needed). This requires additional time to process!

Only contracting officers or those with designated signature authority may sign the SPC.

ESU PROCUREMENT PROCEDURES

Grants and Contracts

PROCUREMENT OF <i>SERVICES</i> **				
ALLOWABLE \$ AMOUNT	PURCHASING METHOD	PROCESSING TIME FRAME	BID/QUOTE REQUIRED	INSTRUCTIONS/GUIDELINES
\$1-\$599	Direct Charge	Approx. 1 week	No	Dept. contracts directly with service provider. Dept. signs, codes, and PI then sends the invoice to the OSPR/GA who will approve and send to Procurement/Accounts Payable to process payment.
\$600-\$5,000	SAP	Approx. 3 weeks	3 <i>informal</i> written quotes; Service Purchase Contract (SPC) is required	<ul style="list-style-type: none"> Dept. secretary will put requisition through SAP on behalf of PI; or PI will input SAP requisition Attach quotes to SAP requisition
\$5,001-\$19,399	SAP	Approx. 6 weeks	3 written quotes or 3 suggested service providers (procurement may get the quotes); Service Purchase Contract (SPC) is required	<ul style="list-style-type: none"> Dept. secretary will put requisition through SAP on behalf of PI; or PI will input SAP requisition Attach quotes to SAP requisition
\$19,400 and up	SAP	Approx. 10 weeks (or longer depending on cost)	Competitive bid and public advertisement required ; Service Purchase Contract (SPC) is required	Dept. secretary will put requisition through SAP on behalf of PI; or PI will input SAP requisition

PROCUREMENT OF <i>GOODS</i> **				
ALLOWABLE \$ AMOUNT	PURCHASING METHOD	PROCESSING TIME FRAME	BID/QUOTE REQUIRED	INSTRUCTIONS/GUIDELINES
\$1- \$100	P-Card <i>OR</i> PI's credit card or cash	Dependent upon vendor; reimbursement dependent upon submission of receipts and approvals	No	After purchase, fill out the Reimbursement Request Form , attach all original receipts and proof of personal payment (credit card statement, etc.) and submit to the OSPR/GA. <u>PI must sign all invoices, reimbursements, etc. for grant funded purchases.</u>
\$1 - \$500	P-Card*	Approx. 1 week; shipping time dependent upon vendor	No	All departments have their own P-Card. Dept. secretary will help PI place order with card directly from vendor.
\$1 - \$1,499	Direct Charge	Approx. 1 week	No	PI/Dept. orders directly from vendor, whom upon delivery of goods includes an invoice. PI then signs and sends invoice to the OSPR/GA to approve and forward to Accounts Payable.
\$1 - \$1,499	SAP	Approx. 1 to 3 weeks	No	Dept. secretary will put requisition through SAP on behalf of PI; or PI will input SAP requisition
\$1,500-\$5,000	SAP	Approx. 3 weeks	3 <i>informal</i> written quotes or 3 suggested suppliers and procurement will get the quotes (their discretion)	<ul style="list-style-type: none"> Dept. secretary will put requisition through SAP on behalf of PI; or PI will input SAP requisition Attach quotes to SAP requisition Procurement may send RFP to additional vendors
\$5,000-\$19,399	SAP	Approx. 6 weeks	3 written quotes or 3 suggested suppliers and procurement will get the quotes (their discretion)	<ul style="list-style-type: none"> Dept. secretary will put requisition through SAP on behalf of PI; or PI will input SAP requisition Attach quotes to SAP requisition Procurement may send RFP to additional vendors
\$19,400 and up	SAP	Approx. 10 weeks (or longer depending on cost)	Competitive bid and public advertisement required	Dept. secretary will put requisition through SAP on behalf of PI; or PI will input SAP requisition

* The Procurement Card (P-Card) program is highly encouraged in lieu of a purchase requisition when the total cost of the commodities being purchased is \$500 or less. The card **cannot** be used to purchase services.

** PI must sign all invoices, reimbursements, etc. for grant-funded purchases.

➤ **SAP**

PI places order through the SAP system via the department secretary. The electronic document is automatically forwarded to the appropriate approver, the GA, who will review and approve each purchase. **Ensure your requisition obtains all electronic releases.** When requisition is fully approved, Procurement processes it (may also need to get quotes or bids) and creates order.

The actual timeframe for a PR to reach the purchasing office depends on the date the FINAL approval is entered in the SAP system.

If the expense is not allowed, the requisition/ purchase order will be rejected by the GA with an explanation in the comments section of the workflow.

Note: an SAP requisition is NOT an order! Nor does it generate a payment.

➤ **Facts**

- Grant money received by ESU becomes public funds as soon as it is received.
- All procurements must be made in accordance with the procurement regulations of [ESU, The State System of Higher Education, and The Commonwealth of Pennsylvania Procurement Code ACT 57](#).
- If the University does not approve the item purchased, a reimbursement **is not guaranteed**—carefully review the grant’s guidelines and ESU’s policy on use of funds before initiating purchase.
- If you are purchasing equipment from a grant passed through the ESU Foundation, immediately contact the GA so that the necessary cost codes can be set up and entered for purchase through SAP or by following the normal procurement procedures.
- Accounts Payable forms can be found at: CAMPUS S:\Accounts Payable Forms and are also available at [esu.edu\ospr/forms](#).

➤ **Hiring External Consultants**

Hiring a consultant is considered a service and therefore follows the procurement guidelines for such. Services above \$600 must be input into SAP. When doing so, the PI must have the following information readily available:

- **WHO:** Vendors full name, address (not just a PO box), phone and fax numbers, e-mail address, point of contact, Federal ID number or Social Security Number, and SAP assigned vendor number.
- **WHAT:** A detailed description of the service required (often referred to as a "Statement of Work" or "Scope of Work"). Itemized cost breakdown (Time & Material or Lump Sum/Fixed price). Any Attachments from the vendor must be forwarded to the Purchasing Department for review and possible revision. The "What" must be explicit enough to be enforceable in the event of a dispute.

- **WHEN:** The start and end dates and times of the service needed. Will this Contract be renewed in the future?
- **WHERE:** Location where the service is to take place. Any Department(s) needing the service need to be clearly stated. If the service is for equipment, give a complete description (manufacturer, model, serial number, etc.), and the location of the equipment.
- **WHY:** Why is this service needed? If the service is over the competitive bid threshold, the services must be bid unless a Sole Source request is approved in advance by Legal. If under the threshold, 3 written quotes are strongly recommended.

More detailed information can be found on [ESU's Procurement page](#).

5. Travel

The OSPR follows ESU travel policies of the [Business Office](#): **grants will REIMBURSE for approved travel**, but it is the responsibility of the PI to pay for travel **upfront** and complete the **Travel Approval Form**- a requirement for any travel necessary within the mandate of the grant. The GA will monitor the travel request and approve or reject it based on the grant terms and conditions. After the travel is completed, the PI must submit a **Travel Expense Voucher** with all receipts and proof of purchases. The PI should first send this to the OSPR for approval, then onto Accounts Payable for final processing. Forms can be found on our page: esu.edu/ospr/resources/forms.cfm

If driving, all travelers **are required** to use the most economical means of travel (Enterprise Rent-A-Car or personal vehicle) based on the [Trip Optimizer](#) (see pg. 12).

6. Indirect Cost

The University has a negotiated Indirect Cost (IDC) rate with the Federal Government, which is to be used in preparing federal grant/contract proposals. This rate changes every six years. The PI should check with the OSPR to learn about the most recent rate. Rates for state, private and other funders will be determined by the funder. If the rate is not included, the PI should use the IDC.

7. Reporting Requirements

The PI is responsible and accountable for meeting the funding agency's reporting requirements by the required due date. It is the PI's responsibility to also send the reports to the OSPR, where they can be filed with the grant file. Some funding agencies require some of the following reports to be submitted: publications, technical, inventory, patent reports, and progress reports (crucial). Ninety (90) days before a grant terminates, the OSPR will notify the PI that their grant will be terminating. The GA closely monitors all expenses during this period to avoid unallowable costs. All financial reports will be prepared by the GA.

Reporting on ESU's internal Faculty Development and Research (FDR) grants is a different process. For instructions, report forms, guidelines and other information, visit the [FDR webpage](#).

V. Forms

Here is a list of forms that are part of the grant management process. They can all be found online on the OSPR's website under [Resources for Research/Forms](#).

- Funding Interest Form
- Internal Clearance Form
- Time and Effort Worksheet
- Additional Compensation Form
- Travel Approval Request Form
- Travel Expense Voucher
- Request for Graduate Assistant Position
- ESU Procurement Credit Card Form
- Reimbursement Request Form

How to get paid for work on a grant:

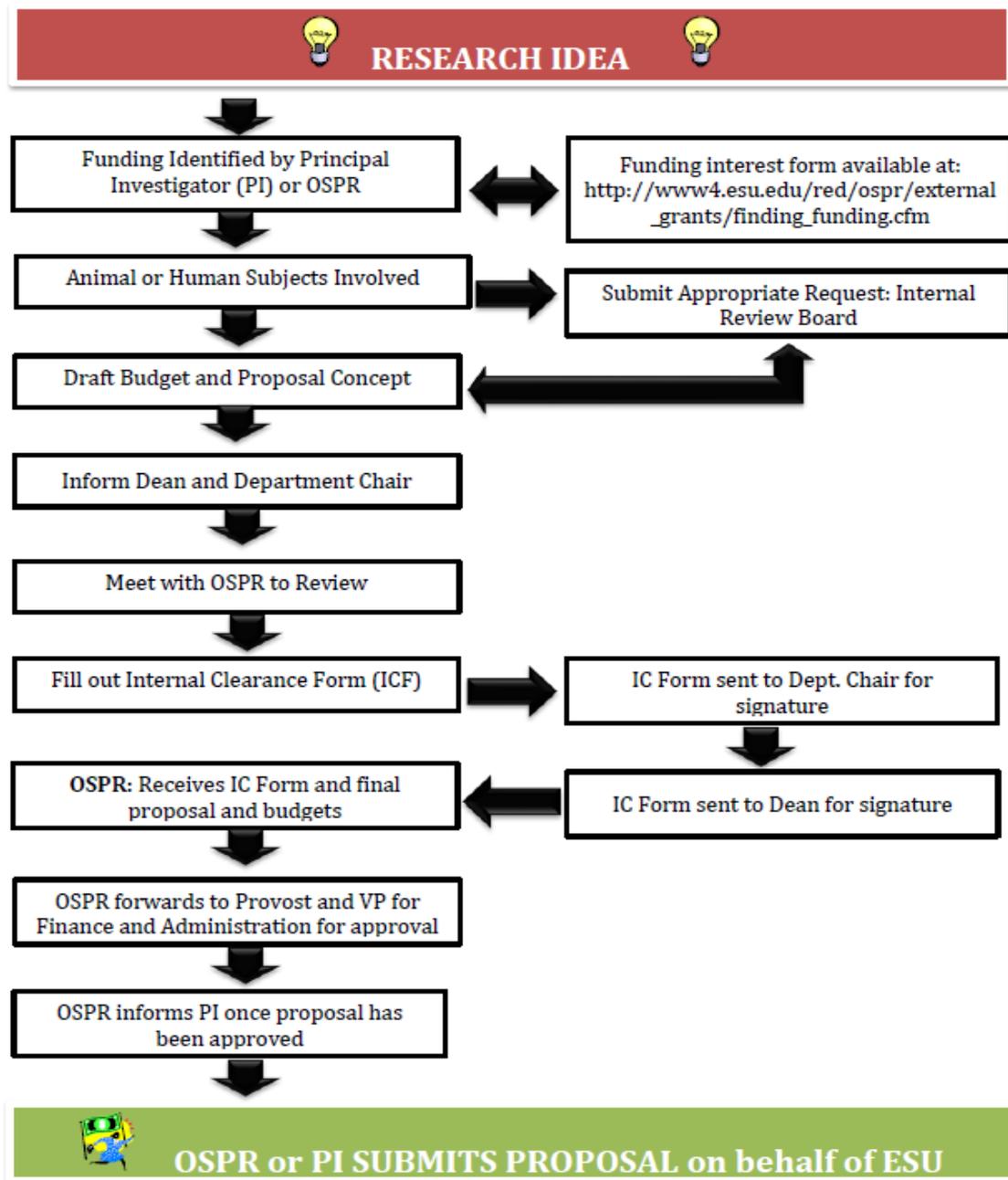
To be paid for your time working on the grant project, please complete the following forms found on: esu.edu/ospr -- **Quick Links: Forms**.

1. **Time and Effort Worksheet:** include minimal details regarding tasks completed within certain date ranges. You will then type your name in the bottom—no need for an actual signature.
2. **Additional Compensation Form:** complete the following areas of the form:
 - a. Name
 - b. Personnel number
 - c. Class title (put "PI")
 - d. Duties—put grant project title, grant #, cost center (if you have it) and brief description of your role on the project
 - e. Dates services were rendered (i.e. work completed)
 - f. Requested pay/other rate of pay (current hourly rate for the appropriate year—take your annual salary and divide by 1500)
 - g. Justification for dual employment and rate of pay --put the words "see attached Time and Effort"
 - h. PI signs
 - i. Department chair signs
 - j. Send via campus mail to Greg Bleakley, Grants and Compliance Accountant, Innovation Center (Greg will get other signatures and verify the hours/rate of pay are correct and forward for additional approvals.)

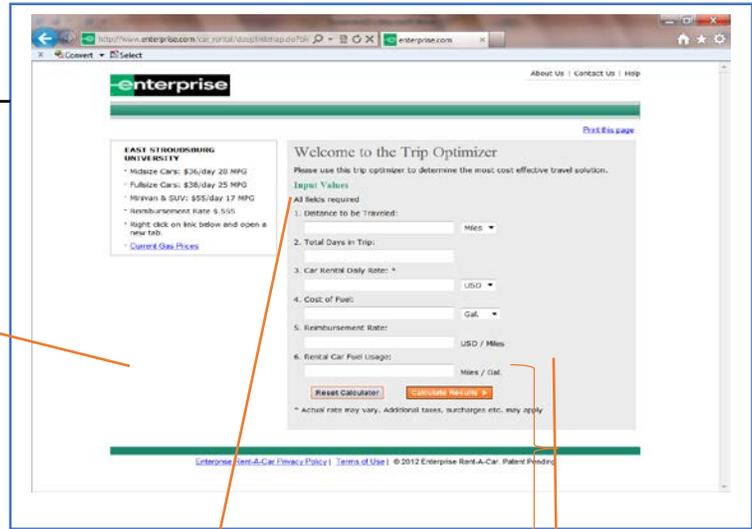
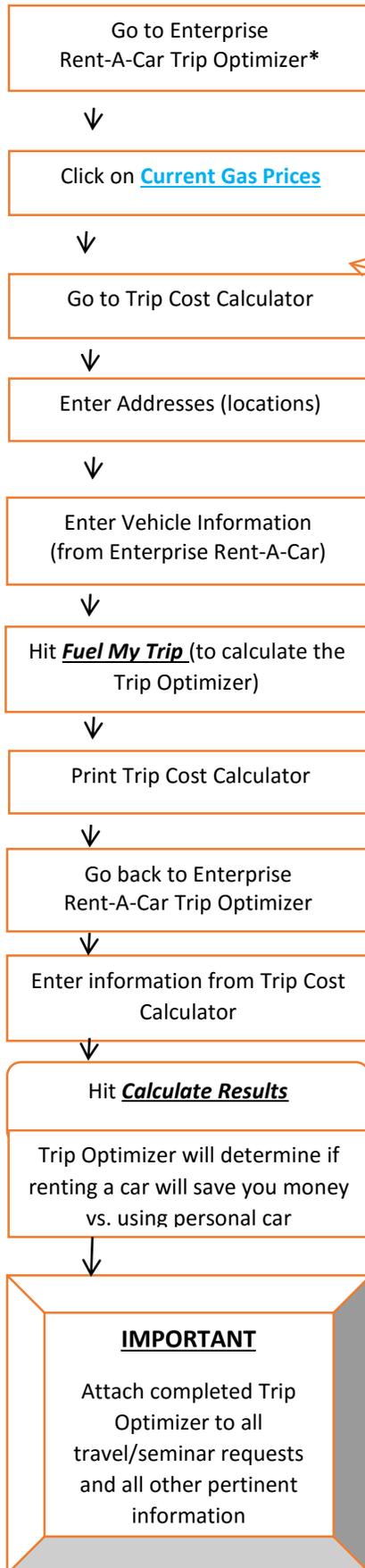
VI. Pre Award Flow Chart



Grant Pre-Award Flow Chart
 East Stroudsburg University
 Research and Economic Development
 Office of Sponsored Projects and Research (OSPR)



VII. Trip Optimizer Guide



1. Distance to be Traveled _____ (Miles)
2. Total Days in Trip _____
3. Car Rental Daily Rate _____* (USD)
4. Cost of Fuel _____ (Gal) (you can get this from the Trip Cost Calculator)
5. Reimbursement Rate .555* (USD/Miles)
6. Rental Car Fuel Usage _____ (Miles/Gal) (you can get this from the Trip Cost Calculator)

EAST STROUDSBURG UNIVERSITY

Midsize Cars: \$36/day 28 MPG
 Fullsize Cars: \$38/day 25 MPG
 Minivan & SUV: \$55/day 17 MPG
 Reimbursement Rate: \$.555

Right click on link below and open a new tab.
[Current Gas Prices](#)

**** For Travel/Seminar: Attach the following:**

- Travel/Seminar Request Form
- Seminar information – include registration form
- GSA's Per Diem Rates and Meals and Incidental Expenses
- Hotel confirmation
- Enterprise Rent-A-Car confirmation
- Trip Optimizer – include Trip Cost Calculator
- Mapquest