

EAST STROUDSBURG UNIVERSITY OF PENNSYLVANIA



QUICK REFERENCE GUIDE

GRANTS AND CONTRACTS Pre- and Post-Award Procedures

Office of Sponsored Projects and Research (OSPR)

January 2021

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)* in *all aspects* of the grant cycle; including development of narrative, budget, and supplemental materials for submission; as well as with post award management, including hiring personnel, procurements, etc.
- 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, Assistant to the Provost for Research, Academic Affairs
(570) 422-7954, cmcdonald9@esu.edu

Lynne Ozgur, Assistant Director, Office of Sponsored Projects and Research, Academic Affairs
(570) 422-7908, lozgur@esu.edu

Tracey Cabrera, Grant and Compliance Accountant, Business Office
(570) 422-7904, tcabrera@esu.edu

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

[ESU's Human Resources](#)

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

III. Pre Award

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 utilizes grant application software for both internal and external grants; [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 to such outside entities must first be submitted online at [ESU eGRANTS](#). This will facilitate the necessary internal clearances and approvals before submission to the outside entity.
- 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](#) one month before the due date to an external funder. This must be done a ***bare minimum of 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 electronically.
- If the PI receives notice that the proposal will not be funded, a copy of the letter or email 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 will meet with the PI to review grant terms and conditions. PIs will not receive a grant account cost center number until this meeting has occurred and the PI Post Award Checklist is signed and returned.
- All grant awarded funds will be assigned a grant account cost center. The OSPR will notify the PI of his/her WBS/cost center for the new project to be used in all financial transactions associated with the grant and request Business Intelligence (BI) access for the PI and/or Co-PIs.
- The PI is encouraged to use the BI tool to monitor their expenditures. Contact the ESU business office, Greg Bleakley, for assistance in using this helpful tool.
- **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](#).
- It is the responsibility of the PI to be familiar with all pertinent ESU and granting agency policies and procedures for grant related expending and reporting.

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.

Hiring an Undergraduate Student Worker:

1. First, you must have your cost center for the grant in hand
2. Have your Job Description available
3. You will need to make a requisition in ATLAS
 - a. Contact Jamie Bisbing, Human Resources, X3962 for assistance
4. After all parties that must approve the job requisition in ATLAS have done so, the job will be posted and Angelina will send you a link for the posting
5. Your student whom you wish to work with must “apply” to that position in ATLAS
6. Once the student is hired they must obtain all security clearances; it is important to keep regular contact with human resources for all guidance and progress on this topic until the student is cleared and ready to work.
7. Once they have their clearances they can begin working.

Student workers record all their hours in eTime and the hours must be monitored and approved according to the payroll schedule. *Careful monitoring is necessary to prevent overage of hours paid out to student workers.*

To hire a graduate student worker the process is essentially the same, but your contact is Aida Garcia-Cole (x3926) in the Graduate School office.

2. Types of Compensation and procedures for PI, Co-PI, and other ESU Employees on a grant:

There are two possibilities for reimbursement for faculty on grant project work:

1. Release Time; compensation in the form of reduced teaching load
2. Additional Compensation; compensation in the form of additional pay

Non-faculty are paid only with additional/dual compensation. The decision on which reimbursement procedure to use for faculty must be made prior to grant submission and award using the following criteria:

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.

Additional Compensation/Stipend: If the grant has funding for a faculty member 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.

Procedure for Securing and Recording Release Time:

- As soon as grant is awarded, go to ESU eGRANTS to fill out the AWA (Alternate Work Assignment) form according to grant responsibilities and amount of release. This secures the necessary administration approvals for the release.
- After the end of the semester forward one Time and Effort Worksheet to the GA detailing the grant-related tasks. This confirms and documents the completion of the release.

How to get paid for Additional Compensation work:

The PI must submit an **Additional Compensation Form** for any salary amount entered on the grant not described as course release. This should be submitted after, or in conjunction with, the correlating **Time and Effort Worksheets**.

Fill out the following forms. See [OSPR Forms page](#) for the blank forms and examples.

1. **Time and Effort Worksheet:** These forms need to be submitted on a monthly basis. 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:** This form correlates with Time and Effort Worksheets and should be completed monthly as well. This form triggers the payment. It must be submitted at least once per semester.

Sections to be completed:

- a. Name
- b. Personnel number
- c. Class title (put "PI")

- d. Duties—put grant project title, grant #, **cost center/WBS # in big numbers** 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 1125)
- g. Justification for dual employment and rate of pay --put the words “see attached Time and Effort”
- h. PI signs**
- i. Department chair signs**

Send original signed form, or esigned, via campus mail or email to Tracey Cabrera, Grants and Compliance Accountant (GA), Innovation Center. The GA will review for grant compliance and forwarded for additional approvals, Provost and HR, after which it goes to payroll.

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 the procurement chart on the next page for assistance on how to proceed. Securing consultants for grant-related work must go through ESU’s procurement office with a Service Purchase Contract (SPC) in SAP for services that cost more than \$600. A purchase order (PO) in SAP is required for goods costing \$1,500 or more. The PI MUST SIGN ALL invoices/reimbursements, etc. for grant-funded purchases.

Process for GA approval of a P-Card purchase at time of the P-Card monthly reconciliation:

- The grant cost center for the purchase is entered on the proper line of the P-Card Transaction Log
- The PI signs/esigns the Transaction Log anywhere on the form to indicate PI approval of purchase
- The following items are compiled into one PDF and forwarded to the GA
 1. Copy of the P-Card Transaction Log
 2. Copy of the order of the item that shows the details of the item
 3. Copy of the receipt/statement that shows the P-Card was actually charged

Generally, goods are tangible and services are intangible. If you need clarification about whether a purchase is considered a service or a good, please contact the Procurement office at X 3203 or X 3206. More detailed information can be found on [ESU’s Procurement page](#).

All goods ordered must be shipped to an ESU address. DO NOT have any items shipped to your home, or any non-ESU address.

Avoid ‘serial purchasing’! It is illegal to break up a purchase to a single vendor into several transactions in an attempt to remain within the \$1,500 limit, or any limit, with the intent to avoid going through SAP.

Special note about IT goods: Computers, hard drives, etc. must have ESU IT department approval and go through SAP. Contact ESU procurement before ordering; no matter what the cost.

➤ **Services include:**

- Consultants, external reviewers, guest speakers or entertainers, photographers, etc.
- Advertising, workshops or training on university premises including athletic camps
- Equipment maintenance or repairs, and annual inspections
- Online subscriptions and licenses for applications
- Tents, and other rentals, leases, and bus trip arrangements (*use ESU approved bus companies*)

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.

➤ **Hiring External Consultants—\$600 or more—Information for SAP entry**

- **WHO:** Vendor's full name, address (no PO boxes), phone and fax numbers, email address, point of contact, Federal ID number or Social Security Number (use IRS W-9 form), and SAP assigned vendor number if known.
- **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; state ESU department(s). 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.

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. PI signs, codes, and sends 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
\$5,001-\$21,299	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
\$21,300 and up	SAP	Approx. 10 weeks or longer	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	PI's personal 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.) & submit to the OSPR/GA. PI must sign all invoices, etc. for grant funded purchases.
\$1 - \$500	Dept. 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. Reconcile with grant cost center number at end of month.
\$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 then GA forwards to Accounts Payable.
\$1 - \$1,499	SAP	Approx. 1 - 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 or PI will put requisition through SAP Attach quotes to SAP requisition Procurement may send RFP to additional vendors
\$5,000-\$21,299	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 or PI will put requisition through SAP Attach quotes to SAP requisition Procurement may send RFP to additional vendors
\$21,300 and up	SAP	Approx. 10 weeks or longer	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) is highly encouraged, in lieu of a SAP entered purchase requisition, for goods \$500 or less. P-Card can be used up to its limit for goods, but not more than \$1,499. However, P-Card cannot be used to purchase services.

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

➤ SAP

The PI places the 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 the requisition is fully approved, the procurement office processes it (may also need to get quotes or bids) and creates the 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.

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 (TAR)** for any travel necessary within the mandate of the grant. This must be signed by department head. See the [Business Office Travel FAQs page](#) for helpful information.

If driving, all travelers **are required** to use the most economical means of travel ([Enterprise Rent- A-Car](#) or personal vehicle) based on the results of the [Trip Optimizer](#) (see pg. 14).

The GA will monitor the travel request and approve or reject it based on the grant terms and conditions. Before traveling send your TAR and associated documents to the GA through interoffice mail.

Attach the following on your TAR:

- Travel/Seminar Request Form
- Seminar information – include registration form
- Trip Optimizer Results

- online mileage calculation from Google Maps, etc.
- [PASSHE's Current Per Diem Subsistence and Lodging Rates](#)* (if intending to claim)
- Hotel confirmation

* <http://www.passhe.edu/inside/anf/accounting/Pages/Employee-Travel-Expense-Reimbursement-Rates.aspx>

Submit your TAR at least 2 weeks early if renting a car. Your Enterprise Car Rental reservation link will be sent to you via email from accounts payable upon receipt of approved TAR.

After the travel is completed, the PI must submit a **Travel Expense Voucher** with all receipts and proof of purchases to the GA for approval. It will then be forwarded onto Accounts Payable for final processing. Forms can be found on our page: esu.edu/ospr/resources/forms.cfm

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 five years.

The PI should check with the OSPR to learn about the most recent rate. However, it is publicly available on the OSPR's Policies and Procedures page: www.esu.edu/ospr/resources/policies_procedures.cfm
Rates for state, private and other funders will be determined by the funder. If the rate is not included, the PI should use 10%.

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). Sixty (60) 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, guidelines and other information, visit [FDR Homepage](#)

Unallowable Expense Procedure for Sponsored Activities

Purpose

The purpose of this procedure is to ensure East Stroudsburg University does not charge unallowable, direct or indirect, expenses to sponsored projects in accordance with all regulations/guidelines from the sponsor and 2 CFR 200 Uniform Administrative Requirements when federally funded. This procedure applies to all faculty and other employees who perform research, educational services, or other activities under a grant, contract, or other sponsored agreement.

Definitions

Principal Investigator (PI) – In the context of funding from sponsored agencies, the principal investigator is the person who has the appropriate level of authority and responsibility to direct the project or program supported by the grant. Not all agencies may use the term “principal investigator” but may use the term

“project director,” which has the same definition as described above.

Procedure

The University allows PI's to purchase items charged to sponsored projects using any of the following methods. The PI can:

1. Enter a purchase requisition through the University's accounting system (SAP);
2. Direct Order with a vendor for goods of less than \$1,500 or services of less than \$600;
3. Use a university purchasing card

Purchase Requisitions:

An expenditure request entered into SAP will only be accepted by the system if budgeted and there are funds available. SAP availability control precludes incurring obligations in excess of the budget and total funds available. Additionally, there are release procedures built into SAP which are maintained by the University's Controller which dictate workflow and approval authority over designated budgets. In the case of requisitions charged to grants, once entered in the system, they are routed to the Grant and Compliance Accountant, who reviews the expenditure to determine whether it is within budget and if the cost is allowable prior to releasing it for processing (approving).

If the expense is unallowable, the Grant and Compliance Accountant will reject the requisition. The PI can then re-submit the charge using an alternate fund, or not place the order. If a portion is unallowable, the PI must re-submit the requisition charging only the allowable cost to the grant, and the unallowable cost to an alternate fund or removed from the order. Additionally, if the expense is \$5,000 or higher, workflow will route the requisition to the Controller who must also release the requisition. If the expense is \$10,000 or higher, workflow will move the requisition to the Vice President for Administration and Finance who must release the requisition before it will be routed to the Office of Procurement and Contracting for processing.

Once the purchase requisition has been fully released by the applicable approvers, the system electronically moves the requisition to the Office of Procurement and Contracting to continue the purchasing process (As needed: Quotes, Bids, Legal Review, as required by procurement regulations) and to create a Service Purchase Contract (SPC) for services, or a Purchase Order (PO) for goods to be ordered. If the PO exceeds \$5,000, it is electronically routed to the Fixed Asset Accountant for review to determine whether the purchase must be capitalized.

Direct Order:

For purchases of services of less than \$600, or goods of less than \$1,500, the PI may place an order directly with a vendor. Invoices for such small purchases must be reviewed and approved by the PI and Grant and Compliance Accountant prior to payment. If an expense is determined to be unallowable through this review process, it must be charged to an alternate cost center, if allowable under university policy. If also unallowable under university policy, the PI must return the item and/or personally pay the vendor for the costs associated with the purchase.

Purchasing Card (P-Card):

P-Cards may be used to make purchases on a sponsored project. At the end of the P-card billing cycle, the PI is responsible for reconciling expenses and receipts to the P-card statement, providing the appropriate budget coding for the charges, and forwarding all to the P-card administrator for preparation of the

journal entry to record the expenses. When the journal entry is sent to the ESU Business Office for entry into SAP, if there are charges to be posted against a grant, the Senior Accountant will forward those entries to the Grant and Compliance Accountant for review and approval. If an expense is determined to be unallowable through the review process, the expense must be charged to an alternate cost center, if allowable under university policy. If also unallowable by university policy the PI must return the item and/or reimburse the University for the costs associated with the purchase.

Indirect Costs:

To ensure that unallowable costs are not indirectly charged to a sponsored project, ESU follows the Simplified Method described in Section D. of Appendix III to part 200 of 2 CFR. This process includes reclassifying the data in the financial statements into classifications for computing the indirect cost rate under the Simplified Method, as well as removing unallowable costs. This is done by running and analyzing reports based on Functional Area, Cost Center, and General Ledger Account.

V. Forms

Here is a list of the most frequently used forms that are part of the grant management process. They can all be found online—along with examples—on the OSPR’s website, www.esu.edu/ospr -- Quick Links: Forms or under [Resources for Research/Forms](#).

- Time and Effort Worksheet
- Additional Compensation Form
- Travel Approval Form
- Travel Reimbursement Voucher
- Employee Reimbursement Form

TRIP OPTIMIZER GUIDE

Go to Enterprise Rent-A-Car Trip Optimizer*

Click on [Current Gas Prices](#)

Enter zip code into Gas Buddy for fuel cost

Obtain trip mileage from Google Maps, etc.

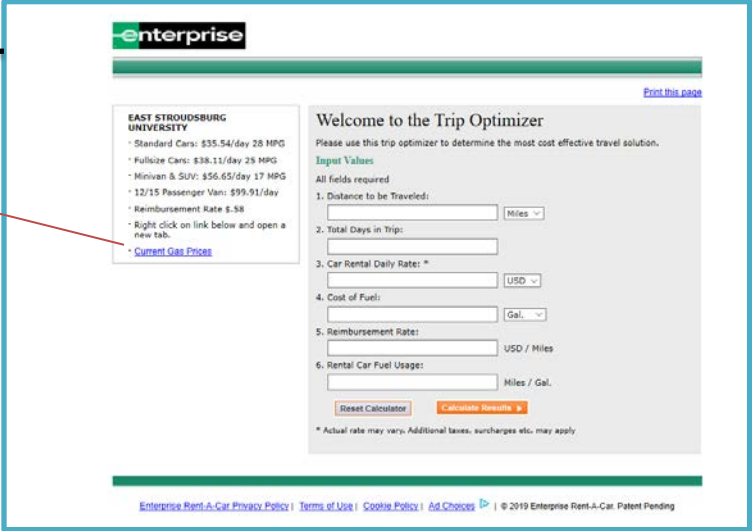
Enter trip mileage, gas cost, & number days of trip into Trip Optimizer

Enter ESU Vehicle rates, reimbursement rate, and MPG for the size vehicle (See Trip Optimizer ESU table)

Hit **Calculate Results**

Trip Optimizer will determine if renting a car will save you money vs. using personal car

IMPORTANT
 You only will be reimbursed the less expensive of the two results (green check mark).



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 0.560* (USD/Miles)
 6. Rental Car Fuel Usage _____ (Miles/Gal) (you can get this from the Trip Cost Calculator)
- Hit "Calculate Results"**
 * Don't put the \$ sign

EAST STROUDSBURG UNIVERSITY ‡

Standard Cars:	\$36.61/day	28 MPG
Fullsize Cars:	\$39.25/day	25 MPG
Minivan & SUV:	\$56.35/day	17 MPG
12/15 Passenger Van:	\$102.91/day	
Reimbursement Rate:	\$0.560 (as of 1/1/2021)	
Right click on link below and open a new tab.		
Current Gas Prices		

* Access from [ESU Accounts Payable homepage](#) or http://www.enterprise.com/car_rental/deeplinkmap.do?bid=046&mcid=XZ57176

‡ Rates current as of 01/01/2021