

EMORY
UNIVERSITY

Research
Administration

Research Administration at Emory Foundation Program

DAY TWO:
**The Financial Administration
of Sponsored Programs**



Presenter:

Finance: Grants and Contracts (FGC)

Jumionne Tiako – AD Post Award Setup

Rashonda Harris - AD Post Award Operations

Bill Lambert – AVP Finance Grants & Contracts

Goals of RAE Program

- Provide foundation of Research Administration knowledge to Emory's Research Community
- Provide support and guidance to the faculty and administrators of Emory
- Build strong, informed Research Administrators at Emory
- Minimize risk of non-compliance by ensuring those responsible for administration of Sponsored Projects at Emory are knowledgeable of the applicable rules and regulations

Brief Recap of Day 1

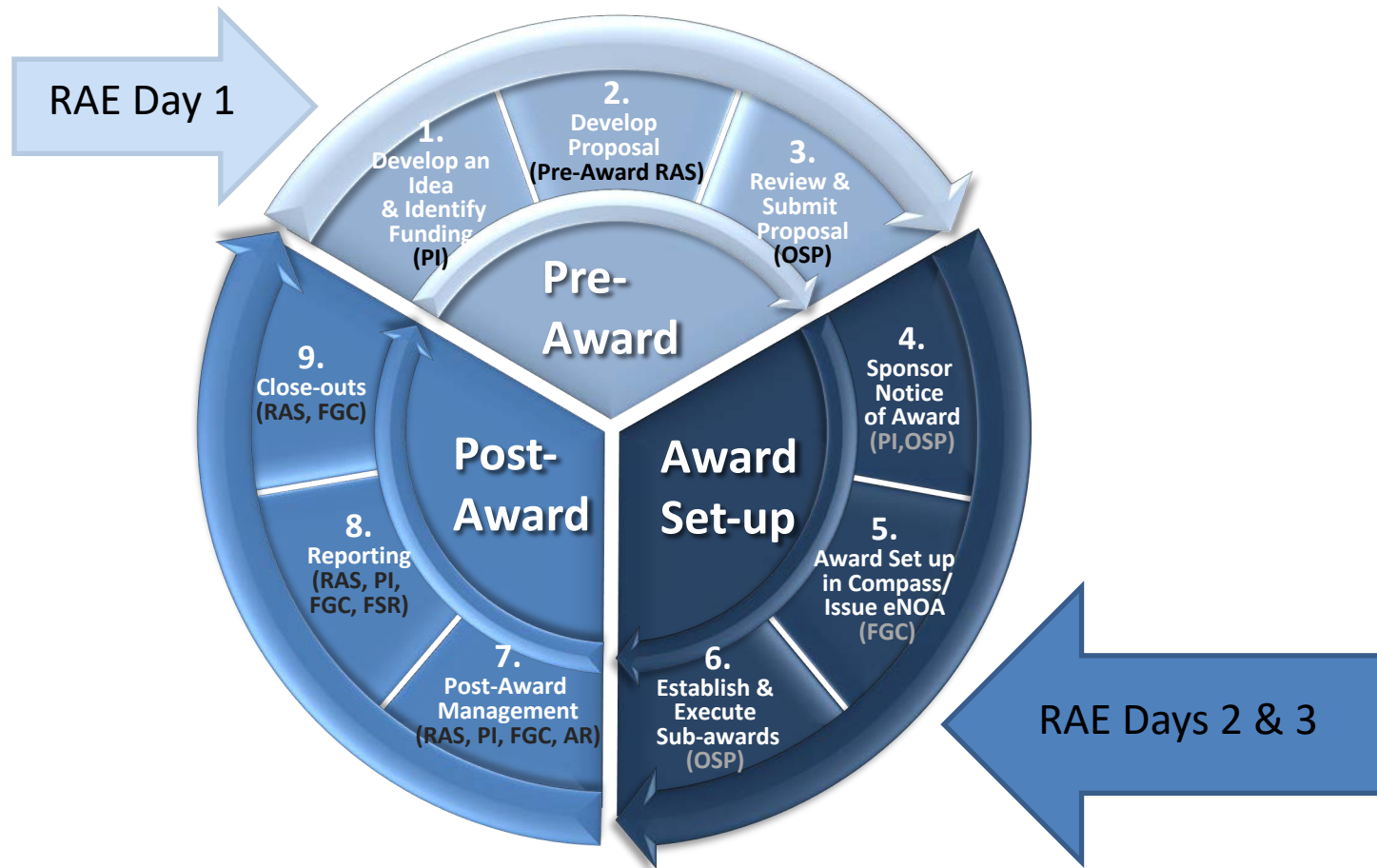
- Overview of funding opportunities, mechanisms and resources for seeking funding
- Review of elements of a proposal and general routing and proposal submission processes
- ‘Just-in-time’ procedures, award types and processing
- Contracts – negotiation and common terms and conditions
- Components and preparation of budgets
- Compliance concerns

Day 2 Overview

Today we're going to go over the following:

- Award lifecycle
 - Steps
 - Departments involved
- Notice of award
- Award setup
- Award management
 - Billing
 - Reporting
 - Closeout

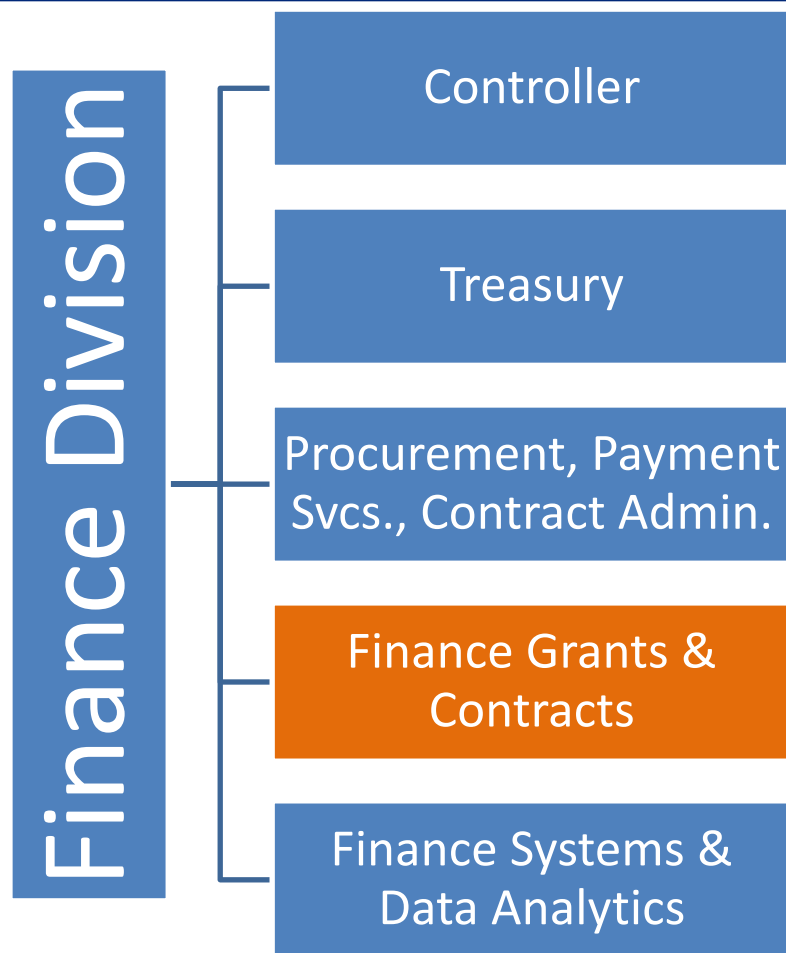
Where does that fit into the award lifecycle?



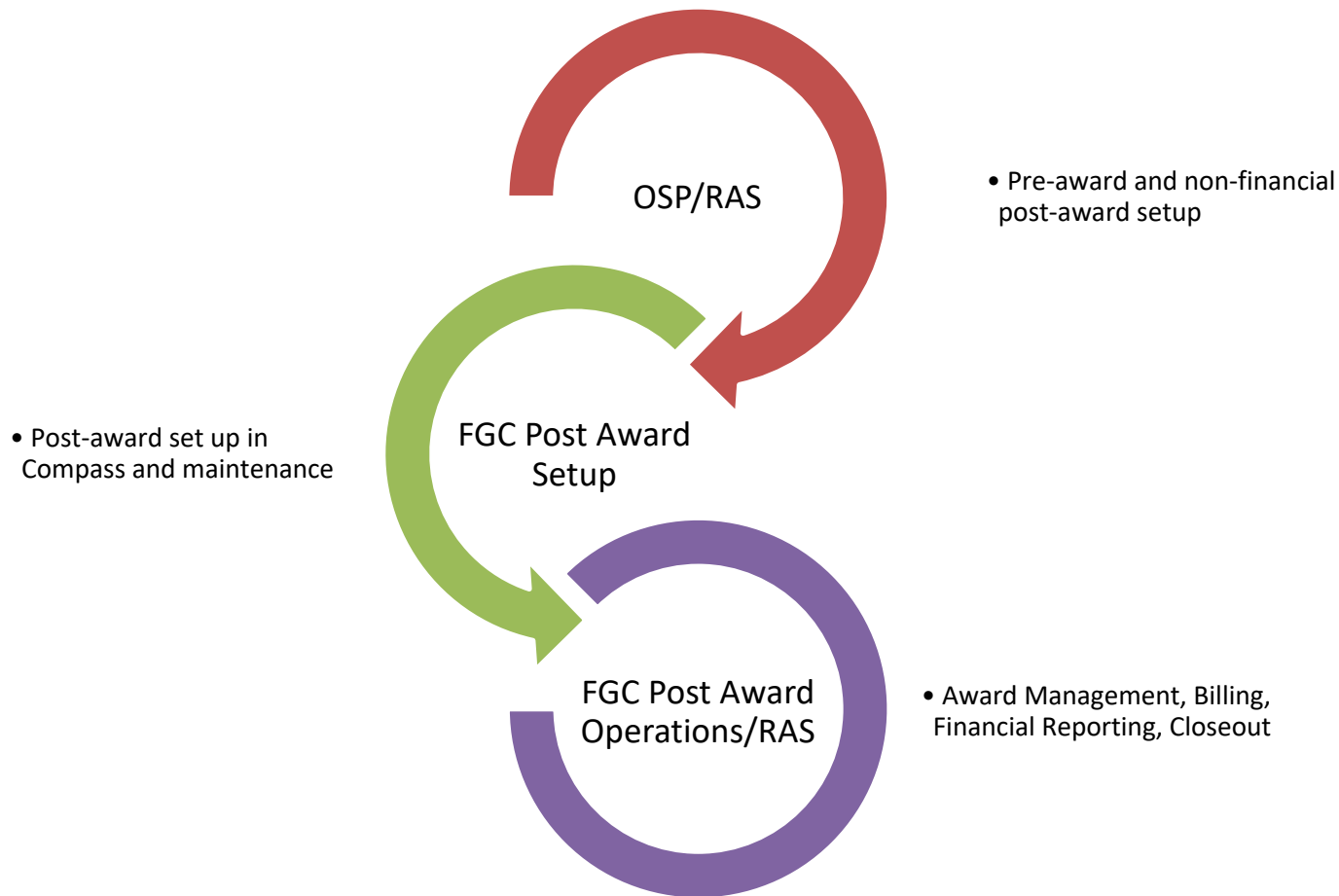
Office of Research Administration at Emory



Finance Division at Emory



Financial Management of Awards at Emory





Post Award Services – Set-Up

Presenter:
Jumionne Tiako, Associate Director
Finance, Grants and Contracts
Post Award Set-Up



SECTION I - NOTICE OF AWARD

Section I Objectives

At the end of this section, you should be able to:

- List the most common agencies
- List the most common types of awards

Most common funding agencies/sponsors



Types of Awards

- **Provisional** – use a PAN (provisional award number) for pre-award spending or for award period spending while actual award is still in process
- **New** – A project that has not been previously authorized that will be starting
- **Competing Continuation/Renewal** – additional funding for a period subsequent to that provided by a current award; renewal applications compete for funds with all other peer reviewed applications.

Types of Awards, cont'd.

- **Non-Competing Continuation/Award** – a subsequent budget period within a previously approved project period for which a recipient does not have to compete with other applicants.
 - **Supplement** – Additional funding authorized for a current award to cover increased costs (non-competitive) or to expand the scope of the work (competitive) during the current award period
 - **Extension** – Additional funding authorization for a current award to be used beyond the current award period. Limited to certain activities.
 - **Amendment** – Additions or changes that must be made to the agreement.
-

Section I Objectives Revisited

You should now be able to:

- List the most common agencies
- List the most common types of awards



SECTION II - AWARD SET-UP OVERVIEW

Section II Objectives

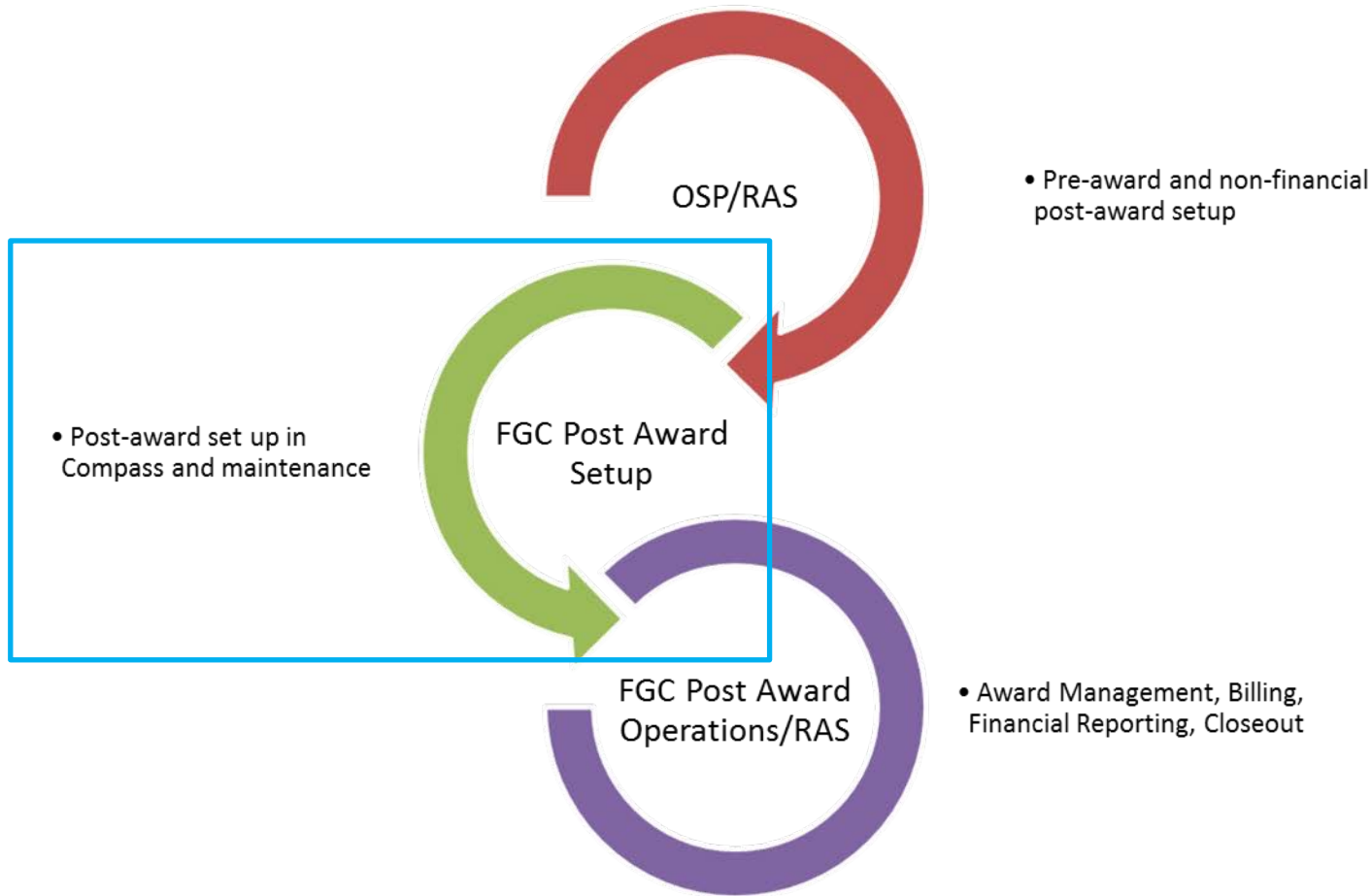
At the end of this section you should be able to:

- Explain what prompts an award to be set up
- Review the Award Set-up Process and Approvals
- Review the Electronic Notice of Acceptance (eNOA)
 - Define Compass Chartfield
 - Define Speedtype
- List the Contract Types

Where does that fit into the award lifecycle?



Notice of Award



What prompts an award to be set up

Office of Sponsored Programs (OSP)

- Submits request through Setup Request Page
- Page automatically assigns an Award Setup number (AS #)
- Workflow is triggered

FGC Post Award Setup (PAS)

- Receives request
- All needed attachments are included, i.e., Agency documents, budget, etc.
- Integrated workflow

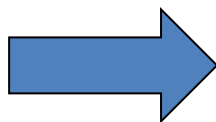
Setup Request Page

Find an Existing Value Add a New Value

Award Setup ID NEXT

Award Setup Type

Add



Award/Proposal Setup

Refresh Re-Submit

Setup ID AS00000314 Type New/Renewal Approval Status Pending

Proposal ID 0000035832 Inflammation-Induced CNS Glutamate Changes in Depression

Version ID V101

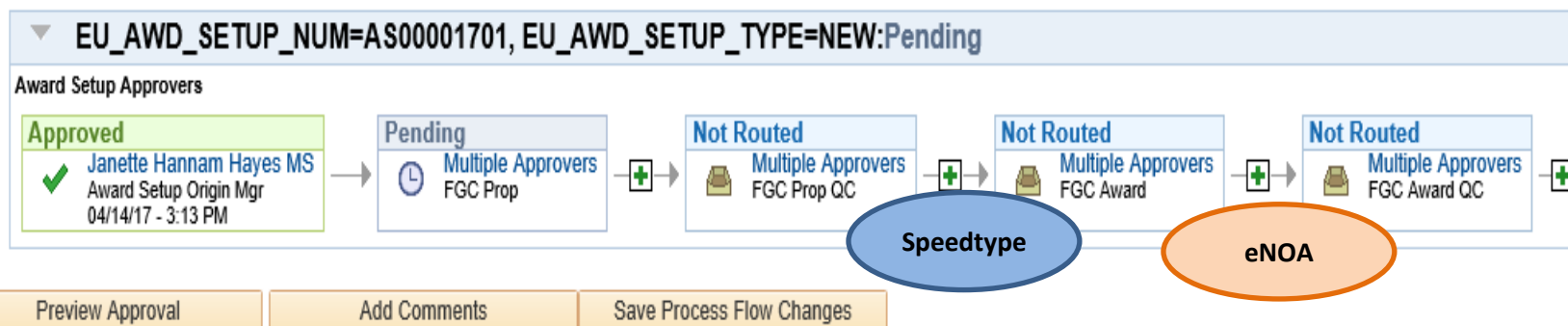
Proposal Information

PI ID	0032558	Miller, Andrew H
Sponsor	00002507	NIH NATL INSTITUTE OF HEALTH
Dept	737000	SOM: Psych: Admin

Award Set-Up Process and Approvals (New Award)



Award Setup Approvers



- **Approval No. 1** - OSP Analyst approves and routes the Award Set-up Request.
- **Approval No. 2** – PAS Award Setup process begins: request is put In Progress; reviews the agreement and updates the V102 (carryover determined) and generates award
- **Approval No. 3** – Award is generated and approve step 3; set up Award (review and finalize budgets, F&A, etc.)
- *PAS Award Setup requests speed type for award (Approval not present in the workflow); Manager or AD approves*
- **Approval No. 4** – Once speedtype is approved, finalize the budget and approve step 4
- *ENOA is generated and uploaded to OnBase & I Drive.*
- **Approval No. 5** –Contract Setup is performed which activates contract in order to allow billing to occur and approves final box (activates contract, bill and revenue plans).

Notice of Award

Emory University Official Award Acceptance



593789954

Award ID 00003789954

Notification of acceptance (NOA) for the
President of Emory University acting on
behalf of the Board of Trustees



Administrative Data

Title:	Model-guided assessment of rotavirus vaccine impact in developing countries	Award Reference	M16A12520 (A10202)
Agency:	YALE UNIVERSITY	Date	01/10/2017
Award Date	09/01/2016 - 01/31/2020	Program	Grant
Purpose	Research	CFDA	93.855

Flow through Funding

NIH NATL INST OF ALLERGY AND INFECTIOUS

Project Information

Project ID: 00060243		Project Type: FED		Project Dates: 09/01/2016 - 01/31/2020			
Activity ID	SpeedType Ref	Project Title School/Department	Budget Dates	Rate / Base	Direct Amt	Indirect Amt	Total
YR001	8140000012	Model-guided assessment of rot SPH: Epidemiology	09/01/2016 - 01/31/2017	56.00 / MTDC	\$12,659.00	\$5,924.00	\$18,583.00
Project Totals:					\$12,659.00	\$5,924.00	\$18,583.00
Totals:					\$12,659.00	\$5,924.00	\$18,583.00

Key Personnel

Name	Role	Project ID	Effort
Strange, Steve V.	Principal Investigator	00060243	2.00%

Certifications

Project ID	Code	Certified By	Assurance Nbr	Exempt Nbr
-------------------	-------------	---------------------	----------------------	-------------------

Subcontracts

Project ID	Name
-------------------	-------------

Remarks

Project ID

Comments

This eNOA establishes a new award for Dr. Strange

Chartfield Information

Project ID	Activity ID	SpeedType Status	SpeedType Ref	OU	Deptid	Fund	Class	Program	Event
00060243	YR001	A	8140000012	22000	814000	5700	A220	00000	0000
00060243	YR002	A	8140000013	22000	814000	5700	A220	00000	0000
00060243	YR003	A	8140000014	22000	814000	5700	A220	00000	0000
00060243	YR004	A	8140000015	22000	814000	5700	A220	00000	0000

Cumulative Information

Project ID	Activity ID	Activity Status	SpeedType Ref	Activity Dates	Rate / Base	Direct Amt	Indirect Amt	Total
00060243	YR001	O	8140000012	09/01/2016-01/31/2017	56.00 / MTDC	\$12,659.00	\$5,924.00	\$18,583.00
00060243	YR002	P	8140000013	02/01/2017-01/31/2018	56.00 / MTDC	\$0.00	\$0.00	\$0.00
00060243	YR003	P	8140000014	02/01/2018-01/31/2019	56.00 / MTDC	\$0.00	\$0.00	\$0.00
00060243	YR004	P	8140000015	02/01/2019-01/31/2020	56.00 / MTDC	\$0.00	\$0.00	\$0.00
TOTALS:						\$12,659.00	\$5,924.00	\$18,583.00



EMORY
UNIVERSITY

Research
Administration

Office of Finance: Grants & Contracts

Information on Notice of Award

Emory University Official Award Acceptance



5989954

Award ID 0000089954

Notification of acceptance (NOA) for the
President of Emory University acting on
behalf of the Board of Trustees



Administrative Data

Title: Model-guided assessment of rotavirus vaccine impact in
developing countries
Agency: YALE UNIVERSITY
Award Date 09/01/2016 - 01/31/2020
Purpose Research

Award Reference M16A12520 (A10202)
Date 01/10/2017
Program Grant
CFDA 93.855

Flow through Funding

NIH NATL INST OF ALLERGY AND INFECTIOUS

Information on Notice of Award, cont'd.

Project Information							
Project ID: 00060243		Project Type: FED		Project Dates: 09/01/2016 - 01/31/2020			
Activity ID	SpeedType Ref	Project Title School/Department	Budget Dates	Rate / Base	Direct Amt	Indirect Amt	Total
YR001	8140000012	Model-guided assessment of rot SPH: Epidemiology	09/01/2016 - 01/31/2017	56.00 / MTDC	\$12,659.00	\$5,924.00	\$18,583.00
Project Totals:					\$12,659.00	\$5,924.00	\$18,583.00
Totals					\$12,659.00	\$5,924.00	\$18,583.00

Key Personnel			
Name	Role	Project ID	Effort
Strange, Steve V.	Principal Investigator	00060243	2.00%

- Provides details of the activities for the project along with the project type, associated speedtype, and budget totals.
- For awards with multiple projects, the project information section will be repeated for each.
- Key Personnel – shows Principal Investigator and Effort.

Information on Notice of Award, cont'd.

SpeedType Ref			Information			
8140000012						
8140000013						
8140000014						
8140000015						

Project ID	Activity ID	SpeedType
00060243	YR001	
00060243	YR002	
00060243	YR003	
00060243	YR004	

Fund	Class	Program	Event
5700	A220	00000	0000
5700	A220	00000	0000
5700	A220	00000	0000
5700	A220	00000	0000

- Project ID – In the simple be divided depending on the First 6 Digits of Dept. # System auto-generated #
- Activity ID – Used to represent the award type, the funding may need to be divided.
- A Speedtype is a 10-digit number that represents the individual values of Emory's Chart of Accounts. Emory uses Speedtypes within Compass to simplify transactional spending and budgeting.
- Fund Codes:
 - 5700 = Research
 - 2272 = Cost Sharing
 - 2282 = Program Income



Exercise 1:

eNOA/NGA Information

Compass Contract Types

CR_LOC	Cost-Reimbursable Letter of Credit	Require Emory to incur costs before being reimbursed. No invoice required, draw down of funds from sponsor system. FSR generally required.
CR_NON_LOC	Cost Reimbursable NON Letter of Credit	Require Emory to incur costs before being reimbursed. Invoice required. FSR generally not required.
CR_CONTRACT	Cost Reimbursable NON Letter of Credit for Federal Contracts	Awards that require Emory to incur costs before being reimbursed. An invoice is required for costs incurred within time period and is often based on task order. Invoice frequency is determined by funding source. Expenditures are generally on ledger to be included in invoice. Annual or entire award budget is added during Set Up process. Financial Report is generally NOT required.
AUTO SCHED PAY	Auto Scheduled Payment	DO NOT require Emory to incur costs before being reimbursed. No invoice required, payments made on pre-determined schedule. FSR may be required.
SCHED PAY	Scheduled Payment	DO NOT require Emory to incur costs before being reimbursed. Invoice IS required, but predetermined frequency and amount by funding source. FSR generally not required.

Compass Contract Types (cont.)

SCHED PAY TASK	Scheduled Payments – Task	DO NOT require Emory to incur costs before being reimbursed. Invoice IS required, but predetermined frequency and amount by funding source. FSR generally not required.
HYBRIDS	Part FIXED fee and Part Cost Reimbursable (CR)	Require Emory to incur costs before being reimbursed for the CR portion. Fixed Fee invoiced by RAS/Dept based on award requirements. FSR may be required.
CLINICAL TRIALS	Used for all awards where the research purpose has been defined as Clinical Trial.	DO NOT require Emory to incur costs before being reimbursed. Industry Sponsored - Invoiced and submitted to sponsor by OCR/RAS/Dept. with copy to FGC. Federal – Invoice generated and submitted to sponsor by FGC. FSR is required for federal awards. FSR may be required for industry sponsored awards.
DEPT TO INVOICE	Used for awards where the Department is responsible to bill for items, not on ledger.	May require Emory to incur costs before being reimbursed. Invoice generated by RAS/Dept and submitted to sponsor with copy to FGC. FSR may be required.
OTHER	This type represents all other contracts not identified as CR_LOC, CR_NON_LOC, SCHED-PAY, Hybrids, or Clinical Trials.	Sponsor invoicing requirements will be outlined in the award.

Section II Objectives Revisited

You should now be able to:

- Explain what prompts an award to be set up
- Explain the Award Set-up Process and Approvals
- Define the information on the Electronic Notice of Acceptance (eNOA)
 - Define Compass Chartfield
 - Define Speedtype
- List the Contract Types

BREAK





POST AWARD SERVICES - OPERATIONS

Presenter:

Rashonda Harris, Associate Director

Finance: Grants and Contracts

Operations



SECTION III - AWARD MANAGEMENT OVERVIEW

Section III Objectives

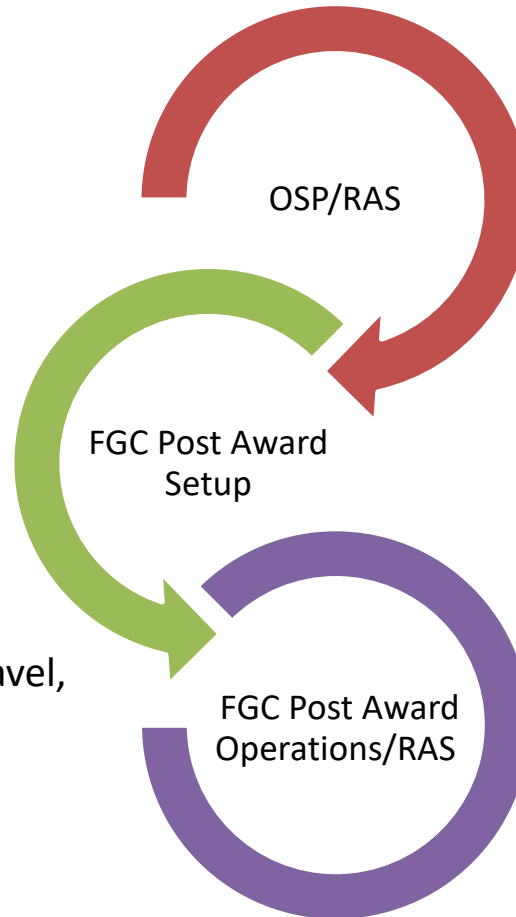
At the end of this section, you should be able to:

- Describe the Cost Principles Policy
- Explain the difference between Direct and Indirect costs
- Describe the Cost Transfer Policy
- Describe the Cost Overrun Policy

Where does that fit into the award lifecycle?



Award Management



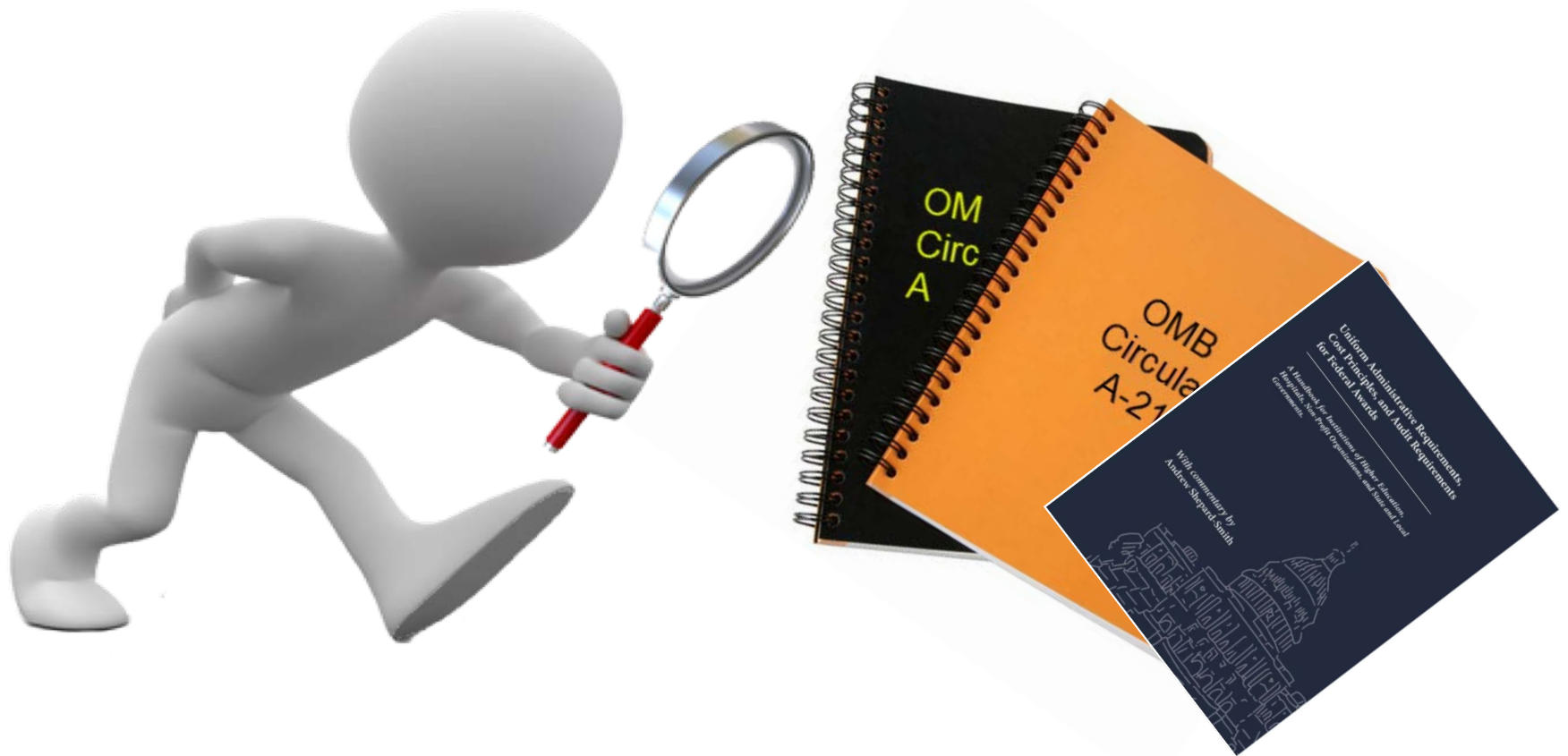
Post-Award research activities include:

- Cost allocation (supplies, travel, etc.)
- Salary distribution
- Establish sub-contracts
- Re-budgeting

Ongoing activities may include:

- Submitting/reviewing progress reports Subcontract amendments
- Cost and/or Salary transfers

Award Management



Cost Principles Policy


- Prior to 12/25/2014 awards at Emory were subject to A-21, A-110 and the A-133 audit.
- Newer awards are based on Uniform Guidance (12/26/2014) the Single Audit, formerly known as A-133 audit .
- Usually applies to Federal awards only, however most Sponsors now follow Uniform Guidance .

Cost Principles Policy

- Allowable
- Reasonable
- Allocable
- Consistently Treated
- Not Excluded or Limited



Cost Principles Policy

Direct Costs	Indirect Costs
Salary (Principal Investigators & Administrative Salaries)	Student Services
Fringe Benefits	General Purpose Equipment
Lab Supplies	Local Telephone
Travel	Postage
Scientific Equipment	Membership Dues
	Operations & Maintenance of Buildings & Equipment
	Interest on Research Buildings



Exercise 3:

Cost Principles

Cost Transfer Policy



- Establishes requirements for processing transfers of Direct Costs to or from Sponsored Agreements
- Applies to all Sponsored Agreements
- Based on Federal Regulations, GAAP, and Good Management Practices
- Requires on-going monitoring of expenses by RAS & PI

Cost Transfer Policy (cont..)

- Allowable, Allocable and Consistently treated - Direct Benefit to Project
- Must be properly documented and processed within a reasonable period of time
- Transfers beyond 90-days require in-depth detail and hierarchal approvals
- “Parking” of Costs are NOT allowed
- Cannot absorb a overrun/deficit to/from another sponsored award
- Once you’ve identified a cost as not belonging to an award it has to be moved

Cost Transfer Policy (cont..)

- The policy allows 90 days from the end of the month in which the original charge occurred to make necessary non-salary cost transfers.
- The 90-day timeframe does not include transfers to correct an account code or to move expenses within the same award.
- Transfers over 90 days (from end of the month in which original charge occurred) requires the approval of the AVP of Finance, Grants & Contracts, specific explanation and justification for the delay in processing
- Credits on grant accounts are always processed regardless of timeframe

Late Cost Transfers

High Audit Topic – Red Flag for Auditors

- Over 90 day transfers should be the exception and not the normal business process
- Auditors sample late cost transfers in every audit
- An audit finding can affect current and future funding for the university, and can put the university at risk
- An audit finding can be extrapolated to all awards under one agency which can significantly impact any funds to be returned
- Single Audit findings are public information and can effect current and future collaborations and subcontracts



Exercise 4:

Cost Transfers

Cost Overrun Policy



- Overrun /Deficit – Total Expenditures exceed the total amount authorized (budgeted) on any sponsored project agreement OR whenever line-item expenditures exceed an authorized amount and re-budgeting is not allowed.

Cost Overrun Policy (cont..)

- Do not apply to cash deficits based on timing difference of payments OR to budget deficits where an additional funding authorization (budget) is known but not yet processed.
- Overruns cannot be paid from other Sponsored agreements.
- Dedicated Overrun Account for each School/Division.

Section III Objectives Revisited

You should now just be able to:

- Describe the Cost Principles Policy
- Explain the difference between Direct and Indirect costs
- Describe the Cost Transfer Policy
- Describe the Cost Overrun Policy



SECTION IV – COST SHARING, PROGRAM INCOME, & SUBCONTRACT OVERVIEW

Section IV Objectives

At the end of this section, you should be able to:

- Define Cost Sharing
- Define Program Income
- Explain the difference between a Sub In and a Sub Out

Cost Sharing Overview

- Cost Sharing is the portion of total project costs related to sponsored programs that is not provided by the sponsor.
- Cost sharing can be mandatory or voluntary, committed or uncommitted.
- Failure to provide the minimum cost share agreed to/required can result in returning funds to the sponsor.



Cost Sharing Definitions

General	That portion of project expenses related to a sponsored agreement that is contributed by parties other than the primary sponsor and is not directly charged to the sponsored project.
Federal	Cost sharing or matching means that portion of a project or program costs not borne by the Federal Government.
Mandatory	Cost sharing required by the sponsor/program, quantifiable cost sharing volunteered in the proposal or cost sharing specified in the award document. This is determined at the outset of the project.
Voluntary	Non-quantifiable cost sharing volunteered in the proposal or unplanned cost sharing incurred over the course of the project in excess of that required by the project and committed as mandatory cost sharing.

Common Sources of Cost Sharing

- External Partners
- Institutional funds (School, Department, Discretionary)
- Unrecovered F&A Costs
- Principal Investigator/Project Director Salaries & Fringe Benefits
- Non-PI/PD Salary Direct Costs

Program Income

- Program Income is defined as “gross income earned by the non-Federal entity that is directly generated by a supported activity or earned as a result of the Federal award during the period of performance.”
- Unless otherwise provided “recipients shall have no obligation to the Federal Government regarding program income earned after the end of the project period” or any extension thereof.
- Awards with program income should have a separate project for tracking and reporting.

Program Income...

Includes

- Income from fees for services performed such as laboratory tests
- Income generated from the use, sale, or rental of real or personal property purchased with project funds
- Proceeds from the sale of supplies or equipment purchased or fabricated with project funds
- Proceeds from the sale of software, tapes, or publications
- Income from the sale of research materials such as animal models
- Fees from participants at conferences or symposia
- Sales of products with an accompanying material transfer agreement

Does Not Include

- Patient care credits
- Interest earned on advances of federal funds
- Receipt of principal on loans, credits, discounts, etc. or interest earned on them
- Taxes, special assessments, levies, and fines raised by government recipients

Program Income Methods

- **Additive** – Used to further eligible project or program objectives by increasing the total funds available
- **Deductive** – Used to first reduce the federal share of award costs
- **Matching/Cost Sharing** – Used to finance the cost sharing or matching requirement of the award
- **Combination** - Some awards may specify a combination of the alternatives

Subcontracts – Sub In (Emory Receives)

- Emory is the subcontractor to another entity.
- Fully executed Sub Agreement must be on file in OSP before award is set up in Compass.
- FGC generates invoices per terms of contract.
- Expenses must be on ledger in order to be invoiced.



Subcontractors – Sub Out (Emory Issues)

- Emory issues subcontract to another entity.
- Fully executed Sub Agreement must be on file in OSP before creating purchase order in A/P system.
- PI must review and approve each subcontract invoice for payment
 - Programmatic reasons
 - Financial reasons
- RAS/Dept must **receive invoice** in A/P system before payment can be processed.
- Payments must be on ledger to be included in financial reports/invoices to prime sponsor.

Section IV Objectives Revisited

You should now be able to:

- Define Cost Sharing
- Define Program Income
- Explain the difference between a Sub In and a Sub Out



Exercise 5:

Program Income & Cost Sharing

BREAK





SECTION V – BILLING, FINANCIAL REPORTING, & CLOSEOUT OVERVIEW

Section V Objectives Revisited

At the end of this section you should be able to:

- State which contract types require invoices
- List the department(s) responsible for invoicing
- Explain the financial reporting process
- Explain the financial closeout process

Billing Overview

- Invoicing is required for all contract types with the occasion of Cost Reimbursable Letter of Credit (CR_LOC) and Auto Scheduled Payments (AUTO_SCHED_PAY).
- FGC is responsible for all invoicing with the exception of Non-Federal CLINICAL TRIALS and DEPT TO INV contract types.
- FGC works with Departments/RAS units to provide detailed supporting documentation required by sponsors.
- All Final Invoices require an ART and PI confirmation of final expenses.

****See examples of invoices.***

Billing Overview, cont'd.

- The majority of invoices generated in Compass are based on **paid expenditures** that are on ledger for a specific award.
- If specifically required by sponsor, the department must put in a request to the Accounts Payable team to pay the Subaward and/or supply invoices on the date requested so it is included in a specific invoice date range.
- If particular information should be included on an invoice or financial report, the Dept/RAS should notify FGC and provide that information.

Foreign Award Exchange Rate Information

- The terms of the awards received from foreign entities should dictate whether the exchange rates to be used on invoices and/or financial reporting are based on rates at the end of the budget period, as of the reporting date, or as of another specific date.
- Errors in exchange rates may lead to rejected invoices and financial reports, as well as potential delays in receiving funding.



Financial Reporting Overview

- Federal Financial Report(s)/Financial Status Reports (FFR/FSRs) are required for contract type CR_LOC and often for other contract types.
- RAS is responsible for preparing all financial reports for submission to the sponsor.
- FGC is responsible for [submission](#) all financial reporting with the exception of Interim (IFSR) and Quarterly (QFSR) reports.
- FGC works with the RAS units to provide detailed supporting documentation required by sponsors.

****See examples of financial reports.***

Financial Reporting Information (FFR/FSR)

- Information needed to complete a financial report includes but is not limited to:
 - Identifying final expenditures for the period
 - Verifying that F&A and Fringe are properly calculated
 - Ensuring final subcontract invoices are received, in the A/P system, and on ledger

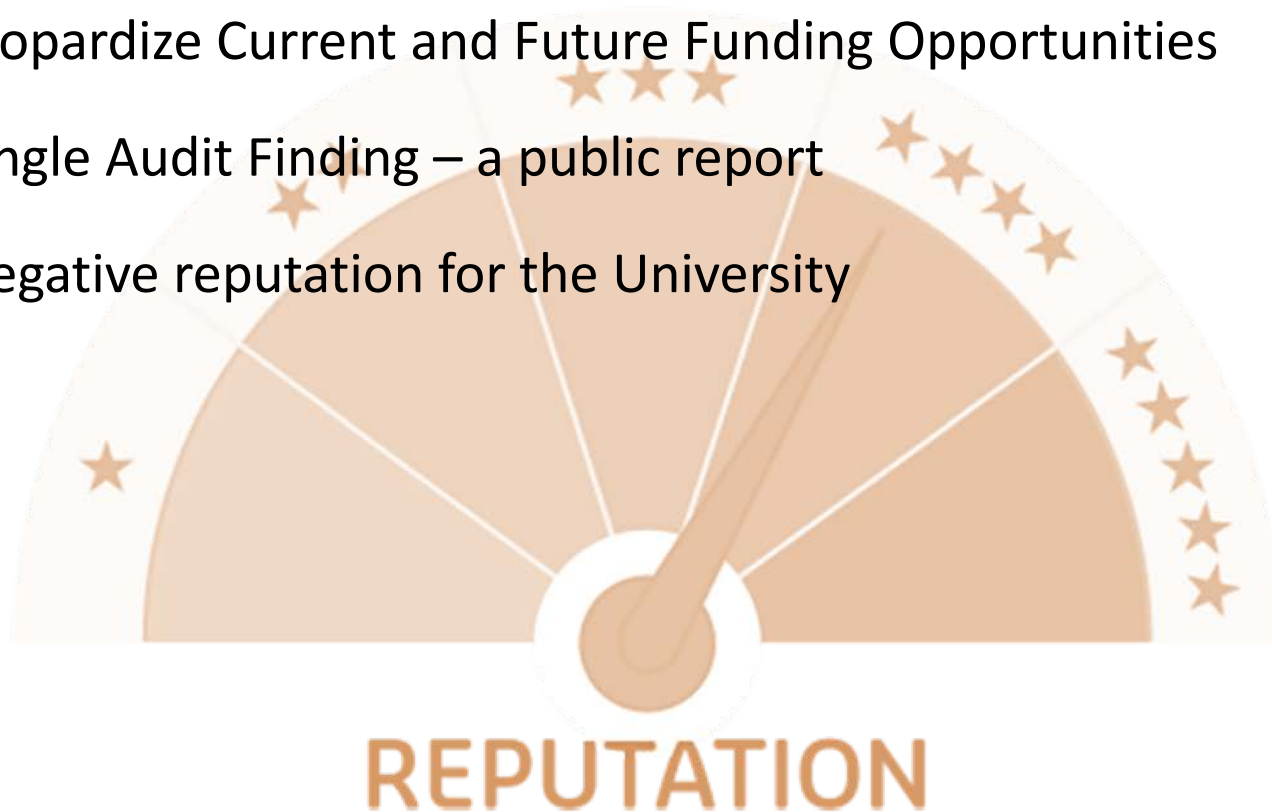
REMEMBER: *Per Uniformed Guidance (UG), all charges must be allowable, allocable, reasonable and consistent*

Expenditures on Ledger = FFR/FSR



Consequences of Late FSRs or Absent FSRs

- Jeopardize Relationship with Funding Agencies
- Jeopardize Current and Future Funding Opportunities
- Single Audit Finding – a public report
- Negative reputation for the University



Closeout Overview

- Confirmation of Final Payment
- Confirmation of FSR acceptance by sponsored agency
- Final Progress or Technical Reports submitted by PI
- Final Invention Statements submitted by PI
- Project/Award Clean-up

Final Progress and Technical Reports

This report is the PI's responsibility

- Reports are submitted to the Funding Agency
 - Most are now electronic submissions that require OSP to 'hit the button' after the PI uploads the documents
- Payment could be delayed when this report is not submitted to the agency
- Keep copies in departmental/RAS unit file in case of PI departures
- PI should also retain copies

Invention Statements

This report is the PI's responsibility

- Reports are submitted to the Funding Agency
 - Most are now electronic submissions that require OSP to 'hit the button' after the PI uploads the documents and the information is confirmed with OTT
- Reports are sent to OSP, who will confirm the information with OTT
- Payment could be delayed when this report is not submitted to the agency
- Keep copies in departmental/RAS unit file in case of PI departures
- PI should also retain copies

Award Transfers or Change of PI



- **Transferring an Award:**
<http://www.osp.emory.edu/handbook/transfers.html>
- **Change of PI** - Original PI is leaving Emory
 - Open Grants & Contracts **NOT** Being Transferred
 - Not overspent
 - Progress and Technical reports up to date
 - Suitable replacement PI identified
 - Approved in writing by Dean or Director overseeing award and Funding Agency

Award Transfers or Change of PI

- **Transfer Out** - PI Changing Institutions
 - Grants & Contracts Being Transferred **OUT OF** Emory
 - Typically called 'Relinquishment'
 - Approved by Dean or Director overseeing award(s)
 - Resolves Co-PI issues
 - Resolves equipment issues
 - All expenses posted
 - Progress and Technical reports up to date
 - Subsequent expenses departmental responsibility



Relinquishment Information

- Relinquishments (PHS 3734) via eRA Commons
- Forms should be completed at least 30-days prior to relinquishment date
- Project any outstanding expenses through relinquishment date
- Terminations (when the award will end)

Section V Objectives Revisited

At the end of this section you should be able to:

- State which contract types require invoices
- List the department(s) responsible for invoicing
- Explain the financial reporting process
- Explain the financial closeout process

Helpful Links by Section

Section I – Notice of Award

Common Funding Agencies

- American Heart Association (AHA): www.heart.org
 - Centers for Disease Control & Prevention (CDC): www.cdc.gov
 - Health Resources and Services Administration (HRSA): www.hrsa.gov
 - National Institutes of Health (NIH): www.nih.gov
 - National Science Foundation (NSF): www.nsf.gov
 - Robert Wood Johnson Foundation (RWJF): www.rwjf.org
 - Veteran's Administration (VA): www.research.va.gov
-

Helpful Links by Section

Section I – Notice of Award

Notice of Award Terms & Conditions

- FDP Phase VI (initiatives to streamline and reduce administrative burden):
<http://sites.nationalacademies.org/pga/fdp/index.htm>
- NIH Salary Cap:
https://grants.nih.gov/grants/policy/salcap_summary.htm

Helpful Links by Section

Section III – Award Management Overview

- Cost Transfer Policy: <http://policies.emory.edu/2.125>
- Cost Overrun Policy: <http://policies.emory.edu/7.27>
- Cost Sharing Related to Effort Reporting: <http://policies.emory.edu/2.126>

Helpful Links by Section

Section III – Award Management Overview

- FGC Policies: <http://www.FGC.emory.edu/policies/index.html>
 - Policies & Procedures: <http://policies.emory.edu>
 - Emory's Financial Award Administration:
<http://www.osp.emory.edu/handbook/-fin-award-admin/index.html>

Helpful Links by Section

Section V – Award Management Overview

- Foreign Exchange - Most common websites used:
 - <http://www.xe.com/currencyconverter/>
 - <http://www.oanda.com/currency/converter>
- FSR Checklist: <http://fgc.emory.edu/forms/index.htm>
- Closeout Checklist: <http://fgc.emory.edu/forms/index.htm>

Helpful Links by Section

Section V – Award Management Overview

- Transferring an Award: <http://osp.emory.edu/handbook/transfer.html>
- Grants Reporting Guide: <http://fgc.emory.edu/reporting/guide/index.html>
- Sponsored Programs Handbook: <http://www.osp.emory.edu/handbook/>



QUESTIONS?



Thank you!