research
[plural] 1 serious study, discovery of new facts about a subject, that is aimed at a research goal, such as writing information into a database. or need to do some research for a...
New Awards

- Awards are made to the university for you to spend as proposed.

- Only central administration can sign and obligate the university contractually.
Research Regulations

• Office of Management and Budget (OMB)
  • A-21 Cost Principles for Educational Institutions
  • A-133 Audit of States, Local Governments, and Non-Profit Organizations
• Federal Acquisition Regulations (FAR)
• Sponsor Grant Management Regulations
• 45 CFR 46 (if research with human subjects)
• NIH Guide, USDA Animal Welfare Act (if research with animal subjects)
Pre-Award Expenditures

• Occasionally Pre-Award Expenditures are appropriate.

• NSF & NIH allow 90 days

• BYU will allow the 90 days if:
  • Department chair signs off
  • Dean’s Office signs off
  • Department and College agree to cover the cost; if award doesn’t come through.
Award Process

• ORCA assigns account numbers (R0XXXXXX)

• Grants and Contracts Accounting reviews and enters the project into PeopleSoft System

• Spending can start
  
  • Direct charge your R project (use journal entries as little as possible)
  
  • Unallowable costs (food, entertainment, office supplies, computers, etc)
  
  • Cost Reimbursable (for most projects, we bill the sponsor after you spend)
  
  • Technical rep does not have financial authority
Award Process

• Monthly Statements are sent to the PI
  • Review statements each month
  • Errors should be corrected within 90 days

• Project Closing
  • All costs should be within the performance period
  • Reminder letter will be sent 3 months prior to close

• Over-spent accounts are the responsibility of the PI and their department
Consultants

• Cannot be BYU employee (tax issues)

• Consultant Agreement form - work with your department or ORCA to set it up

• Invoices from Consultant are approved and signed by PI, then processed for payment by the department or ORCA
Subcontract(s)

• Institution or Company

• Agreement Negotiation - done by ORCA
  • Dates, Costs, Terms & Conditions

• Invoices from Subcontractor, approved and signed by PI, then processed for payment by ORCA
Equipment ($5,000 and up)

- Can only purchase what has been proposed and approved by the sponsor
- Changes/additions to proposed list require explicit sponsor approval
- Equipment most often becomes BYU property at end of grant (*always*)/contract (*usually*)

- Exceptions:
  - Idaho National Energy Lab
  - Lawrence Livermore National Lab
  - Jet Propulsion Lab (*sometimes*)
  - Environmental Protection Agency
  - Industrial Sponsors who require equipment return
Spring/Summer Salary

• Must be in the budget

• Payment request form (work with ORCA)
  • Due by 5th of month for payment at end of month

• Figured on 8-month base

• Time available is based on individual contract length

• Buyout of academic contract month(s)

• Replacement of an equal amount of pay
Effort Reporting

• “After the Fact” certification of effort

• Required if paid from Federal award or Cost Share

• Percentages listed are in terms of total effort worked for which the employee received wages from BYU (not based on 40 hours per week)

• Must be certified and returned in a timely manner

• Training module will be available through myBYU
Cost Share

• If cost share is not required by the sponsor, please don’t put it in the proposal. We are obligated to track it.

• If cost share is other than PI’s wages or indirect costs (student wages, supplies, travel, etc), we are required to document actual transactions.
Budget Changes

- Changes can be made if they are less than 15% of the total budget.

- Large budget changes or creating a new budget category, requires written approval from the sponsor.

- Expanded Authorities allowed some changes for Federal agencies (see ORCA for specifics)
End of Award/Agreement

• No expenditures after end date

• End date can be extended
  
  • Extension requests need to be made 45-60 days before end date
  
  • Extensions up to 12 months are allowed
  
  • Only one extension request is allowed

• After end date, extension request may be made to the Sponsor in writing, but few are approved (work with ORCA)
Critical Element for Success

- Communicate with ORCA and Grants & Contracts Accounting if there are questions about account management.
Grants & Contracts Accounting

• A-261 ASB
  • Kathleen Rugg  2-8025
  • David Nichols  2-8123
  • Dave Morris    2-7548
  • Preston Back   2-8962
  • Dean Johnson   2-8564
Office of Research and Creative Activities

• A-285 ASB

• Contact information available at http://orca.byu.edu/contact/