

CALIFORNIA STATE UNIVERSITY, STANISLAUS

Financial Services Grant Administration
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Grant
 Administration
 Newsletter

April 2014

ISSUE #1

Welcome

In partnership with our **Grant Focus Group Meetings**, we would like to take the opportunity to provide another vehicle to communicate information pertinent to the Post Award Grant Area. With the intent of increasing 'Information-Out', it is our goal that you find this newsletter both helpful and resourceful!

To Audit

The Post Award Grant Administration Team in Financial Services received notification in mid-March that **The Chancellors Office** will be performing a Post Award Compliance Audit at CSU Stanislaus.

What does this mean for the Grant Administration Team?

Our Team has already begun the process of compiling a response to the **Chancellor's Internal Control Questionnaire and Request for Documents**. This process has included reviewing our current Policies & Procedures with regard to the following areas:

- Time & Effort Reporting
- Sub-recipient Monitoring
- Cost Share
- Conflict of Interest

Additionally, we are pulling and organizing the various documents that the Auditors have requested.

When will the Audit take place?

The Auditors will be on campus beginning Monday, May 5th, 2014 and have provided us with the following schedule:

Monday, May 05 th through Friday, May 9 th	Auditors on campus
Monday, May 12 th through Friday, May 16 th	Auditors on campus
Monday, May 19 th through Friday, May 23 rd	Auditors off campus
Tuesday, May 27 th through Friday, May 30 th	Auditors on campus
Tuesday, June 3 rd through Friday, June 6 th	Auditors on campus

In the course of their fieldwork, the Auditors will be working with the Post-Award Grant Team. As a result, associates will need to be available to provide additional requested documentation and information that arise as a result of the performance of the audit. Currently, and into the month of June, our response times to the campus will be impacted. However, striving for excellence, we will make every effort to be available to the campus community in a timely manner. We do ask for your consideration as we go through this important Chancellor's Office Audit.



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GRANT FOCUS GROUP MEETING FOLLOW-UP:

TIME & EFFORT



To Further the Discussion

The completion of Time & Effort Reports, as required by the federal government, are necessary when individuals are compensated by or have agreed to contribute time to a federally-sponsored program. Faculty who serve as Investigators on sponsored projects are responsible for certifying that the amount of effort they and their employees have spent on sponsored activities is accurate.

Effort is defined as the amount of time spent on a particular activity.

This amount of time is expressed as a percentage of the total time spent on work-related activities. Thus:

$$\text{Effort} = \text{Amount of Time} = \%$$

of the (Total Time which = 100%)

Actual effort may vary and must either equal or exceed effort that has been paid from a grant. The certification process confirms that what has been paid corresponds to actual effort. Additionally, whether full-time or part-time, effort must be reported at 100%. For example, a part-time faculty member who is appointed 25% as a lecturer and 25% on a sponsored program would reflect the following:

Effort as lecturer = 50% of the Total Time

Effort on Sponsored Program = 50% of the Total Time,

for a total of 100%.



Actual effort that exceeds time paid is considered a benefit to the sponsor and reflects positively on the University, encouraging future awards. Actual effort on a sponsored program that is less than time paid needs to be adjusted in corresponding funds (in the example above the lecturer fund would be adjusted) so that TOTAL TIME IS STILL 100%.

IMPORTANT DEADLINE MAY 30TH!

Deadline to use all Internal Service Funds received through March 2014. Unused 2014 funds received for 4th quarter 2013/2014 (April, May and June) may be carried over into fiscal year 2014/2015. (Internal Service Funds include F&A received from sponsor agency grants and posted to IFA01.)

Please stay tuned...

With the implementation of the new campus-wide website and formatting requirements, the Grant Administration web pages are currently under construction. We hope to have our website and all appropriate resource links available to you soon.

FEDERALLY NEGOTIATED F&A RATE:

49%

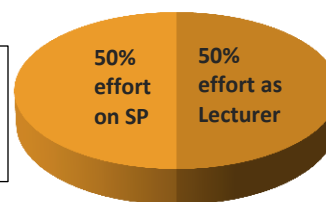
21.4%

ON CAMPUS

OFF CAMPUS

BASED ON SALARIES & BENEFITS

Total Time = 100%



- Part-time Faculty appointed (25%) as Lecturer would report 50% effort as Lecturer
- Part-time Faculty appointed (25%) on Sponsored Program would report 50% effort on Sponsored Program

It is our goal and commitment to provide excellent and responsive post award management that ensures fiscal integrity and compliance.