

Managing Awards at Furman University

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Introduction

Congratulations on your grant award! This guide is to give principal investigators (PIs) and project directors (PDs) the information that you need to successfully manage your grant.

Award Notification and Set Up

Award Notification

Once your project has been awarded, you or the Grants Office will receive a notification that includes the conditions of the funding. If you receive the award letter, be sure to send it along to the Grants Office for award set up.

In cases where your portion of the project represents a collaboration with another institution, Furman may receive a subaward agreement that lays out our responsibilities as part of the larger award. The Grants Office will complete any required paperwork to set up these agreements and will ensure the final agreement is reviewed and arrange for signature.

Award Set Up

Grants Office staff will collaborate with the Grant and Special Fund Accountant to set up your award in Workday, Furman's enterprise management system, based on your submitted proposal, budget, and the award documentation from the funding agency. The Grant and Special Fund Accountant will share the Worktag number for your award, and you will use that number for all expenses charged against the grant. Once the award is set up, staff from the Grants and Finance Offices will meet with you to discuss management and reporting requirements and answer any questions you may have.

It is your responsibility to administer your award and spend associated funds as stipulated in the award documents, as well as following University policies and procedures with respect to your award.

Allocation of Indirect Funds

For grants or contracts in which indirect costs were included in the budget, the recovered funds will be split among the PI/PD, the PI/PD's department and division, and the general fund of the university (policy #). In cases in which the normal distribution is not appropriate, the division of indirect or overhead costs may be recommended by the PI/PD to the Vice President for Finance and Administration, who is authorized to make the decision.

Subawards

If your award includes a subaward to another institution or institutions, you will work with staff in the Grants and Finance Offices to create an agreement that governs the relationship and the requirements of the subawardee institution(s). Once the subaward agreement is signed by Furman and the other institution(s), you will initiate the subaward through Workday by processing an invoice

(either using [Create Supplier Invoice Request](#) when the agreement is less than \$3,000 or [Creating a Requisition for a Non-Catalog Item – Services](#) when \$3,000 or more).

Responsible and Ethical Conduct of Research (RECR) Training

Several federal funders require those working on funded grants to complete training in responsible and ethical conduct of research prior to conducting research. Furman uses [CITI training](#) to meet this condition and requires a certificate of completion for faculty, staff, and students who are supported on federal grants. The CITI RECR course has a four-year expiration. The Grants Office reviews these certificates annually. If your CITI certificate is up for renewal and you are working on a government-funded project, the Grants Office will request that you complete the renewal course. If the training is not completed, grant-funded salary may be withheld. Principal Investigators are responsible for ensuring students supported on their projects complete this training as well. A student's certificate of completion must be submitted to the Grants Office before they can begin their work on the funded project.

NIH requires that all trainees, fellows, participants, and scholars receiving support through any NIH award (individual or institutional) must receive instruction in responsible conduct of research, and they have specified that a minimum of eight hours must be face-to-face training. While Furman requires undergraduate research students to complete the CITI program's online Responsible Conduct of Research course, online instruction is not considered adequate as the sole means of training and instead should be considered a valuable supplement to instruction in responsible conduct of research. As the PI/PD, you are required to provide face-to-face training in the responsible conduct of research as it pertains to your project and will be asked to sign a contract indicating your agreement.

Project Management

Workday and Grant Awards

Workday is Furman's enterprise management system and will be the tool that you use to manage your award. Once you receive your Worktag and have a new grant meeting with staff from Grants and Finance, you will be able to access and set up various actions in Workday that will support your project.

Monitoring Budgets

As the PI/PD, you are responsible for monitoring the expenses that are charged to your grant. If you notice something charged to your grant in error, reach out to the Grant and Special Fund Accountant for assistance. Unless other accounts are identified, overspending on a grant award will be moved to the PI/PD's department budget.

Once your grant award is set up, you will be able to view your expenses against your proposed budget in Workday. To do this, enter **Award Budget to Actuals – Organization – Funds 10-FD & 11-FD Only** in the search box. Select your grant award in the **Grants*** box. For the **Period***, select **All Periods**, then the **most current fiscal year**, and finally **June**. This will show you activity

on your award for the entire time it has been active. You will be able to see both your proposed budget and the expenses charged to your grant to date. You will also see your balance remaining by category.

Expenditure of the Funds

Any expenses charged to your grant must follow the funding agency's guidelines and limitations on use of their funds. In addition, you must also follow university guidelines and policies related to whether expenses are allowable costs.

When setting up expenditures, either yourself or when reaching out to offices that are indicated below, you **must include your grant Worktag and detailed information about how the expense relates to the funded project**. This ensures that charges are posted to the correct account, and it is clear why an expense belongs on the particular award. Original receipts and other documentation must be included as appropriate for each expense.

Federal award funds **cannot** be spent on goods and/or services provided by an **organization that is debarred**. If a purchase order is issued for any award using federal funds (required when the purchase is \$5,000 or more), please have the contractor/vendor complete the [debarment certification letter](#) on our website.

Salaries/wages/stipends

Salaries/stipends – faculty and staff

All salaries and stipends for Furman faculty and staff are processed through Payroll. For PIs/PDs in Academic Affairs, you can contact your chair, department assistant, or the [Coordinator for Fiscal Operations](#) to ensure these payments are completed. In other reporting lines, please reach out to your supervisor, who will collaborate with Human Resources to make sure the payments are properly set up in Workday.

Salaries and stipends paid through Payroll **must** include funds to cover fringe benefits. If your grant budget doesn't include a category specifically for fringe benefits, the funds allocated to salaries/stipends must be reduced ***in advance of payment*** to include Furman's portion of the fringe benefits (which varies for work in the summer or academic year). Because Workday will automatically calculate the appropriate fringe benefit rate on the salaries/stipends and charge it to your grant for faculty and staff payments, if you haven't accommodated those benefits (either by having a separate fringe benefit category at the time of submission or by reducing your salary/stipend amount), your grant will be overspent. **Please note:** the benefit rates included in your proposal budget represent the ***University's*** portion of this charge. The individual being paid will still see normal deductions in their paycheck for federal and state withholding, employee portion of FICA, etc.

If you are hiring a new, grant-funded position, you will need to work with HR to [Create a Job Requisition](#). Prior to beginning that process, you must create a [job description](#) for the new position,

have that approved by the [Director of Classification and Compensation](#), and obtain written approval from the VP of your reporting line.

Student payments

When students receive support associated with your grant-funded project, the payment to the student can be processed either through Payroll or Accounts Payable. All student payments go through Payroll except for reimbursements and for research/internship/fellowship payments. Student payments made on grant awards from the National Institutes of Health must be processed by Payroll.

If the student is completing any type of standard work or services, payment must go through Payroll. If students are receiving a payment related to research, internship, or fellowship opportunities, this may be processed through Accounts Payable. When the payment is processed by Accounts Payable, an agreement signed by the student must be included. The contract must reference the Tax Reform Act of 1986 to make the student aware of the tax implication of the funding. Without this language, the student payment will be processed through Payroll and taxes withheld.

[Student payments – hourly wages \(Academic Year/Summer while Enrolled\)](#)

When students are enrolled at least part time, FICA is not charged against student wages. For hourly payments during the academic year or during the summer when the student is enrolled, please contact [Student Employment](#) for assistance setting up the students' jobs/payments in Workday.

[Student payments – hourly wages \(Summer, not Enrolled\)](#)

When students receive their compensation as wages during the summer (e.g., NIH awards), Furman is responsible for FICA (7.65%) on those wages. In Workday, the default setting for a student is that they are exempt from FICA, assuming they are enrolled at the University. To ensure that FICA is withheld as necessary, send a list of your students to [Payroll](#), and they will manually update the student's withholding as necessary.

If FICA needs to be withheld and your grant budget does not explicitly include funds to cover these fringe benefits, the amount for the student's wages will be considered to be inclusive of those charges. You will need to recalculate the amount for wages, such that this revised amount plus FICA does not exceed the amount originally included in your budget and share that revised amount with both [Payroll](#) and [Student Employment](#). Once you have updated Payroll, please contact [Student Employment](#) for assistance setting up the students' jobs/payments in Workday.

In addition to the taxes that Furman owes when the student is paid wages, the student is also responsible for FICA as the employee along with appropriate state and federal taxes. When communicating the amount a student will receive from their work on your grant, please keep those employee deductions in mind.

[Student payments – stipends](#)

Student payments in the form of stipends are currently under review at Furman. Please contact [Student Employment](#) for assistance.

Purchases

Purchases can be made either using a [purchasing card](#) or by setting up a payment in Workday. If you don't have a personal purchasing card and request to use your department's card, be sure to share the grant Worktag with the card owner in advance of the expense being incurred, so the charge can be properly managed. If the expense is less than \$3,000, you can [Create Supplier Invoice Request](#). Make sure to include the grant Worktag (referenced in point #15), so that the funds are charged appropriately.

For costs of \$3,000 or more, you will need to create a requisition based on whether you are paying for [goods](#) or [services](#) (Non-catalog goods refers to items that are purchased outside of entities with which Furman has standing purchasing contracts, such as Staples or Amazon. Purchasing through these businesses is referred to as [Punchout Shopping](#)).

Equipment

Equipment refers to items with a per-unit cost greater than or equal to \$5,000, which are expected to hold value for more than one year and are considered capital expenses.

When purchasing equipment, you must use the *equipment spending category*** to ensure that it is accurately categorized in Workday.

Travel

Prior to your project-related travel, you must [Create a Spend Authorization](#). When the travel is concluded, you will [Create an Expense Report](#) to document the costs associated with your trip. This report be completed within 30 days of completion of your travel ([Travel FAQs](#)).

**Airfare associated with federal grant awards must use a US Flag Carrier.

Consultants

Arrangements with consultants on your project may be handled as a payment for service as outlined above (either using [Create Supplier Invoice Request](#) when the agreement is less than \$3,000 or [Creating a Requisition for a Non-Catalog Item – Services](#) when \$3,000 or more) if they send an invoice, or as [Miscellaneous Payment Request](#) if their salary is being paid. If the support is related to salary, their completed W9 will need to be on file with Furman.

Participant Support

When your federal award includes participant support costs (*“direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not*

employees) in connection with conferences, or training projects,” 2 CFR 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards), these funds will be handled as part of a separate spend category in Workday. The National Science Foundation (NSF) does not allow participant support costs to be re-budgeted to other budget categories without prior approval from NSF. Participant support costs in federal awards are excluded from the recovery of indirect costs.

** You must select the ***participant support spend category*** when entering expenses against these funds, rather than the categories for the individual item within participant support (such as travel or stipends). You should include the type of expense, such as travel, in the memo field.

Subawards

During the award, it is your responsibility to manage a subaward relationship by ensuring that the subaward institution receives payment and that you have appropriate narrative and financial reports from your collaborators to meet the funders requirements for such reports.

Expenses for a subaward must use the *subaward spend category*** to ensure that they are accurately categorized in Workday.

Indirect Funds

When awards include indirect costs, these will be calculated and distributed to the indirect activity account as charges are recorded against the grant. If you will be receiving indirect funds for your use, an indirect activity account will be set up, separate from the grant account, to receive these funds.

Matching Funds/Cost Sharing

If matching funds are required or promised as part of a proposal, the PI/PD is responsible for ensuring these funds are made available for the project and tracking their use.

Reporting

Narrative

Your award document will outline the reporting requirements for your award. Staff in the Grants Office are available to review your reports to make sure they meet the guidelines of the award sponsor. It is important to submit all reports on time as late submissions can impact the review and award of future grant submissions.

Financial

All financial reports that are submitted to an award sponsor must be prepared by the SGrant and Special Fund Accountant. Once that report is available, it is your responsibility to review and approve the accuracy of the report.

Effort reporting

If you receive grant funding from a federal agency that includes funds for faculty and staff salary, those individuals will be required to complete effort reports that confirm the work performed on the project.

Financial conflict of interest reporting

All individuals on a federal grant who have responsibility for the design, conduct, and reporting of the funded research must report on [significant financial interests](#) annually and/or as new conflicts arise.

FFATA reporting

If your federal grant award has a subaward of more than \$25,000, Furman is required to complete additional reporting related to the Federal Funding Accountability and Transparency Act of 2006.

NSF Sexual Harassment Notification Requirement

As of October 22, 2018, NSF requires awardee organizations “to notify NSF of any findings/determinations of sexual harassment, other forms of harassment, or sexual assault regarding an NSF funded Principal Investigator (PI) or co-PI, or of the placement of the PI or co-PI on administrative leave, or the imposition of any administrative action relating to harassment or sexual assault finding or investigation.”

Changes to an award

The Grants Office is responsible for Furman’s relationships with funding agencies. As you move through your funded project, you may find that you need to change elements of your award, such as end dates, project activities, or budgeted amounts. Any requests to change an active award must be routed to the Grants Office for internal review, regardless of whether the funder needs to approve such a change. The Grants Office will communicate approved changes to the Finance Office to ensure the grant is administered without interruption.

Grant closeout

At the end of the project, once all requirements of the funding (such as reporting) have been met and all expenditures finalized, the grant Worktag will be closed, and further expenses will no longer be able to be charged against the grant.

Contact Information

General Grant Award Questions	Michelle Epp	x3470
	Brienne Pochard	x3468
Grant Financials	Grant & Special Fund Accountant	x3494
Supporting Student Pay		
Hourly (e.g., NIH funding)	Kim Blythe	x2991
Stipends	Kim Rhodes	x3495
Faculty Salary/Stipends	Kate Burris	x3549

Hiring Grant Staff (non-student)	Tripp Scott	x3102
Grant Reports		
Narrative	Michelle Epp	x3470
	Brienne Pochard	x3468
Financial	Grant & Special Fund Accountant	x3494
Financial Conflict of Interest	Michelle Epp	x3470
	Brienne Pochard	x3468
Changes to Grant Awards	Michelle Epp	x3470
	Brienne Pochard	x3468