INTERNAL AWARDS PROGRAM
Conference Support Grant Instructions

University of South Florida
Research & Innovation
Sponsored Research
3702 Spectrum Blvd., Suite 165
Tampa, FL 33612
Campus mail point: 30338 USF Holly Dr.

TO OPEN THE INTERNAL AWARD GRANT FOR SPENDING THE PI WILL NEED TO SUBMIT:

1. An electronic Internal Form, see Page 3
2. Completed and signed Grant Budget Release, see Page 5

<table>
<thead>
<tr>
<th>CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Melody Spencer, Administrative Specialist, (813) 974-1089, email: <a href="mailto:spencer66@usf.edu">spencer66@usf.edu</a></td>
</tr>
</tbody>
</table>

FUNDING
Once ALL the required documents are received to establish the Conference Support Grant award, an email will be sent to the PI when the funds are available for use. These funds must be kept in a separate Research Initiative Account (RIA) with the fund number 18323 for the Conference Support Grant.

These funds must only be used for the allowable expenses described in the approved proposal budget and cannot be co-mingled with other research funds. ANY re-budgeting must be requested and approved. Any unallowable expenditure/s on the award will be subject to removal off the grant to an unrestricted account.

Submit re-budgeting requests to: Melody Spencer, see contact information above.

Any unspent funds will be swept back to USFRI at the end of the grant period.

The Grant Period: the dates of the conference.

DISSEMINATION OF CONFERENCE RESULTS
The Principal Investigator is expected to publish or otherwise make publicly available works resulting from this conference. All publications resulting from this conference grant must include the following acknowledgment: "This conference was supported, in part, by the University of South Florida Research & Innovation Internal Awards Program under Grant No.______." Please use the PI's seven (7) digit Research Initiative number as your grant number (i.e., 0012345).

PAPERWORK REQUIRED TO OPEN YOUR AWARD
Submit paperwork electronically to Melody Spencer at spencer66@usf.edu. Once all paperwork is received and processed, an email notification will be sent to the PI that the account is open for spending.

Please note that other post-award activities (e.g., purchasing, payroll, travel, access to the FAST financial system) are managed by other departments within the university and you will need to work with these units directly.
1. **PI must** have a **Research Initiative Account (RIA)** (Chartfield 00 “account”). To verify if you already have a RIA established go to FAST, Main Menu. Set-up financials/supply chain, common definitions, design chart fields, define values, chartfield values, Initiative, enter your GEMS id. If your status is ACTIVE you can skip this step. **If the PI does not have one, establish a new account by completing a “Request to Establish a Chartfield” form** (see instructions below). Send the form to **James R. Nally, Accounting Services (Controller’s Office), 813-974-6041, and Email: rnally@usf.edu.** This is the “account” from which the funds can be spent for items identified in the approved proposal budget. These funds may not be co-mingled with other funds (e.g., your department RIA or another department or PI’s RIA) and may not be used for other projects or purposes.

2. **PI must** submit to FAST Security a **FAST Workflow Request Form** to establish who has spending authority and signature authorization for these funds. For further information about FAST access, please visit the FAST website: [www.usf.edu/business-finance/controller/documents/ucoresrchwrf6.xls](http://www.usf.edu/business-finance/controller/documents/ucoresrchwrf6.xls)

3. **PI must** submit the **InternalForm**: see instructions below for help to complete.

4. **PI must** submit a signed **Grant Budget Release** form; it is the 4th form from the top on the Sponsored Research website and see instructions below for help to complete. This will be checked against the approved proposal budget.

5. **IF** travel has been approved in the budget for this conference, the PI must follow guidelines established by the **Travel Department to submit the travel request.** The RIA chartfield for the CONF is to be used as the chartfield for the travel. **May need to complete, the FAST Access Request form** found on the FAST website (menu is at the top of the page).

### Checklist for Opening a Account for Spending

<table>
<thead>
<tr>
<th>PROCESS</th>
<th>COMMENTS</th>
<th>ACTION TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Establish Research Initiative Account (RIA)</td>
<td>Skip, if you already have an <strong>active Research Initiative Account (RIA)</strong></td>
<td></td>
</tr>
<tr>
<td>2) FAST Workflow (Request form)</td>
<td>Required form; submit to FAST Security</td>
<td></td>
</tr>
<tr>
<td>3) Internal Form</td>
<td>Required form; complete online (Sponsored Research website)</td>
<td></td>
</tr>
<tr>
<td>4) Grant Budget Release</td>
<td>Required form; complete and submit to Melody Spencer</td>
<td></td>
</tr>
<tr>
<td>5) Expenses through Travel Dept.</td>
<td><strong>IF</strong> travel expense approved for the conference</td>
<td></td>
</tr>
</tbody>
</table>

**If the PI has a RIA already, skip “Request to Establish/Update a Chartfield Form” and go on to the next step, “Grant Budget Release Form”.**

However, if the Principal Investigator does not already have an active RIA, then an account will need to be established.

In order to establish the account, the **Request to Establish/Update a Chartfield** Form must be completed.

**Instructions:**

[Please note: The DATE will default to the current date. ]

a. Enter the REQUESTOR’s (PI or staff acting for PI) name, e-mail address, and telephone
b. Specify the FAST Operating Unit. – select one
c. FUND – Check “Existing” box and type in **18323** and **Title: Int Award**
d. DEPARTMENT – Check “Existing” box and enter Department number and Department Name (as title)
e. PRODUCT – Check “Existing” box and type in 000000. Leave title blank
f. INITIATIVE – Leave boxes blank and type in 00+PI’s GEMS employee ID. Leave title blank
g. GL ACCOUNT – leave blank
h. PROJECT ACTIVITY – leave blank
i. RESOURCE TYPE/RESOURCE CATEGORY – leave blank
j. Basic description of Chartfield activity – type in: “SR Internal Award research grant”
k. Payroll activity section – check box if this Initiative will be used to pay salaries.
   GEMS Long Name (limit 30 characters) type in: CONF, dept. name/abbrev, PI’s name
   GEMS Short Name (limit 10 characters) type in: CONF, PI’s name (or part thereof)
l. Cash activity section – check box if they will receive money as part of the project
m. Purchasing activity section – check box if they will be purchasing items from this initiative
n. Accountable Officer Name and GEMS Employee ID – type in the PI name and GEMS Employee ID
o. Accountable Officer and Signature & date – signature of PI & date

**HOW TO COMPLETE THE ELECTRONIC INTERNAL FORM (PROPOSAL AUTHORIZATION FORM)**

This fully signed form is required prior to the establishment of the CONF RIA chartfield. If you are registered, sign in and complete the form; if you are not registered, click here to [register](#).

Below, the column on the left corresponds with the “SECTIONS” on the electronic Internal Form and the information in the right column is to help with completing the form.

No Internal Award Grant has F&A, Subcontracts, or Cost Sharing.

<table>
<thead>
<tr>
<th>Section</th>
<th>Information to Check and/or Enter</th>
</tr>
</thead>
</table>
| PURPOSE                                      | a. **Check:** Internal Award  
   b. Sponsor’s Submission Deadline Date: **Enter:** the date the Conference application was submitted electronically                                           |
| RECOVERY ACT LIMITED SUBMISSION              | **Answer NO** to both.                                                                                                                                               |
| INVESTIGATORS                                | a. PI Name  
   b. PI GEMS ID #  
   c. PI Phone #  
   d. PI Fax #  
   e. PI Email Address  
   f. PI Mail Point  
   g. Department Receiving Credit for Award  
   h. If a co-PI, enter co-PI’s name, GEMS ID, phone, fax, and email address                                                                                           |
| SPONSOR                                      | a. Sponsor/Agency Name: **USF Research & Innovation**  
   b. Agency Program: Conference Support Grant Program  
   c. Sponsor Contact: Melody Spencer  
   d. Title: Administrative Specialist  
   e. Address/City/State/Zip: 3702 Spectrum Blvd., Suite 165, Tampa, FL 33612  
   f. Phone/E-Mail: 813-974-1089/spencer66@usf.edu  
   g. Funding Source: **Other**                                                                                                                                         |
| PROJECT TITLE, KEYWORDS, DESCRIPTION         | a. Project Title: Same as on the CONF application  
   b. Keywords: Same as on the CONF application  
   c. Layman’s Description: Similar to the CONF project abstract but shorter                                                                                             |
| PROJECT TYPE                                 | a. OSA  
   b. Specify, CONF Internal Award                                                                                                                                        |
<p>| INITIAL BUDGET PERIOD                        | Dates of the conference                                                                                                                                               |
| PROJECT PERIOD                               | Same as budget period, dates of the conference                                                                                                                                 |</p>
<table>
<thead>
<tr>
<th>USF NEGOTIATED INDIRECT COSTS (F&amp;A) RATE?</th>
<th>NO, and reason is: Internal Award Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLASSIFIED RESEARCH</td>
<td>Not applicable, skip this section</td>
</tr>
</tbody>
</table>
| EXPORT CONTROL | **Answer yes or no to these questions on the Internal Form to indicate whether Export Control could impact this conference.**  
| | a. Does the proposed technology (if any) involve potential military application or defense technology, software, or other defense articles?  
| | b. Does the project (conference) require travel to foreign countries?  
| | c. Is any member of the project team (keynote speaker, organizer, etc.) a foreign national?  
| | d. Does the project (conference) involve anything with a strong potential dual-use (civilian, commercial and military) application? |
| COMMUNITY BASED PROJECT | **To determine if a project is community-based,** ask whether the project involves partnerships and/or beneficiaries at the local or regional level or if it has immediate or short term possibilities to help solve problems that affect the citizens of this locality or region. If the answer to either is yes, this is a community-based project. |
| EDUCATIONAL PARTNERSHIP (TBEP) | NO |
| USF WORLD - INTERNATIONAL RESEARCH/ENGAGEMENT | **Answer yes or no, “Does the project have an international component?”** |
| CAS EXCEPTIONS | NO, this funding is not federal or federal flow-through |
| SEED GRANTS | a. **Answer yes or no, “Have you received any form of internal funding?”**  
| | b. If yes, which? And when? |
| USF SYSTEM REQUESTED RESOURCES | **Answer yes or no for USF System Resources**  
| | a. “Will Graduate Assistant be appointed to this project?”  
| | b. “If yes, does the sponsor guidelines allow tuition to be charged for graduate assistants? **NO, tuition is not an allowable expense on this grant.**  
| | c. & d. “USF System Tuition Waivers Requested.” |
| SPACE & FACILITY | **Answer yes or no**  
| | a. “Additional Space and/or Facility Recommendations for this Project? If yes, please describe.”  
| | b. “Will any portion of the proposed take place in the USF Health Byrd Alzheimer's Institute?”  
| | c. “Will any portion of the proposed take place in CAMLS?” |
| RESEARCH COMPUTING | **Yes or No,** will any part of the conference “Require use of high performance computing (HPC)?” |
| COMPENSATION | NO, extra compensation is not an allowable expense. |
| SUBCONTRACTS | NO, no subcontract on any Internal Award. |
| DISTRIBUTION OF F&A | **Do not complete,** there is no F&A or Cost-Sharing on the CONF internal award |
| USF COST-SHARING | **COMPLIANCE APPROVALS** | Indicate if this project involves: Biohazards, Radioactive Materials, Diving Safety, Human Subjects, or Laboratory Animals. If yes, (attach copies of compliance approval letters or email to Melody Spencer at spencer66@usf.edu). |
| CONFLICT OF INTEREST DISCLOSURE | Do any **Investigators** (or their **Immediate Family**) have a **Reportable Financial Interest or Relationship** on this USF System Conference Project? To learn who may qualify as an Investigator, an Immediate Family member, or what constitutes a Reportable Financial Interest or Relationship, please refer to the USF System Policy 0-309 definition of "Investigator", "Immediate Family", or "Reportable Financial Interest or Relationship". If yes, please disclose the Reportable Financial Interest or Relationship through the eCOI online disclosure system via Applications for Research Compliance (ARC): [https://arc.research.usf.edu/Prod](https://arc.research.usf.edu/Prod). |
| OUTSIDE ACTIVITY | **Answer yes or no**, “Do you have an **outside activity** that is or could be perceived as conflicting with this proposed conference? If yes, please attach a copy of the **Outside Activity Form**.” |
| NEPOTISM DISCLOSURE | **Answer yes or no**, “Do any **Investigators** intend to employ a **Related Person** on this USF System Conference Project?” To learn who may qualify as an Investigator or Related Person, please refer to the USF System Policy 0-309 definition of "Investigator" or "Related Persons". If yes, please disclose the proposed employment of a Related Person through the eCOI online disclosure system via Applications for Research Compliance (ARC): [https://arc.research.usf.edu/Prod](https://arc.research.usf.edu/Prod). |
| OBTAIN SIGNATURES | **Internal Form must have the signatures of the:** a. Principal Investigator and, if applicable, any Additional Investigator/s b. Chairperson c. Dean |

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**HOW TO COMPLETE THE GRANT BUDGET RELEASE FORM (IT IS THE 4TH FORM FROM THE TOP ON THE SPONSORED RESEARCH WEBSITE)**

a. Expenses must conform to the items identified in the approved proposal budget.

b. Use the following chartfield string to fill out the form:

- **BUS (GL) Unit** = USF01
- **Oper Unit** = TPA (Tampa except HSC), HSC (Health Sciences Center), STP (St. Petersburg), SAR (Sarasota/Manatee)
- **Fund** = 18323
- **Dept. ID** = your 6-digit department code number.
- **Product ID** = leave blank
- **Initiative** = 00+PI’s 5-digit GEMS ID number (e.g., 0012345)
- **Project ID** = leave blank
- **Activity ID** = Budget

Please note that the Fund Code, 18323, is the number in the Chartfield String that distinguishes this initiative from your other research initiatives.

c. **Fill in Name of Principal Investigator and Department**

d. **Sponsoring Agency** – USF Research & Innovation.

e. **Budget Period** – THE DATES OF THE CONFERENCE.

f. **Project Title** – Enter Conference Support Grant and the title of the conference.

g. **Salaries & Fringes** – **If your grant will be paying for personnel** from a regular salary line (for yourself and/or others) enter the salary AND fringe benefit total in the “$ Sponsor” column.

- **Fringe Benefits** are personnel expenses (such as retirement plans, FICA, health insurance) paid by the university on behalf of employees, and they must be included in calculating personnel costs. The payroll office will deduct fringe benefits from all salaries or wages listed on your **GBR**, whether or not you included them correctly in your proposal budget. To avoid running out of funds in your initiative, remember to calculate fringe benefits properly. Fringe Benefits vary by employment category and may vary by employee within
Note: The grant must also cover the health insurance premiums of graduate students hired on the grant (if the student purchases the insurance through USF).

h. **Expenses** – From your approved budget enter applicable expenses in the “Expense Item Category” and the subtotals in the “$ Sponsor” column (refer to your approved proposal budget). If the expense item to be acquired is not an option in the drop-down list, you can type free text in the white cells. **For this type of grant you do not need to fill in the “Budget Level Account” for these items.**

i. **Equipment** – Enter any items and expenses for equipment, defined as having a useful life of at least one year and costing 5,000 or more. Enter Subtotal of Equipment in the “$ Sponsor” column. If the expense item to be acquired is not an option in the drop-down list, type free text in the white cells.

j. **Total Direct Costs** – Add all subtotals from “$ Sponsor” column.

k. **Facilities & Administrative (F&A) Rate** – There are no F&A (indirect) costs on a CONF internal award. **Indirect costs = 0 %.**

l. **Total Project Costs** – Added for you in the “$ Sponsor” column. Remember: The “Total Project Costs” line may not exceed your award amount and MUST include any applicable fringe benefits.

m. **Signatures** – The awardee must sign above “Principal Investigator,” and enter the date. The SR’s signature is not required on this type of grant unless it is a requirement of the department.

   The SR signature will be applied after the **GBR** is reviewed and approved. An email will be sent to the PI when the budget has posted.

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To review, **USF Research & Innovation** allowable and unallowable expenses on Research Initiative Accounts, [click here](#). Also, **Purchasing & Financial Services’ website, [click here](#)** to review allowable expenditures (and assistance) with contracting for services, equipment, etc.

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**WHEN YOU CAN START SPENDING YOUR FUNDS:**

With an active Research Initiative Account, submit the following forms to: **Melody Spencer** at **spencer66@usf.edu**

1. Internal Form; online
2. Grant Budget Release Form

If all forms submitted are correct with no questions, the information will be processed so the budget can post. If any additional information is needed, the process will be delayed. Please allow up to two weeks to complete this process. PI will be notified by e-mail when the budget has posted and provided the chartfield string to use to begin spending funds.

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**FORMS TO REQUEST AND SUBMIT THE FINAL REPORT**

(1) **Re-budgeting Request**

ANY re-budgeting must be requested and approved. Any unallowable expenditure/s on the award will be subject to removal off the grant to an unrestricted account. The form to submit the request is on the Internal Awards Program website at [www.usf.edu/research-innovation/sr/internal-awards-program.aspx](http://www.usf.edu/research-innovation/sr/internal-awards-program.aspx)

(2) **Requesting a One-Time Extension**

Requesting extending the conference dates will be considered once (maximum extension is 12 months). The form to submit the request is on the Internal Awards Program website at [www.usf.edu/research-innovation/sr/internal-awards-program.aspx](http://www.usf.edu/research-innovation/sr/internal-awards-program.aspx)

(3) **Submitting the Final Report**

Within three months, after the conference ends, the Principal Investigator must submit a final impact report. The template to submit the report is on the Internal Awards Program website at [www.usf.edu/research-innovation/sr/internal-awards-program.aspx](http://www.usf.edu/research-innovation/sr/internal-awards-program.aspx)
CONFLICTS OF INTEREST
Individual conflicts of interest: If you, your spouse, domestic partner or dependent children have a Significant Financial Interest (as defined in USF System Policy 0-309) related to the proposed study, you must submit a project-specific disclosure via eCOI (https://arc.research.usf.edu/Prod) and receive approval from the Conflict of Interest Program prior to commencing research. This requirement applies to all Investigators (defined as anyone responsible for the design, conduct or reporting of the study). A Significant Financial Interest may include consulting income, copyrights, patents, licensed technology, speaking fees, equity or an ownership interest in or position on a board of directors of an entity related to the research, among other things.
Institutional conflicts of interest: If you are aware of a potential Institutional Conflict of Interest related to the proposed research, please contact the COI Program (coi-research@usf.edu) prior to commencing research. An Institutional Conflict of Interest may occur if the rights of related intellectual property are assigned to USF, a USF senior official has related intellectual property or other related financial interest or USF owns equity in a related entity. Please consult the COI Program webpage for contacts and more detailed information regarding COI compliance: https://www.research.usf.edu/dric/conflicts-of-interest.

EXPORT CONTROL COMPLIANCE
Export control involves regulations and laws governing the export of sensitive items used in research and other university activities. Export control issues can arise on many fronts, including exports of technology or items out of the U.S. or the transfer of secure technology to foreign nationals inside the U.S. If your proposal involves foreign partnerships, work with the military, satellites or sensitive biologicals, and/or creation of prototypes, software or proprietary data that will not be published, please contact the Office of Export Controls during the proposal submission process by emailing exportcontrol@usf.edu. For further information on the Office of Export Controls, please refer to our website: http://www.research.usf.edu/dric/export-controls/export-controls.asp.

INTELLECTUAL PROPERTY
Any inventions or copyrights resulting from activities supported by this program must comply with the Statement of Policy & Procedures for Inventions and Works (http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-300.pdf). For additional information please visit the USF Technology Transfer Office/Patents & Licensing homepage at http://www.research.usf.edu/pl/ or consult by phone (813)-974-0994. Awardees are expected to publish books, articles, programs, exhibition catalogs, etc. or otherwise make publicly available the results of the work conducted under this grant including the following acknowledgement: “This work was supported, in part, by the University of South Florida Office of Research & Innovation through the Conference Support Grant Program under Grant Number________.”