

**UNIVERSITY OF SOUTH FLORIDA
USF RESEARCH AND INNOVATION
SPONSORED RESEARCH
CONVENIENCE FUND PROCEDURES**

DEFINITION: Non-Project specific funds for salary support of research-related activities at USF

REQUIRED PARAMETERS:

Cash Ahead of Need	Non-Proposal
Non-Project Specific	No Invoicing – No Reporting
No Two Party Contract	Fixed Price Payment
Used for Salary Support	Funded by USF Direct Support Organizations (DSO) and Affiliates

EXAMPLE OF SPONSORS:

USF Foundation, USF Research Foundation, New College Foundation, University Medical Services Association (UMSA), and Hospital Affiliates: All Children’s Hospital, Bayfront Medical Center, Shriners’s Hospital, Tampa General Hospital, and USF Psychiatry Center

TO SETUP A NEW CONVENIENCE FUND:

1. Complete the online Internal Form, <https://www.research.usf.edu/source-forms/login.php>.
2. Submit a memo to the attention of Eric M. Kern, Director, Sponsored Research, requesting the establishment of a convenience fund. Include in the memo:
 - a. Funding Source (see example of sponsors)
 - b. Purpose of the fund
 - c. Name of the Accountable Officer
 - d. Project period (open for one year, after which may be extended)
3. Attach check or USF Foundation, Inc. Check Request/Transfer form to cover the project period.
4. Complete the Request to Establish/Update a Chartfield Form
5. Send the following documents via email:
 - A scanned copy of the digitally signed Internal Form (signatures of Accountable Officer, Chair & Dean)
 - Scanned copy of Check Request form and/or check
 - Signed memorandum requesting set-up of new Convenience Fund
 - Scanned copy of the completed Chartfield form

TO: Sponsored Research

Contact: Compliance - E-mail: RFMCompliance@usf.edu

If sending via campus mail: USF Mailpoint: 30338 USF Holly Drive

University of South Florida

3702 Spectrum Blvd., Suite 165

Tampa, FL 33612-9446

813-974-2897 - FAX 813-974-4962

6. Once Convenience Account has been approved and set up in FAST (you will receive an email from the Controller’s office regarding the set up and Fund number), please forward original signed copy of Check Request Form and/or check to the Foundation.