

INTERNAL AWARDS PROGRAM

Creative Scholarship 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
3. Any compliance approvals (if applicable), see Page 7

CONTACT

Melody Spencer, Administrative Specialist, (813) 974-1089, email: spencer66@usf.edu
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FUNDING

Once ALL the required documents are received to establish the **Creative Scholarship 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 **18324 for the Creative Scholarship 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 unallowable expenditure/s on the award will be subject to removal off the grant to an unrestricted account.**

ANY re-budgeting must be requested and approved. Submit re-budgeting requests, using the form from the Internal Awards Program website: <http://www.usf.edu/research-innovation/sr/internal-awards-program.aspx#manualsforms>) to rsch-internal-awards-program@usf.edu

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

[The 12 months grant period is provided in the award notification email.](#)

DISSEMINATION OF PROJECT RESULTS

The Principal Investigator is expected to publish or otherwise make publicly available works resulting from this grant. All publications resulting from this grant must include the following acknowledgment: "This work 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 be aware 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”). 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 the [Internal Form](#); see instructions below for help to complete.
3. **PI must** submit a signed [Grant Budget Release](#) form; it is the 4th form from the top on the Sponsored Research website, see instructions below for help to complete. This will be checked against the approved proposal budget.
4. **If** the study involves human subjects, animals or biohazards, the **PI must submit, as part of their required paperwork**, copies of **approvals confirming compliance (see compliance Funds will not be released until these documents have been received.**
5. After the RIA has been confirmed (or set up) and the PI has the chartfield string (“account” #), **PI must** submit to FAST Security a **FAST Workflow Request Form** to establish who has spending authority and signature authorization for these funds. [Click here for the form](#) and [instructions on the Business Systems Reengineering website](#). The completed form must be sent to FAST Security, ATTN: Nancy DellaPorte in AOC 200 OR e-mail it to FASTsecurity@admin.usf.edu.
6. **If** you want to be able to view your account activities in the **FAST financial system**, you must have official [access to the FAST system](#). If you do not yet have access to FAST you must fill out and submit the [FAST Access Request Form](#) ([see instructions on the Business Systems Reengineering website](#)).
7. **If** travel has been approved in the budget for this project, the PI must follow guidelines established by the [Travel Department to submit the travel request](#). The RIA chartfield for the CSG is to be used as the chartfield for the travel.

Checklist for Opening the Account for Spending (same information as above summarized)

PROCESS	COMMENTS	ACTION TAKEN
1) Establish Research Initiative Account (RIA)	Skip, if you already have an active Research Initiative Account (RIA)	
2) Internal Form	Required form; complete online (Sponsored Research website)	
3) Grant Budget Release	Required form; complete and submit to Melody Spencer (spencer66@usf.edu)	
4) Compliance Approvals (see page 7)	If required for project	
5) FAST Workflow	Required form; submit to FAST Security	
6) Access to FAST	If you want to see budget in FAST and do not have access already	
7) Expenses through Travel Dept.	If travel approved for the project	

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 **18324** 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: CSG, dept. name/abbrev, PI’s name
 GEMS Short Name (limit 10 characters) type in: CSG, 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 CSG 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.

NoInternalAwardGranthasF&A,Subcontracts,orCost Sharing.

Section	Information to Check and/or Enter
PURPOSE	a. Check: Internal Award b. Sponsor’s Submission Deadline Date: Enter: the date the CSG 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: Creative Scholarship Grant Program

	<p>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</p>
PROJECT TITLE, KEYWORDS, DESCRIPTION	<p>a. Project Title: Same as on the CSG application b. Keywords: Same as on the CSG application c. Layman’s Description: Similar to the CSG project abstract but shorter</p>
PROJECT TYPE	<p>a. OSA b. Specify, CSG Internal Award</p>
INITIAL BUDGET PERIOD	Provided in the award email
PROJECT PERIOD	Same as budget period, (provided in award email)
USF NEGOTIATED INDIRECT COSTS (F&A) RATE?	NO, and reason is: Internal Awards Program
CLASSIFIED RESEARCH	Not applicable, skip this section
EXPORT CONTROL	<p>Answer yes or no to these questions on the Internal Form to indicate whether Export Control could impact this CSG research project.</p> <p>a. Does the proposed technology (if any) involve potential military application or defense technology, software, or other defense articles? b. Does the project require travel to foreign countries? c. Is any member of the project team a foreign national? d. Does the project involve anything with a strong potential dual-use (civilian, commercial and military) application?</p>
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)	Answer yes, only if “Hillsborough County Schools Partnership.”
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	<p>a. Answer yes or no, “Have you received any form of internal funding?” b. If yes, which? And when?</p>
USF REQUESTED RESOURCES (answer yes or no to a, c, and d but NO to b because tuition is not an allowable cost on any Internal Award.	<p>Answer NO to these 3 USF Resources questions.</p> <p>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 Tuition Waivers Requested.”</p>
SPACE & FACILITY (answer yes or no as it applies to your CSG project)	<p>Answer yes or no</p> <p>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?”</p>
RESEARCH COMPUTING	Yes or No , will any part of the CSG project “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 USF COST-SHARING	Do not complete , there is no F&A or Cost-Sharing on the CSG internal award
COMPLIANCE APPROVALS (if applicable)	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 (if yes, disclose through the eCOI online disclosure system)	Do any Investigators (or their Immediate Family) have a Reportable Financial Interest or Relationship on this USF (CSG) 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 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 .
OUTSIDE ACTIVITY	Answer yes or no , "Do you have an outside activity that is or could be perceived as conflicting with this proposed CSG project? If yes, please attach a copy of the OutsideActivityForm ."
NEPOTISM DISCLOSURE	Answer yes or no , "Do any Investigators intend to employ a Related Person on this USF CSG Project?" To learn who may qualify as an Investigator or Related Person, please refer to the USF 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
OBTAIN SIGNATURES	Internal Form must have the signatures of the: a. Principal Investigator and, if applicable, any Additional Investigator/s b. Chairperson c. Dean

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/if budget was reduced **adjust accordingly**.
- 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 = 18324

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, 18324, 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 PROVIDED IN THE AWARD EMAIL.
- f. Project Title – Enter CSG and the title from the proposal.
- g. Salaries & Fringe – Enter from Proposal Budget (if applicable)

- 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 if in approved budget, otherwise leave blank
- j. TotalDirectCosts – Add all subtotals from “\$ Sponsor” column.
- k. Facilities&Administrative(F&A)Rate – There are no F&A (indirect) costs on a CSG internal award.
Indirect costs = 0 %.
- l. Total ProjectCosts – Added for you in the “\$ Sponsor” column. Remember: The “Total Project Costs” line may not exceed your award amount.
- m. Signatures – The awardee must sign above “Principal Investigator,” and enter the date.

The Dean’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.

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 (on Sponsored Research website)
3. Compliance approvals, if applicable

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.

FORMS to Request

Re-Budgeting, a One-Time Extension, and Submitting 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

(2) Requesting a One-Time Extension

Requesting extending the project end date will be considered once (maximum extension is 12 months). The form to submit the request is on the [Internal Awards Program website](#).

(3) Submitting the Final Report

Within three months, after the project end date, the Principal Investigator must submit a final impact report. The template to submit the report is on the [Internal Awards Program website](#).

Links to: Research Integrity & Compliance and Patents & Licensing

CONFLICTS OF INTEREST IN RESEARCH

A conflict of interest related to research may exist when you or your spouse, domestic partner, or dependent children ("family members") have a financial interest or business relationship in an entity that is related to a research project. These interests and relationships must be disclosed.

[How to determine whether you have a financial interest related to a research project.](#)

[What is meant by financial interest?](#)

[How are interests reported? Where can I get more information?](#)

USE OF HUMAN SUBJECTS IN YOUR RESEARCH

Researchers proposing to use human subject participants in the course of their research study are required to submit an application to the Institutional Review Board (IRB) for review and approval **before initiating each project**. This requirement encompasses a variety of research activities that can range from the simple use of data and surveys or interview procedures to more complex and invasive protocols such as clinical trials and treatment interventions.

The IRB communicates its findings via an official letter to the Investigator. **Funds cannot be released until a copy of the IRB letter of approval is received.** Consult the [ARCPortal](#), for electronic IRB submission, on the [ResearchIntegrityandCompliance](#) website.

USE OF PROTECTED HEALTH INFORMATION

Researchers proposing to use "protected health information" (any individually identifiable human health information, including demographic information and biological specimens) in the course of their project must review the Health Insurance Portability and Accountability Act (HIPAA) Compliance Program information. The purpose of the HIPAA Compliance Program is to ensure that research studies involving use, disclosure or collection of "protected health information" are conducted with utmost respect to the privacy and confidentiality rights of the study participants thereby preserving and maintaining the public trust in the institution. Towards this, the HIPAA Compliance Program offers [HIPAAEDUCATION](#) as one-on-one and classroom-based trainings, as well as an extensive library of information.

USE OF LIVE VERTEBRATES IN YOUR RESEARCH

All vertebrate animal use, including field studies, conducted by USF faculty, students, or staff, or supported by USF funds, must first be proposed to and approved by the IACUC. **Prior to the initiation of that activity** and regardless of where it will be performed, the PI must complete and submit to the IACUC one of the following forms based on the nature of the project: *Application for the Use of Animals in Research*, *Application for the Study of Wild Animals in Natural Settings*, *Application to Establish a Mouse Colony*, *Application for Antisera Production* or *Application for Use of Animal Tissues*. Please consult the [IACUChomepage](#) for contacts or more detailed information. **Funds cannot be released until a copy of the IACUC approval letter is received.**

BIOHAZARDS

If you will use toxic wastes, radioactive materials, recombinant DNA, pathogens, explosives, and/or known carcinogens in your project, an explanation must be included in the proposal, and written approval must be obtained from the Institutional Biosafety Committee prior to commencing the work. **Funds cannot be released until a copy of the approval from the IBC is received.** Please consult the [Biosafety page](#) for contacts or more detailed information.

INVENTIONS, COPYRIGHTS, AND ROYALTIES

Any inventions or copyrights resulting from activities supported by this program must comply with the [Statement of Policy & Procedures for Inventions and Works](#). For additional information and assistance, please visit USF [Patents & Licensing homepage](#) or consult Patents and Licensing by phone at (813) 974-0994.