



## INTERNAL AWARDS PROGRAM

### Faculty International Travel 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

#### **CONTACT**

Judi Dorn, Research Services Administrator email: [rsch-internal-awards-program@usf.edu](mailto:rsch-internal-awards-program@usf.edu)

#### **FUNDING**

Once ALL the required documents are received to establish the **Faculty International Travel 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 **18322 for the Faculty International Travel 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 unspent funds will be swept back to USFRI at the end of the grant period.

The Grant Period is the dates of the travel.

#### **DISSEMINATION OF TRAVEL RESULTS**

The Principal Investigator is expected to publish or otherwise make publicly available works resulting from this travel. All publications resulting from this travel 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 Judi Dorn at [rsch-internal-awards-program@usf.edu](mailto:rsch-internal-awards-program@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.

It is the responsibility of the USF Travel Department to process all payments related to USF business travel. Refer to the Travel Department website for relevant information, important forms, and direction regarding the proper submission of requests. See the Travel & Accounts Payable Contact List.

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](mailto: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 [Controller’s website](#).
3. PI must submit the [Internal Form](#); see instructions below for help to complete.
4. PI must submit a signed **Grant Budget Release form**, which can be found on the [Sponsored Research Forms page](#). See instructions below for help to complete. This will be checked against the approved proposal budget.

### **Checklist for Opening an Account for Spending**

PROCESS	COMMENTS	ACTION TAKEN
1) Establish Research Initiative Account (RIA)	Skip if you already have an <b>active</b> Research Initiative Account (RIA)	
2) FAST Workflow ( <a href="#">Request form</a> )	Required form; submit to FAST Security	
3) <a href="#">Internal Form</a>	Required form; complete online (Sponsored Research website)	
4) <a href="#">Grant Budget Release</a>	Required form; complete and submit to Judi Dorn at <a href="mailto:rsch-internal-awards-program@usf.edu">rsch-internal-awards-program@usf.edu</a>	

### **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 for Requesting a Chartfield:**

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 **18322** 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.
- l. GEMS Long Name (limit 30 characters) type in: FITG, dept. name/abbrev, PI's name
- m. GEMS Short Name (limit 10 characters) type in: FITG, PI's name (or part thereof)
- n. Cash activity section – check box if they will receive money as part of the project
- o. Purchasing activity section – check box if they will be purchasing items from this initiative
- p. Accountable Officer Name and GEMS Employee ID – type in the PI name and GEMS Employee ID
- q. 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 FITG 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.

<b>Section</b>	<b>Information to Check and/or Enter</b>
PURPOSE	<ol style="list-style-type: none"> <li>a. <b>Check:</b> Internal Award</li> <li>b. Sponsor's Submission Deadline Date: Enter the date the FITG application was submitted electronically</li> </ol>
COVID-19/PRRN ARRA/RECOVERY ACT LIMITED SUBMISSION	<b>Answer NO</b> to all three.
INVESTIGATORS	<ol style="list-style-type: none"> <li>a. PI Name</li> <li>b. PI GEMS ID #</li> <li>c. PI Phone #</li> <li>d. PI Fax #</li> <li>e. PI Email Address</li> <li>f. PI Mail Point</li> <li>g. Department Receiving Credit for Award and Campus</li> <li>h. If a co-PI, enter co-PI's name, GEMS ID, phone, fax, and email address</li> </ol>
SPONSOR	<ol style="list-style-type: none"> <li>a. Sponsor/Agency Name: USF Research &amp; Innovation</li> <li>b. Agency Program: Faculty International Travel Grant</li> <li>c. Sponsor Contact: Judi Dorn</li> <li>d. Title: Research Services Administrator</li> <li>e. Address/City/State/Zip: 3702 Spectrum Blvd., Suite 165, Tampa, FL 33612</li> <li>f. E-Mail: <a href="mailto:judidorn@usf.edu">judidorn@usf.edu</a></li> <li>g. Funding Source: Other</li> </ol>

PROJECT TITLE, KEYWORDS, DESCRIPTION	a. Project Title: Same as on the FITG application b. Keywords: Same as on the FITG application c. Layman’s Description: Similar to the FITG project abstract but shorter
PROJECT TYPE	a. OSA b. Specify FITG Internal Award
INITIAL BUDGET PERIOD	Dates of the travel
PROJECT PERIOD	Same as budget period, dates of the travel
USF NEGOTIATED INDIRECT COSTS (F&A) RATE?	NO, and state reason: Internal Award Program
CLASSIFIED RESEARCH	Check “Not Applicable”
EXPORT CONTROL	<b>Answer yes or no to these questions on the Internal Form to indicate whether Export Control could impact this international travel.</b> 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?
COMMUNITY BASED PROJECT	<b>To determine if a project is community-based</b> , 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)	<b>NO</b>
USF WORLD - INTERNATIONAL RESEARCH/ENGAGEMENT	<b>Answer yes or no</b> , “Does the project have an international component?”
CAS EXCEPTIONS	<b>NO</b> , this funding is not federal or federal flow-through
SEED GRANTS	a. <b>Answer yes or no</b> , “Have you received any form of internal funding?” b. If yes, which? And when?
USF REQUESTED RESOURCES	Answer NO for three USF Resources questions: a. “Will Graduate Assistant be appointed to this project?” <b>NO</b> b. “If yes, does the sponsor guidelines allow tuition to be charged for graduate assistants? <b>NO, tuition is not an allowable expense on this grant.</b> c. & d. “USF Tuition Waivers Requested.” <b>NO</b>
SPACE & FACILITY	<b>Answer NO to these questions for an International Travel Grant:</b> 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	<b>Yes or No</b> , will any part of the international travel “Require use of high performance computing (HPC)?”
COMPENSATION	<b>NO</b> , extra compensation is not an allowable expense.
SUBCONTRACTS	<b>NO</b> , no subcontract on any Internal Award.
DISTRIBUTION OF F&A USF COST-SHARING	<b>Do not complete</b> , there is no F&A or Cost-Sharing on the FITG internal award
COMPLIANCE APPROVALS (Answer NO for an International Travel Grant)	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 <a href="mailto:rsch-internal-awards-program@usf.edu">rsch-internal-awards-program@usf.edu</a>

CONFLICT OF INTEREST DISCLOSURE	Do any <b>Investigators</b> (or their <b>Immediate Family</b> ) have a <b>Reportable Financial Interest or Relationship</b> on this USF International Travel 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 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): <a href="https://arc.research.usf.edu/Prod">https://arc.research.usf.edu/Prod</a> .
OUTSIDE ACTIVITY	<b>Answer yes or no:</b> Do you have an outside activity that is or could be perceived as conflicting with this proposed project? Ensure that you have reported disclosures of outside activity (OA) using the <a href="#">USF eDisclose system</a> .
NEPOTISM DISCLOSURE	<b>Answer yes or no,</b> "Do any <b>Investigators</b> intend to employ a <b>Related Person</b> on this USF International Travel Project?" To learn who may qualify as an Investigator or Related Person, please refer to the 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) at <a href="https://arc.research.usf.edu/Prod">https://arc.research.usf.edu/Prod</a>
OBTAIN SIGNATURES	<b>Internal Form must have the signatures of the:</b> a. Principal Investigator and, if applicable, any Additional Investigator/s b. Chairperson c. Dean

## HOW TO COMPLETE THE GRANT BUDGET RELEASE FORM

(found on the [Sponsored Research Forms](#) page)

- 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** = 18322 (The Fund Code 18322 is the number in the Chartfield String that distinguishes this Faculty International Travel initiative from your other research initiatives.)  
**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
- c. Fill in Name of Principal Investigator and Department
- d. Sponsoring Agency – USF Research & Innovation.
- e. Budget Period – **THE DATES OF TRAVEL.**
- f. Project Title – Enter FITG and the title from the proposal.
- g. Salaries & Fringes –N/A for a FITG (leave blank)
- 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 – N/A for a FITG (leave blank)
- 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 FITG internal award.  
**Indirect costs = 0 %.**
- l. Total Project Costs – Added for you in the “\$ Sponsor” column. 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. Please allow three days after you are notified that the chartfield has been requested before checking in FAST for your funds.

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

With an active Research Initiative Account, submit copies of the following forms upon completion to:

**Judi Dorn** at [rsch-internal-awards-program@usf.edu](mailto:rsch-internal-awards-program@usf.edu)

1. [Internal Form](#)
2. [Grant Budget Release Form](#), online at [SR Forms](#)

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. PI will be notified by e-mail when the budget has been requested for transfer to the chartfield for spending.

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## **FORM FOR SUBMITTING THE FINAL REPORT**

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

## **LINK TO RESEARCH INTEGRITY & COMPLIANCE AND TECHNOLOGY TRANSFER (PATENTS & LICENSING)**

[Where can I get more information?](#) Check FAQs for:

How to determine whether you have a financial interest related to a research project

What is meant by financial interest?

How are interests reported?

## **CONFLICTS OF INTEREST**

Individual conflicts of interest: If you, your spouse, domestic partner or dependent children have a Significant Financial Interest 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](mailto: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.

## **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 email at [exportcontrol@usf.edu](mailto:exportcontrol@usf.edu). See the [Office of Export Controls](#) website for more information.

## **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](#). For additional information please visit the [USF Technology Transfer Office \(Patents & Licensing\) homepage](#) 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 Faculty International Grant Program under Grant Number \_\_\_\_\_.”