

Meeting Agenda*

Topic	Speaker	Time Frame
Welcome & Introductions	Elizabeth Foster, Program Manager, TRAIN® elizabethf@usf.edu , 813.974.6081 CRAN Members	10:00-10:10
USF Foundation - Invoicing and payments	Michelle Cummings, Sr. Director and Controller USF Foundation macummings@usf.edu 813.974.1826	10:10-10:25
USF Research and Innovation - CCHIP 17 - Telecommunication charges <hr/> - Uniform Guidance website - Who's My SRA and GFA? <hr/> - Subrecipient Forms <hr/> - Research Reports <hr/> - TRAIN® website - Searchable Database - CRA-USF Program - Project Teams - 7th Annual Award Luncheon	Dr. Rebecca Puig, Associate Vice President rpug@usf.edu , 813.974.4054 <hr/> Keith Anderson, Director kanderson@usf.edu , 813.974.6329 <hr/> Dena Wilson, Grant Compliance & Financial Analyst dmwilson1@usf.edu , 813.974.6087 <hr/> Handout <hr/> Elizabeth Foster, Program Manager elizabethf@usf.edu , 813.974.6081	10:25-11:15
Open Discussion	CRAN Members	11:15-11:30

Just before the April 21 CRAN meeting, please join us for a USF Research Administrators Stakeholder Meeting, hosted by the USF System Research Strategic Planning Committee, 9:00 AM in the Oak View Room.

***Meeting agenda is subject to change without notice. Every effort is made to conduct the meeting within the scheduled timeframes, and in keeping with the scheduled topics and speakers. Your understanding is appreciated when circumstances necessitate last minute, or on-the-spot changes. NOTE: 11:30 – 12:00 CRAN members are invited to continue the discussion on any agenda items. The Oak View Room will remain available until Noon for those who wish to stay after the meeting for the purposes of discussing CRAN-related topics in a smaller group setting.**

USF Foundation

Office of Business & Financial Services

Transfers from the USF Foundation



CRAN Presentation

**Michelle Cummings, Senior Director and Controller for the USF
Foundation**

Bridgette Rivera, Accounting Manager USF Foundation

Types of USF Foundation Funds Available for Research

- *USF Foundation mission and role within USF System*
- *General Funds and Research Gifts*
- *Endowed Chair Funds*
- *Gifts vs. Grants (Sponsored Project Funding)*
 - *MOU with Research Foundation and DSR*

Expending funds for Research

- *Transfer to USF versus direct payment through USF Foundation*
- *Salary transfers*
- *P-Card reimbursement*
- *Other supporting documentation tips*

Transfer to USF or Direct Payment

- *Is vendor invoicing available?*
- *Lump sum transfers or reimbursement?*

Why are these important?

Supporting Salary Transfers

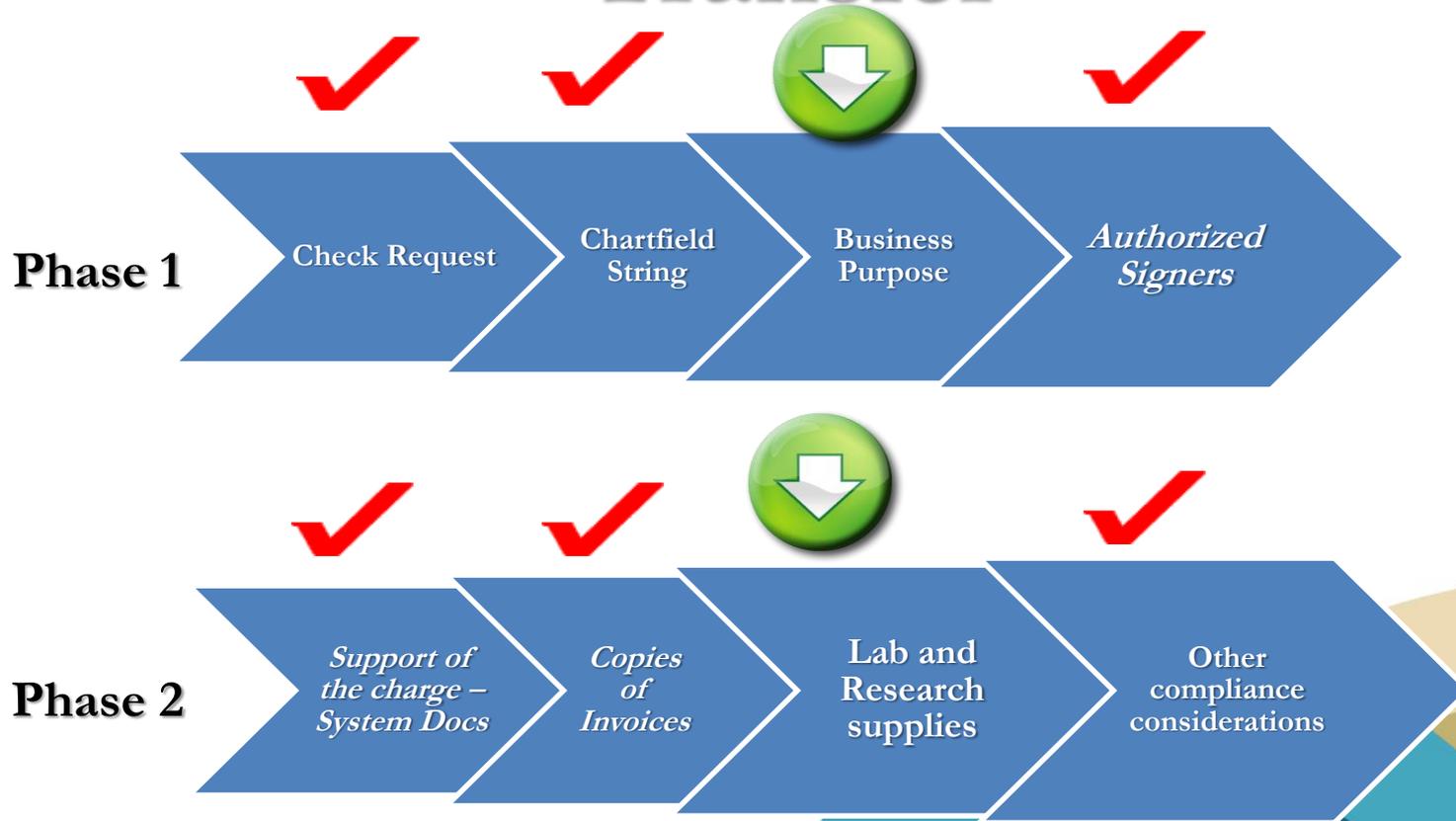
- *Payroll registers or equivalent*
 - *Preference of quarterly transfers (pay periods should be included)*
 - *Appointment paperwork/Letter of Offer with calculation of amount to transfer. Benefits can be estimated.*
 - *Split funding? Transfer request won't agree to registers.*
- ***REQUIRED: Employee position, Title and Description of job duties that is consistent with donor purpose***



P-Card Reimbursements

- *When is using the P-Card for Research expenses appropriate?*
 - *For Travel associated with Research or of an Outside guest*
 - *Payment of Online Vendors that DO NOT issue invoices or direct bill (i.e. amazon orders)*
 - *Gift Cards – NOTE: this only applies to Research Participants*
- *Timely submission – Monthly – over 6 months will not be reimbursed*

Big Picture of Supporting a Transfer



Business Purpose is KEY to fast tracking your check request!

- *What we see:*
 - *Salary for Dr. Smith*
 - *Lab supplies*
 - *The purposes of this fund is to...*
 - *This will enhance research, education and goodwill for USF*
 - *Daxx (M-112), ciona intestinals*
- *What we need – Let's roll play!*

USF Foundation Transfers for Research

QUESTIONS



CLARIFICATION OR CHANGE IN PROCEDURE (CCHIP)

Accounting for Payments to Research Study Subjects

OVERVIEW

The CCHIP establishes the guidelines for issuing and controlling payments to research study subjects for their participation in either internally or externally funded USF System research projects. It details and differentiates the payment alternatives available to Principal Investigators and the associated requirements of each method. The University is responsible for compliance with Internal Revenue Service (IRS) requirements for taxpayer identification information reporting. Current IRS regulations require that cumulative annual payments greater than \$600 to an individual be reported and special reporting rules apply to employees or nonresident aliens (NRAs). It is the responsibility of the researcher or designee to determine if the research study subject is an employee or nonresident. In complying with this reporting requirement, the University has established a threshold for the collection of taxpayer identification information for non-University employees and non-NRAs. If a single study subject payment exceeds \$75 or cumulative study subject payments to an individual during a calendar year are expected to exceed \$300, taxpayer identification information should be obtained and kept on file for possible reporting. If the study subject is a University employee or NRA, regardless of the amount of the payment, taxpayer information must be collected and payment information must be reported to the University payroll department.

DEFINITIONS

Research Study Subjects – Individuals who agree to participate in a research study funded either internally or externally (sponsored) and who will receive payment for their participation as allowed by the programmatic guidelines and approved by the funding agency. These individuals agree to participate in a research project by signing an informed consent document which includes the method and amount of compensation. Their participation does not, in and of itself, constitute an employee-employer relationship, consultant relationship, or service provider relationship.

Chart Field – The individual components, or fields, that when combined make up the Chart Field String, which defines the accounting structure.

Nonresident Alien (NRA) – An alien is any individual who is not a [U.S. citizen or U.S. National](#). A [nonresident alien](#) is an alien who has not been granted permanent residency or is not classified as a resident alien for tax purposes.

CLARIFICATION OR CHANGE

The University supports various alternative methods of providing research study subject payments. The following variables should be considered in choosing a payment method:

- Confidentiality
- Nature and subject matter of the study
- Dollar amount and time period of payments
- Variability in the number of payments and number of study subjects
- Location of the study
- Method of payment delivery (cash and/or gift cards should not be mailed)
- University relationship with study subject (employee or student)

Regardless of the payment method used, in order to compensate research study subjects, the Principal

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Investigator must obtain prior approval from the Institutional Review Board (IRB) and USF Research & Innovation (USFRI) before requesting a check through Accounts Payable or purchase a gift card with a PCard.

Payment Alternatives and Descriptions

1. University check through Accounts Payable

The University strongly recommends the use of USF checks when compensating research subjects. Although this method may require incremental administrative effort, it substantially reduces the risk of loss or misappropriation of funds.

The University has identified one employee in Accounts Payable to process Study Subject Payments. This individual has received necessary confidentiality and privacy training as prescribed by the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule.

2. Cash acquired after receiving a Faculty Research Advance via Accounts Payable

Research that involves a very high number of low dollar payments to non-employees or for which payments via check are impractical may request permission to use this program (e.g. where research subjects are unable to negotiate checks). This is the least desirable option and should not be used unless USFRI and the University Controller's Office (UCO) grant an exception. Once approval is obtained, the accounting procedures and internal control requirements are identical to those for gift cards.

3. Gift cards purchased via University Purchasing Card

The distribution of gift cards to research subjects in exchange for participation in a research study may be appropriate based on the perceived preference of the recipient population. Gift cards are considered "cash or cash equivalents" and are subject to the University's internal control guidelines for [Safeguarding and Accounting for Petty Cash](#). When using gift cards, USF is still required to report tax information as previously described (see Overview) because the Internal Revenue Service (IRS) considers gift cards monetary in nature.

Procedures

1. University check through Accounts Payable

- A. The Accountable Officer or designee on the research project shall submit a signed [request to enable research study payments](#), include a copy of the Grant Budget Release (GBR) form, the IRB approval letter and compensation page from the protocol to USFRI at least 5 business days in advance of the date when funds are needed. Upon approval by USFRI, the form will be forwarded to aphelp@usf.edu for processing.
- B. Accounts Payable (AP) has established a dedicated fax line for research subject payment requests. Payee information should be transmitted to AP using a [Payment Request](#) form, which requires approval by the Accountable Officer and USFRI and must include documentation of the source of funds (e.g., departmental, RIA, C&G), the IRB approval letter and compensation page from the protocol. For vendor setup purposes, taxpayer identification numbers and permanent addresses must be provided with the first payment request to each study subject. The payment will be processed using a central source of funds that is designated for study subject payments. This will preclude association of the payee to a particular research study. The payment requests will be imaged in a secure section of the document imaging system and access will be limited.

- C. On a monthly basis, journal entries are created by an AP Accountant to transfer the study subject expenses from the central source of funds to the sponsored project. These entries are processed as lump sum entries to further protect the privacy of study subjects.
2. Faculty Research Advance via Accounts Payable
- A. The Accountable Officer on the research project shall submit a signed [Research Advance Request Form](#), include a copy of the Grant Budget Release (GBR) form, the IRB approval letter and compensation page from the protocol to Ms. Sharon Jacobs in USFRI via email at sjacobs2@usf.edu at least 5 business days in advance of the date when funds are needed. The advance should not exceed the amount of funds that will be needed over a reasonable period of time, generally 30 days. Research Advance Requests for cash to purchase gift cards are no longer allowed. The use of a PCard to purchase gift cards is strongly encouraged.
- B. USFRI will review the terms and guidelines of the research project, the budget and IRB approval letter and compensation page from the protocol to ensure that the study subject payments are allowable. Upon USFRI approval, the Research Advance Request Form will be forwarded to the Accounts Payable (AP) department. AP will process the advance and mail it to the researcher. Upon request, checks may be picked up at the University Controller's Office (UCO). Checks will be made payable only to the Principal Investigator or Co-Investigator, who is then responsible for cashing the check.
- C. The researcher or department representative must complete a journal entry by no later than 60 days after the issue date of the check in order to clear the Research Advance from the University's financial records. Any remaining cash from the Research Advance must be deposited at the cashier's office and accounted for using a miscellaneous deposit form by no later than 60 days after the issue date of the check. In the event of an extenuating circumstance that would result in the researcher or department being unable to meet the required 60-day turnaround time, a memorandum from the researcher describing the need for an exemption to the required 60-day deadline must demonstrate the circumstance as being an unusual and infrequent occurrence and must accompany the Research Advance form for review and approval by USFRI.
- D. During the research project, the researcher will maintain [a study subject log](#) to include the amount distributed, which will support the recognition of study subject expenditures on the sponsored project from the research advance. To further protect the privacy of study subjects, the log should use a unique anonymous identifier for the study subjects, which may be used to cross-reference back to the study subject's taxpayer identification information, as necessary.
- E. If the study subjects are University employees or NRAs who are recipients of the study subject payments, the [payments must be reported to University Payroll](#) using the [Study Subject Payments to Employees Reporting Form](#) for tax reporting purposes.
- F. For all other study subject payments, follow the [1099 procedures for reporting cash payments](#).
3. University Purchasing Card (PCard)

- A. The Accountable Officer on the research project or designee shall use the PCard to buy gift cards after completing a [request for gift card purchase template](#). The request must be accompanied by a copy of the Grant Budget Release, IRB approval letter and compensation page from the protocol and approved by USFRI to verify that gift cards are an allowable purchase. Upon approval by USFRI, the form is forwarded to pcard@usf.edu for processing.
- B. When reconciling the PCard transaction for the initial purchase of the gift cards, special care should be taken to enter correct and allowable chartfield values. Alternate chartfield configurations will cause combo-edit failures in the PCard module.
 - a. If the expense will be charged to a project fund (20XXX, 21XXX, or 22XXX), Account Code 10620 (Gift Cards on Hand) should be used if **not** distributed immediately, along with the appropriate Operating Unit, PC Business Unit, Project and Activity ID. The Department ID, Product and Initiative should be left blank. **If the gift cards will be distributed immediately upon purchase, Account Code 51125 should be used along with the appropriate project chartfield string.**
 - b. If the expense will be charged to an RIA, Account Code 10620 (Gift Cards on Hand) should be used if **not** distributed immediately, along with the appropriate fund (183XX) and Operating Unit. Other chartfields, including Initiative, should be left blank. **If the gift cards will be distributed immediately upon purchase, Account Code 51125 should be used along with the appropriate project chartfield string.**
 - c. Once the gift cards have been purchased, guidelines 2(c) through 2(e) above apply, and petty cash control procedures should be followed.
 - d. After distribution of the planned study subject payments have occurred, the researcher or department representative must complete a journal entry to expense the gift cards by no later than 30 days after distribution to the study subject.
 - e. Any gift cards not utilized and are to be held in excess of 30 days after the anticipated need must be inventoried and emailed to sjacobs2@usf.edu to receive approval by USFRI to retain.

RELATED PROCEDURES

[University PCard Reconciliation Manual](#)

Please address your comments or questions regarding this CCHIP to Sponsored Research at [Compliance](#).

AGENCY GUIDELINES

Not Applicable

EFFECTIVE DATE

This CCHIP is effective as of the date of revision and rescinds all previous versions pertaining to **Accounting for Payments to Research Study Subjects**.

ISSUED: July 19, 2010

LAST REVISION: February 22, 2016



UNIFORM GUIDANCE IMPLEMENTATION GUIDE

Changes Affecting Proposal Budgets and Direct Costs on Federally-Funded Projects

The Office of Management and Budget (OMB) has combined many federal circulars into a single guidance document, **Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards** (known as the Uniform Guidance), located at 2 CFR 200. These new regulations became effective December 26, 2014.

This Guide highlights select changes in the Uniform Guidance that the Principal Investigator (PI) should consider, in conjunction with the Funding Opportunity Announcement (FOA), as s/he prepares proposal budgets for federally-sponsored projects with project start dates of December 26, 2014 and beyond. For any questions on budget development, please contact the Sponsored Research Administrator (SRA) who handles your department.

<p>Administrative / Clerical Salary Costs</p> <p><i>Applicable Uniform Guidance (UG) Section: 200.413(c)</i></p>	<p>Administrative and clerical salaries (in certain circumstances) <u>may be included on competitive proposal budgets.</u></p> <p>In general, administrative and clerical salaries should still not be direct charged, but the rules governing “major project or activity” exceptions have been dropped and replaced by the following criteria, all of which must be met:</p> <ol style="list-style-type: none"> 1. Administrative or clerical services are integral to a project or activity; 2. Individuals involved can be specifically identified with the project or activity; 3. Such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency; and 4. The costs are not also recovered as indirect costs. <p><u>Proposal Stage:</u> PIs/departments should add a justification statement in their proposals to facilitate the required agency approval. The detailed justification should include an explanation of why and how these services are essential for and beneficial to the performance of the project.</p> <p><u>Award Stage:</u> If the need for administrative and/or clerical salaries is determined at the award stage and was not included in the proposal budget, agency approval will be required.</p>
<p>Computing Devices (Under \$5,000 Unit Cost)</p> <p><i>Applicable UG Sections: 200.20, 200.94, 200.453(c)</i></p>	<p>Computing devices can be included on competitive proposal budgets.</p> <p>Computing devices (e.g., computers) under \$5,000/unit may be direct charged to the project or activity under the following circumstances:</p> <ul style="list-style-type: none"> • The machines are essential and allocable to the project in that they are necessary to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or “peripherals”) for printing, transmitting and receiving, or storing electronic information. • The project does not have reasonable access to other devices or equipment that can achieve the same purpose; devices may not be purchased for reasons of convenience or preference. <p><u>Proposal Stage:</u> If these two requirements are met, the PI should include this information in the proposal budget justification. The detailed justification should include an explanation of why and how the device is essential for and beneficial to the performance of the project, and that no existing resources are reasonably available.</p> <p><u>Award Stage:</u> If the request for the computing devices was clearly justified in the proposal, then no further action is necessary. If the need for computing devices was not anticipated at the proposal stage, the PI will need to provide documentation that the computing device is essential and allocable to the project.</p> <ul style="list-style-type: none"> • PIs are responsible for determining whether or not the device is “essential” and to what extent the cost of the device is allocable to the sponsored project. PIs and departments should maintain documentation that describes how the proposed computing device meets the above requirements.

UNIFORM GUIDANCE IMPLEMENTATION GUIDE

<p>Equipment</p> <p><i>Applicable UG Sections: 200.33 200.48</i></p>	<p>Capitalized computer equipment (i.e., costing \$5,000 or more per unit) is still considered general purpose equipment and normally many not be charged as a direct cost unless approved by the awarding agency.</p>
<p>Participant Support Costs</p> <p><i>Applicable UG Sections: 200.75 200.456</i></p>	<p>Participant support costs can be included for agency approval on competitive proposal budgets. Participant support costs are allowable with agency prior approval. This includes 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. Participant support costs are not routinely allowed on research projects but can be charged if the project includes an education or outreach component and the agency approves such costs.</p> <p><u>Proposal:</u> Include the request for participant support in the proposal budget and justification. When calculating the F&A costs, exclude these costs from the Modified Total Direct Cost (MTDC) base.</p> <p><u>Award Stage:</u> If the request for participant support was included in the proposal, then a subproject will be set up to separate these funds from the other project funds. If there is a need to rebudget and move any of the participant support funds out of the category into another budget category, then prior approval from the sponsor must be received before the funds are moved. If these funds were not requested at the proposal stage, agency approval will be needed after the award has been made.</p>
<p>Visa Costs</p> <p><i>Applicable(UG Section: 200.463(d)</i></p>	<p>Short-term, travel visa costs can be included on competitive proposal budgets. Short-term travel visa costs may be allowable by the agency if they are critical and necessary to the project. These visas allow employees and students to engage in field research or attend meetings in foreign locations, or allow foreign visitors to visit USF in support of the project. Since these visas are issued for a specific period and purpose, they can be clearly identified as directly connected to work performed on a Federal award and can be directly charged.</p> <p><u>Proposal:</u> Include the request for visa costs in the proposal budget and justification.</p> <p><u>Award Stage:</u> If these costs were not anticipated at the proposal stage, a justification must be provided at the award stage to facilitate Sponsor approval.</p> <p>Long-term visa costs, such as those that enable employment at the University (for example “J” and “H1B” visas) are not allowable as direct charges.</p>
<p>Subawards</p> <p>Subrecipient or Contractor/Vendor Determination</p> <p><i>Applicable UG Sections: 200.23 200.93 200.330</i></p>	<p>For proposed subawards, the determination of Subrecipient or Contractor/Vendor must be made at the proposal stage and documented. The new guidance has established clear terminology for awarding subawards to subrecipients or contractors/vendors and provides criteria for making a determination.</p> <p>USF must make a determination as to whether a subawardee is a subrecipient or contractor/vendor and must document the decision.</p> <ul style="list-style-type: none"> • Subrecipient: performs activities that will have a significant impact on the total project with distinct deliverables for work that is unique to the project with minimal supervision from the PI at USF. • Contractor: provides a service or good that is routinely provided to the general public and therefore is not unique to the project. <p><u>Proposal Stage:</u> Include the request for subawards in the proposal budget and justification. The determination of whether the subawardee is a subrecipient or contractor must be made and documented. The most important element of the determination is the relationship between USF and the subawardee.</p> <p>For the proposal budget, if the subawardee is a subrecipient, USF will receive F&A on the first \$25,000.00 of the subaward; any funding above the first \$25,000.00 will be excluded from the MTDC base for the life of the subaward. If the subawardee is a contractor, then USF includes the entire amount of the subaward in the MTDC base for F&A calculation. The F&A calculation should not be a factor in the determination of the role of the subawardee.</p> <p><u>Award Stage:</u> If the subaward was included in the proposal budget, then the PI needs to follow the internal procedures to request a subaward. If the subawardee is a contractor, then the PI should contact the Procurement Office. If the subaward was not contemplated in the original budget, most agencies require prior approval before awarding a subaward.</p>

UNIFORM GUIDANCE IMPLEMENTATION GUIDE

<p>F&A On Subawards</p> <p><i>Applicable UG Sections: 200.331(4) 200.414(f)</i></p>	<p>The subrecipient's negotiated F&A rate or an alternative rate as described below must be used for all subawards included in competitive proposals.</p> <p>If a federal program has a published statutory F&A cap, that rate must be used both by USF and all of its subrecipients. For all other federal programs, if a subrecipient has a federally negotiated F&A rate, it must be used.</p> <p>If the entity does not have a negotiated F&A rate, a 10% de minimus F&A rate must be used instead, or the PI/department may request that SRA negotiate an F&A rate with the subrecipient. PIs may not negotiate or agree to lower rates with their subrecipients.</p> <p>There is no change to USF's recovery of its own F&A costs; this remains limited to receiving F&A on the first \$25K of each subaward under federal awards.</p> <p>Note: For awards received from the State of Florida agencies, USF's indirect costs are restricted and the Total Direct Cost (TDC) base is used to calculate the F&A costs allowed. When using the TDC base, all subaward costs are included in the F&A calculation.</p>
<p>Fixed Price/Rate Subawards</p> <p><i>Applicable UG Section: 200.332</i></p>	<p>Agency prior approval is required to enter into fixed price/rate subawards, which may not exceed \$150K.</p> <p>Agency prior approval is required to enter into a fixed price/rate subaward rather than a cost-reimbursement subaward, and the total value of each fixed price/rate subaward may not exceed \$150K.</p> <p><u>Proposal Stage:</u> To expedite agency approval, PIs/departments should add a justification statement to proposals contemplating a fixed price/rate subaward. A statement is not needed for other subawards.</p> <p><u>Award Stage:</u> If the subaward was not contemplated in the original budget, then agency approval is required prior to issuing a fixed price/rate subaward.</p>

Other Resources:

- [2 CFR 200 – Uniform Guidance \(Note: the CFR will be updated to reflect the technical corrections and changes to agency regulations after the December 26th effective date.\)](#)
- [Uniform Guidance Crosswalk for Federal agency Exceptions and Additions](#)
- [Preamble and original Federal Register Notice for Uniform Guidance \(78 FR 78589\)](#)
- [Frequently Asked Questions- updated as of September 2015](#)
- [Uniform Guidance Crosswalk from Predominant Source in Existing Guidance \(29 pages, 442 kb\)](#)
- [Uniform Guidance Crosswalk to Predominant Source in Existing Guidance \(10 pages, 282 kb\)](#)
- [Uniform Guidance Cost Principles Text Comparison \(174 pages, 1.62 mb\)](#)
- [Uniform Guidance Audit Requirements Text Comparison \(46 pages, 731 kb\)](#)
- [Uniform Guidance Definitions Text Comparison \(76 pages, 476 kb\)](#)
- [Uniform Guidance Administrative Requirements Text Comparison \(123 pages, 1 mb\)](#)

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	Civil & Environmental Engineering	2104
Backup:	Mechanical Engineering	2105
Maggie Rubrecht	Electrical Engineering	2106
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	Computer Science & Engineering	2108
	Clean Energy Research Center	2131
	Global Center for Hearing and Speech Research	2133

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	Student Affairs	04XX
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	College of Education	17XX
	Center for Research on Children's Dev.	1742
	Graduate Studies	39XX
	Florida Exchange Center on Aging	48XX
	Institute on Black Life	50XX

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	Intercollegiate Athletics	05xx
Backup:	Coalition for Science Literacy	1028
	Biology- Division Cell Biology, Microbiology & Molecular	
Arthur Santos	Biology	1210
	Geosciences (Geology, Geography, & Environmental Science	1230/1225/
arthursantos@usf.edu	& Policy	1227/1224
	Economics	
	College of Business	14XX
	Sarasota	52xx

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	Mathematics & Statistics	1249
	Physics	1253
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	Comparative Medicine	79xx
	Energy Center of Excellence	7921

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	School of Aging Studies	1229
Backup:	Rehabilitation & Mental Health Counseling	1257
Laura Beagles	School of Social Work	1261
lbeagles@usf.edu	College of Behavioral & Community Sciences	58xx
	BCS: Dean's Office	5810
	BCS: Mental Health Law and Policy	5820
	BCS: Child and Family Studies	5830
	BCS: Aging and Mental Health	5860
	Louis de la Porte Florida Mental Health Institute (FMHI)	
	Florida Industrial & Phosphate Research	5478

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	Marine Sciences	2500
Backup:	USF St. Pete	51xx
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	Nonacademic St. Pete	5110
	Florida Institute of Oceanography	4710
	Department of Physical Therapy	6140
	Department of Neurology	6125
	Neurosurgery	6129
	Center for Aging and Brain Repair	6155
	USF/USGS	
	Subrecipient Monitoring	

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	Globalization Center	1226
Backup:	Mass Communication	1247
Mindy Owen	Psychology	1255
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	Contemporary Art Museum CAM)	32xx
	Patel Center For Global Understanding	3210
	Undergraduate Studies	38xx
	Library	40xx
	Educational Outreach	4601
	Institute for the Study of Latin America & the Caribbean	4920
	Center for Drug Discovery & Innovation	7920

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arthursantos@usf.edu	Africana Studies	1202
	Biology - Integrative Biology	1211
Backup:	English	1223
Kelley Schuler	Government/Int'l Affairs/Political Sci/Pub Admin	1231
kschuler@usf.edu	History	1235
	Humanities & Cultural Studies	1237
	Women's and Gender Studies	1239
	World Languages	1241
	English Language Institute	1243
	Interdisciplinary Arts/Sciences	1244
	School of Information	1248
	Philosophy	1251
	Religious Studies	1259
	Sociology	1263
	Honors College	2620

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	Academic Affairs	10xx
Backup:	ENLACE/FCAN	1024
Corinne Walters	C.U.T.R.	2117
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	USF World	4900

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Backup:	SRA Training Coordinator	
Ray Charles		
rcharles@usf.edu		

Ray Charles	<u>Department</u>	<u>Dept. #</u>
(813) 974-5082	College of Public Health - Dean's Office	6401
rcharles@usf.edu	Environmental & Occupational Health	6402
	Epidemiology & Biostatistics	6403
Backup:	Health Policy & Managemen	6404
Stephanie Rios	Community & Family Health	6405
srios@usf.edu	Global Health	6408
	Florida Public Health Information Center	6410
	Distant Learning	6411
	Chiles Center (prior 6314)	6414
	Center for Biological Defense	6415
	Florida Prevention Research Center	6416

Center for Leadership in Public Health Practice	6417
Global Center for Disaster Mgt & Human. Assist.	6418
CAMLS	

Dawn McCain	<u>Department</u>	<u>Dept. #</u>
(813) 974-4647	Center for Health Outcomes	6004
dmccain@usf.edu	College of Medicine Clinic Affairs	6102
	Department of Family Medicine	6117
	Department of Pediatrics	6119/6161
Backup:	Department of Internal Medicine	6123
Christina Calandro	Department of Orthopaedics & Sports Medicine	6127
ccalandr@usf.edu	Department of Dermatology	6134
	Department of Pathology & Cell Biology	6145
	HSC Medical Clinics	6701
	Medical Center Ancillary Support	68xx
	Clinical Trials (Federal)	

Christina Calandro	<u>Department</u>	<u>Dept. #</u>
(813) 974-5044	Dept of Psychiatry & Behavioral Med	6118
ccalandr@usf.edu	Department of Surgery	6120
	Department of Radiology	6121
Backup:	Otolaryngology	6128
Michelle Phillips	Department of Molecular Pharmacology & Physiology	6143
mphillips@usf.edu	Suncoast Gerontology Center	6151
	Medical Center Library	66xx
	College of Nursing	6201
	MCOM Student Affairs / Admissions	6104
	Clinical Trials (Federal)	

Michelle Phillips	<u>Department</u>	<u>Dept. #</u>
(813) 974-4257	VP of Health Science	6001
mphillips@usf.edu	Child Development Center	6018
	AHEC- College of Medicine and Dean's Office	6101
Backup:	Dean's Office - MCOM	6106/6108
Dawn McCain	Department of Obstetrics/Gynecology	6122
dmccain@usf.edu	Department of Ophthalmology	6124
	Department of Anesthesiology	6126
	Department of Cardiology	6131
	Department of Molecular Medicine	6144
	Clinical & Translational Science	6162
	College of Pharmacy - Dean's Office	6380
	College of Pharmacy - Practice	6381
	Pharmaceutical Science	6382

Nina Pemberton	<u>Department</u>
(813) 974-1914	Subcontracts:
nina2@usf.edu	College of Engineering, Behavioral & Community Sciences,

Backup: The Arts, Arts & Sciences, Business, and Education
Courtney Wildeboer
cwildeboer@usf.edu

Courtney Wildeboer **Department**
(813) 974-7236 Subcontracts:
cwildeboer@usf.edu USF Health
Backup: St Pete/FIO
Nina Pemberton
nina2@usf.edu

Reggie Robinson Close-outs
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rrobinso@usf.edu

John Cannon Research Activity Reporting
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Backup:
Robert Fortune
rfortune@usf.edu

Robert Fortune Electronic Research Administration (e.g. Fastlane & era Commons)
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rfortune@usf.edu
Backup:
Ray Charles
rcharles@usf.edu

Connie Carr Office of Clinical Research
(813) 974-2404 Funding Opportunities
ccarr1@usf.edu Limited Submissions
Backup:
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slabadie@usf.edu



Sponsored Research Contact List

Effective: February 15, 2016 – April 30, 2016

POST-AWARD (TRANSACTIONS): KELLY, ANESIA R | 974-7223 | ANESIAK@USF.EDU
POST-AWARD (INVOICING/REPORTING): EDWARDS, KAREN | 974-5880 | KEEDWARD@USF.EDU
CLOSEOUT: GORDON, LEW-ANNE | 974-4918 | LAGORDON@USF.EDU

210300 | INDUSTRIAL & MGMT SYSTEMS
210400 | CIVIL & ENVIRONMENTAL ENGR
210500 | MECHANICAL ENGINEERING
210600 | ELECTRICAL ENGINEERING
210700 | CHEMICAL & BIOMEDICAL ENGRNG
210800 | COMPUTER SCIENCE ENGINEERING
211600 | ENGINEERING ACADEMIC ADVISING
213100 | CLEAN ENERGY RESEARCH CENTER
213300 | CTR FOR HEARING & SPEECH RSRCH

POST-AWARD (TRANSACTIONS): KELLY, ANESIA R | 974-7223 | ANESIAK@USF.EDU
POST-AWARD (INVOICING/REPORTING): RAMOS, MARY | 974-6089 | MERAMOS1@USF.EDU
CLOSEOUT: GORDON, LEW-ANNE | 974-4918 | LAGORDON@USF.EDU

121900 | COMM SCIENCES & DISORDERS
122100 | CRIMINOLOGY
122900 | SCHOOL OF AGING STUDIES
125700 | REHABILITATION COUNSELING
126100 | SOCIAL WORK
581000 | CBCS DEAN'S OFFICE
581200 | CBCS HIV CENTER
582000 | MHLP MENTAL HEALTH LAW POLICY
582001 | MHLP - PDC (PROF DEV CENTER)
583001 | CFS ADMIN & COMMUNICATION
583002 | CFS APPLIED RESEARCH & EDU
583003 | CFS POLICY RESEARCH & EVALUATN
583004 | CFS STATE & LOCAL SUPPORT
583005 | CFS TRAINING RESEARCH EVALUATN
583006 | CFS CHILD AND FAMILY BEH HLTH

POST-AWARD (TRANSACTIONS): KERN, ERIC M | 974-6001 | ERICMKERN@USF.EDU
POST-AWARD (INVOICING/REPORTING): TAYLOR, SHARON | 974-6091 | SCORLETT@USF.EDU
CLOSEOUT: GORDON, LEW-ANNE | 974-4918 | LAGORDON@USF.EDU

616300 | HEALTH INFORMATICS INSTITUTE
790100 | VP RESEARCH
790900 | COMPARATIVE MEDICINE

POST-AWARD (TRANSACTIONS): ROLLINS, APRIL | 974-2041 | AROLLINS1@USF.EDU

POST-AWARD (INVOICING/REPORTING): BARE, EARL | 974-7553 | EBARE@USF.EDU

CLOSEOUT: GORDON, LEW-ANNE | 974-4918 | LAGORDON@USF.EDU

121000 | CELL, MOLECULAR & MICRO BIOLGY

122500 | GEOLOGY

123000 | GEOSCIENCES

140600 | MARKETING

140700 | INFO SYSTEMS & DECISION SCIENC

141500 | CENTER FOR ENTREPRENEURSHIP

300000 | COALITION FOR SCIENCE LITERACY

351000 | INFORMATION TECHNOLOGY

521701 | SAR COE DEANS OFFICE

521735 | SAR EDUC LEADERSHIP & POLICY

523806 | SAR SCHOOL OF HOTEL/RESTAURANT

POST-AWARD (TRANSACTIONS): ROLLINS, APRIL | 974-2041 | AROLLINS1@USF.EDU

POST-AWARD (INVOICING/REPORTING): JOHNSON, CATHERINE A | 974-1506 | CAJOHNSON2@USF.EDU

CLOSEOUT: GORDON, LEW-ANNE | 974-4918 | LAGORDON@USF.EDU

121100 | INTEGRATIVE BIOLOGY

122300 | ENGLISH

123500 | HISTORY

124100 | WORLD LANGUAGES

124800 | SCHOOL OF INFORMATION

125100 | PHILOSOPHY

125900 | RELIGIOUS STUDIES

126300 | SOCIOLOGY

262000 | HONORS UNDERGRAD RESEARCH

POST-AWARD (TRANSACTIONS): ROLLINS, APRIL | 974-2041 | AROLLINS1@USF.EDU

POST-AWARD (INVOICING/REPORTING): JOHNSON, CATHERINE A | 974-7553 | EBARE@USF.EDU

CLOSEOUT: GORDON, LEW-ANNE | 974-4918 | LAGORDON@USF.EDU

120111 | CTR IMPR TEACH AND RSRCH STEM

POST-AWARD (TRANSACTIONS): ROLLINS, APRIL | 974-2041 | AROLLINS1@USF.EDU

POST-AWARD (INVOICING/REPORTING): JOHNSON, SHALANDRIA | 974-8338 | SHALANDRIA@USF.EDU

CLOSEOUT: GORDON, LEW-ANNE | 974-4918 | LAGORDON@USF.EDU

600100 | HEALTH SCIENCES CENTER VP

610100 | COLLEGE OF MED DEAN'S OFFICE

610124 | PERSONALIZED MED & GENOMICS

610802 | NANOMEDICINE RESEARCH CENTER

612200 | DEPT OF OB/GYN

612300 | DEPT OF INTERNAL MED

612400 | DEPT OF OPHTHALMOLOGY

612500 | DEPT OF NEUROLOGY

613100 | DEPT OF CARDIOVASCULAR SCIENCE

613400 | DERMATOLOGY

614400 | MOLECULAR MEDICINE

638000 | COLLEGE OF PHARMACY DEAN'S OFF

638100 | DEPT. OF PHARMACY PRACTICE

638200 | DEPT OF PHARMACEUTICAL SCIENCE

POST-AWARD (TRANSACTIONS): ROLLINS, APRIL | 974-2041 | AROLLINS1@USF.EDU

POST-AWARD (INVOICING/REPORTING): REDDEN, CHARLOTTE M | 974-8566 | CREDDEN@USF.EDU

CLOSEOUT: GORDON, LEW-ANNE | 974-4918 | LAGORDON@USF.EDU

100100 | PROVOST'S OFFICE

340000 | ACAD AFFAIRS COMM ENGAGEMENT

391000 | FL CENTER FOR CYBERSECURITY

611800 | DEPARTMENT OF PSYCHIATRY

614500 | PATHOLOGY & CELL BIOLOGY

POST-AWARD (TRANSACTIONS): STEVENSON, SHARLENE | 974-6090 | SSTEVENSON@USF.EDU

POST-AWARD (INVOICING/REPORTING): JOHNSON, SHALANDRIA | 974-8338 | SHALANDRIA@USF.EDU

CLOSEOUT: GORDON, LEW-ANNE | 974-4918 | LAGORDON@USF.EDU

121300 | CHEMISTRY

121700 | COMMUNICATION

124700 | MASS COMMUNICATIONS

125500 | PSYCHOLOGY

240200 | COTA SCHOOL OF MUSIC

240300 | COTA SCHOOL OF THEATRE

240400 | COTA SCHOOL OF ART&ART HISTORY

241200 | COTA USF ART MUSEUM

242000 | COTA GRAPHIC STUDIO

321000 | PATEL CTR 4 GLOBAL UNDERSTNDNG

370000 | ENROLLMENT PLANNING & MANAGMNT

380700 | INFORMATION TECHNOLOGIES

387300 | UPWARD BOUND

388500 | PROJECT THRUST

388700 | STUDENT SUPPORT SERVICES

490000 | USF WORLD

792000 | FCOE - DRUG DISCOVERY & INNOV

POST-AWARD (TRANSACTIONS): STEVENSON, SHARLENE | 974-6090 | SSTEVENSON@USF.EDU

POST-AWARD (INVOICING/REPORTING): LAFERRIERE, CAROLA | 974-6096 | CLAFERRIERE@USF.EDU

CLOSEOUT: GORDON, LEW-ANNE | 974-4918 | LAGORDON@USF.EDU

250000 | MARINE SCIENCES

471000 | FLORIDA INST OF OCEANOGRAPHY

510800 | STP STUDENT ACHIEVEMENT

511201 | STP ARTS AND SCIENCES - DEAN

511209 | STP BIOLOGY

511224 | STP ENVIRONMENTAL SCIENCE PROG

511235 | STP HISTORY

511247 | STP MASS COMMUNICATIONS

511255 | STP PSYCHOLOGY

511401 | STP BUSINESS ADM - DEAN OFFICE

511721 | STP CHILDHOOD/LANG ARTS/READIN

511724 | STP SECONDARY EDUCATION

511728 | STP SPECIAL EDUCATION

512404 | STP VISUAL ARTS/GRAPHIC DESIGN

512900 | STP ACADEMIC AFFAIRS

POST-AWARD (TRANSACTIONS): STEVENSON, SHARLENE | 974-6090 | SSTEVENSON@USF.EDU

POST-AWARD (INVOICING/REPORTING): VICEDO, GERARDO | 974-6082 | GVICEDO@USF.EDU

CLOSEOUT: GORDON, LEW-ANNE | 974-4918 | LAGORDON@USF.EDU

124900 | MATHEMATICS & STATISTICS

125300 | PHYSICS

125600 | PUBLIC AFFAIRS

331000 | COTA FL CTR COMMUNITY DESIGN

POST-AWARD (TRANSACTIONS): VANDEYAR, LAURENCE | 974-4104 | LVANDEYA@USF.EDU

POST-AWARD (INVOICING/REPORTING): CUOZZO, IVONNE | 974-7883 | ICUOZZO@USF.EDU

CLOSEOUT: GORDON, LEW-ANNE | 974-4918 | LAGORDON@USF.EDU

120500 | ANTHROPOLOGY

611900 | DEPARTMENT OF PEDIATRICS

612000 | DEPARTMENT OF SURGERY

612800 | DEPT OF OTOLARYNGOLOGY

612900 | DEPT OF NEUROSURGERY

614000 | PHYSICAL THERAPY

614300 | MOLECULAR PHARM & PHYSIOLOGY

615100 | SUNCOAST GERONTOLOGY

615500 | NEUROSCIENCES CTR FOR AGING

615700 | AREA HEALTH EDUCATION CENTER

616200 | COMPARATIVE EFFECTIVENESS RES

POST-AWARD (TRANSACTIONS): VANDEYAR, LAURENCE | 974-4104 | LVANDEYA@USF.EDU

POST-AWARD (INVOICING/REPORTING): SCHOENING, EDWARD | 974-4635 | ESCHOENING@USF.EDU

CLOSEOUT: GORDON, LEW-ANNE | 974-4918 | LAGORDON@USF.EDU

066100 | WUSF-TV

066200 | WUSF-FM

123300 | FL INSTITUTE OF GOVERNMENT

142400 | SMALL BUSINESS DEVELOP CENTER

171400 | TEACHING AND LEARNING

171500 | EDUCATIONAL AND PSYCHOLOGICAL

172400 | SECONDARY EDUCATION

172800 | SPECIAL EDUCATION

173200 | PHYS ED WELLNESS SPORTS STUDY

173500 | EDUC. LEADERSHIP & POLICY DEV

177600 | CTR FOR RES, EVAL, ASSMNT&MEASRE

177700 | DAVID C ANCHIN CENTER

211700 | CTR FOR URBAN TRANSPORTATION

390000 | GRADUATE STUDIES

390500 | SCH OF GLOBAL SUSTAINABILITY

POST-AWARD (TRANSACTIONS): VANDEYAR, LAURENCE | 974-4104 | LVANDEYA@USF.EDU

POST-AWARD (INVOICING/REPORTING): VICEDO, GERARDO | 974-6082 | GVICEDO@USF.EDU

CLOSEOUT: GORDON, LEW-ANNE | 974-4918 | LAGORDON@USF.EDU

620100 | NURSING FACULTY ACADEMIC

625000 | NURSING RESEARCH FUNDING

640100 | COPH OFFICE OF THE DEAN

640200 | DEPT OF ENVIRON & OCC HEALTH
640300 | DEPT OF EPID & BIOSTATS
640400 | DEPT OF HEALTH POLICY & MGMT
640500 | DEPT OF COM & FAM HEALTH
640800 | DEPARTMENT OF GLOBAL HEALTH
641000 | FLORIDA HEALTH INFO CENTER
641400 | LAWTON & RHEA CHILES CENTER
641600 | FL PREVENTION RESEARCH CENTER
641700 | CTR FOR LEADERSHIP & PHP

**University of South Florida
Sponsored Research**

**Updated Subrecipient Award
Process**

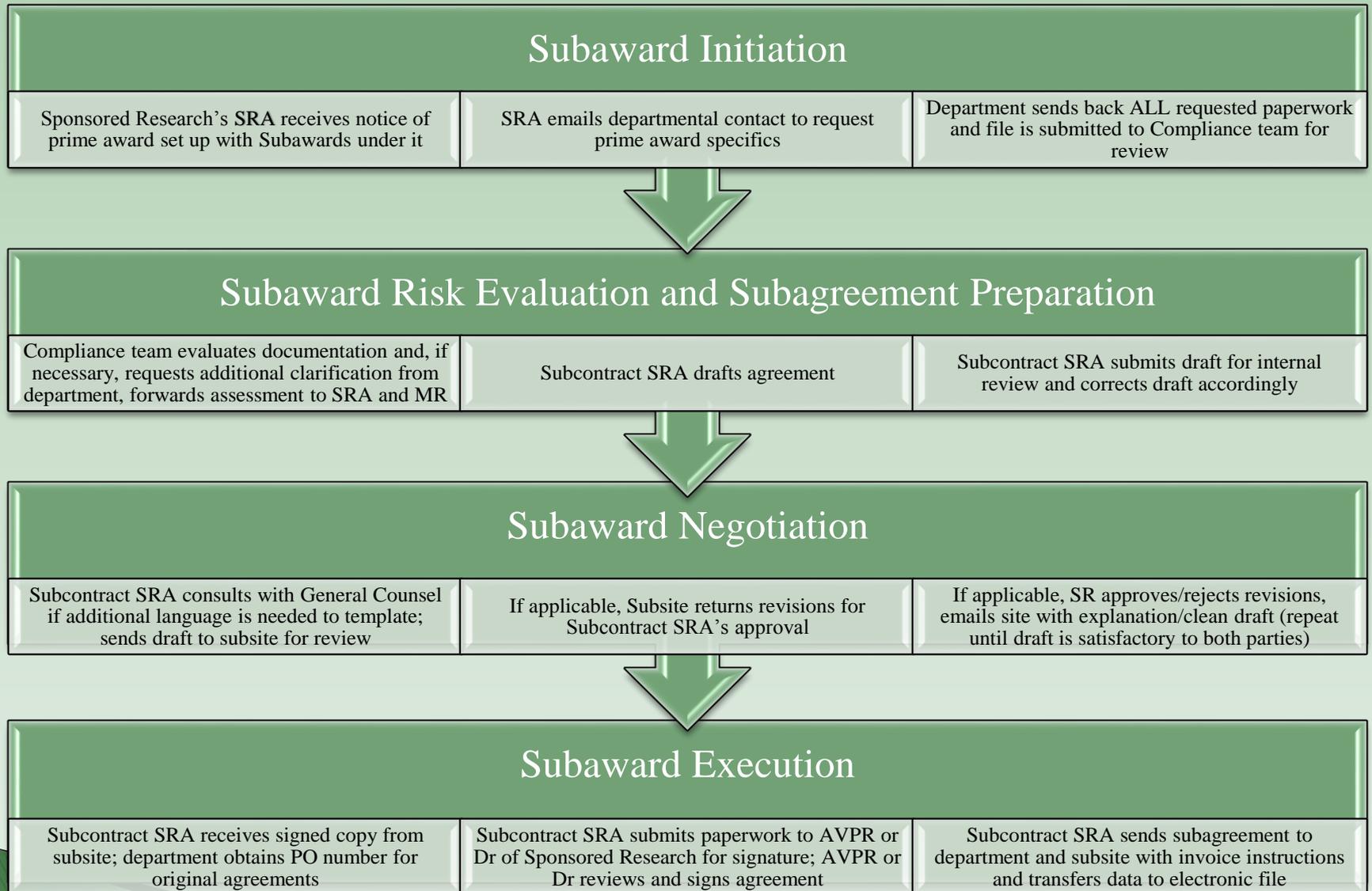
April 2016

When is it Necessary to Issue a Subaward?

Establishing a subgrant or subcontract is necessary if the subsite is expected to:

- ❖ Perform essential work in order to satisfy a direct objective or deliverable of the prime award
- ❖ Make programmatic decisions or assume responsibility for designing the project/study
- ❖ Publish or co-author the project's results
- ❖ Utilize prime award funds to carry out its own programmatic work
- ❖ Contribute key personnel to meet the project's objectives or provide resources to subsidize allowable cost sharing (as specified in the RFA or NGA).

Subaward Process for Initial Subagreements



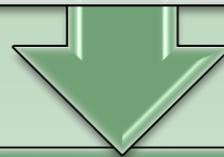
Subaward Process for Amendments

Subaward Modification Initiation

Departmental contact advises Sponsored Research's SRA that a modification is necessary

If necessary, SRA emails departmental contact to request modification specifics

Department returns SAF and ALL requested paperwork to SRA and file is submitted to Compliance team for review

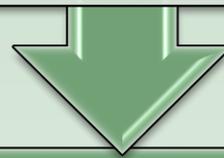


Subaward Risk Re-evaluation and Subagreement Modification Preparation

Compliance team re-evaluates risk assessment, requests additional clarification from department (if necessary), forwards documentation to MR

Subcontract SRA drafts modification to agreement

Subcontract SRA submits draft for internal review and corrects draft accordingly



Subaward Modification Execution

Subcontract SRA consults with General Counsel if additional language is needed to template; sends draft to subsite for review

Subcontract SRA receives signed copy from subsite and submits paperwork to AVPR or Dr of Sponsored Research for signature

Subcontract SRA sends copy of signed amendment to department and subsite and transfers data to an electronic file

Salient Information Needed in Order to Execute an Initial Subaward

▶ **Original Subagreements:**

- ▶ Subaward Commitment Form (SCF)—
 - ▶ Completed at the proposal phase by the subsite; signed by the subsite's institutional representative. The SRA assigned to this proposal is responsible for obtaining the salient information from the subsite and the department.
- ▶ Subaward Information and Compliance Certification Form (SICCF)—
 - ▶ Completed by the subsite *after* receiving notification that the project will be funded; signed by the subsite's institutional representative. The SRA assigned to this proposal is responsible for ensuring that the pertinent information is collected from the subsite and the department. Forward to Compliance for review.
- ▶ Budget for the subsite
- ▶ Statement of Work (SOW) for the subsite
- ▶ IRB/IACUC approval for the subsite (if applicable)
- ▶ Conflict of Interest Documentation (Federal Prime)
 - ▶ If site is not in the FDP Clearinghouse , visit http://sites.nationalacademies.org/PGA/fdp/PGA_070596

Subaward Forms for Initial Subagreements

Completed at the Pre-Award Stage

Completed Post-Award

University of South Florida
Research & Innovation, Department of Sponsored Research
3702 Spectrum Blvd, Suite 165
Tampa, FL 33612

USF Internal Use Only

Proposal Deadline _____

Date of Receipt _____

Approved as Subrecipient _____

SUBRECIPIENT COMMITMENT FORM

All existing and potential subrecipients who anticipate funding under a federal or non-federal award must complete this form when submitting a proposal to the University of South Florida (USF). A additional information will be required from the subrecipient if the prime award is funded.

Section A: Prime Proposal Information	
Sponsor:	USF's PI:
Proposal Title:	Anticipated Prime Award Instrument:
RFA/RFP/PAF Number:	<input type="checkbox"/> Grant/Cooperative Agreement
Federal Award Identification Number (FAIN):	<input type="checkbox"/> Federal or Non-Federal subaward
Section B: Subrecipient Information	
Subrecipient's Legal Name (must match registered name in DUNS):	Subrecipient's PI:
Address:	Address:
DUNS # EIN #:	Phone: Facsimile:
Congressional District:	Email:
Subrecipient's Financial Contact:	Subrecipient's Authorized Official:
Address:	Address:
Phone: Facsimile:	Phone: Facsimile:
Email:	Email:

University of South Florida
Research & Innovation, Department of Sponsored Research
3702 Spectrum Blvd, Suite 165
Tampa, FL 33612

USF Internal Use Only

Proposal Deadline _____

Date of Receipt _____

Approved as Subrecipient _____

Subrecipient Information and Compliance Certification Form

All subrecipients as defined in section B below who anticipate funding under a federal or non-federal award must complete this form. It provides a checklist of documents and certifications required by prime sponsors and must be endorsed by the subrecipient's authorized institutional representative prior to execution of the subagreement.

SECTION A—Prime Proposal Information

USF Principal Investigator _____

Submitted Proposal Title _____

Prime Sponsor _____

Federal Award Identification No. (FAIN) _____ Performance Period _____

SECTION B—Subrecipient Requirements and Responsibilities

Before submitting this form for USF's review, please ensure that your entry fits the characteristics of a *subrecipient* rather than a *vendor* or *subcontractor* as illustrated in the table below. Please check all that apply.

Subrecipient:	Contractor/Vendor:
<input type="checkbox"/> Performance represents an intellectually significant portion of the overall programmatic effort and is measured against the objectives of the program.	<input type="checkbox"/> Provides goods or services that are ancillary to the operation of the state or Federal program.
<input type="checkbox"/> Will use sponsor's funds to carry out a program for a public purpose, as opposed to providing goods or services for the benefit of USF.	<input type="checkbox"/> Provides the goods or services purchased with State or Federal funds within normal business operations.
<input type="checkbox"/> Is responsible for adhering to applicable program requirements specified in the award.	<input type="checkbox"/> Provides similar goods or services to many different purchasers.
<input type="checkbox"/> There is an identified principal investigator for the subrecipient who has responsibility for making programmatic decisions.	<input type="checkbox"/> Is not subject to the compliance requirements of the sponsored program as a result of the agreement with USF.
	<input type="checkbox"/> Normally operates in a competitive environment.

For the purpose of this proposal, my organization is categorized properly as a subrecipient as described above thereby making it subject to the prime proposal's terms and conditions. YES NO

If your institution does not meet the criteria outlined above for a subrecipient or if you are unsure, please contact the USF IR about procuring your organization's products and services as a contractor PRIOR to completing the remainder of the form.

Revised September 2015 1

Pertinent Information Needed in Order to Execute an Amendment to a Subaward

▶ **Amendments:**

- ▶ Subaward Amendment Form (SAF)—
 - ▶ Completed by the subsite after receiving notification of or apprising USF that the project will be amended; signed by the subsite's institutional representative. The SRA assigned to this proposal are responsible for ensuring that the pertinent information is collected from the subsite and/or the department. Forward to Compliance for review.
 - ▶ Written approval from the sponsor indicating that the type of modification necessary is approved (if applicable)
 - ▶ Budget for the subsite and budget justification
 - ▶ Statement of work (if the scope of work has changed significantly or if there are additional deliverables)
 - ▶ Updated IRB/IACUC approval (if applicable)
 - ▶ Conflict of Interest Documentation (Federal Prime)
 - ▶ If site is not in the FDP Clearinghouse

Proposed Subaward Form for Amendments to Existing Subagreements

University of South Florida
Research & Innovation, Sponsored Research
3702 Spectrum Blvd, Suite 165
Tampa, FL 33612

USF Internal Use Only
Assigned SBA: _____
Date of Receipt: _____
Modification Approved by: _____

SUBAWARD AMENDMENT FORM

To be completed by USF Prime Awardee or USF Prime Awardee's Department.

Section A: Prime Award Information	
Sponsor: Project Title: Award Identification Number: PTE Award Identification Number:	USF PI's Name: Prime Award Instrument: <input type="checkbox"/> Grant Cooperative Agreement <input type="checkbox"/> Federal Subaward <input type="checkbox"/> Non-Federal Subaward
Section B: Subrecipient Information	
Subrecipient's Legal Name (must match registered name in DUNS): Address: DUNS # EIN # Congressional District:	Subrecipient's PI: Address: Phone: Facsimile: Email:
Section D: Amendment Information	
<input type="checkbox"/> Extension of Performance Period <input type="checkbox"/> Additional Funding <input type="checkbox"/> Reduction in Funding <input type="checkbox"/> Change to Budget <input type="checkbox"/> Continuation of Scope of Work <input type="checkbox"/> Other: _____	
Amendment Number: _____ Effective Date of Amendment: _____	
Total Amount Funded this Action: \$ _____ Performance Period: _____	
Total Amount of Federal or State Funds Obligated to Date: _____	

Statement of Work

- ▶ Alternately known as a “work scope”, the SOW is a short paragraph describing the tasks that the Subsite is performing and the time frame for accomplishing these objectives. ***The SOW should NOT be a summary of the whole grant.***
- ▶ The SOW should also state what the subsite is providing in exchange for receiving remuneration (*e.g.*, deliverables).
 - Examples include patient data from clinical trials, blood samples, tissue samples, assays, scans, and analysis of samples, or even reports/publications and conference calls to discuss results.
- ▶ Deliverables can be tied to payment (*e.g.*, for fixed price subawards, the site will be paid \$10,000 for every five patients it enrolls)
- ▶ The SOW, which should be comprehensible to non-scientists, may be used as evidence in a dispute in order to demonstrate if a subsite is performing effectively in accordance with the agreement.

Budgets

- ▶ Cost Reimbursement budgets for subsites under Federal grants should include:
 - ▶ Names of personnel
 - ▶ Breakdown of costs for equipment, supplies, and “other expenses”
 - ▶ Explanation of travel costs
- ▶ Fixed Fee budgets: if the site is going to be paid for each patient it accrues, for each sample it obtains, etc., the budget must indicate the number of patients/samples and the amount that will be paid for each one.
- ▶ All proposed costs must be allowable under the terms and conditions of the prime award/contract.

IRB & IACUC Approvals

- ▶ It is up to the department and the subsite to determine whether human subjects and/or vertebrate animals research is being conducted.
- ▶ Sponsored Research does **NOT** need the subsite's IRB approval to initiate and execute the subagreement. However, the department or SR must have the approval on file within the timeframe specified in the agreement in order to be able to continue to remit payments to the subsite.

The Federal Funding Accountability and Transparency Act (FFATA)

- ▶ The Federal Funding Accountability and Transparency Act (“FFATA”) holds the federal government accountable for its spending by allowing individuals to track information on federal grants and contracts on a searchable website (www.USASpending.gov)
- ▶ Under FFATA, recipients of federal grants and contracts must report Subaward and Subcontract spending.
 - The SR Dr is responsible for filing FFATA reports
 - Subsites will be asked to provide certain information to facilitate the reporting process.

Special Considerations for High Risk Subrecipients of Federal Awards

- ▶ Under Federal grants and contracts, all Subrecipients should be registered in the System for Award Management (“SAM”), and must have a DUNS number
 - SAM website: <https://sam.gov>
 - DUNS number requests: <http://fedgov/dnd.com/webform>
- ▶ High Risk Subrecipient Monitoring:
 - Based on the subsite’s responses to the compliance forms, SR will identify subrecipients that require additional monitoring (language will be added to the template to that effect).
 - If warranted, SR will conduct either a limited or full desk review of subsite’s internal control’s, requests for reimbursements, etc.

Questions

▶ Inquiries may be directed to Sponsored Research's (SR) Compliance unit at:

- **April Schenck**

- Telephone: 4-0275

Email: aschenck@usf.edu

- **Dena-Rose Wilson**

- Telephone: 4-6087

Email: dmwilson1@usf.edu

Research Reports

The screenshot shows the USF Research & Innovation website. The header includes the logo and navigation tabs: ABOUT USFRI, RESEARCHERS, RESEARCH ADMINS, STUDENTS, FOR INDUSTRY, and CONTACT US. The main content area is titled "Researchers" and "Resources". It features a sidebar with "Overview", "Resources", and "For Inventors". The main content is organized into sections: "For Researchers" (FacultyOne-Stop), "For Research Administrators" (TRAIN, TRIN Toolbox, Research Resources, Forms, Policies and Procedures), "Funding Tools" (Funding Resources, Limited Submissions, Internal Form, Fact Sheet, E-Proposals), and "Reporting" (Huron Reports, Research Reports, 2014 Annual Report, Annual Report Archive).

<https://reports.research.usf.edu/Report/>

Questions?

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- Research Reports default to the first page only so be sure to page through using the Forward/Reverse paging buttons on the upper left of the reports to view the full report.
- Occasionally you will see awards listed with a zero dollar amount and that is to show that the award either had (a) no funding during the fiscal year period or (b) and this is more often the case – was extended as a no cost extension on the awards.

The screenshot shows a report viewer interface. At the top, there is a search bar with "Name" and a "View Report" button. Below the search bar is a pagination control showing "3 of 4" pages, with arrows for navigation. The main content is a table with columns: Contract Num, Title, Department, Sponsor Name, 2011, 2012, 2013, 2014, 2015, 2016, and Grand Total.

NIH Workshop

Friday, May 13, 2016

Noon to 2:30 p.m.

USF College of Public Health Auditorium 1023- C (seats 123)

Workshop Leader: [Juan Del Valle](#), Associate Professor in the School of Chemistry.

Coming soon -- **2016 Summer Grant Writing Workshops** designed to speak to the needs of faculty across all disciplines, with topics ranging from compelling grant writing to agency specific funding mechanisms.

The target audience for these workshops are USF faculty and graduate students engaged in the research enterprise.

To register, please visit

<http://www.cas.usf.edu/research/workshop/>