


January 28, 2014

To: Deans and Directors

From: David P. Norton 
Vice President for Research

RE: **New Sponsored Research Procedures to be Implemented in 2014**

Changes in Requirements and Procedures for Sponsored Projects

Effective March 3, 2014, the following changes in sponsored projects policy and procedure will go into effect. These changes have been implemented to enhance the University's good practices in sponsored project accounting operations and to further appropriate stewardship of contracts and grants to our federal, state and industry sponsors. The efforts of the faculty, staff, and administration in this regard are very much appreciated.

- All faculty members with sponsored projects will be required to complete the online course entitled *RSH 220: Effort Fundamentals*. As with the Cost Principles training requirement, no NOA's will be released without completion of this training.
- All department chairs, deans, and center/institute directors will also be required to complete the online course entitled *RSH 220: Effort Fundamentals*.
- All grant management staff will be required to complete *RSH 220: Effort Fundamentals and RSH230: Effort Management for Sponsored Programs*. Access to grants information within myUFL and to reporting tools like myinvestiGator will be removed if the training is not completed.
- All employees within the UF enterprise who facilitate the development of sponsored project budgets, charging of costs, distribution or allocation of payroll, reporting, or any other fiscal activity for sponsored funds will be required to complete *RSH260: Cost Principles*. Access to grants information within myUFL and to reporting tools like myinvestiGator will be removed if the training is not completed.
- The University will implement a formally defined process for effort reports that are not certified after a certain time period.
 - Investigators, certification staff, and unit heads will be notified when effort report certification is not completed 90 days after the certification process has been opened.

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- If effort report certification is not completed 150 days after the certification process was opened, C&G will suspend spending on all active projects and remove salary charges on federal programs affected by the delinquent effort reports.
- Purchase orders submitted within 120 days of the end of a grant for the acquisition of equipment (\$5000 or greater) will require justification, review and approval by Contracts & Grants prior to purchase.
- Pertaining to requests for the transfer of costs onto a federal project:
 - Outside of extraordinary circumstances, any such labor cost transfer requested after effort certification will not be approved.
 - Outside of extraordinary circumstances, any such non-labor cost transfer requested 90 days after the charge was originally posted will not be approved.

cc: Dr. Joe Glover
Dr. David Guzick
Dr. Jack Payne
Ms. Stephanie Gray
Mr. Matt Fajack
Mr. Brad Staats
Ms. Amy Hass