

Grant Accounting News

VOLUME 10

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This month marks the one year anniversary of Grant Accounting News. Hopefully, these issues have given you helpful information. If there is ever a topic you would like to suggest, please do so.

The previous Grant Accounting Newsletters are posted at <http://uca.edu/financialaccounting/grant-newsletters/>

The November Issue of Grant Accounting News will focus on the new Facilities & Administration (F&A) Distribution, a Quiz on Grant Accounting information, and news about the upcoming Spring Grant Accounting Workshops.



We would like to welcome Jill Hollowell Groover as our new Part-time Grant Accounting Assistant. She started with us on October 22nd. We wish Bettina the best in her full-time position in Financial Aid.



NEW F&A DISTRIBUTION

In July, Principal Investigators (PI) were assigned a 16 index for the 8% of F&A to be received by the PIs. We have had a few issues getting the process to run properly. As of now, July and August F&A has posted. We have not yet processed September, but expect to soon.



Questions:

1. What is the federally negotiated F&A Rate used by UCA?
2. For grants, which two numbers are the same? Index, Organization, or Fund?
3. What must be submitted in order to reimburse charges to a PI from the grant?
4. How soon should a PI sign off on an invoice when it is received through email?
5. What statement must be included on all proposals regarding Fringe Benefits?
6. What hours are Grant Accounting (GA) staff available to answer questions or meet with PIs?
7. How often is Time and Effort reporting required?
8. When can you start listening to Christmas music?
9. What should you do if your grant is nearing the end and you have excess fringe benefits that will not be used?
10. When do you not have to include F&A on your proposal?

Answers on the second page.



Quiz Answers:

1. Currently, the F&A negotiated rate is 32.59% of salaries and wages. Grant Accounting will be negotiating with DHHS soon for the 07/01/2019 - 06/30/2024 rate.
2. For grants, the index and the fund number are the same. For departments, the index and the organization are the same number.
3. A copy of the receipt must be emailed to Grant Accounting when reimbursing a PI for grant expenses.
4. The invoice should be signed and returned as soon as possible. The invoice cannot be submitted for payment without review by the PI.
5. Fringe Benefits are budgeted at 31% (or other appropriate rate), however, only actual fringes are charged to the grant.
6. Monday - Friday, 8:00 am - 4:30 pm. If a meeting is preferred, it is best to call for an appointment rather than just stopping by, so GA can be prepared for your visit.
7. Effort reporting is no longer required per the OMB Uniform Guidance. Payroll Certification will be completed at the end of each fiscal year, and at the end of the grant. This report will certify all salaries from the grant for that period.
8. ANYTIME. Just making sure how many are actually reading this.
9. You should verify with your funding agency that you are allowed to move excess fringes to another account line, then complete a Grant Budget Transfer form.
10. F&A must always be included in the grant proposal unless the funding agency does not allow it. In that case, it must be submitted in writing that it is not allowed.



GRANT ACCOUNTING WORKSHOPS

Grant Accounting provides annual workshops for Principal Investigators and Grant Administrative Staff. For some, this is a refresher to remind them of important aspects of the grant. For others, it is a first time experience.

Workshops will be provided after the first of the year. The date is to be determined.

Here are a few stats regarding workshop attendance:

In 2017, only 25% of PIs and Administrative Assistants attended our Grant Workshops. In 2018, this number increased to... 28%.

We feel these workshops are very important and encourage anyone involved with the execution and administration of a grant to attend. Requirements, regulations, and procedures are constantly evolving, and these updates will help you administer your grant(s) more effectively.

If you have specific topics you would like to learn more about, please let us know.



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