

Grants and Contracts Compliance Handbook

Office of the Comptroller



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Grants and Contracts Compliance Handbook

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Appendix B: Service-Consultant Contract & Other Form Links

To down load a PDF copy of this/her manual or to contact Grants and Contracts Compliance please visit:

<http://www.savannahstate.edu/fiscal-affairs/grants.shtml>

<http://www.savannahstate.edu/fiscal-affairs/documents/SSUBudgetAmmendmentForm.xlsx>

Introduction to Post-Award Administration

Grants and Contracts Compliance (GCC), a unit of the Office of the Comptroller, is responsible for overall fiscal management and reporting of all sponsored agreements awarded to Savannah State University. The office seeks to provide accounting service to the university community in the most efficient and effective manner possible, while still ensuring compliance with federal and state regulations, in addition to Savannah State University policies and procedures. Grants and Contract personnel are available for advising and/or referring to appropriate University officials on matters relating to federal and state laws, Board of Regents regulations, as well as University rules, regulations, and policies pertaining to fiscal management of grants and contracts.

The Comptroller's Office is responsible for ensuring that the business interests of the University are protected throughout the operation of such fiscal agreements. In addition, the GCC unit of the Comptroller's Office helps to ensure that the University complies with all provisions of contracts, grants, and agreements entered into with outside companies or agencies. Additionally, GCC is responsible for **maintaining auditable records in support of direct and indirect charges** to contracts and grants, filing fiscal reports required by grantor agencies, billing and collecting costs incurred on cost reimbursement contracts, and requesting funds related to said contracts.

The purpose of this/her handbook is to provide the general policies and procedures related to sponsored programs administration (Post Award) at Savannah State University. It describes, in general, the functions of the Office of Sponsored Research (OSR) and the GCC, and provides information relevant to the development, review, and submission of proposals to external funding sources. Its purpose is to serve as a reference tool for all principle investigators, Project Directors and administrative personnel.

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Communications with Sponsor Agencies

University Channels to be followed on Administrative Matters

Communications between the University and the sponsoring agencies relative to financial management of projects are to be coordinated through the **Comptroller's Office - Grants and Contracts Compliance (GCC)**. This/her includes, but is not limited to:

- *Budget revisions*
- *Interpretation of contract/grant fiscal language*
- *Any fiscal events which may require formal approval of the University or sponsor.*

To facilitate the identification of written correspondence with the applicable award, reference must be made to the SSU account number assigned to the contract or grant.

Technical communications between Principal Investigators and their counterparts in the sponsoring agencies are authorized and encouraged, but *direct communications between PI's and sponsor agency program directors on matters possibly affecting contractual agreements is to be avoided.* Assistance in such matters is readily available from the Office of Sponsored Research via the Post Award Coordinator.

Negotiations

In some cases, before an award is made to the University, it is necessary to negotiate final contract or grant terms (e.g., scope of work, understandings on proposed expenditures, billing and financial provisions, or contract and grant amounts). Negotiations of this/her nature must be coordinated with the **GCC and the OSR.**

Formal Acceptance of Awards

Official acceptance of awards for the University will be made by the OSR under authority designated by the president. However, in special instances, the president may opt to exercise his/her signature authority for special awards. *PI/PD(s) are cautioned not to sign agreements for research and development support including grants and contracts, cooperative agreements, teaming agreements, federal and state disclosure, and regulatory compliance, patents or copyright licenses, protection from research risks assurances, product sharing, and equipment loans and gifts.* These and similar agreements bind the university to certain obligations and, as such can only be signed by the president, or his/her officially designated representative.

Individuals signing agreements to which authority has not been officially delegated are subject to disciplinary actions by the university and separation from the university. Individuals signing agreements will not necessarily have access to university facilities or be covered by university services, including professional or general insurance and security. PI/PD desiring to carry forward unexpended funds must submit a letter of request including a budget for the

amount of requested carryover. These documents must be submitted for approval through the appropriate university channels prior to expending any funds in the current fiscal year.

Promptness

Upon acceptance of a sponsored project, the University is responsible for promptly pursuing the research, training, or public service called for by the agreement.

Compliance with Agency, State, and University Regulations

Project Directors and Principal Investigators have primary responsibility for conducting the sponsored effort in accordance with award terms and conditions and within the funds allocated for such effort. They also are responsible for the programmatic direction of the research project and for initial authorization of all expenditures charged to the award budget. The Principal Investigator is ultimately responsible for *expending funds in compliance with all agency, state, and University regulations*.

Deans, Directors, and department heads have a corollary responsibility for assuring that all sponsored programs conducted within their jurisdictions conform to the guidelines established by the Southern Association of Colleges and Schools and are consistent with agency, state, and University policies.

GCC is responsible for acting as a liaison between the Project Directors and the agency regarding fiscal matters. This/her includes financial reporting and financial compliance monitoring, including budgetary compliance.

Financial Information Compliance Monitoring

GCC has the primary responsibility for providing the Principal Investigator with *financial information necessary to effectively manage a sponsored effort and to assure that all parties comply with the financial terms of the agreement*.

The Principal Investigator is responsible for making prudent use of funds awarded for a sponsored project to ensure that expenditures are appropriate and directly relate to the budget and intent of the award and comply with applicable University, state, federal, and agency directives.

GCC monitors expenditures to ensure compliance with applicable rules, regulations, and directives. Many types of expenditures related to sponsored projects are handled in the same manner as expenditures for other fund sources and are subject to the same routine processing, reviews, approvals, and other controls. However, some types of expenditures related to sponsored projects require an *additional level of scrutiny to assure fiscal compliance with the award*; **GCC must approve them prior to processing.**

GCC maintains financial management systems as required by the Office of Management and Budget (OMB) **Circular A-110, codified as 2CFR Part-215:**

§ 215.21 Standards for financial management systems.

❖ (b) Recipients' financial management systems shall provide for the following:

- (1) *Accurate, current and complete disclosure of the financial results of each federally-sponsored project or program in accordance with the reporting requirements set forth in § 215.52. . . .*
- (2) *Records that identify adequately the source and application of funds for federally-sponsored activities. These records shall contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, outlays, income and interest.*
- (3) *Effective control over and accountability for all funds, property and other assets. Recipients shall adequately safeguard all such assets and assure they are used solely for authorized purposes.*
- (4) *Comparison of outlays with budget amounts for each award. Whenever appropriate, financial information should be related to performance and unit cost data.*
- (5) *Written procedures to minimize the time elapsing between the transfer of funds to the recipient from the U.S. Treasury and the issuance or redemption of*

checks, warrants or payments by other means for program purposes by the recipient. . . . ’

- *(6) Written procedures for determining the reasonableness, allocability and allowability of costs in accordance with the provisions of the applicable Federal cost principles and the terms and conditions of the award.*
- *(7) Accounting records including cost accounting records that are supported by source documentation.*

These standards are implemented by the Grants and Contracts Compliance office, with all supporting documentation provided by the PIs.

Following are the specific forms to be used or references to the appropriate offices to be contacted in order to request expenditures be made.

Salary

- For appropriate staff employee, faculty, administrative staff, and student employee documents, please contact Human Resources.
- For appropriate work-study student employee documents and questions, please contact the Office of Financial Aid.
- For appropriate graduate assistantship student documents, please contact the Office of Graduate Studies.

Contracted Services

- Contact Procurement

Sub-awardees/Subcontracts

- Contact Procurement/Purchasing and OSR.

Travel

- Accounts Payable

Responsibilities of the GCC, Grants and Contracts Compliance, Post-Award

1. Issue invoices to funding agencies
2. Prepare financial reports for the funding agencies
3. Set up grant budgets and assign account numbers
4. Refer the P.I. to other University offices, as needed
5. Remain current on federal, state, and University policies related to grants
6. Review and approve the financial aspects of agreements, contracts, and grants
7. Oversee financial compliance related to award terms and conditions
8. Train faculty and staff in research administration regulations and procedures
9. Serve as a liaison with auditors on financial matters
10. Implement approved budget revisions
11. Review and approve transactions prior to spending
12. Initiate draw downs for all sponsored programs accounts

Responsibilities of the PI/PD:

1. Attend a post-award meeting with Office of Sponsored Research post-award personnel to review appropriate regulations and receive budget information for new awards.
2. Review monthly reports and contact GCC regarding any discrepancies.
3. Ensure all grant expenditures are reasonable, allowable, solely allocable to the grant, and are in compliance with all applicable federal, state, and University policies and procedures.
4. Approve all grant expenditures.
5. Provide records in support of cost share, matching or in-kind requirements, and time and effort reporting in a timely manner.
6. Know the award terms and conditions.
7. Know reporting requirements.
8. Know patent, invention, and technology transfer issues.
9. Notify the GCC of any change in P.I. or other grants personnel status.
10. Provide information about program performance to GCC when it is needed for preparation of financial reports i.e. Cost Share information.

11. Begin incurring expenses immediately (*after appropriate procurement policies and procedures are followed*) and on a regular basis once an account number is assigned to a project.
12. Request budget revision through the Office of Sponsored Research.
13. Provide OSR with the course release schedule.
14. Ensure that *all grant expenditures comply with University policies and procedures*.
15. Work with Human Resources to hire/terminate personnel, unless a contractual relationship exists. Contracts must follow Procurement policies and procedures, in addition to any stipulations in the Grant.

Expenditure Guidelines and Exceptions

General

Most federal and non-federal sponsoring agencies or organizations issue their own policy guidelines and directives defining acceptable costs for purposes of their program(s). Despite a great deal of commonality as to content, there are sufficient variations in policies to make it impractical to issue and maintain a policy compendium. Individual agency or organizational directives must be consulted for authoritative guidance.

The purpose of this/her section is not to repeat definitions of cost elements, but rather to provide clarification, guidance, or references as to University policy. Additionally, special considerations or problems will be highlighted.

The primary legislation covering grant fiscal matters can be found in **2 CFR Parts 215 and 220** and costs that are normally treated as Facilities and Administrative Costs. 2 CFR Part 220 codified OMB Circular A-21, Costs Principles for Educational Institutions. Facility and Administrative (F&A) rates are determined by the cognizant agency or the funding agency in the agreement itself and should be accounted for accordingly. 2 CFR Part 220 should be referenced when greater detail is needed. See:

http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title02/2cfr220_main_02.tpl

Direct Costs

Direct costs are those costs that can be identified specifically with a particular sponsored project, an instructional activity, or any other institutional activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy. Costs incurred for the same purpose in like circumstances must be treated consistently as either direct or F&A costs. Where an institution treats a particular type of cost as a direct cost of sponsored agreements, all costs incurred for the same purpose in like circumstances shall be treated as direct costs of all activities of the institution. 2 CFR, Part 220, Appendix A, D (1)

All costs must be charged in a timely manner and must be:

- **Allocable:** The cost must have a direct benefit and be directly attributable to the project or activity being performed. See 2 CFR, Part 220, Appendix A, C (4), Allocable Costs:
 - ❖ *A cost is allocable to a particular cost objective (i.e., specific function, project, sponsored agreement, department, or the like) if the goods or services involved are chargeable or assignable to such cost objective in accordance with relative benefits received or other equitable relationship. . . . (4)a.*
 - ❖ *Any costs allocable to a particular sponsored agreement under the standards provided in this/her Appendix may not be shifted to other sponsored agreements in order to meet deficiencies caused by overruns or other fund considerations, to avoid restrictions imposed by law or by terms of the sponsored agreement, or for other reasons of convenience. (4)b.*
 - ❖ *Any costs allocable to activities sponsored by industry, foreign government, or other sponsors may not be shifted to federally sponsored agreements. (4)c.*
 - ❖ *If a cost benefits two or more projects or activities in proportions that can be determined without undue effort or cost, the cost should be allocated to the projects based on the proportional benefit. If a cost benefits two or more projects or activities in proportions that cannot be determined because of the interrelationship of the work involved, then, notwithstanding subsection b, the*

costs may be allocated or transferred to benefited projects on any reasonable basis consistent with subsections ... of this/her Appendix. (4)d,3.

- **Allowable:** Costs must be allowed by University policy, sponsor policies, the project's Notice of Contract/Grant Award, and federal policy. **2 CFR, Part 220, Appendix A**
- **Reasonable** and necessary for the performance of the project. See **2 CFR, Part 220, Appendix A, C (3), Reasonable Costs:**

❖ *A cost may be considered reasonable if the nature of the goods or services acquired or applied, and the amount involved therefore, reflect the action that a prudent person would have taken under the circumstance prevailing at the time the decision to incur the cost was made. Major considerations involved in the determination of the reasonableness of a cost are:*

1. *whether or not the cost is of a type generally recognized as necessary for the operation of the institution or the performance of the sponsored agreement;*
2. *the restraints or requirements imposed by such factors as arm's length bargaining, Federal and State laws and regulations, and sponsored agreement terms and conditions;*
3. *whether or not the individuals concerned acted with due prudence in the circumstances, considering their responsibilities to the institution, its employees, its students, the Federal Government, and the public at large;*
4. *and, the extent to which the actions taken with respect to the incurrence of the cost are consistent with established institutional policies and practices applicable to the work of the institution generally, including sponsored agreements.*

Any expense that does not meet **all** of these criteria cannot be charged to the externally sponsored project, in accordance with accounting practices of the University.

University policy, in accordance with OMB 2 CFR, defines costs as allowable or unallowable. Allowable costs must be treated as direct or F&A costs. There may be exceptions when OMB guidelines permit the direct charging of costs normally treated as F&A.

The following may be used as a quick reference only for unallowable costs or guidance. All references below are taken from **2 CFR, Appendix A to Part 220, section J**, and are listed alphabetically by topic. 2 CFR Part 220 should be referenced when greater detail is needed. See:

http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title02/2cfr220_main_02.tpl

Advertising and Public Relations

The only allowable advertising and public relations costs are outlined in 2 CFR, Appendix A to Part 220, J (1). These are generally treated as F&A by GCC.

Alcoholic Beverages

Costs of alcoholic beverages are **unallowable**.

Alterations and Renovations

Such costs are *allowed only in exceptional cases and are subject to specific sponsor guidelines and limitations*. Alterations and renovations are normally authorized only for specialized facility requirements and not for general purpose space such as administrative offices.

Alumni Activities

Costs incurred for, or in support of, alumni activities and similar services are **unallowable**.

Bad Debt

Bad debts, including losses (whether actual or estimated) arising from uncollectable accounts and other claims, related collection costs, and related legal costs, are **unallowable**.

Commencement or Convocation Costs

Cost incurred for commencements and convocations are **unallowable**, except as provided for in 2 CFR, Appendix A to part 220, F (9).

Compensation for Personal Services

Compensation for personal services includes salaries, wages, and fringe benefits. These costs are **allowable to the extent that the total compensation to individual employees conforms to the established policies of the institution, consistently applied, and provided that the charges for work performed directly on sponsored agreements and for other work allocable as F&A costs are determined and supported as provided** in 2 CFR, Appendix A to Part 220, section J (10). See section noted for in-depth discussion.

Consultant Services

Proposed consultant charges are subject to particular scrutiny by a sponsor. The federal government permits such charges if budgeted in advance and if it can be documented that such services are essential and will be obtained from the most qualified person at reasonable and normal rates. All consulting services are to be obtained in concurrence with established University policy.

Donations and Contributions

Contributions or donations, including cash, property, and services, made by the institution, regardless of the recipient are **unallowable**. Donated services or property can be used to meet cost sharing or matching requirements, but are not reimbursable either as direct or F&A costs.

Entertainment

Costs of entertainment, including amusement, diversion, and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities) are **unallowable**.

Equipment and Other Capital Expenditures

Purchases of specialized equipment are normally allowable with approval from the sponsoring agency. Purchases of general office equipment and furnishings, such as desks, chairs, tables, etc., will generally not be approved by a federal agency.

Whenever practical, equipment already in possession of the University will be utilized to meet research needs. Project funds are normally used to pay for authorized equipment acquired sufficiently in advance of the ending date (prior to last 90 days) of the project period to be effectively used on that project. Purchases of equipment not meeting the effective utilization test, particularly if there is not a follow-on or continuation award, are usually questioned by auditors and generally result in a cost disallowance or exception.

Specifically, 2 CFR states the following regarding the allowability applying to equipment and other capital expenditures:

- *Capital expenditures for general purpose equipment, buildings, and land are UNALLOWABLE as direct charges, except where approved in advance by the awarding agency.*
- *Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5,000 or more have the prior approval of the awarding agency.*
- *Capital expenditures for improvements to land, buildings, or equipment which materially increase their value or useful life are UNALLOWABLE as a direct cost except with the prior approval of the awarding agency.*

Food

Food may be purchased from grant funds if it is included in the award grant regulations or if the Principal Investigator receives written approval from the funder after the award is received.

Goods or Services for Personal Use of Employees are unallowable.

Housing and Personal Living Expenses are unallowable.

Lobbying Costs are unallowable.

Losses on Other Sponsored Agreements or Contracts

Any excess of costs over income under any other sponsored agreement or contract of any nature is **unallowable**. This/her includes, but is not limited to, the institution's contributed portion by reason of cost-sharing agreements or any under-recoveries through negotiation of flat amounts for F&A costs.

Memberships, Subscriptions, and Professional Activity

Costs of membership in any civic or community organization, country clubs, or social/dining clubs are **unallowable**. Institutional memberships in professional organizations and subscriptions to technical periodicals are normally treated as an F&A cost at Savannah State University.

Materials and Supplies

These items are typically part of facilities and administrative costs and are not direct charged. Costs include those incurred in support of routine administrative activities associated with instruction, public service, research, and other institutional activities. This/her category includes, for example, computers (under \$5,000), printers, monitors, digital cameras, fax machines, printer paper, toner cartridges, pens, pencils, legal pads, clips, rubber bands, post-in notes, notebooks, binders, folders, CD-ROMs, and departmental stationery. *The only exceptions are those wherein the purchase of the supplies is extensive in nature, can be specifically identified with the project, and meets the definition of a direct charge adequately justified in the budget at proposal submission.*

Proposal costs for both successful and unsuccessful bids are treated as F&A and are, therefore, **unallowable**.

Recruiting Costs

Recruiting costs are normally treated as F&A cost.

Retroactive Cost Transfers

The federal guidelines for cost transfers state, "Any cost allowable to a particular research agreement may not be shifted to other research agreements in order to meet deficiencies caused by overruns, to avoid restrictions, or for other reasons of convenience." As a result, the GCC

must screen all requests for transfer of expenditures to ensure compliance with these regulations. Federal regulations normally allow such transfers only within ninety (90) days of the original encumbrance.

When applying for a retroactive costs transfer, send a memo to **GCC** requesting the transfer. The memo must contain all details pertaining to the transfer and a copy of the document showing the expenditure. In addition, a full explanation and reason for the transfer should be given.

Selling and Marketing Costs

Cost of selling and marketing any products or services of the institution are **unallowable** (unless otherwise specifically allowed under subsection J (1) regarding public relations costs or under subsection J (38) as to proposal costs.

Student Activity Costs incurred for intramural activities, student publications, student clubs, and other student activities are **unallowable**, unless specifically provided for in the sponsored agreements.

Managing Your Grant

Acquired Goods and Services (AGS)

All AGS requests against a sponsored grant or contract must be approved by the Project Director. This/her *approval certifies that the cost is allowable and solely allocable to the grant*. All costs must conform to any limitations or exclusions in the sponsored agreement as to types or amounts of cost items.

All backup documentation for AGS requests must contain the following information (as applicable to the type of expense):

With every expense, you should have:

An itemized/detailed receipt/invoice

Purpose and how the expenses relate to your grant

If applicable to the type of expense:

Name of Event

Date, time, and location of event for which this/her purchase was made

List of attendees (participants) at event

Agenda for the event/workshop or other supporting documentation

Prior approved contractual, subcontract, lecture agreement, etc...

All **contracts** for services paid for from grant funds must be **approved and a copy provided to GCC** to ensure appropriate financial accountability for every grant/contract.

ALWAYS REFER TO 2 CFR Part 220 as provided earlier by hyperlink.

A cost must be included in the awarded budget. If a cost requires institutional and/or sponsor prior approval after the award is made, the approval(s) **must** be secured **before** the cost is incurred.

Budget Revisions

See OMB Circular A-110, 2 CFR, Part 215, for additional guidance. There is considerable variation in sponsor policies relative to approval authorities for budget revisions. Accordingly, sponsor agency guidelines and award terms must be consulted when revisions are contemplated. Budget revisions should be based upon the financial plan and cost trends for the award budget period involved. ***To the extent possible, budget revisions should reflect all necessary reallocations of resources that are foreseen through the end of the budget period.*** Revisions solely for the purpose of coping with near-term problems (e.g., a \$35.00 overdraft in the supplies category) should be avoided. **If resources in all categories are already substantially committed to known requirements, a budget revision can only serve to defer, not resolve, a financial problem.** In such cases, reduction of the project scope and effort may be the only viable solution. Another, but less likely, possibility may be additional funding by the sponsor.

§ 215.25 Revision of budget and program plans.

- ❖ ***(a) The budget plan is the financial expression of the project or program as approved during the award process. It may include either the Federal and non-***

Federal share, or only the Federal share, depending upon Federal awarding agency requirements. It shall be related to performance for program evaluation purposes whenever appropriate.

- ❖ *(b) Recipients are required to report deviations from budget and program plans, and request prior approvals for budget and program plan revisions, in accordance with this/her section.*

If prior sponsor approval is required for a budget revision, the Post Award Officer will facilitate this/her process. Budget requests not requiring sponsor approval are normally processed within a few days of receipt by GCC. To determine if budget revisions require sponsor approval, consult your grant terms and conditions.

When agency approval is required and received, the *budget revision will be entered into the Financial Accounting System by the assigned accounting professional and the Principal Investigator will be notified.* Please find the **link for the budget change form** on the Grants and Contracts Compliance page under the Comptroller's Office, Business & Financial Affairs.

<http://www.savannahstate.edu/fiscal-affairs/documents/SSUBudgetAmmendmentForm.xlsx>

Carryover of Unobligated Funds

The carryover of unobligated funds should be requested to support one-time activities that align with the grantee's existing goals and objectives. For awards not subject to expanded authority, recipients must request carryover of unobligated funds from one budget period to the next. When requesting a carryover, keep the following in mind:

- The carryover request should be completed *only after Grants and Contract Compliance has determined the unobligated balance* for the applicable budget year.
- The carryover request must be submitted *at least 60 days before the end of the program year* in which the funds are being requested.
- Approved carryover funds must be *obligated in the year in which they are awarded.*
- Carryover funds are *intended to cover only prospective costs, not costs already incurred* by the recipient.

- Funds support *one-time activities*. Approval for one-time activities does not constitute automatic approval for funding these activities in the future.

Required Documentation:

- Overall ***budget table indicating current funding levels*** for each budget category (personnel, fringe, travel, etc.) *and carryover funds* requested for each category
- Budget request and ***detailed justification outlining the activities that will be completed using carryover funds, how the activities relate to the existing and approved work plan, and a cost breakdown for each activity*** (ex. Unit cost per item X number of items needed = total cost). Budgets should be **rounded** to the nearest dollar; do not include cents. Ensure that all columns sum correctly.

Consultants/Contractors

University Counsel is the only unit on campus authorized to execute an agreement with consultants or contractors **when sponsored funds are to be used**. This/her includes any company or corporation formed by an individual who is the sole stockholder. **Procurement Services** handles all consultant/contractor agreements when the **consultant/contractor is not named in the proposal**. However, prior *approval and acknowledgement of the GCC* of the Comptroller's Office is necessary *to ensure financial compliance with the grant or contract* before a project is bid or the Purchase Order is established. Keep in mind that *all consultant agreements or contracts must also be in compliance with USG/State policy as well as the policies and procedures of Savannah State University.*

If a grant award has **predetermined the status of a consultant (provides advice only) or independent contractor (provides services or products), then no additional status determination will need to be made**. *Consultants who are specifically named in a grant will be required to complete a Consultant/Contractor form.* If a grant award has not predetermined the status of a consultant or independent contractor, then additional determination of status will be made using IRS guidelines (See **USG Business Procedures Manual 5.5**, http://www.usg.edu/business_procedures_manual/bpm-sect05.pdf).

While ultimately Departments (PIs) are held accountable for the classification of an independent contractor versus an employee, Grants and Contracts Compliance (Comptroller's Office), Procurement Services, and Personnel will make this/her determination jointly.

All requests to hire a consultant should be made using the Consultant/Contractor form (found on the Procurement website. As noted on the form, requests to hire a consultant must be **fully approved** by the Grants and Contracts Compliance in the Comptroller's Office **prior to** work beginning.

NOTE: ACTIVE SSU EMPLOYEES CAN NOT BE HIRED AS CONSULTANTS/CONTRACTORS. Retirees can only be hired if they are a separate taxable entity (i.e., S-Corp) and are selected through the bid process for contracts over \$5,000.

Per 2 CFR, Part 220, Appendix A, J (37), Professional Service Costs:

❖ Cost of professional and consultant services rendered by persons who are members of a particular profession or possess a special skill, and who are not officers or employees of the institution, are allowable subject to . . . of this/her Appendix when reasonable in relation to the services rendered and when not contingent upon recovery of the costs from the Federal Government. In addition, legal and related services are limited under section J.13 of this/her Appendix.

To initiate payment of a consultant/contractor, a request should be submitted through eProcurement along with an invoice and a copy of the signed contract.

The necessary forms can be found at http://www.savannahstate.edu/fiscal-affairs/documents/IndependentContractor_PerDiemAgreementedit1.24.11.pdf

Copy Charges

If your grant allows for on-campus, grant-related copy charges in the budget, the Project Director should contact the Print Center, to request a copy account be created for direct copy charges to the grant. The Project Director must provide the grant name and grant speed chart number for the account to be established. At the close of the grant award, the Project Director is responsible for notifying the Print Center to terminate the grant copy charge code. If this/her code is used beyond the grant end date, the copy charges will default to the Project Director's home department. http://www.whitehouse.gov/omb/circulars/a021/a21_2004.html#c

Cost Sharing or Matching

Savannah State University receives funding from federal, state, local, private and miscellaneous funding agencies. One of the criteria for the awarding of funds from the various sources may include matching funds and/or cost sharing requirements. Cost sharing and matching are two things defined as the total project or program costs not borne by the federal programs or the awarding agency for all other programs.

The amount and types of cost sharing may vary among agencies and are generally classified as follows:

- **Cash contributions**- Cash contributions represent the recipient's cash outlay, including the outlay of money contributed to the recipient by non-federal third parties.
- **In kind contributions**- In-kind contributions represent the value of non-cash contributions provided by the recipient and non-federal third parties. Only when authorized by federal legislation may property purchased with federal funds be considered as the recipient's in-kind contribution. In-kind contributions may be in the form of charges for real property and the value of goods and services directly benefiting and specifically identifiable to the project or program.

Policy

See OMB Circular A-110, 2 CFR, Part 215, for specific guidance. PI/PD(s) must document specific information relative to the source of funding and amounts for matching contributions.

This/her information must be submitted to the OSR and the appropriate accountant in Grants and Contracts Compliance (GCC). The type of support will vary depending on the cost sharing type.

Once a **proposal containing cost sharing, imposed or volunteered, is accepted by a sponsor, it is considered binding** upon the University and **requires written approval from the sponsor to change**. Cost sharing obligations must be kept **within reason and must be capable of being fulfilled from acceptable resources available** to the Principal Investigator, the Chair of his/her/department, Dean of his/her/department, Director of associated center/institute, the Vice President for Research, or the President.

Once an award is accepted by the University, the Principal Investigator is responsible for ensuring that any cost sharing commitments are met and that all necessary documentation is provided to GCC and OSR. Cost sharing or matching expenditures incurred or services rendered must occur during the period of the award and are subject to the same sponsor guidelines and regulations.

Cost sharing or matching is that portion of the project or program costs not paid by the sponsor. There are three types of cost sharing:

- **Mandatory cost sharing** is required either by federal statute or by the established policy of the sponsor.
- **Voluntary committed cost sharing** is in excess of any mandatory cost sharing. It is volunteered to demonstrate the University commitment to a project. Voluntary commitments in proposals become required financial commitments if the proposal is funded.
- **Voluntary uncommitted cost sharing** is defined as over and above that which is committed and budgeted for in a sponsored agreement. More specifically, this/her is either additional time or resources provided by the researcher, which were not denoted in the proposal, towards completing the project.

Examples of cost sharing include the following:

- Faculty time along with the associated fringe benefits and facilities and administrative costs (if allowable by the sponsor)
- Directly related supplies and services
- Equipment
- Unrecovered facilities and administrative costs, if approved by the sponsor
- A nine-month SSU faculty member who is voluntarily working on a research project on campus during the summer without compensation
- Time donated by advisory council members
- The value associated with the use of an off-campus meeting hall
- Sub recipient cost-sharing

Commitments to cost sharing and matching should be held to a minimum and should not, without compelling reason, exceed 5% of total project costs. Regardless of the percentage, the ability of the University to meet the commitment from acceptable resources must be clear.

As part of the proposal review process, *when a Principal Investigator (PI) plans to include either SSU's resources or external entities' resources as cost sharing, this/her information must be specifically identified.* It constitutes a formal commitment to the sponsor by the Department Chair, dean of the academic unit, director of the center/institute, the Associate Vice President for Research, or the President. In cases *where the matching involves external entities, a letter of commitment from each entity and a detailed budget must be submitted* with the proposal. Any variation from this/her process must be approved by the Associate Vice President for Sponsored Research before the proposal can be processed. In those cases where the subcontractors are providing cost sharing, their budget needs to identify these commitments.

Once the application for the grant, contract, or cooperative agreement is funded by the sponsoring agency, **SSU is required to provide the stated resources listed as cost sharing and apply the same fiduciary responsibilities in expending these funds as is done for the funds** “providing matching information to Grants and Contracts Compliance (GCC).

See OMB Circular A-110, 2 CFR, Part 215, for guidance:

Contributions can be accepted as part of the recipient's cost sharing when such contributions meet all of the following criteria:

§ 215.23 Cost sharing or matching.

- ❖ *(a) All contributions, including cash and third party in-kind, shall be accepted as part of the recipient's cost sharing or matching when such contributions meet all of the following criteria.*
 - *(1) Are verifiable from the recipient's records.*
 - *(2) Are not included as contributions for any other federally-assisted project or program.*
 - *(3) Are necessary and reasonable for proper and efficient accomplishment of project or program objectives.*
 - *(4) Are allowable under the applicable cost principles.*
 - *(5) Are not paid by the Federal Government under another award, except where authorized by Federal statute to be used for cost sharing or matching.*
 - *(6) Are provided for in the approved budget when required by the Federal awarding agency.*
 - *(7) Conform to other provisions of this/her part, as applicable.*
- ❖ *(b) Unrecovered indirect costs may be included as part of cost sharing or matching only with the prior approval of the Federal awarding agency.*

When an application or proposal that contains cost sharing is awarded, SSU is expected to meet the cost sharing requirement in that application or proposal. *If, at the time of award, the sponsor's level of support is less than the University's originally proposed budget, any original matching commitments offered by the University or external entities on behalf of SSU should be*

reconsidered for possible reduction or elimination from the award in consultation with the OSR. If during the life cycle of a project, conditions arise that make it impossible to satisfy the matching requirements, Grants and Contracts Compliance as well as Sponsored Research should be informed of this/her by the Principal Investigator. The OSR is responsible for renegotiating any reduction in the level of matching required by the sponsor. The Principal Investigator is responsible for eliminating any matching shortfall requirements.

To assist the Principal Investigator in capturing the cost sharing information in accordance with federal requirements, the OSR will provide guidance. In cases where the origin of funds is not from a federal source, please consult the OSR to determine how the reporting requirements might vary.

Cost Transfers

A **cost transfer** involves *action in which costs are moved from a non-sponsored project account to a sponsored project or from a sponsored project to any other account.* The ***following exclusions*** apply:

- **Initial transfers** of charges for supplies or services from an inventory account, cost center, or other similar operations in accordance with established accounting procedures.
- **Corrections of processing errors** that occur within the accounting systems such that when the correction is made by GCC, the accounting records are in agreement with the documentation that authorized the change.
- **Corrections of encumbrances are not considered cost transfers** and any such changes are to be processed according to Procurement procedures which require written notification of corrections to be made to purchasing documents.

Cost transfers receive careful scrutiny by sponsors, especially federal government contracting officers and auditors and are **exceptional activities that should not occur frequently**. Cost transfers to or from grants/contracts ***should represent corrections and must be made promptly after the error is discovered***. The transfer must be supported by a written explanation of how and why the error occurred and a certification of the correctness of the new change. *An*

explanation that merely states that the transfer was made “to correct error” or “to transfer to correct project” is not sufficient.

Costs may not be shifted between accounts or from one budget period to the next solely to cover cost overruns. Cost transfers based on funding considerations are prohibited (i.e., cost transfers cannot be done to expend remaining funds). The intentional “parking” of charges on a restricted grant/contract pending transfer to another grant/contract account upon its funding is unallowable. Parking of charges for any reason is considered a misuse of grant funds.

Losses on other sponsored agreements or contracts.

- ❖ *Any excess of costs over income under any other sponsored agreement or contract of any nature is unallowable. This/her includes, but is not limited to, the institution’s contributed portion by reason of cost-sharing agreements or any under-recoveries through negotiation of flat amounts for F&A costs. See the Costs section of this/her Handbook or refer to 2 CFR, Appendix A to Part 220, J, 29.*

Cost transfers required to correct errors or to achieve proper, consistent, and equitable distribution of costs to sponsored projects will be allowed, provided adequate justification for the change is furnished and necessary approvals that certify the accuracy of the charges are received. A cost transfer made within 30 days after the posting date of the transaction requiring a transfer will be considered timely. In other exceptional instances, cost transfers may be required after the 30 day period. All cost transfers require a description/justification of why the transfer is needed. Approval/disapproval of the cost transfer by Grants and Contracts Compliance will be assessed once all documentation and justification has been received.

See 2 CFR, Appendix A to Part 220—Principles for Determining Costs Applicable to Grants, Contracts, and Other Agreements With Educational Institutions.

Cost transfers of personal service expenses (salary/fringe distribution changes) requests will *require adequate supporting statements that clearly indicate that the costs being moved to a project are directly related to the project scope and allowable by the project budget and have been incurred in a timely manner to benefit project activities.* In addition, a **Time and Effort**

report will be required as back-up documentation prior to any personal services reallocations for federal awards. Justification must always consist of more than simple statement such as “to correct an error” or “posted to the project number.” While such statements may be correct, justification must be considered adequate to convince a sponsor or auditor of the accuracy of the charge to the sponsored project. The designated Project Director or other responsible party must certify as to the accuracy of the cost transfer. **Grants and Contracts Compliance, the Comptroller’s office, approves the cost transfer as to accuracy of the accounting, the proper authorization, and the adequacy of the documentation.**

Course Release(s) and Redirects

If a grant supports a **course release**, the *Project Director is responsible for notifying the OSR as well as Grants and Contracts Compliance (GCC) via email, memorandum, or the form* (found at <http://web.savannahstate.edu/academic-affairs/docs/osra/FacultyReleaseForm.pdf>) of the *course release(s) schedule to charge against respective grants each semester* (Fall and Spring). Notification must occur during the semester in which the course release is taken. The difference between a full-time faculty member’s salary and a part-time faculty member’s salary can be significant. This/her salary difference (excluding any fringe benefits) can be recovered by the department and used to offset grant or departmental expenses. The Project Director is responsible for requesting these funds during the semester their course release is taken.

In addition, a Time and Effort report (<http://web.savannahstate.edu/academic-affairs/docs/osra/SemesterTimeAndEffort.pdf>) will be required as backup documentation for any course releases and/or redirects charged to federal sponsored awards.

Redirects *are the portion of salary that is saved in a departmental budget when a grant or contract pays for all or a portion of a faculty member’s salary.*

Redirects can be created by:

1. Percentage of individual’s salary charged to a grant, releasing that amount in the departmental budget
2. Course release(s) for faculty to work on the grant

Disallowable Expenditures and Overdrafts

Principal Investigators are responsible for tracking expenditures to prevent disallowable expenditures and overdrafts of sponsored support. In the event that such expenditures occur, Principal Investigators must *expeditiously resolve cost overdrafts and disallowances* of sponsored program funds. *Grants and Contracts Compliance* is responsible for monitoring sponsored program accounts to ensure resolution of overdrafts in conjunction with the administrating department.

Equipment Management

Grants and Contracts Compliance *is responsible for establishing and maintaining accountability* for equipment acquired under grants, contracts, and subcontracts for sponsored programs in accordance with sponsoring agency directives and University policy. Sponsor definitions of non-expendable equipment may vary as to the acquisition cost threshold. Most federal sponsors will utilize the definition contained in OMB Circular 2 CFR, i.e., **an acquisition cost of \$5000 or more per unit.**

See 2 CFR, Appendix A to Part 220, J, 18.

18. Equipment and other capital expenditures.

❖ *a. For purposes of this/her subsection, the following definitions apply:*

(1) “Capital Expenditures” means expenditures for the acquisition cost of capital assets (equipment, buildings, and land), or expenditures to make improvements to capital assets that materially increase their value or useful life. Acquisition cost means the cost of the asset including the cost to put it in place.

...

(2) “Equipment” means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of the capitalization level established by the institution for financial statement purposes, or \$5000.

(3) *“Special purpose equipment” means equipment which is used only for research, medical, scientific, or other technical activities. Examples of special purpose equipment include microscopes, x-ray machines, surgical instruments, and spectrometers.*

(4) *“General purpose equipment” means equipment, which is not limited to research, medical, scientific or other technical activities. Examples include office equipment and furnishings, modular offices, telephone networks, information technology equipment and systems, air conditioning equipment, reproduction and printing equipment, and motor vehicles.*

❖ *b. The following rules of allowability shall apply to equipment and other capital expenditures:*

(1) *Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct charges, except where approved in advance by the awarding agency.*

(2) *Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5000 or more have the prior approval of the awarding agency.*

(3) *Capital expenditures for improvements to land, buildings, or equipment which materially increase their value or useful life are unallowable as a direct cost except with the prior approval of the awarding agency.*

(4) *When approved as a direct charge pursuant to subsections J.18.b(1) through (3) of this/her Appendix, capital expenditures will be charged in the period in which the expenditure is incurred, or as otherwise determined appropriate by and negotiated with the awarding agency.*

(5) *Equipment and other capital expenditures are unallowable as indirect costs.*

...

Proposals for awards should *specify the type and quantities of equipment required*. (As sponsor agency prior approval policies vary, listing of equipment in an award does not necessarily provide approval to purchase the equipment.) More specifically, *budgeted equipment must be in compliance with the specific rules and regulations of the sponsoring agency and applicable to the Office of Management and Budget Circulars governing the expenditure of funds*. Before requesting any new equipment, the Principal Investigator must determine that equipment available to the University will either not meet the project's property needs or is not available for use when required.

The Principal Investigator assures that equipment received is as ordered and in good condition. Any discrepancies or damage should be immediately reported to the Procurement Department. Responsibility for *maintaining physical control of all equipment acquired under an award and safeguarding it against loss, damage, or unauthorized use rests with the Principal Investigator*. Subcontractors or subgrantees are also responsible for compliance with equipment policies and requirements and will be so instructed in sub-award documents.

Equipment owned by the federal government or other sponsors is subject to transfer to another institution when approved and directed by the sponsor agency. A request for transfer of such property can originate with a researcher transferring to another institution and requiring such property in the pursuit of continuing research or with the sponsor agency itself. A *transfer originated by a faculty member requires the advanced approval of the appropriate department head, dean, Grants and Contracts Compliance, and, in some instances, the federal or sponsor agency*. Agency-originated disposition or transfer instructions do not require such approval. However, if agency-directed or contemplated transfers are *likely to impair continuing research or training projects at the University, such considerations should be promptly brought to the attention of the agency through the GCC and OSR* in an attempt to dissuade the agency from making the transfer. *Much of the property acquired on research or training awards becomes University (State) property upon acquisition or by subsequent vesting of title. Disposition or transfer of such property is subject to University and State policies*.

Any questions relative to these policies or to equipment on a federally-sponsored award should be directed to GCC (particularly as regards accountability) and OSR. .

Facilities and Administrative (Indirect) Costs

Unless prohibited by the funding agency, all *requests for extramural funding must include facilities and administrative costs*. Modified total direct costs includes all salaries and wages, fringe benefits, materials, supplies, travel, and the first \$25,000 of each subgrant/subcontract. Modified total direct costs exclude capital expenditures and the portion of each subgrant/subcontract in excess of \$25,000.

Facilities and administrative costs *reimburse the University for laboratory and office space; utilities; administrative services* (e.g., purchasing, accounting, research administration, personnel, security); *custodial services; and building, grounds, and street maintenance*. In other words, they include all those things essential to support sponsored research which cannot be broken down and directly charged to a specific grant or contract.

There are *organizations which, by regulation, limit facilities and administrative cost recovery*. If a proposal is being submitted to such an agency, a copy of their policy must be submitted to the Office of Grants and Contracts with the proposal or a waiver must be provided.

Fixed-Price Contracts

Most awards are cost-reimbursable. However, under some circumstances, a fixed-price contract may be negotiated. In those cases where an agreement is a fixed-price contract (generally research institutes and centers), provisions must be made by the Principal Investigator (PI) and/or department having primary responsibility for the project to cover any overdrafts

Hiring Personnel

It is the responsibility of the PI/PD to control personnel expenditures within the limits of the budget for approved sponsored projects. In order to expend funds, the PI/PD must prepare the appropriate expenditure documents relative to personnel employment. *Persons working on sponsored projects or programs are subject to the same personnel policies and procedures that are in effect for employees hired through state funding sources*. Reference materials, including the **(Faculty Handbook)**, and the **(Classified Staff Handbook)** are available in the Office of Human Resources, OSR, and in the offices of the deans and chairpersons. **No one shall be**

permitted to start work prior to the final approval of the appropriate personnel action forms and processing by the Human Resources department to ensure the employee is entered and active in the payroll system.

All persons employed on or through grants or other sponsored programs, whether full-time or part-time, are temporary employees whose employment terminates automatically once the grant expires. Grant and other sponsored program employees, whether full-time or part-time, who are employed on grants or sponsored programs with academic, faculty rank are indeterminate. That is, academic faculty rank is for the project only and terminates automatically once the project expires.

Once the award notification is received from the funding agency and a grant account number has been assigned by authorized personnel, please seek advisement from the Office of Human Resources in regards to the guidelines and procedures that should be followed for hiring personnel.

NOTE: All Human Resources-related issues should be directed to the Office of Human Resources. Independent contractors or consultants must go through procurement and cannot be classified as employees per IRS regulations.

Honorariums

Contract and Agreement forms are used when a guest lecturer speaks during a class, workshop, seminar, etc. All requests to hire a lecturer/presenter should be made using the Contract and Agreement form. This/her form is available on Forms Online website at http://www.savannahstate.edu/fiscal-affairs/documents/IndependentContractor_PerDiemAgreementedit1.24.11.pdf

Requests to hire a lecturer/presenter must be fully approved prior to work beginning by University Legal Counsel. **An active Savannah State University employee cannot be paid as a lecturer/presenter.**

Memberships, Subscriptions, and Professional Activity Costs

Costs of membership in any civic organization, country club, social, or dining club are **unallowable**. An *individual membership or subscription to a professional group or periodical* may be allowed as a direct charge if the following can be demonstrated.

1. The *membership created a cost-savings to attend a conference* at which research results specific to a project will be presented, or *membership is mandatory* in order to present a paper specific to the project **or**
2. The *sole purpose of the membership is to purchase a periodical at a reduced rate*. The periodical is *not available* through the institution's library services, and the periodical is *necessary* for the sponsored project.

No-Cost Extension

Should you be unable to complete your project by the end date, you may request a no-cost extension. *Most federal agencies require prior approval for a no-cost extension.*

No-cost extensions should be *requested through the Office of Sponsored Research at least 60 days prior to the project end date* using the Administrative Action Request Form in Appendix D. To determine if agency approval is required, see the matrix in Appendix C and review your grant terms and conditions.

Pre-Award Costs

Costs incurred prior to the beginning date of a budget period of a new grant or a competitive renewal of an existing grant is not allowable by the institution.

Procurement Services

If your grant includes funds for equipment, supplies, and contractual agreements, please **contact Procurement Services** <http://www.savannahstate.edu/fiscal-affairs/purchasing.shtml>.

§ 215.40 Purpose of procurement standards.

- ❖ *Sections 215.41 through 215.48 set forth standards for use by recipients in establishing procedures for the procurement of supplies and other expendable property, equipment, real property and other services with Federal funds. These standards are furnished to ensure that such materials and services are obtained in an effective manner and in compliance with the provisions of applicable Federal statutes and executive orders. . . .*

§ 215.41 Recipient responsibilities.

- ❖ *The standards contained in this/her section do not relieve the recipient of the contractual responsibilities arising under its contract(s). The recipient is the responsible authority, without recourse to the Federal awarding agency, regarding the settlement and satisfaction of all contractual and administrative issues arising out of procurements entered into in support of an award or other agreement. This/her includes disputes, claims, protests of award, source evaluation or other matters of a contractual nature. Matters concerning violation of statute are to be referred to such Federal, State or local authority as may have proper jurisdiction.*

§ 215.43 Competition.

- ❖ *All procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open and free competition. The recipient shall be alert to organizational conflicts of interest as well as noncompetitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, invitations for bids and/or requests for proposals shall be excluded from competing for such procurements. Awards shall be made to the bidder or offeror whose bid or offer is responsive to the solicitation and is most advantageous to the recipient, price, quality and other factors considered. Solicitations shall clearly set forth all requirements that the bidder or offeror shall fulfill in order for the bid or offer to be evaluated by the recipient. Any and all bids or offers may be rejected when it is in the recipient's interest to do so.*

All purchases must comply with all State of Georgia and University policies and procedures. Procurement is responsible for maintaining written procurement procedures and their advice should be sought if any uncertainty as to how to proceed with an acquisition exists. For grant specific acquisitions PIs should also discuss and get the approval of GCC as how to proceed if there are any concerns.

Procurement Cards

The ***Project Director*** is responsible for *verifying that all procurement card expenses charged to his/her or her grant are in compliance with the award/contract.* If invalid or unauthorized purchases are charged to a grant using a procurement card, the College/Department budget will absorb the expense. If the expenses *cannot be absorbed by the College/Department (i.e., expenses cannot be paid with state funds)* all charges will become the responsibility of the *Project Director.*

For the complete Purchasing Card Program/Policy and Procedures, please visit the Procurement website at <http://www.savannahstate.edu/fiscal-affairs/purchasing.shtml>.

Professional Service Costs

Costs of professional and consultant services rendered by persons who are members of a particular profession or possess a special skill, and who are not officers or employees of the institution are **allowable**. Follow procurement policies and procedures as established for the University.

Program Income

Program income is the gross revenue earned from activities for which the direct costs have been charged to a grant (or subgrant) or counted as a direct cost toward meeting a cost sharing or matching requirement of a grant.

§ 215.24 Program income.

- ❖ *(a) Federal awarding agencies shall apply the standards set forth in this/her section in requiring recipient organizations to account for program income related to projects financed in whole or in part with Federal funds.*
- ❖ *(b) Except as provided in paragraph (h) of this/her section, program income earned during the project period shall be retained by the recipient and, in accordance with Federal awarding agency regulations or the terms and conditions of the award, shall be used in one or more of the ways listed in the following.*
 - (1) Added to funds committed to the project by the Federal awarding agency and recipient and used to further eligible project or program objectives.*
 - (2) Used to finance the non-Federal share of the project or program.*
 - (3) Deducted from the total project or program allowable cost in determining the net allowable costs on which the Federal share of costs is based.*

Examples of program income:

- Fees for services such as laboratory drug testing or conference fees
- Proceeds from sale of equipment or supplies purchased or constructed with grant funds if title does not vest in the grantee
- Usage or rental fees charged for use of facilities or equipment such as computer use charges
- Funds generated by the sale of commodities such as sale of tissue cultures, cell lines, or research animals
- Third party patient reimbursements for hospitals or other medical services where such reimbursement occurs because of the grant supported activity
- Patent or copyright royalties

Grants and Contracts Compliance, GCC, should be contacted at the time it is recognized program income will be generated. They will assist in establishing the proper method of accounting for the income. Since program income has the same accountability requirements as

federal grant funds, GCC will select a mechanism which will account for program income in accordance with federal requirements. Program income, in accordance with specific agency requirements, is reported to the sponsoring agency on financial reports which are prepared periodically by the GCC.

Recommended Purchasing Deadlines for Grants

All grant expenditures must be posted on SSU's financial ledgers prior to the grant end date.

SSU P-Card Deadlines--60 days before the end date of the grant

SSU AGS/Misc. Deadline--30 days before the end date of the grant

SSU Travel Expense Statement Deadline--30 days before the end date of the grant

Grant-Specific Deadline(s) --You must reference the individual grant/contract for grant-specific deadlines set by funding agencies (i.e., narrative reporting, etc.). All fiscal reporting is done by the Grants and Contracts Compliance (GCC). Please contact GCC if you have any questions or concerns with the above recommended deadlines.

Salaries and Wages

Salaries and wages are allowable as a direct cost to the extent that they are reasonable and conform to established University salary and wage policy. All personnel involved in a sponsored project effort, whether faculty, professional staff, clerical staff, or students (research assistants), must be paid in accordance with University and state guidelines. The salary and wage categories and job or position classifications on sponsored project must be congruent with those established for all other employees of the University. Salary rates and increments are, therefore, subject to the regulations applied to all other University employees of the same classification. Exceptions result in audit disallowances.

See 2 CFR, Appendix A to Part 220, J.

10. Compensation for personal services.

- ❖ *(a) General. Compensation for personal services covers all amounts paid currently or accrued by the institution for services of employees rendered during the period of performance under sponsored agreements. Such amounts include salaries, wages, and fringe benefits (see subsection J.10.f of this/her Appendix). These costs are allowable to the extent that the total compensation to individual employees conforms to the established policies of the institution, consistently applied, and provided that the charges for work performed directly on sponsored agreements and for other work allocable as F&A costs are determined and supported as provided below. Charges to sponsored agreements may include reasonable amounts for activities contributing and intimately related to work under the agreements, such as delivering special lectures about specific aspects of the ongoing activity, writing reports and articles, participating in appropriate seminars, consulting with colleagues and graduate students, and attending meetings and conferences. . . .*

Salary and wage rates contained in a proposal, including projected increases, are budgetary figures. All personnel commitments are handled in conformity with established University salary and wage policies. Budgetary data contained in a proposal does not in any way supersede such policies.

All University personnel must be paid through the University payroll system. In addition, all students who are enrolled at the University and are being paid for services rendered must be paid through the University payroll system.

Summer Pay

The Project Director is responsible for ensuring his/her/ Department Chair submits to Academic Affairs the faculty names, amounts, and grant account for those that are budgeted to be paid Summer pay from his/her/ grant.

Faculty work done during the summer months (June and July) must be paid through summer payroll. In addition, a **Time and Effort report** is required as backup documentation for any summer payroll charged to federal sponsored awards.

For specific SSU submission deadlines for faculty payroll, please contact the Office of Sponsored Research. For SSU Summer payroll check dates, please contact the Office of Payroll.

Stipends

Stipends are paid to individuals under *training grants which are intended to provide financial assistance during the period of the grant.* Payments are made for *attendance at workshops, training sessions, and meetings, etc.* No services are rendered to SSU by the individual. An individual can be paid a flat rate amount. Please submit a **check request for payment** (see Check Request policy and forms on the Business & Financial Affairs website). For specific questions regarding the check request process, please contact Grants and Contracts Compliance.

Scholarships and Fellowships

The University provides institutional, state, private, and federally funded scholarships and fellowships to individuals who seek to further their education. All federal, state and university policies and other regulations governing student aid disbursements will be enforced.

Overview

- **Scholarships** are generally *amounts paid for the benefits of undergraduate students at an educational institution to aid in the pursuit of studies.* It includes grants-in-aid, trainee stipends, tuition and fee waivers, and prizes to undergraduate students.
- **Fellowships** are generally *amounts paid for the benefit of graduate students at an educational institution.* It includes grants-in-aid and trainee stipends to graduate students. It does not include funds for which services to the institution must be rendered.
- *All scholarships and fellowships are to be used for educational and related purposes.* Recipients must be accepted for admission to the university before an award is final.
- *Criteria established by the awarding agency must be met by the recipient before the award is made.*

Subcontract and Subgrant Effort

Some sponsored program projects require the University to collaborate with other institutions or contractors. Such effort must be defined in the proposal and approved by the sponsor agency in advance. Subcontract or subgrant documents must also be approved by the sponsor agency prior to finalization of any such agreement. **During any programmatic discussions with potential subcontractors or subgrantees, financial commitments or arrangements must be approved by the Office of Sponsored Research and coordinated with Grants and Contracts Compliance**. As audits are generally required for all subcontracts, the University's proposal must provide for the costs of such audits or contain assurances that the audit will be accomplished. Other universities are also subject to federal audit requirements and can generally provide needed audit information without the need for a separate subcontract audit. Contact the *Grants and Contracts Compliance for additional information and guidance on requirements related to fiscal compliance and the Office of Sponsored Research on issues related to program compliance*.

Except for the estimated cost for auditing a subcontract, all subcontract costs are a *composite direct cost* as far as the University is concerned and should always be shown in the subcontract cost line of the proposal. Although it is expected that subcontract costs will be broken out and supported in the subcontractor's proposal to the University, subcontract costs should never be intermingled with SSU cost elements. Each subcontractor that includes facilities and administrative costs as part of their overall budget should provide a copy of their most recent federally-negotiated facilities and administrative costs rate agreement.

Where it is *known in advance that specific organizational entities are essential* to and will collaborate on a sponsored project, it is customary that *estimated costs to be included in the SSU proposal be corroborated by an official proposal from that organization prior* to submission of the SSU proposal.

Supplies

Generally, grant and contract funds may be used to purchase supplies *delivered on or after the beginning date* of the project. *Purchases made during the latter part of a project are subject to particular audit scrutiny* and, therefore, must be sustaining from the view points of relevance and usefulness to the project. Failure to adhere to these stipulations can result in audit exceptions and costs disallowance.

Part 215, Subpart C—Post-Award Requirements

§ 215.35 Supplies and other expendable property.

- ❖ *(a) Title to supplies and other expendable property shall vest in the recipient upon acquisition. If there is a residual inventory of unused supplies exceeding \$5000 in total aggregate value upon termination or completion of the project or program and the supplies are not needed for any other federally-sponsored project or program, the recipient shall retain the supplies for use on non-Federal sponsored activities or sell them, but shall, in either case, compensate the Federal Government for its share. The amount of compensation shall be computed in the same manner as for equipment.*
- ❖ *(b) The recipient shall not use supplies acquired with Federal funds to provide services to non-Federal outside organizations for a fee that is less than private companies charge for equivalent services, unless specifically authorized by Federal statute as long as the Federal Government retains an interest in the supplies.*

If supplies are not received prior to the termination of an award or contract, it is necessary to utilize and charge the supplies to the continuation award or to another active project which requires and can effectively utilize the supplies. Where the usage and charges for such supplies cannot be legitimately absorbed by another active project or departmental budget, ***prompt action should be taken to cancel outstanding orders*** and avoid the incurrence of a financial obligation not covered by an authorized budget.

Time and Effort Reporting

Office of Management and Budget Circular 2 CFR requires certification for payroll distribution purposes for all payroll charges to federal contracts and grants of professorial, professional, or support staff. These time and effort reports account for 100% of each individual's effort even if he/she is part-time. Charges for work performed on sponsored agreements by faculty members during the academic year will be based on the individual faculty member's regular compensation for the continuous period which, under the policy of the institution concerned, constitutes the basis of his/her salary. Charges for work performed on sponsored agreements during all or any portion of such period are allowable at the base salary rate. In no event will charges to sponsored agreements, irrespective of the basis of computation, exceed the proportionate share of the base salary for that period. This principle applies to all members of the faculty at SSU. However, in unusual cases where consultation is across departmental lines or involves a separate or remote operation, and the work performed by the consultant is in addition to his/her regular departmental load, any charges for such work representing extra compensation above the base salary are allowable, provided that such consulting arrangements are specifically provided for in the agreement or approved in writing by the sponsoring agency.

See 2 CFR, Appendix A to Part 220, J, 10. *Compensation for personal services.*

(2) Criteria for Acceptable Methods.

- ❖ *(a) The payroll distribution system will be incorporated into the official records of the institution; reasonably reflect the activity for which the employee is compensated by the institution; and encompass both sponsored and all other activities on an integrated basis, but may include the use of subsidiary records. (Compensation for incidental work described in subsection a need not be included.)*

As noted above, OMB Circular 2 CFR requires that the payroll distribution system (time and effort reporting) will:

- (i) be incorporated into the official records of the institution,**

(ii) reasonably reflect the activity for which the employee is compensated by the institution, and

(iii) encompass both sponsored and all other activities on an integrated basis.

The Office of Sponsored Research (OSR) is responsible for distributing, collecting, reviewing, and maintaining the official file of time and effort reports. The **percentages** reflected on the time and effort reports are based upon the amounts charged to contract and grant accounts in the University payroll system, which may not reflect actual effort expended. *The percentages must be changed to reflect the actual activity expended before they are certified.*

A time and effort report is created each month/semester for all faculty, staff, graduate assistant, student, or temporary salaries charged to sponsored agreements. The distribution of salaries and wages is based on payrolls documented in accordance with the generally accepted practices of colleges and universities. **Certification of the effort** requires that the person signing the time and effort report, whether it is the Principal Investigator, Department Chair, or Dean, have first-hand knowledge of all the employee's activities during the reporting period. The information certified by the departments for pay periods reflects the actual activity of each employee as well as it can be measured.

Mandatory committed effort is *effort activity required by the sponsored agency* as a condition of making the award and committed by the Principal Investigator.

Voluntary committed effort is *effort not required by the sponsoring agency but volunteered* and committed by the Principal Investigator.

Savannah State University currently uses the **After-the-fact Activity Reporting** for Professorial, Professional, and Non-Professional employees.

The form for recording time and effort can be found on the Office of Sponsored Research (OSR) website at <http://web.savannahstate.edu/academic-affairs/docs/osra/SemesterTimeAndEffort.pdf>. These reports should be turned into OSR by the following dates as specified on the OSR website:

Semester	Report Due Date
Fall	January 15
Spring	June 15
Summer	September 15

Each report must be signed and dated by the employee who performed the work and by the Project Director (or Department Chair if the time and effort is for the Project Director). Employees involved in certifying their own or someone else's effort must understand that *severe penalties and funding disallowance(s) could result from inaccurate or untimely effort reporting*. Only individuals doing the work or an official (that is not subordinate of the individual) who has direct knowledge of that work is authorized to certify these reports. It is the responsibility of the Project Director to return the completed personnel activity form to OSR. Any incomplete forms will be returned to the Project Director for completion.

Retroactive changes to time and effort reports must give full consideration to previous certifications on file and must be documented and explained in a manner which unequivocally substantiates the propriety of the adjustment.

Changes of distribution of workload may not normally be made for any prior pay period. In the following exceptional situations, however, retroactive changes may be warranted:

- When **necessary to correct** clerical and data entry errors.
- When **subsequent information is received indicating an incorrect original entry**.
- When required to properly **change non-federal funds for costs incurred in connection with an award that fails to materialize**.
- When **closely related work is supported by more than one funding source**, costs may be transferred from the originally charged fund to another fund, provided the cost is a proper and allowable charge to the receiving account and the interrelationship between the accounts is fully explained in the request. If over-expenditure is being transferred to another project, especially strong supporting evidence is required for approval.

Unacceptable changes include the following:

- When the change is for the purpose of **utilizing unexpended funds** of a federal award.
- When the change is for the purpose of **circumventing award restrictions**.
- When the change is for the purpose of **avoiding a cost overrun by charging another, unrelated federal agreement**.
- When explanation merely states “**to correct error**”, “**to transfer correct project**”, or **other similar insufficient reasons**.
- When a change **unrelated to sponsored agreements applies to a closed fiscal year**.

Time-Limited Appointments

Normally positions under contracts and grants are time-limited and for a stated definite term.

Otherwise an employing unit has a continuing obligation to the person after the end of the funding period. During the recruitment period, the Principal Investigator will be advised by staff in the Office of Human Resources about how to describe the position to interviewees.

Travel

Travel expenses are allowable if authorized and in direct support of the project. *All travel reimbursements*, both to University and non-University employees, **are subject to state and University travel policies** *except in those few instances where more restrictive policies and limitations may be imposed by a specific award*. Federal travel regulations will apply when required by federal contracts. Please find the travel guides for the State and the University as follows:

http://sao.georgia.gov/00/channel_createdate/0,2095,39779022_138756283,00.html

NOTE: All travel-related issues should be directed to the Office of Accounts Payable.

Please visit <http://www.savannahstate.edu/fiscal-affairs/UniversityTravel.shtml> for more guidance and answers to frequently asked questions.

Utility Services

Utility costs, such as heat, light, water, air conditioning, and local telephone service are *recouped through the indirect cost rate and are not considered as direct costs*. In unusual circumstances,

where inordinate amounts of such services are required for a project, it may be appropriate to direct cost these items. Grants and Contracts Compliance can assist departments in such circumstances.

Closeout of Agreements

In order to comply with federal regulations addressing project closeout (Federal Circulars 2 CFR and A-110), a **formal project closeout process consists of the following steps:**

- **Grants and Contracts Compliance (GCC)**, in order to lay out the actions to be taken, will contact the Principal Investigator 60 days prior to the end of the project.
- The **Principal Investigator** is responsible for initiating any requests for extensions by the funding agency via GCC. Prior to requesting the extension, an assessment of the budget status and the timeframe in which to complete the expenditures should be addressed with GCC. This/her will help assure that all fiscal matters, including matching, are appropriately considered in the request for extension.
- **Accounts will be frozen after the project termination date** so that transactions after that time can be charged to the account after review and approval of Grants and Contracts Compliance.
- The **Principal Investigator** will work with GCC to ensure that all transactions are completed and charged to the accounts prior to the prescribed sponsor deadline. At most this/her could be a 90-day period following the end of the grant.

These procedures are required to comply with Federal closeout procedures as noted below:

Part 215, Subpart D—After-the-Award Requirements

§ 215.71 Closeout procedures.

- ❖ ***(a) Recipients shall submit, within 90 calendar days after the date of completion of the award, all financial, performance, and other reports as required by the terms and conditions of the award. The Federal awarding agency may approve extensions when requested by the recipient.***
- ❖ ***(b) Unless the Federal awarding agency authorizes an extension, a recipient shall liquidate all obligations incurred under the award not later than 90 calendar days after***

the funding period or the date of completion as specified in the terms and conditions of the award or in agency implementing instructions.

- ❖ *(c) The Federal awarding agency shall make prompt payments to a recipient for allowable reimbursable costs under the award being closed out.*
- ❖ *(d) The recipient shall promptly refund any balances of unobligated cash that the Federal awarding agency has advanced or paid and that is not authorized to be retained by the recipient for use in other projects. OMB Circular A-129 governs unreturned amounts that become delinquent debts.*
- ❖ *(e) When authorized by the terms and conditions of the award, the Federal awarding agency shall make a settlement for any upward or downward adjustments to the Federal share of costs after closeout reports are received.*
- ❖ *(f) The recipient shall account for any real and personal property acquired with Federal funds or received from the Federal Government in accordance with § 215.31 through § 215.37.*
- ❖ *(g) In the event a final audit has not been performed prior to the closeout of an award, the Federal awarding agency shall retain the right to recover an appropriate amount after fully considering the recommendations on disallowed costs resulting from the final audit.*

Any questions regarding the closeout process, as with all financial reporting, should be directed to Grants and Contracts Compliance, Office of the Comptroller.

Audit Matters and Reports

General

All contract and grant funds awarded to the University are subject to audit. This/her audit can be performed by any one or combination of the following people:

- University Internal Auditor
- Office of the State Auditor
- Federal Auditors
- Public Auditors

Focal Point for Audit Matters

The **Office of the Comptroller/Grants and Contracts Compliance (GCC)**, is responsible for **coordinating all audit matters** relative to sponsored research of the University. All federal, state, and public firm auditors must make their initial contact with Grants and Contracts Compliance when conducting audits relative to grant and contract matters. Subsequent contacts by auditors with other University departments will be preceded by advance notice from Grants and Contracts Compliance. The purpose of the advance contact is to identify the auditors, outline the general purpose of the visit, and facilitate the audit. If there are **any questions concerning the official status of an auditor, Grants and Contracts Compliance (GCC) must be contacted.**

Grants Accounting Administration Representation

Depending upon the nature of the audit or subject matter the *Office of Comptroller/Grants and Contracts Compliance* may elect to be represented in audit discussions at the departmental level. Should departmental personnel require guidance at any time, Grants and Contracts Compliance must be contacted without hesitation. The *Office of Comptroller/Grants and Contracts Compliance* **participates in and coordinates audit exit briefings** as deemed necessary by the significance and nature of the audit findings and recommendations.

Right of Access

Under the legal terms of grants and contracts awards, *auditors have the right of access to all official University records associated with an award.* The University is obligated to make such records readily available for examination and this/her effort will generally be coordinated by Grants and Contracts Compliance.

Exit Conference

At the conclusion of an audit and prior to the issuance of the formal report, auditors normally conduct an exit conference. **The purpose of this/her meeting is to review audit findings and tentative conclusions, exceptions, and recommendations.** At this/her meeting, the University has an opportunity to comment on the audit findings and to provide additional information where

appropriate. **Grants and Contracts Compliance, including the Comptroller, will coordinate and be present at all exit conferences.**

Audit Response

The *Office of Comptroller/Grants and Contracts Compliance* is responsible for coordinating the University's response to those audits concerned with grants and contracts. All responses will be approved by the Comptroller before submission to any agency. This/her responsibility *in no way relieves the Principal Investigator or department concerned from providing necessary input in a timely manner or from resolving financial liability*, which may ultimately be assessed as a result of audit exceptions.

The University's response must be coordinated through established channels. There are no circumstances under which a department or individual must initiate a direct response to an audit.

Cost Disallowance

Established University policy is that *financial responsibility for audit disallowances rests with the Principal Investigator, department, and college having primary responsibility for the project on which costs are questioned*. Disallowances cannot be charged to any federal or state-funded accounts. **Personal liability** may be considered and assessed when an audit disallowance stemmed from ***gross negligence or malfeasance*** on the part of an employee or staff member.

See Part 215, Subpart C—Post-Award Requirements, as follows:

§ 215.26 Non-Federal audits.

- ❖ (a) *Recipients and subrecipients that are institutions of higher education or other non-profit organizations (including hospitals) shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 U.S.C. 7501–7507) and revised OMB Circular A–133, “Audits of States, Local Governments, and Non-Profit Organizations.”*

§ 215.53 Retention and access requirements for records.

- ❖ (a) *This/her section sets forth requirements for record retention and access to records for awards to recipients. Federal awarding agencies shall not impose any other record retention or access requirements upon recipients.*
- ❖ (b) *Financial records, supporting documents, statistical records, and all other records pertinent to an award shall be retained for a period of three years from the date of submission of the final expenditure report or, for awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, as authorized by the Federal awarding agency. The only exceptions are the following.*
 - (1) *If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.*
 - (2) *Records for real property and equipment acquired with Federal funds shall be retained for 3 years after final disposition.*
 - (3) *When records are transferred to or maintained by the Federal awarding agency, the 3-year retention requirement is not applicable to the recipient.*
 - (4) *Indirect cost rate proposals, cost allocations plans, etc. as specified in § 215.53(g).*
- ❖ (c) *Copies of original records may be substituted for the original records if authorized by the Federal awarding agency.*
- ❖ (d) *The Federal awarding agency shall request transfer of certain records to its custody from recipients when it determines that the records possess long term retention value. However, in order to avoid duplicate recordkeeping, a Federal awarding agency may make arrangements for recipients to retain any records that are continuously needed for joint use.*

- ❖ (e) The Federal awarding agency, the Inspector General, Comptroller General of the United States, or any of their duly authorized representatives, have the right of timely and unrestricted access to any books, documents, papers, or other records of recipients that are pertinent to the awards, in order to make audits, examinations, excerpts, transcripts and copies of such documents. This/her right also includes timely and reasonable access to a recipient's personnel for the purpose of interview and discussion related to such documents. The rights of access in this/her paragraph are not limited to the required retention period, but shall last as long as records are retained.

- ❖ (f) Unless required by statute, no Federal awarding agency shall place restrictions on recipients that limit public access to the records of recipients that are pertinent to an award, except when the Federal awarding agency can demonstrate that such records shall be kept confidential and would have been exempted from disclosure pursuant to the Freedom of Information Act (5 U.S.C. 552) if the records had belonged to the Federal awarding agency. . . .

Appendices

Appendix A

Purchasing Exemptions

Exempt commodities or services do **not** require competitive bidding. However, it is expected that State employees will exercise due diligence in expending State funds by seeking fair and reasonable prices for all purchases. This/her may at times mean obtaining quotes from vendors for comparative purposes to ensure excellent quality and fair pricing.

The State Exempt list is specific and lists exemptions in terms of commodity codes or NIGP codes. (NIGP is the National Institute of Government Purchasing).

Only the items (and codes) listed are exempt. **Related or similar items are not exempt if they are not listed.** If you have any questions or are unsure as to whether a commodity or service is exempt, please send an e-mail to awilliam@savannahstate.edu for assistance.

An abbreviated list of relevant items to SSU is provided for your convenience below. However the complete list can be found [on the DOAS State Purchasing Division website](#).

List of Exempt Commodities & Services

ARCHITECTURAL AND ENGINEERING SERVICES

ART OBJECTS

- ⦿ Antiques
- ⦿ Ceramic and Glass Objects
- ⦿ Collections, Museum Pieces
- ⦿ Drawings (Originals)
- ⦿ Engravings, Etchings, Lithographs, Serigraphs, and Similar Reproductions
- ⦿ Fabric Designs
- ⦿ Masks
- ⦿ Mixed Media
- ⦿ Paintings (Originals)
- ⦿ Photographs
- ⦿ Posters and Prints (Not Originals)
- ⦿ Recycled Art Objects
- ⦿ Sculptures: Marble, Metal, Plastic, etc.
- ⦿ Wood Carvings

NEWSPAPER AND PUBLICATION ADVERTISING

CONSULTING SERVICES

- ⦿ Accounting/Auditing/Budget Consulting
- ⦿ Appraisals Consulting
- ⦿ Architectural Consulting
- ⦿ Engineering Consulting
- ⦿ Legal Consulting
- ⦿ Medical Consulting

CRAFTS, GENERAL

(Flowers for Teaching Purposes and Commencement Exercises Only)

- ⦿ Dried Flowers and Plants
- ⦿ Floral Arrangements, Artificial
- ⦿ Floral Supplies: Artificial Flowers, Floral Tape, etc.

EDUCATIONAL SERVICES

- ⦿ Teaching and Instruction Services (i.e. Lecturers)

EQUIPMENT MAINTENANCE, RECONDITIONING, AND REPAIR SERVICES - GENERAL EQUIPMENT

- ⦿ Theatrical Equipment Maintenance and Repair

FOODS: BAKERY (FRESH), DAIRY PRODUCTS (FRESH), PERISHABLE

INTERGOVERNMENTAL/INTER-AGENCY CONTRACTS

INTERIOR DESIGN/DECORATOR SERVICES

LABORATORY AND FIELD EQUIPMENT AND SUPPLIES: BIOLOGY, BOTANY, GEOLOGY, MICROBIOLOGY, ZOOLOGY, ETC.

LIBRARY SERVICES

- ⦿ Internet Database Subscription
- ⦿ Magazine Subscriptions
- ⦿ Training Material Subscription

MEDICAL SUPPLIES & EQUIPMENT

- ⦿ Emergency supplies of drugs, chemicals and sundries, dental supplies and equipment

MISCELLANEOUS PROFESSIONAL SERVICES

- ⦿ Law Enforcement Services (Including Process Server Services)
- ⦿ Legal Services, Attorneys
- ⦿ Theatrical Services (Including Production, Scenery Design, Stage, etc.)
- ⦿ Utility Services, Electric, Gas, Water
- ⦿ Veterinary Services

MEMBERSHIP DUES

MUSICAL INSTRUMENTS, ACCESSORIES, AND SUPPLIES

- ⦿ Accordians and Accessories
- ⦿ Amplified Instruments (Guitars, etc.) and Amplifiers
- ⦿ Band and Choral Risers
- ⦿ Band Instruments and Accessories
- ⦿ Band Room Equipment: Music Cabinets, Stands, etc.
- ⦿ Electronic Musical Instruments: Electronic Organs, Synthesizers, Visualizers, etc.
- ⦿ Metronomes and Tuners, Conventional or Electronic
- ⦿ Music Boxes
- ⦿ Music, Sheet and Folio
- ⦿ Musical Instrument Repair Parts and Supplies (Except Organ and Piano)
- ⦿ Musical Supplies: Music Holders, Strings, Reeds, etc.
- ⦿ Organs (Conventional), Accessories, Parts and Supplies
- ⦿ Pianos, Accessories, Tuning Instruments, Parts and Supplies
- ⦿ Recycled Musical Instruments, Accessories and Supplies
- ⦿ Stringed Instruments, Conventional; and Accessories
- ⦿ Tower Chimes, Accessories, Parts, and Supplies

NURSERY STOCK, EQUIPMENT, AND SUPPLIES

- ⦿ Flowers, Fresh (Flowers for Teaching Purposes, Commencement Exercises, Banquets, Conferences, Workshops)

POSTAGE RELATED PURCHASES (including Postage Stamps, Pre-Sort 1st Class Inscriptions, Postage by Phone)

PUBLICATIONS AND AUDIOVISUAL MATERIALS (Prepared materials ONLY - not equipment, supplies or product, [i.e., stationery supplies])

- ② Textbooks
- ② Video Cassettes, Disks, Tapes, etc. (For Computer and TV, Pre-recorded)
- ② Recycled Publications and Audio-Visual Materials

REAL PROPERTY RENTAL OR LEASE

- ② Room Rental for Conferences, Seminars, etc.

REGISTRATION FEES

RENTAL OR LEASE OF EQUIPMENT - GENERAL EQUIPMENT

- ② Theatrical Equipment and Supplies (Including Costumes) Rental or Lease

TEACHING FORMS AND PUBLICATIONS FOR TESTING

TECHNICAL INSTRUMENTS

- ② Technical instruments and supplies and technical books and other printed matter on technical subjects; also, manuscripts, maps, books, pamphlets, and periodicals for the use of the State Library or any other library in the state supported by state funds; also services.

THEATRICAL EQUIPMENT AND SUPPLIES

- ② Costumes and Accessories
- ② Curtains, Cycloramas, Draperies, Drops, etc.
- ② Dance Floors, Portable
- ② Lifts, Orchestra (Theater Pit Area)
- ② Lighting and Dimming Controls: Autotransformer Dimmers, Control Panels, Solid State Thyristor/Triac
- ② Lighting Control Systems: Memory and Computer/Microprocessor Type
- ② Lighting Distribution Hardware: Borderlight Cables, Pipe Battens, Plugging Strips and Boxes
- ② Lighting Instruments: Border and Cyclorama Striplights, Follow Spotlights
- ② Striplights, Spotlights
- ② Floodlights, Special Effects
- ② Lighting Systems, Complete

- ④ Makeup
- ④ Scenery and Props
- ④ Sound Effects Equipment
- ④ Stage Hardware and Supplies: Braces, Canvas, Clamps, Paints, etc.
- ④ Standards, Portable; and Ropes (For Theater Lobbies)
- ④ Stage Rigging and Tracks
- ④ Stages, Theatre (All Types)
- ④ Turnstiles, Theater
- ④ Recycled Theatrical Equipment, Accessories and Supplies

MISCELLANEOUS ITEMS

- ④ Direct Resale through a state Agency/Institution operated service i.e. bookstore, cafeteria etc.

Appendix B – Service-Consultant Contract

<http://www.savannahstate.edu/fiscal-affairs/purchasing.shtml>

<http://www.savannahstate.edu/fiscal->

[affairs/documents/IndependentContractor_PerDiemAgreementedit1.24.11.pdf](http://www.savannahstate.edu/fiscal-affairs/documents/IndependentContractor_PerDiemAgreementedit1.24.11.pdf)

Forms & Applications

- For all Forms, go to Forms page for Business & Financial Affairs, [click here to access](#).

To down load a PDF copy of this/her manual or to contact Grants and Contracts Compliance please visit:

<http://www.savannahstate.edu/fiscal-affairs/grants.shtml>

<http://www.savannahstate.edu/fiscal-affairs/documents/SSUBudgetAmmendmentForm.xlsx>