

Award Cycle

The financial administration of sponsored awards is a shared responsibility and collaboration among the Principal Investigator (PI), academic unit, campus, and University of Missouri System. The University realizes the importance of research and, as a result of accepting federal awards for sponsored activity, there comes certain obligations and responsibilities outlined in Office of Management and Budget (OMB) 2CFR200 and University Policies and Procedures. The PI should seek guidance from the Office of Sponsored Programs Administration (OSPA) and other research administrators on major topics included in the federal regulations to help the University remain compliant with these regulations.

The PI coordinates proposal submission, operation, and closure of the award. The PI is expected to ensure compliance with the federal regulations (FO) and OSPA. The PI is expected to ensure compliance

2. Award Set-Up

Pre-Award. In certain cases, a preaward project may be set up when an executed award is not yet in place. Appropriate approvals are required.

The following information is expected to be maintained for each award during the life of the award:

M

audit and difficult to justify.

M 0DNH WLP HO \ WUDQVIH funding sources for unallowable costs.

M 0RQLWRU DZDUG EXGJHW WR D Maintain written documentation of all expenditures directly charged to the award demonstrating:

M \$XWKRUL]DWLRQ E\ WKH 3, M([SHQGLWXUHV DUH DOORZ reasonable.

M 7UDFN end G committed cost sharing requirements are met.

M 5HYLHZ DQG DSSURYH FKDQJ following require prior approval from the sponsor and should be coordinated with OSPA:

- a) Change in the scope or direction;
- b) Absence of the PI or key personnel for more than three months;
- c) Significant changes in PI and/or key personnel effort; and
- d) Significant re-budgeting of funds.

M & RQVLGHU WKH cost time extension from the sponsor if work is not completed within the period of availability.

4. Award Closeout and Reporting

To prepare for award closeout and reporting, the PI should work with the FO and OSPA to ensure the following:

M \$OO FRVWV DUH DOORZDEOH within the period of availability.

M 1RWLFHV closing and received timely. These notices are provided 60 and 30 days prior to the scheduled end of the award.

M ocumentation exists for all costs.

M \$OO LQYRLFHV DQG GHOLYHU subrecipients.

M 1HZ 3D\UROO \$FWLRQ ) closed, all purchase orders and requisitions are closed, funding sources for feeder systems are changed, and all hard charges are posted.

M & RVW VKDULQJ UHTXLUHPHQWV M )LQDO UHSRUWV LQFOXGLQJ WH are submitted.

M Copies of the first three pages of the final technical report are provided to OSPA.

M \$OO FRVWV FKDUJHG WR WKH PM D 60.07.01, Allowable Costs and Cost Principles Certification for details.

M See APM 60.20 Closing Sponsored Awards for details.

Award Terms and General Concepts

\$OO DZDUGV DUH PDGH WR 7KH & X Missouri μ

Authorized Signer or Authorizing Official <sup>2</sup>The Office of Sponsored Programs Administration is the designee for MU to approve all awards. Authorization on an award:

M & R P MU will be accountable for the appropriate use of funds awarded and the performance of the project or activities resulting from the award.

M Attests that all information contained in the proposal is accurate, complete, and in conformance with sponsor and University requirements.

Facilities & Administrative Costs (F&A) <sup>2</sup> Indirect costs incurred for common or joint objectives and, therefore, cannot be identified readily and specifically with a particular sponsored award such as lab space, utilities, and other administrative costs. F&A costs are real costs to the University and are allocated to the award as a percentage of each direct expenditure.

Modified Total Direct Cost (MTDC) - A commonly used expenditure base consisting of all salaries, wages, fringe benefits, materials, supplies, services, travel, and up to the first \$25,000 of each subaward. MTDC generally excludes capital expenditures, charges for patient care, tuition remission, rental costs for off-site facilities, scholarships, and fellowships.

OMB <sup>2</sup> Office of Management and Budget. Federal agency that ensures federal monies are spent in accordance with federal regulations.

## Direct Costs

Direct costs are identified specifically with a particular award. Direct costs must be:

M \$ O O R Z D E T O R  
Related to the performance and permitted under the terms of an award and OMB 2CFR200

M \$ O O R F O R E S P E C I F I C A L L Y  
Specifically for the program or for several activities and can be distributed between them in reasonable proportion to benefits received, and is clearly necessary to the program.

M 5 H D V R C E S S A R Y  
Essential for the performance of the award.

M 7 L P H O \ D Q G Z L W K L Q W K H S H U L R C  
M , Q F R Q I R U P L W \ Z L W K D Q \ O L P L W  
sponsor agreement.

M 6 K R X O G E H F K D U J H G F R U U H F W C  
unnecessary cost transfers.

Direct costs typically cannot include costs normally included