HUMBOLDT STATE UNIVERSITY
Sponsored Programs Foundation

ADMINISTRATIVE DESK PROCEDURES

Issued: May 2010
Updated: 5/2/16

PREFACE

This Administrative Guide is to explain Humboldt State University Sponsored Programs Foundation's general operating procedures with relation to its immediate staff and those services which we contract out to Humboldt State University. The Sponsored Programs Foundation reserves the right to change any of these practices and procedures as may be necessary. The staff of HSU Sponsored Programs Foundation will make every effort to keep this guide updated as procedures evolve.

Table of Contents

INTRODUCTION

PRE-AWARD PROCEDURES

POST-AWARD PROCEDURES

ACCOUNTING PROCEDURES

GENERAL OPERATING PROCEDURES

CENTERS AND INSTITUTES

Auxiliary Organization Status

Humboldt State University Foundation is an auxiliary organization to Humboldt State University. The existence of auxiliary organizations within The California State University (CSU) system is authorized within the California Education Code and within Title 5. The general operation of auxiliary organizations within The California State University is described in a document entitled "Manual of Policies and Procedures for Auxiliary Organizations of The California State University" which is published by and periodically updated by the Office of the Chancellor, The California State University, 400 Golden Shore, Long Beach, California 90802-4275. There are over sixty auxiliary organizations in the CSU system. While the applicable regulations found in the Education Code and Title 5 for The California State University's auxiliary organizations are diverse and quite detailed, those system-wide regulations generally provide that oversight of auxiliary organizations rests with individual campus presidents. Governance and legal responsibility for the actions of auxiliary organizations varies depending upon an individual auxiliary organization's corporate status and its purpose(s) and operation(s).

Corporate Status

Humboldt State University Foundation is a California not-for-profit, public benefit corporation, having been incorporated in 1952. Humboldt State University Foundation is exempt from taxation under Section 501 (c)(3) of the United States Internal Revenue Code and under Section 23701 of the California Revenue and Taxation Code. Preservation of that tax-exempt status is of significant importance.

As a corporate entity, Humboldt State University Foundation is under the direction and control of a Board of Directors composed of the following:

University President
Vice President for Academic Affairs
Vice President for Administrative Affairs
Vice President for Student Affairs
Vice President for University Advancement
Dean for Research & Sponsored Programs
Director from among the deans of the colleges and library
Faculty (7, elected by General Faculty)
Students (2, typically AS President and Vice President)
Community Leaders (1-5, selected by the Board)

As required by CSU regulations, the HSU SPF Board of Directors meets at least quarterly. Those quarterly meetings occur in the months of September, December, March and May. The operations of HSU SPF are annually audited by an independent Certified Public Accounting firm, as required by the CSU.

Purposes and Services

Humboldt State University Sponsored Programs Foundation's primary purpose is to do everything necessary and proper to assist Humboldt State University in fulfilling its mission and goals. HSU SPF's primary service is the administration of externally funded grants and contracts. The office services in regard to what is traditionally known as extramural funding include the application for, negotiation of, and subsequent

receipt and administration of those grants and contracts, as well as the receipt and subsequent administration of program revenues.

Management

The chief operating executive of Humboldt State University Foundation is the Director. HSU Sponsored Programs Foundation's offices are located on the Humboldt State University campus in Student Business Services, room 427. (For mail from off-campus entities, the mailing address is: P.O. Box 1185, Arcata, CA 95518-1185.) The Director reports to the corporation's Board of Directors. To assure compatibility with the University's fiscal processes and development goals, the Director also reports to HSU's Vice President for Academic Affairs.

Fiscal Relationship to Campus

As a self-supporting entity, Humboldt State University Sponsored Programs Foundation leases from the University the right to operate on the campus. In addition to paying Humboldt State University for the lease, HSU SPF also pays rent to the University for office space.

Preliminary Pre-Award Process(s)

Issued: June 2011
Updated : 6/28/2011

If a PI contacts the pre-award office seeking assistance with finding grant opportunities:

1.) Schedule a meeting with them for introduction to SPF
2.) Show them online tools—grants.gov, SPIN, Foundation Center, FedConnect, Guidestar, local agencies websites
3.) Familiarize them with SPF processes and procedures, SPF website, forms, routing, etc.
4.) Follow up within 2 weeks to offer further assistance.

If a PI contacts the pre-award office and indicates that they will be submitting a proposal, please ask them the following initial questions:

1.) What is the submission deadline date?
2.) Who is the funder?
3.) Can they forward a copy of the Funding Opportunity; if not, where can SPF obtain a copy?
4.) Do they know what the budget will be? Do they need help preparing the budget?
   a. If they need help with the budget offer to either go and meet them in their office or schedule a meeting with them.
5.) SPF's federally approved negotiated IDC rate is 45%. If the funder does not allow 45%, the PI will need to provide a written justification, including if applicable, documents from the funder stating that the allowable IDC is lower.
   a. If the allowable IDC is lower than 15%, the Director of SPF will need to approve this request.
6.) When would they like to schedule an appointment to discuss the proposal and submission?

If you think of any other questions to ask a PI, please don't hesitate to do so, the more information we have the better for the PIs.

Additional considerations

1.) If it is a federal funder such as USDA/FOREST SERVICE, DOI/BLM, or other federal funder other than NIH and NSF, the submission will be through Grants.gov.
2.) If the funder is NSF, the submission will be through FASTLANE, which is the PI's responsibility. In the event it is a NSF grant, SPF will receive an email from FASTLANE indicating that a submission has been made and that we need to go into the website and approve the final submission.
3.) If it is through NIH, you must be registered through eRaCommons/Grants.gov. Both SPF and the PI must be register through eRaCommons to submit a proposal.
   *With NIH, it is extremely important to read all the guidelines for the application submission.
4.) If PIs are submitting a Task Agreement with one of the following agencies, please ensure that SPF has a copy of the Cooperative Agreement.

USGS	NRCS	USDA	NASA	USDOI	DOD
OSD	NPS	USDA/FS			

Pre-Award Access Database Procedures

Issued: June, 2012
Updated: 5/30/2013

PROCEDURES FOR RECEIVING:

1. The front office staff receives a new routing form

2. Date stamp upper left-hand corner with today's date (Routing Received Date)

3. Assign a routing number to the upper right-hand corner with the green number stamp (confirm appropriate number in the sequence with query "Last SPF Number Used")

4. Enter routing information into Access:

   a. First check query "Pre-Routings" to confirm proposal has not already been entered. If an entry already exists, update with SPF Number and complete the rest of the information available.

   b. If an entry does not already exist in the database, first confirm with the Pre-Award Office, then input the new information into the "Proposal Form" (this should be the default opening page). There is a bar at the bottom of the page that says "Record" and has arrows to search through all the proposals. Hit the arrow on the far right to start a new record. The "Proposal Info" tab should be completed by the front office, as well as any "Dates & Details" information if applicable.

PROPOSAL INFO TAB:

1. SPF Number: the green routing number in upper right-hand corner e.g. 12-001

2. Status: when making a new entry, the status will always start as "Pending." As a proposal moves through the routing process, the Pre-Award office will change the status accordingly

   a. Pending = Pre-Routings and Completed Routings prior to submittal

   b. Submitted = Proposal submitted to funder, waiting for notification

   c. Withdrawn = Proposals withdrawn after the Routing is received or Proposals that are withdrawn after submission to the funder; *must include explanation in the "Notes" tab as to the circumstances

   d. Awarded = Notice of Award or Fully Executed Contract has been received

   e. Invited = Pre-proposal has been invited for a full submission

   f. Non-Funded = Notice of Declination has been received

3. Routing Received Date

4. Submission Deadline Date: if known

5. Type:

   a. New = Full Routing; typically most will be "New" unless it is otherwise specified

   b. Modification = Modified Routing Forms

      c.   Pre-Proposal = Proposals being submitted that will receive an invitation to submit, not an immediate award.

      d.   Resubmission = Full Routing that is a resubmission of a previously non-funded routing

6. Fund #: typically this will be left blank, unless otherwise specified e.g. Modification Routings

7. PI name: use the drop-down arrow, or simply begin typing the name. If it does not appear in the bar:

      a.   Select the "Look-up Lists" button on the far right. This will open a new tab.

      b.   Select the "PI's" option on the left-hand side

      c.   Scroll down to the very bottom of the list

      d.   Add the new entry:

           i.   Under PI name, enter first then last: ex. "Noah Zerbe." ***Note:** enter their most common name, i.e. Connie Stewart, rather than Constance Stewart

          ii.   Enter the appropriate Department

        iii.   Enter the PI's last name under PI_Lname SORT

        iv.   Enter the PI's campus email

          v.   Not everyone has an administrative assistant, but if they do, add their contact information if available

        vi.   Save new entry and return to the Proposal Form

8. Project title

9. Program Solicitation Title: if applicable

10. Funding Agency

11. Project Start and End: ***Note:** Modification Routings often only have one date

12. Admin Unit: most often this will be one of the three colleges, but there are several other categories:

      a.   CAHSS (College of Arts, Humanities and Social Sciences)

      b.   CNRS (College of Natural Resources and Sciences)

      c.   CPS (College of Professional Studies)

      d.   Library

      e.   Other Administrative e.g. CCRP and SBDC

      f.   Student Support Services

13. Department: this field should automatically populate when you assign the PI name

14. Center/Institute: if a routing comes from a center/institute, enter both the center/institute, **as well as** the Admin Unit that it falls under

15. Requested: the total amount requested from the funder; located on the first page of the routing; if you enter the numbers in without punctuation, it will automatically format the amount.

16. TDC: total direct cost is often found in the internal budget attachment to the Routing

17. IDC: this is the dollar amount of indirect cost on the proposal; this is often found in the internal budget attachment to the Routing

18. Funder Allowed IDC Rate: this is the % of indirect cost allowed by the funder

19. Submitted IDC Rate: this is the % of indirect the PI is requesting

20. Web: insert the hyperlink to the Request for Proposals (RFP) if known

21. If any major information is missing or unknown, notify the Pre-Award Specialist when you pass along the routing so they can adjust the Access record as necessary

DATES & DETAILS TAB:

1. If compliance requirements are known at the time of Routing, the front office staff will include all applicable information in the appropriate sections e.g. IRB, IACUC, and RCR

2. The Pre-Award office should update these fields as compliance requirements are met throughout the proposal process

3. Contract Sent Date:

   a. Pre-Award office provides the partially-executed contract and routing number to the front office who then creates a cover letter, referencing the routing number and Fund Number (if applicable)

   b. The front office scans a copy of the partially executed contract, with the cover letter on top, back to the Pre-Award Specialist via email as confirmation that the packet has been mailed out

   c. The front office staff will input the dates partially executed contracts are mailed out in the database and subsequently follow up on outstanding agreements using the query "Contracts Sent/Received" as needed

   d. If the contract is emailed out by the Pre-Award Specialist, they will then input the contract sent date in the database

4. Contract Received Date: the Pre-Award office will input this date when they receive a contract back fully executed

5. Sub Contracts: if an award has subcontracts, the same process should be repeated to track sent/received dates using the "Sub Contract" button

6. Submission Deadline Reminders: these date fields will be automatically updated when the E-mails are generated by the front office staff:

   a. Select the "E-Mail" button on the far right. This will open a new tab.

   b. Select which e-mail tickler you would like to send (30,60, or 90 day)

   c. Select the "Create the E-mails" button and the reminders will be sent to your drafts box in Outlook; here you can review/edit e-mails before sending

   d. Select the "Date Stamp Record for E-mail" button to populate the notice sent dates

AWARD INFO:

1. All fields on the "Award Info" tab should be completed by the Pre-Award office prior to the Post-Award hand-off, once the fully executed agreement has been received

2. Once the Awarded/Non-Funded status is known, the Pre-Award office will notify the front office staff accordingly to generate the notification letter:

    a. Select the "Status" drop-down menu and chose either Awarded or Non-Funded

    b. The letter will automatically open in another tab with a pop-up box ; click OK

    c. Right click the tab and select design view

    d. Scroll to the bottom of the letter and add the appropriate cc's to the letter e.g. Chair and Dean of their college (VP of Advancement will be cc'd to all Awarded letters)

    e. Right click the tab again and select print preview, then print to ORSP letterhead and obtain Dean for Research's signature before mailing

    f. Check the "Letter Sent" box when you're done

QUERIES:

1. All saved queries are found in the top right box labeled "Audit Queries"
2. New queries can be saved and added to this list by right clicking the query, and selecting "add to group"

Principal Investigators and Project Directors Policy

Issued: November 2003
Updated: 10/6/2011

POLICY BACKGROUND

As an auxiliary of Humboldt State University, the HSU Sponsored Programs Foundation manages projects to advance the goals and mission of the University. For each project, it is necessary to identify an appropriate responsible individual to oversee the project to completion. Appropriate individuals must be accountable to the University and the Sponsored Programs Foundation to assure that the contractual obligations of the University and Sponsored Programs Foundation to the sponsoring agent are met. The purposes of this policy are to:

- Assist SPF management in identifying those individuals who are eligible to serve as Principal Investigators (PIs), Co-Principal Investigators (Co-PI's), and Project Directors (PDs) for projects managed by SPF;
- Comply with CSU system regulations;
- Identify the responsibilities of PIs and PDs; and
- Empower SPF management to take corrective action if necessary.

POLICY

All grants and contracts shall have either a full-time Humboldt State University or Sponsored Programs faculty or staff member who is at least a co-principal investigator on the project.

The Humboldt State University Sponsored Programs Foundation shall permit individuals in the following classifications to serve as Principal Investigators (PIs), Co-Principal Investigators (Co-PI's) and Project Directors (PDs) on HSU Sponsored Programs Foundation managed projects:

Humboldt State University employees, other than student employees, who are either:

- HSU faculty;
- Salaried directors of formally authorized institutes, centers, cooperatives, or auxiliaries appointed by and reporting to appropriate Humboldt State University administrators or academic department chairs;
- Persons who are officially affiliated with Humboldt State University through formal appointment as an emeritus faculty, visiting faculty, and faculty research associates, with the formal written approval of their college or library dean. (This approval shall include specific provision for replacement of the Principal Investigator upon his or her resignation, incapacitation, or failure to perform the duties of the position.)
- Adjunct professors are allowed, with Chair and Dean approval, to be Co-PI's as long as their grant's period-of-performance falls within their adjunct professor's contract dates with the university and there is a Co-PI who meets the above criteria;
- An exception is made for adjunct professors who are full-time federal employees that are housed on the campus under agency cooperative agreements.

No other individuals may serve as Principal Investigators or Project Directors. In the event of the resignation or incapacitation of the incumbent PI or PD, or the PI's or PD's failure or refusal to perform

the duties of the work plan for the sponsored program adequately in the judgment of the funder, HSU Sponsored Programs Foundation management, in consultation with the PI's administrative supervisor and the funding agency, shall appoint a new PI or PD to complete the project. HSU Sponsored Programs Foundation shall seek to recover funds paid to PIs and PDs in the event that the work for which pay was received was not completed. Any exceptions to this policy must be approved in writing by the Dean for Research.

The responsibilities of PIs and PDs for sponsored programs shall be:

- Oversight for the development of the work plan (grant or contract proposal);
- Review and understanding of the requirements and regulations of the funder and application thereof to the development and implementation of the work plan;
- General non-technical budget and expenditure oversight and compliance with the fiscal regulations of the Sponsored Programs Foundation and the funder;
- Supervision of personnel hired to work on the project and quality assurance of work performance and work products specified in the work plan; and
- Completion of all contractually required work products.

The distribution of responsibilities among co-principal investigators shall be clearly described in the contract or grant document. The distribution of responsibilities among PIs and PDs for multi-institutional sponsored programs shall be clearly described in the contract or grant document. The project proposal routing process shall be the mechanism by which the University and the Foundation recognize the appropriate PIs and/or PDs.

Process for Entering into Subcontracts

Issued: March 2012
Updated : 5/14/2012

A third party issues a subcontract to HSU-SPF

1) The third party is the prime awardee and dictates the scope of work, period of performance, deliverables, payment amounts, and payment terms
2) The PI completes a Routing
3) IDC charged to the subcontractor will depend on the maximum allowed by the third party and/or the maximum allowed by the prime funder
4) HSU-SPF may need to furnish proof of insurance to third party

HSU-SPF issues a subcontract to a third party.

1) HSU-SPF is the prime awardee and dictates the scope of work, period of performance, deliverables, payment amounts, and payment terms
2) After prime is awarded, Pre-Award Specialist initiated "SPF Subcontract Flow Chart."

   a) Prime Award is set up
   b) Pre-Award Specialist sets up Subcontract with consultation from PI
   c) GA obtains PO #
   d) Subcontract, copy of Prime Award, and Sub-recipient questionnaire is sent out to be executed

3) IDC is calculated using HSU-SPF federally negotiated rate agreement (40% of Total Direct Costs, including up to the first $25,000 of each subcontract)
4) Third party needs to name HSU-SPF as additional insured on their liability insurance policy and on their worker's compensation insurance policy before any work begins

HSU-SPF issues a subcontract to an internal HSU/HSU-SPF department.

1) The PI on the prime award dictates the scope of work, period of performance, deliverables, payment amounts, and payment terms
2) The PI on the prime award completes the Routing, which includes a one-up signature from the on-campus subcontractor's department
3) All research protocols (IRB, etc) are the responsibility of the prime award PI
4) Maximum allowable IDC is charged to the subcontractor up to the first $25,000 of the value of the subcontract
5) Zero IDC is charged to the prime award for subcontract

*** Important Note: For federally funded programs, recipients, subrecipients, and/or vendors may be subject to audit, and so SPF may apply all regulations and conditions within a prime award to the subcontract. (OMB Circular No. A-133)

Humboldt State University
Sponsored Programs Foundation

Sub-Recipient Monitoring Policy

Issued: April 2011
Updated: April 2015

POLICY

As the primary recipient of federal, state, private and local funds, Humboldt State University Sponsored Programs Foundation (HSU SPF) may provide financial support to another institution. A sub-recipient is a third-party organization performing a portion of the scope of work on an award given to HSU SPF. The terms of the sub-recipient relationship are documented in the sub-award/subcontract.

This policy establishes procedures to properly manage sub-recipient relationships and comply with Federal regulations. As a recipient of federal sponsored projects, HSU SPF must comply with the guidelines outlined in the Code of Federal Regulations, Title 2: Grants and Agreements, Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200). HSU SPF will provide the monitoring required by the federal regulations and ensure good stewardship of sponsored projects. Non-federal sub-recipient awards or sub-contracts will be subject to most of the same sub-recipient monitoring as federal awards.

Per Subpart D, Section 200.331, the Sponsored Programs Foundation is responsible for issuing the sub-award agreement to all sub-recipients to include:

- **Federal award identification** - The pass-through entity must provide the following information regarding each award: sub-recipient name; sub-recipient DUNS number; Federal Award Identification Number (FAIN); federal award date; sub-award period of performance start and end date; amount of federal funds obligated by this action; total amount of federal funds obligated to the sub-recipient; total amount of the federal award; federal award project description, as required by FFATA; name of federal awarding agency, pass-through entity, and contact information for awarding official; CFDA Number and name; identification if the award is R&D; and indirect cost rate.

- **Terms and conditions of the award -** The pass-through entity must identify all requirements imposed on the sub-recipient to ensure compliance with federal statutes, regulations, and terms and conditions of the federal award.

- **Terms and conditions of the sub-award -** The pass-through entity must identify any additional requirements it imposes on the sub-recipient beyond the scope of the requirements imposed on the initial federal award.

- **Indirect cost rate -** The pass-through entity must identify the indirect (F&A) cost rate in the sub-award. Pass-through entities can: accept the negotiated indirect (F&A) agreed upon by the cognizant agency for indirect costs; indicate the sub-recipient has elected to accept the 10% de minimis indirect cost rate; or negotiate an indirect (F&A) cost rate with the sub-recipient.

- **Record access -** The sub-award must include a provision permitting the pass-through entity and auditors access to the sub-recipient's financial records and statements

- **Closeout information -** The pass-through entity must include information in the sub-award that details procedures to close out the sub-award.

ROLES AND RESPONSIBILITIES

Compliance Officer (CO)

The CO has primary oversight responsibility for sub-recipient monitoring which includes the following:

- **Pre-award risk assessment -** The pass-through entity must conduct a risk assessment. The pass-through entity must evaluate the ability of the sub-recipient to comply with federal statutes, regulations, and the terms and conditions of the sub-award. Some factors the pass-through entity can consider include:
  - The sub-recipient's prior experience with the same or similar sub-awards;
  - The results of previous audits;
  - Whether the sub-recipient has new personnel or new or substantially changed systems; and
  - The extent and results of federal awarding agency monitoring.
- **Impose specific sub-award conditions -** The pass-through entity is authorized to impose special conditions on high-risk sub-recipients. The available options for pass-through entities are the same conditions listed in Section 200.207.
- **Monitor the activities of sub-recipients to ensure compliance -** Pass-through entity monitoring must include:
  - Reviewing financial and programmatic reports;
  - Following up and ensuring that the sub-recipient has corrected all deficiencies identified through audits, on-site reviews, and other means; and
  - Issuing a management decision for audit findings.
- **Use specific monitoring tools to protect federal funds -** The extent of monitoring will depend on the risk posed by the sub-recipient, as identified in the pre-award risk assessment. Pass-through entities may use the following monitoring tools:
  - Providing sub-recipients with training and technical assistance on program-related matters;
  - Performing on-site reviews of the sub-recipient's program operations; and
  - Arranging for agreed-upon-procedures to comply with the Single Audit Act as described in Section 200.425.
- **Verify sub-recipient compliance with the Single Audit Act –** Sub-recipients that meet the Single Audit threshold, set in the Uniform Guidance at $750,000, must comply with the requirements of the Single Audit Act. Pass-through entities must verify that sub-recipients had a single audit conducted. Pass-through entities can meet this requirement by downloading the sub-recipient's single audit package from the Federal Audit Clearinghouse.
- **Evaluate records -** Pass-through entities should examine the results of the sub-recipient's audits, on-site reviews and other monitoring tools to determine if adjustments are needed to the pass-through entity's own records. This could include updating financial or personnel records.
- **Remedy noncompliance -** The pass-through entity should consider taking appropriate action to remedy sub-recipient noncompliance. Pass-through entities should use the remedies identified in Section 200.338.

Principal Investigators (PI)

Principal Investigators are primarily responsible for monitoring sub-recipients and are informed of their responsibilities during the PI Welcome Meeting. Principal Investigators should:

- Advise sub-recipient of requirements imposed on them by Federal laws, regulations, and the provisions of the award agreements, as well as any supplemental requirements imposed by the University.
- Proactively monitor the activities of sub-recipients which may include site visits, regular contact, and reporting.
- Review the sub-recipient's progress, technical reports, or other deliverables, to make periodic determinations about the sub-recipient's overall progress.
- Proactively monitor the costs charged by sub-recipients in support of work performed on the sub-award. This may include reviewing invoices to ensure compliance.
- Monitor sub-recipients to ensure compliance with Federal regulations and award terms and conditions.

PROCEDURES

At least annually, the CO will run the standard sub-recipient monitoring attributes report from the PeopleSoft Grants Module. The query lists all awards with sub-recipients.

The Sub-Recipient Monitoring spreadsheet is developed, identifying all sub-recipients who received funding from HSU SPF in the recent fiscal year.

The CO conducts an annual risk assessment of sub-recipients to determine the level of analysis necessary in the review of sub-recipient expenditures. The CO documents the approach in the Risk Plan for Sub-recipient Monitoring.

The CO completes a search of the sub-recipient on Sam.gov to ensure that sub-recipient is not on debarred list.

The CO sends out an Audit Certification Letter with an accompanying Sub-recipient Questionnaire to all sub-recipients identified on the Sub-recipient Monitoring spreadsheet.

Upon receipt of a completed Audit Certification Letter, the CO reviews the documentation to ensure that it was completed correctly and signed. The CO updates the Sub-recipient Monitoring spreadsheet with relevant information received from the sub-recipient. Based on the section of the Audit Certification Letter completed by the sub-recipient, the CO determines whether additional information is needed for review.

Sub-recipients not subject to 2 CFR 200, Subpart F may be asked to provide supporting documentation, if circumstances warrant.

The CO reviews applicable audit reports. To determine whether the sub-recipient is subject to 2 CFR 200, Subpart F, the CO can obtain a Single Audit from the Federal Audit Clearinghouse (FAC) website (http://harvester.census.gov/sac/). Entities subject to 2 CFR 200, Subpart F are required to have an audit report completed nine months after their fiscal year-end. If the sub-recipient's audit identifies material noncompliance issues and/or reportable conditions, the CO reviews the adequacy of the corrective action required and determines whether substantive action has been taken to implement the plan. When the appropriate information is gathered, the CO discusses the information with the HSU SPF Director. A decision will be made on how to best address the circumstances. This may include requesting additional documents, contacting the sponsor to address plan inadequacies, or terminating
the subcontract. CO adds all relevant information in the Sub-recipient Monitoring spreadsheet and discusses the resolution, correspondence, agreements, and other pertinent information with the HSU SPF Executive Director. If the sub-recipient is not subject to a Single Audit and the Sub-recipient Questionnaire identifies weaknesses and/or concerns, the CO will gather and review appropriate documentation. The CO will discuss with the HSU SPF Executive Director to determine whether further action is required.

After performing a review of sub-recipients, the CO will determine whether an entity is considered risky and requires further monitoring. Higher-Risk sub-recipients are identified by the CO in the "List of Higher Risk Sub-Recipients" filed into the HSU SPF shared drive.

The CO maintains documentation of all review procedures performed. All received materials are scanned into the specific award maintained on the HSU SPF shared drive.

The CO periodically communicates with the HSU SPF Executive Director as to the status of Sub-recipient monitoring.

RELATED DOCUMENTS

- Title 2: Grants and Agreements, Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200)
- *Grants and Agreements with Higher Education, Hospitals and Other Non-Profit Organizations*
- California State University Policies and Procedures

HUMBOLDT STATE UNIVERSITY
Sponsored Programs Foundation

Limited Submission Procedures

Issued: August 2011
Updated: 8/2/2011

POLICY BACKGROUND

Many funding agencies place limits on the number of letters of intent, pre-proposals, proposals, or applications that any one university may submit in response to a request for proposals. In order to prevent any potential disqualification of submissions by Humboldt State University - Sponsored Programs Foundation, the following policy has been established. This policy applies to all grants and contracts including awards made directly to faculty members.

POLICY

Upon learning of a limited submission opportunity, SPF will distribute the opportunity announcement to appropriate Colleges and Departments to solicit any potential interest on the part of faculty members.

Due to the large number of available programs, it may not be possible for SPF to provide notification of every limited submission opportunity. Therefore, **it is the principal investigator's responsibility to notify SPF if s/he intends to make an application to a limited submission opportunity.** In order to be considered for limited submission opportunities, Principal Investigators must coordinate with SPF as provided in the procedures outlined below.

PROCEDURE

A. Notification of Intent to Apply
- Principal Investigators interested in a limited submission opportunity must notify the SPF Pre-Award office of their intent to apply within 10 working days of the submission deadline.

B. Internal Selection of Projects
- If fewer than the allowed number of summaries are received, the normal process for submission will be followed.
- If more than the allowed summaries are received, the SPF Director and/or Dean of Research will request a project summary from each PI.
- SPF Director and/or Dean of Research will then select the project(s) to be put forth on behalf of the University. SPF may convene an *ad hoc* committee to advise in the selection process.
- Evaluation criteria will include, but not be limited to, quality of the proposal and the work described therein, probability of successful funding, and support of the mission of the University.

C. Full Proposal Submission
- Summaries selected will result in proposals or pre-proposals submitted in accordance with sponsor guidelines through SPF following normal submission procedures including the Institutional Routing and other required submittal documents.

D. Resubmission
- If a proposal is submitted for a limited submission opportunity and is not funded, that proposal will have no preference over other projects in any subsequent limited submission opportunities.
- In order to be considered for any subsequent limited submission opportunities, such proposals must be resubmitted and will be evaluated against competing projects.

Institutional Routing Process

Issued: August, 2011
Updated : 8/24/2011

PROCEDURE

1. PI completes the Institutional Routing and Authorization Form (IRAF)
2. PI circulates IRAF with full proposal and budget, and is responsible for obtaining appropriate signatures that include:
   a. Principal Investigator
   b. Department Chair/Supervisor
   c. College Dean, Administrative Dean or Director
3. PI drops off completed IRAF to SPF front office
4. Administrative Assistant date stamps tops left-hand corner of IRAF cover sheet
5. Administrative Assistant assigns a proposal number based on "List of Proposals FY____" (based on current fiscal year) number sequence: (FY.# of proposal received in FY)
6. Proposal Number is stamped in green ink on top right-hand of IRAF cover sheet
7. Administrative Assistant types basic proposal information into the List of Proposals for tracking purposes. The List of Proposals can be found at H:\Shared\Pre-Award\FRONT OFFICE LIST OF PROPOSALS
8. Administrative Assistant makes photo copy of IRAF cover sheet, writes IDC rate on lower right corner of copy and files it in Proposal Binder kept in the front office
9. Administrative Assistant then passes IRAF along to the Pre-Award Office
10. Pre-Award reviews the IRAF for completeness, low IDC justification, Cost Share requirements, PI Effort, and budget accuracy.
11. Pre-Award enters Routing information into the MASTER ROUTING AND AWARDS LIST, found at H:\Shared\Pre-Award.
12. Pre-Award creates a "Pending Award File" for each new IRAF and attaches summary sheet for Director which highlights main points of proposal
13. Director reviews the IRAF and signs line 4. Director for Grants Development and Management, as well as line 5. Foundation Director for Sponsored Projects
14. Director returns IRAF to front office and Staff/Student Assistant delivers to VP Administrative Affairs for approval on line 6 (Pending Award File kept with front office during this time)
15. Staff/Student Assistant retrieves signed IRAF from VPAA and delivers it to Dean for Research with Pending Award File for final signature on line 7
16. Dean for Research returns completed IRAF to Pre-Award Office where it is kept in Pending Award filing cabinet until the status changes to Awarded or Rejected.
17. Pending IRAFs are kept in Pre-Award until after the award notification date. If no notification is received by this date, Pre-Award follows up with the Funder on the status of the award.
18. When Pre-Award receives notification of an award, the IRAF and the award contract are compiled into a pressboard folder and transferred to the Grant Analyst.
19. When Pre-Award receives notification of a rejection, the PI is contacted and given a choice of either having the IRAF returned to them or shredded. Pre-Award inquires whether the PI would like assistance reviewing any feedback from the Funder.

HUMBOLDT STATE UNIVERSITY
Sponsored Programs Foundation

Special Circumstances Regarding Expenditures in Advance of Contract

Issued: March 2011
Updated : 3/15/2011

The approved process for setting up a new grant or contract starts with the PI submitting a routing. The Pre-Award office (in conjunction with the PI) will submit the proposal and once awarded, the funder will send a contract to the Pre-Award office. The Pre-Award office will work with the funder to get a fully executed agreement. They will then forward the project to the appropriate Grant Analyst in Post-Award. The Grant Analyst will request a fund number from Accounting and enter the information into PeopleSoft. Once the fund number is generated by Accounting the Grant Analyst will contact the PI to schedule an orientation. At the time of the orientation the Grant Analyst will provide the PI with the fund number and spending may begin.

In rare circumstances it is necessary to allow spending on a project prior to receiving the fully executed contract. A fully routed proposal is still required. In order minimize risk in many areas the following points should be addressed:

1. If the contract is on an existing program, Pre-Award should ask the funder for a continuation letter authorizing spending to continue.

2. If the contract is on a new program, Pre-Award should ask the funder in writing to authorize spending prior to receiving the contract. This authorization should ensure that the start date will include the time period the expenditures occurred.

3. Pre-Award will ensure the routing is complete and has been reviewed and signed by all parties.

   a. If there is an IRB or IACUC the registration or approval must be on file

4. A conference call should be arranged with the funder, the appropriate Pre-Award Specialist and Director.

5. The conference call should ensure that there are no misunderstandings about when the contract will arrive; clearly identify the period of performance and total of the grant or contract; and document this information in the Pre-Award file.

6. Pre-Award will ensure the budget submitted with the routing is clear, complete and matches the amount of the forthcoming contract. If not already on the internal budget sheet, Pre-Award will create the estimated budget.

7. Pre-Award will work with the PI to obtain written acknowledgement (using the Advance Funding Request form) from the Chair and Dean stating which funding will be used to cover expenses if the contract is not executed.

8. The competed Advance Funding Request form is submitted to the SPF Director for final approval.

9. The appropriate Grant Analyst will load the estimated budget, making sure to document in the Pre-Award file that it is an ESTIMATED budget on a single large piece of paper.

10. It is vital for the Grant Analyst to compare and correct the loaded budget to the contract when it arrives.

HUMBOLDT STATE UNIVERSITY
Sponsored Programs Foundation

SPF Advance Funding Request

Date:

The approved policy is that a new project number will not be assigned until a fully executed agreement has been received by HSU Sponsored Programs Foundation. Exceptions to this policy will only be made on rare occasions if the Principal Investigator provides the following statement and at the sole discretion of the SPF Director:

I am requesting that a project number be established in advance of an executed agreement. In the event that this agreement is not executed, I authorize the Sponsored Programs Foundation to automatically transfer all charges under this new project number to the alternative project below. I am limited to charges on the new project by the amount of money available in the alternative project below.

In the event I don't have an independent account to transfer the charges, the College or Department agrees to transfer those expenses to an alternative account.

Project Number: _____

Current Funds Available: _____

Principal Investigator on Project: _____

Signature of Principal Investigator: _____

College and Department: _____

Signature of Chair or Dean: _____
(If Applicable)

Approved by:

_____   _____
Director of HSU-SPF   Date

HUMBOLDT STATE UNIVERSITY
Sponsored Programs Foundation

Tero Tax Process

Issued: December 2011
Updated : 12/1/2011

Upon setup of the award

1. Upon setup, determine the total maximum TERO tax to be charged based on terms of the agreement.
2. When budgeting the award, budget the total maximum TERO tax and include this on the budget upload template.
   a. The account to budget this expense to is Account #660848 (TAXES, LICENSES, & TERO TAX)
3. Forward the template to Budget and Accounting, as usual. When submitting for upload, please let Accounting know that the project has TERO Tax associated with it.

Accounting for the TERO Tax

1. Upon receipt of the budget template, Accounting will immediately expense the full amount of the budgeted TERO tax, thereby reducing the total expenses that the PI can spend against, and create a liability.
2. As Accounting invoices for the expenses, Accounting will indicate the amount of TERO tax remitted on the invoice and relieve the liability.
   a. The account number related to this liability is Account #201810 (TERO TAX LIABILITY). This account should not affect the Grant Analysts, expect for the end of the award (i.e. It should be zero) I have indicated it here for reference, should you see a balance in the account on the trial balance for the fund.

At the end of the award

3. The Grant Analyst should alert Accounting that the award is over and no further spending is expected on the award.
   b. If the award is not fully expended the liability will need to be manually relieved through a journal entry.
   c. If the award is fully expended, then no further entry should be required.

Welcome Kit Procedures

Issued: June 2011
Updated : 8/8/2011

BACKGROUND

When the Grant Analyst receives a fully-executed award folder from the Pre-Award office they compile a "Welcome Kit" to introduce the Principal Investigator to the specific terms of their project. This procedure ensures that all financial and programmatic sponsor requirements are acknowledged by the P.I. and all project set up documentation is completed prior the account information is issued and spending commences. The following is a step-by-step procedure followed on all new projects:

1. The Grant Analyst (GA) reviews the terms and conditions of the new award;
2. The GA completes/submits the fund number request and Grant Summary Sheet to Financial Services;
3. After receiving the new fund number, the GA sets-up a 700-U and Signature Card for the P.I;
4. The GA populates the grant attributes in PeopleSoft then completes and submits a budget upload to the Budget office;
5. The GA sets-up a Cost Share Documentation spreadsheet (if applicable);
6. The P.I. is contacted to set-up a meeting with the GA to go over the new award, sign paperwork, discuss responsibilities, and answer procedural and grant related questions;
7. The P.I. will be provided with a copy of their executed award and a copy of their budget upload (which contains their account codes and fund number);
8. The "Welcome Kit" covers the following topics:
   a. Award period of performance
   b. Financial and Technical Reporting (i.e. due dates/what's expected)
   c. Cost Share Documentation or Match (if applicable) Reporting Quarterly
      i. Reporting Quarterly
      ii. Salaries Reimbursed or Release Time (if it applies)
   d. Effort Reporting
   e. Subcontracts and Subrecipient Monitoring (if applicable)
   f. Payroll
      i. Hiring Process,
      ii. Specific Paperwork Required (i.e. timesheet/level of effort)
      iii. Payroll Schedule
   g. Purchasing
      i. Purchase Orders
      ii. ProCards
   h. Signature Authorization Card (must be signed during this meeting)
   i. 700-U Form (must be signed during this meeting)
   j. Amendments or Modifications
      i. Discuss the process for requesting and obtaining a modification from the funder

        k.   Close-Out Procedures

            i.   Discuss the Close-Out process highlighting what needs to be done at the 90, 60, 30, 0 day mark

        l.   Discuss OBI reports

            i.   How they work/completing an Access Request Form (ARF)

9. All of the information listed above in #8 is part of the "Check-off" list for new awards. This list must be signed by both the P.I. and the Grant Analyst to show both parties have reviewed/discussed the important criteria related to the new award.

Sponsored Programs Appointment Process

Issued: June 2011
Updated: 6/15/2012

REQUIRED FORMS All forms can be found online at http://humboldt.edu/hsuf/forms/hiringforms.php

- Appointment Document (use the online version for easier completion)

- I9 Form I-9 "Employment Eligibility Verification" (bring identification as noted)

- W4 (employee withholding allowance certificate)

- Employee information form **(Voluntary)**

- Form SSA 1945 (if a student)

- Confidentiality Form

- Direct Deposit (optional but highly recommended)

PROCEDURE

5. Employee completes and signs all forms in the Hiring Packet: Appointment Document, I-9 with support documentation, Employment Information Form (optional), W-4, Confidentiality Form, SSA-1945 (if student employee)

6. PI signs the Confidentiality Form and Section 1 of SPF Appointment Document

7. Employee completes Section 1 of the I-9 Form by the first day of work. PI or SPF may complete Section 2 of the I-9 Form

8. PI/Employee submits Hiring Packet to SPF for review

9. **SPF** verifies the accuracy and completeness of all documents in the Hiring Packet and provides new employee handouts as needed

10. **SPF** will verify if the Employee is exempt or non-exempt; if exempt the PI must submit a position description to the SPF Director who will then sign the verification (with the exception of exempt faculty)

11. **SPF** verifies a "Fully Executed Agreement" is on file for the award, the period of performance is still valid, and the hiring project has wages in the budget. Once all three have been confirmed, SPF completes and signs Section 2 of the Appointment Document

12. **SPF** scans the Appointment Document into the Shared folder in T:Drive

13. **SPF** completes or verifies Section 2 of the I-9 (including support documentation) within 72 hours of the first day of work; if I-9 is incomplete SPF will HOLD I-9 until completed by employee; If E-Verify applies SPF will complete requirements within 3 business days of receiving the I-9 and record the case number

14. **SPF** completes green SPF Sign-Ups Checklist and submits all completed documents in the Hiring Packet to the Human Resources Department

    a. If Direct Deposit forms or Multiple Project Attachments are received, the ORIGINAL forms are sent directly to Payroll

15. HR Department verifies completeness of all documents submitted:

a) Appointment Document: HR reviews, initials and dates. HR makes a buff colored copy for HR file

    a. If the employee will be supervising others, buff copy goes to Office Manager

    b. If the employee is in category A or B, HR makes an additional white copy which goes to the Benefits Administrator

    c. If the employee is in category A or B, they are benefit eligible and have time sensitive paperwork to turn in. The Benefits Administrator reviews these A or B documents to ensure the employee receives their benefits. The employee will receive benefit sign-ups and a policy packet.

    d. ORIGINAL appointment document goes to Payroll

b) W-4 Form: HR reviews and makes a white copy for HR file

    a. ORIGINAL W-4 form goes to Payroll

c) I-9 Form: HR reviews

    a. ORIGINAL I-9 remains in HR – NO copies are made

    b. HR makes two additional copies of the Support Documentation (e.g. DL, Passport, SSN, etc.)

        i. A copy remains attached to the I-9

        ii. A copy is placed in SPF personnel file in HR

        iii. A copy goes to Payroll

d) Employee Information Form (EIF): HR reviews and makes a white copy for HR file

    a. ORIGINAL goes to Payroll

e) SSA-1945 Form: HR reviews and no copies are made

    a. ORIGINAL stays in HR

f) Confidentiality Form: HR reviews and no copies are made

    a. ORIGINAL stays in HR

16. Payroll enters the employee information into PeopleSoft and ADP. Internal tracking of multiple projects is kept in an excel spreadsheet

17. Payroll will make a Payroll File for the employee where original documents/copies will be stored

Incomplete Hiring Packets:

a) If the appointment document is submitted but missing additional forms:

    a. HR makes a buff copy of the appointment document and places it in the "Missing Misc. Docs" folder. If there are various additional forms, HR attaches buff copy to those forms.

    b. HR reviews appointment document and check which category the employee is in and follow the instructions in "STEP 1."

    c. HR Submits ORIGINAL white appointment document to Payroll

b) If miscellaneous forms are submitted but missing the appointment document:

a. HR makes copies of the appropriate forms and send the ORIGINALS to Payroll

b. HR places the copies and/or appropriate original forms in the "Missing Misc. Docs" folder.

c) If HR does not receive the appropriate missing forms from SPF within a week, HR contacts SPF to follow-up on a weekly basis

Hiring Packets for current SPF employees (received pay within last 12 months):

Once an employee completes an I-9, W-4, Employee information form, Form SSA-1945 and Confidentiality Form *once*, they are valid for the entire employment duration with SPF (regardless of how many times they switch projects) if the employee consistently stays active on payroll.

The employee only needs a revised Appointment Document if there is a change to their employment such as rate of pay or category. If the employee is only adding an additional project to work on, without changing any terms of their original Appointment Document, they may submit a Multiple Projects Appointment Document.

If the employee did separate from employment (or stopped working for SPF 1 year or more) and were not continuously on payroll, then they must submit a new complete packet.

HUMBOLDT STATE UNIVERSITY
Sponsored Programs Foundation

Request for Cost Match Documentation Letter

Issued: July 2011
Updated: 7/29/2011

Quarterly Requests: (Sent out by Grant Coordinator)

P.I.' s Nam e ,

This is your **2nd Quarter** (4/1/11-6/30/11) Cost Match request for documentation on your project **Name (Project Number).** If your project had any cost-match this quarter please make sure to submit proper documentation to your Grant Analyst to include in the award file for audit purposes. If you do not have any cost match to document, please respond to this email to that effect.

Common examples of Cost Match Documentation include:

* Non-reimbursed timesheets
* Documentation of Third Party Cash or In-Kind
* Documentation of University Cash or In-Kind (Usage of University facilities/equipment, etc...)

If you have any further questions please contact your Grant Analyst. Thank you.

HUMBOLDT STATE UNIVERSITY
Sponsored Programs Foundation

Budget Modification Process

Issued: June 2011
Updated : 6/24/2011

Pre-Award:

1. The Pre-Award Office receives official modification from the funder
2. Modification terms & budget are then reviewed by one of the Pre-Award Specialists
3. If there is no budget provided from the funder one must be obtained from the P.I.
4. Director signs to authorize budget modifications when applicable
5. Director provides the fully executed modification to the Administrative Assistant
6. Administrative Assistant sends one copy of the fully executed modification to the funder with a cover letter and returns one copy of the fully executed modification and letter sent to Pre-Award
7. The Pre-Award Office logs the modification on their tracking spreadsheet
8. At this point a HSU-ORSP Form-1 is created (this is the information sheet that comes with the modification from Pre-Award which also confirms that Pre-Award has reviewed and logged the modification)
9. Pre-Award Specialist gives the modification to the appropriate Grant Analyst

Post-Award:

1. The Grant Analyst completes a Budget Upload Template
2. The completed Budget Upload Template is then emailed to the Accountant for review
3. The Grant Analyst will notify the Accountant to change the end date if applicable
4. The Accountant will review and forward to University Budget Office for uploading
5. The Grant Analyst checks to see if the modification affects cost match or reporting due dates and updates the Grant Attributes as necessary (award amount, IDC amount and end date if applicable)
6. The Grant Analyst notifies the P.I. of the modified budget
7. Modification and Budget Upload are then scanned to the T: drive
8. Original Modification and Budget Upload are then filed in the Award Folder

HUMBOLDT STATE UNIVERSITY
Sponsored Programs Foundation

End Date Notification Letter

90 Days Prior to Award End Date: (Sent out by Grant Coordinator)

 P .I.' s Nam e ,

This is your **90 Day** reminder that your project **Name (Project Number)** is closing on **End Date**. Please make sure to pay attention to the following action items:

* If you requested or are expecting a no-cost extension or modification please let your Grant Analyst know as soon as possible.

* Review your Budgetary Status Report (BSR) to ensure charges have been expensed correctly.

* If you know/expect that there will be substantial ($5,000 or more) funds remaining on your project when it ends, please let your Grant Analyst know as soon as possible.

* If your project has cost-match requirements please make sure to submit that documentation to your Grant Analyst to include in the award file for audit purposes.

* Copies of all technical reports submitted thus far should be sent to your Grant Analyst to include in the award file for audit purposes.

* If you have Salaries Reimbursed, "Buy-Out" make sure your college has billed your grant.

If you have any further questions please contact your Grant Analyst. Thank you.

60 Days Prior to Award End Date: (Sent out by Grant Coordinator)

 P .I.' s Nam e ,

This is your **60 Day** reminder that your project **Name (Project Number)** is closing on **End Date**. Please make sure to pay attention to the following action items:

* If you requested or are expecting a no-cost extension or modification please let your Grant Analyst know as soon as possible.

* Review your Budgetary Status Report (BSR) to ensure charges have been expensed correctly.

* If your project has cost-match requirements please make sure to submit that documentation to your Grant Analyst to include in the award file for audit purposes.

* Copies of all technical reports submitted thus far should be sent to your Grant Analyst to include in the award file for audit purposes.

* If you have Salaries Reimbursed, "Buy-Out" make sure your college has billed your grant.

If you have any further questions please contact your Grant Analyst. Thank you.

30 Days Prior to Award End Date: (Sent out by Grant Coordinator)

P .I.' s Nam e ,

This is your **30 Day** reminder that your project **Name (Project Number)** is closing on **End Date**. Please make sure to pay attention to the following action items:

* Submit any outstanding timesheets, absence reports, check requests, etc…

* If you have any recurring charges (i.e. telecom/postage) make sure to transfer those charges to another active project.

* If you have a ProCard make sure it's reconciled.

* If you have any open P.O.'s make sure the order is received before the project end date.

* If you requested or are expecting a no-cost extension or modification please let your Grant Analyst know as soon as possible.

* Review your Budgetary Status Report (BSR) to ensure charges have been expensed correctly and clear any outstanding Travel Advances.

* If your project has cost-match requirements please make sure to submit that documentation to your Grant Analyst to include in the award file for audit purposes.

* Copies of all technical reports submitted thus far should be sent to your Grant Analyst to include in the award file for audit purposes.

* If you have Salaries Reimbursed, "Buy-Out" make sure your college has billed your grant.

If you have any further questions please contact your Grant Analyst. Thank you.

Award End Date: (Sent out by Grant Analyst)

P .I.' s Nam e ,

This is your **0 Day** reminder that your project **Name (Project Number)** has now closed and your fund number will soon be deactivated to any future charges. Please make sure to pay attention to the following action items:

* Submit any outstanding timesheets, absence reports, check requests, etc…

* If you have any recurring charges (i.e. telecom/postage) make sure to transfer those charges to another active project.

* If you have a ProCard make sure it's reconciled.

* If you have any open P.O.'s make sure the order is received before the project end date.

* You will soon be receiving a 700 U Form; we have a new compliance regulation requiring a 700 U within 90 day of the conclusion of a project. Please complete and return to your Grant Analyst.

* If you requested or are expecting a no-cost extension or modification please let your Grant Analyst know as soon as possible.

* Review your Budgetary Status Report (BSR) to ensure charges have been expensed correctly and clear any outstanding Travel Advances.

* If your project has cost-match requirements please make sure to submit that documentation to your Grant Analyst to include in the award file for audit purposes.

* Copies of all technical reports submitted thus far should be sent to your Grant Analyst to include in the award file for audit purposes.

* If you have Salaries Reimbursed, "Buy-Out" make sure your college has billed your grant.

HUMBOLDT STATE UNIVERSITY
Sponsored Programs Foundation

Closeout Procedure

Issued: April 2011
Updated : 6/24/2011

POLICY BACKGROUND

When a project is scheduled to end, and no extensions are requested, the Sponsored Programs Foundation (SPF) initiates the Award Closeout Procedure. This procedure ensures that all financial and programmatic sponsor requirements are completed.

> **Note: The deadline for submission of final documents for most sponsors is 90 days after the end date of the award. If the deadline is different, please note this as an important talking point when the Principal Investigator (PI) and the Grants Analyst (GA) review the status of the award. If reporting requirements are less than 90 days, the Closeout Procedures below will take place in a shorter period of time.**

POST-AWARD

A. Notification of Award End Date (90 days prior to award end date)

1. The GA identifies his/her awards that have an end date within the next 90 days, and performs the following functions:
    a. Crosschecks the information listed in PeopleSoft with the information in the award file to be certain of the exact project end date.
    b. Requests the Grant Support Coordinator (GSC) generate an, "End Date Notification" email to the Principal Investigator (PI).
    c. GSC confirms that the PI is not requesting supplemental funding or a no-cost extension.
    d. GSC inserts a comment into PeopleSoft recording EDN email sent.

B. Preliminary Closeout (60 days prior to award end date)

1. The GA reviews the contents of the grant file for the requirements that should be met by the award's end.
2. The GA generates a list of the requirements and deadlines (e.g., technical report or letter from funder of services rendered, cost sharing, effort reporting, final financial report, final invoice, etc.).
3. The GSC emails the PI with a reminder of the requirements of the award.
4. GSC inserts a comment into PeopleSoft recording EDN email sent.

C. Award Closeout (30 days prior to award end date)

1. The GA reviews the financial information and highlights any outstanding issues:
    a. *Recurring charges (i.e. Telecom):* GA emails P.I. a reminder to have any recurring charges turned off.
    b. *Personnel:* Check with PI or administrative contact for any outstanding time sheets and/or absence reports that need to be submitted.

2. The GA and the PI identify any cost sharing requirements and work with the Compliance Officer to ensure that proper documentation is obtained.

3. The GSC emails the PI with a reminder of the requirements of the award.

4. GSC inserts a comment into PeopleSoft recording EDN email sent.

D. Award Closeout (0 days: actual end date)

1. After the award has ended, the GA emails the PI to discuss any outstanding expenses or transfers that should be submitted within 30 days.

2. The GA conducts a general review of the BSR and confirms with the PI that the expenses posted are the actual expenses that should be reported on the final report/invoice.

3. Make sure all encumbrances are closed.

4. If there are discrepancies, the GA discusses the expenses with the P.I. and corrections are initiated.

5. GA inserts a comment into PeopleSoft recording email sent.

E. Final Closeout

1. **30 days** after the project end date, the GA will request that the project be closed to any future charges.

2. Finally the GA completes the Closeout Checklist (Attachment A) to document all the above information has been verified and signed off by the GA. The checklist is then approved by the Director for closure and the award is filed.

3. **Filing Process** Working Folder is pulled and filed to match Award Folder alphabetically. Closeout Memo is emailed to P.I. letting them know the project is closing, and then memo is scanned into Award File to P.I. File. Box files and label to shred date. Store in section designated to same shred year on 2nd floor archives.

F. Unspent Budgets

1. Unspent Pre-Paid Budget
   a. OBI will provide monthly financial reports that will show project status, in order to ensure that PI's and staff can identify unspent budgets as early as possible.
   b. Unless otherwise specified by the terms and conditions of the award the funding agency must be contacted by the GA for guidance.
   c. The GA notifies the PI as soon as a surplus has been identified as a true residual and is designated to be returned to the funding agency. The PI has a specific period of time (typically five working days) to contact the GA if the PI needs to discuss the funding surplus. GA writes check request to the funder that the P.I. signs.

3. Residual funds
   a. If the funding agency permits a no-cost extension of the funds, the existing project can be extended for a defined amount of time.
   b. If not specified in the terms and conditions of the award, the funding agency must provide written approval for residual funds to be reverted back to the College, University or for the P.I.'s continued use except if fixed fee for service in which case the residual automatically gets transferred to an appropriate trust via a transfer memo.
   c. The GA completes a transfer request to transfer funds to designated trust. Transfer completed by Accounting.

HSU SPF Project Closeout Checklist

Project Name _____

Fund Number _____

Funder _____

Reason for Closure _____

PI Notified _____

700-U Completion Statement Rec'd (90 days)   Date Sent: _____   Date Received: _____

Financial Reports Submitted _____

Technical Reports Submitted _____

Deliverables Met _____

Encumbrances/POs Closed _____

Advances Cleared _____

Procurement Card _____

Cost Share/Match Verified _____

Outstanding AP _____

Outstanding PR _____

Outstanding Transfers _____

Asset Management _____

Material Transfer Agreements (MTA), if applicable _____

IRB/IACUC covers appropriate POP, Insurance Certificates _____

Unbilled Reconciled _____

Indirect Cost Calculated Correctly _____

Final Invoice _____

Subrecipient Monitoring _____

Remaining Funds Allocated _____

Amount of unspent budget _____

Printed OBI BSR in folder _____

Inactivated, Closed in PS and Grants Mod _____

Shred Date/ Special Retention _____

Destruction Date in PS _____

*   **Staff Assistant to Pull Working Folder** _____

*   **Staff Assistant to Archive T Drive Folder/Email to Accounting** _____

		✔ = **Satisfied**
_____	_____	**NA** = **Not Applicable**
Prepared By	Date	**NR** = **Not Required**
		* = **Completed by**
_____	_____	**Front Office**
Reviewed/Approved by Compliance Officer	Date	

Accounts Payable Procedures

Issued: May 2011
Updated : 5/27/11

Pre-Award

During the Pre-Award phase each award's budget is reviewed and approved utilizing the routing form. The award's budget is set-up by accounting line item and to be in compliance with Office of Management and Budget (OMB) cost principles.

Post-Award

After award approval, the approved budget is entered into PeopleSoft. The P.I. and authorized signors are entered into PeopleSoft Delegation of Authority module. The Delegation of Authority module tracks authorized signors for each project.

When expenditures occur, they are approved and signed by the Principal Investigator or authorized signor of the project. The principal investigator or authorized signor has responsibility to ensure that the expense is appropriate.

Accounts payable receives the expenditure information and verifies there is sufficient appropriate documentation to process the disbursement. Accounts payable is restricted through combination edits, a PeopleSoft functionality, from entering in an account that is not on the project's budget. Accounts payable utilizes the Delegation of Authority module to verify that an authorized person has approved the expenditure. Accounts payable follows the check printing procedures which require a second signature for checks over $5,000. After Accounts Payable has finished their processing, all documentation is scanned and retained within the award's folder on the network.

The Grant Analyst utilizes the Budgetary Status Report, which pulls information from the PeopleSoft budget and actual expenditures, to monitor the award's activity. The Grant Analysts review costs charged to a project on an ongoing basis throughout the period of performance. When a discrepancy is noted, such as an expenditure being over budget, or not allowed, the grant analyst investigates the issue. The Grant Analyst takes appropriate action to resolve the issue such as initiating a cost transfer. See separately documented Cost Transfer procedures.

The PI also monitors and reviews their project, utilizing monthly project reports. If an error is identified they contact the Grant Analyst.

HUMBOLDT STATE UNIVERSITY
Sponsored Programs Foundation

Cost Transfer Procedure

Issued: May 2011
Updated : 5/27/11

POLICY BACKGROUND

A cost transfer is an after-the-fact reallocation of the cost associated with a transaction (labor and non-labor) from one project to another. Although costs should always be charged to the correct project, it is understood that cost transfers are sometimes necessary. To be allowable, cost transfers must be timely, be fully documented, and conform to University and sponsor allowability standards (that is, allowable under the terms of the sponsored agreement).

HSU Sponsored Programs allows cost transfers involving sponsored projects only in special circumstances, including:

- Error correction (i.e. correction of clerical or accounting error, such as transposition of chartfields);
- Transfers of costs to a continuation year of a project;
- Disallowed costs to an unrestricted trust account

PROCESS

The Principal Investigator (PI) and the Sponsored Programs Grant Analyst are responsible for reviewing costs charged to a project on an ongoing basis throughout the duration of the award and for ensuring that transfers of costs to or from a sponsored project are made promptly upon determination that an error has occurred.
The PI must review the monthly Sponsored Programs project reports (i.e. Budgetary Status Report and Transactions Detail report) to identify errors in a timely fashion and communicate the required adjustments to the Grant Analyst.

Criteria for Cost Transfers
Care must be exercised in making any cost transfer; therefore a cost transfer must be:

- Appropriate
    - The cost transfer must be in conformance with the granting agency policies and the Sponsored Programs Foundation policies (i.e. is the transfer/expenditure allowable, allocable, and reasonable?)
- Timely
    - Cost transfers should be prepared and submitted as soon as the need for a transfer is identified, but no later than 90 days after the posting is made and/or within 30 days of the project end date, whichever comes first;

- o Cost transfers exceeding this time frame will be approved only in extenuating circumstances and will require additional documentation as to why the transfer request was not made on a timely basis. These circumstances do not include administrative oversight, staff shortages, PI unavailable, etc. These transfers will be reviewed and decided on a case by case basis.
- Fully Documented
  - o Authorization in writing must be provided that is signed and dated (email is acceptable) from the PI or a responsible individual;
  - o Cost transfers must contain a justification detailing:
    - The reason for the cost transfer and, if applicable, how the error occurred;
    - A description of how the cost benefits the award to which the cost is being transferred;
    - Documentation that provides evidence of the existence of the charge on the award from which the cost is being removed (e.g. a copy of the original invoice and check request or payroll timesheet)

Approval and Processing of Cost Transfer

Once a cost transfer request has been submitted to the Sponsored Programs office, the Grant Analyst assigned to the award will review the request for the criteria noted above. If the cost transfer appears reasonable and is in conformance with the standards set forth by the granting agency and Sponsored Programs, the transfer request documents are approved and signed by the Grant Analyst. These documents are then forwarded to Accounting

Allowability of Expenditure Procedure

Issued: May 2011
Updated : 5/27/11

POLICY BACKGROUND

One of the most important aspects of grant administration is the proper expenditure of funds. It is imperative to abide by federal guidelines that specify which expenses should be listed as direct costs on awards. Principal Investigators (PIs) and their research administrative staff should be aware of the principles, as outlined in OMB Circular A-21, which are used to determine the appropriateness of listing an expense as a direct charge on a sponsored project.

PROCESS

It is the responsibility of the PI to ensure that only expenditures that are considered allowable are charged against the project. All potential charges to a sponsored project should be examined prior to being incurred. The Sponsored Programs office is responsible for guidance, training and insuring compliance through periodic reviews.

One Award – One Fund
To track all activity related to a single award and to facilitate the review of costs associated with an award, each award is assigned a unique fund number in PeopleSoft, the financial accounting system. All costs related to an award are recorded to this fund.

Allowable Costs - Definition
Specific guidance is provided in the OMB Circular noted above, but in general the following factors affect the allowability of costs associated with a project:

- **Reasonableness**: The nature and amount of the expenditure should reflect the action that a prudent person would have taken under the same circumstances.
- **Allocability**: A cost is considered allocable to a project if the goods and services involved are chargeable or assignable in accordance with the relative benefits received, in a proportional basis.
  - Any costs allocable to a particular sponsored agreement 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.
  - Any costs allocable to activities sponsored by industry, foreign governments or other sponsors may not be shifted to federally-sponsored agreements.

Consistent Treatment: In general, care must be taken to prevent the same classification of costs from being directly charged to an agreement and also included in the Facilities & Administrative (Indirect Cost) rate which is charged to the agreement (e.g. postage, office supplies, basic communications services, etc.)

Allowable Costs – System Controls

To prevent unallowable costs from being charged to a sponsored project, systematic controls are entered into PeopleSoft upon the initial setup of a new award. These systematic controls, or combination edits, are utilized to control the budget line items that a given project may charge to.

The Sponsored Programs Grant Analyst prepares a budget upload, in accordance with the conditions of the contractual agreement, for recording to PeopleSoft. (Please see "Project Budgeting & Revision" procedure document.) The budget template details the specific expense accounts that may be charged.

The budget template is forwarded to the Accountant and serves as the basis to build the combination edit in PeopleSoft. When the combination edit has been created, only the general ledger accounts included in the edit may be used to charge expenditures on the project. Attempts to charge a cost to a budget line not included in the budget will fail and not be allowed to be charged to the project in question.

On a monthly basis, the Sponsored Programs Grant Analyst reviews the costs charged to a given project. All unallowable costs, if any, are transferred via a cost transfer (Please see "Cost Transfers" procedure document.) to an unrestricted fund.

Unallowable Costs

Under federal regulations, unallowable costs are costs that cannot be included in the direct costs of sponsored agreements as they are included in the University's Facilities & Administration Rate (Indirect Cost Rate) or are specifically unallowable per OMB Circular A-21. Though not comprehensive in nature, the following is a list of the most common unallowable costs:

Basic Administrative and Operational Costs

- Office supplies, pens, paper, basic software, etc.
- Local telephone and fax lines; telephone line and equipment charges
- General clerical or secretarial assistance
- Laptop and desktop personal computers
- Postage, express mail
- Hazardous waste disposal
- Proposal preparation costs

Research-related Expenses Ineligible for Reimbursement

- Books and periodicals
- Dues and memberships in the PI's name
- Photocopying

Miscellaneous Unallowable Expenses

- Alumni activities
- Commencement and convocation costs
- Organized fundraisers
- Lobbying (Federal, State, or Local)
- Student activities
- Bad debt costs

- Selling and marketing costs
- Fines and penalties
- Meal expenses for employees not in travel status (with certain exceptions)

Entertainment/Goods or Services for Personal Use

- Alcohol
- Flowers
- Catering
- Gifts
- Space rental
- Furniture
- Construction
- Housing and personal living expenses (utilities/rent/etc.)

Travel Restrictions: Travel costs, while allowable, have certain restrictions that must be adhered to when using Federal (including Federal flow-through) funds.

- Commercial air travel must be via the lowest available commercial discount airfare, subject to certain exceptions as provided in Circular A-21 Section J.48.c.

- The Fly America Act of 1974 (http://www.tvlon.com/resources/FlyAct.html) requires that a US flag air carrier must be used even when a lower cost or more convenient airfare is available through a foreign air carrier, subject to the exceptions outlined in Section V of the Act.

Questions regarding the allowability of costs should be directed to the Sponsored Programs Grant Analyst assigned to the project in question.

In order to exclude unallowable direct and indirect costs from cost reimbursement and from any submitted financial report, unallowable costs should never be charged to a sponsored project. Instead, costs of this nature should be charged to a separate, unrestricted fund held in trust for the PI (i.e. "T-Funds").

Note that expenses incurred after the termination date of an award are inherently unallowable and will become the responsibility of the PI and his/her department.

HUMBOLDT STATE UNIVERSITY
Sponsored Programs Foundation

Trust Accounts Procedures

Issued: May 15, 2003
Updated: 8/1/2011

POLICY BACKGROUND

To provide management with the criteria and framework by which the HSU Sponsored Programs Foundation holds funds for university purposes and to assure that expenditures are used for purposes supportive of the University's education mission. As an auxiliary organization of Humboldt State University, Humboldt State University Sponsored Programs Foundation seeks to comply with various federal and state regulations including CSU Board of Trustees policy, Title V, and Humboldt State University policies. The sources of funds deposited to these accounts are primarily gifts and donations but may include fees for services and sale of products or goods exclusively (included are approved workshops, seminars and conferences not offered for credit). An administrative handling fee comparable to fees charged by the University will be charged on these accounts. This administrative fee excludes deposits to savings accounts and transfers between Foundation accounts. These accounts are frequently referred to as Campus Programs or Trust Accounts.

PROCESS

An agreement for the Establishment or Continuation of a Campus Program – Trust Account must be completed and submitted for review and approval to HSU Sponsored Programs Foundation. The Vice Presidents have the primary responsibility for approval and use of campus program – trust accounts in their respective areas. The President has review and approval authority on new accounts that do not fall directly under one of the Vice Presidents.

The Executive Director of the Sponsored Programs Foundation will review, and as appropriate approve all accounts on behalf of the Sponsored Programs Foundation. As part of this review, HSU Sponsored Programs Foundation will work with the University to ensure that the source of funds deposited is clearly defined and ensure that donation acknowledgement letters are not issued to donors contributing to project accounts over which they exercise authority.

HSU Sponsored Programs Foundation will not accept funds or manage accounts that would jeopardize its tax-exempt status, or expose it to expenses for which no source of funds has been readily identified. New university programs or programs involving a substantial or unique obligation of the Sponsored Programs Foundation, shall be submitted to the University President for approval as to its acceptability to the overall mission of the University and in conformance with CSU Trustee regulations and then presented to HSU Sponsored Programs Foundation for approval.

All campus programs – trust accounts shall have a beginning and ending date established. The maximum term for an account is three years, with the exception of accounts set up for endowments that are permanent. A request to renew the account may be submitted prior to the end of the normal three-year term. Accounts will be closed and the account signatory and responsible campus officer notified if there is no activity for more than one year. It will be the responsibility of the authorized signer to notify the HSU SPF of any changes to the terms of agreement. HSU Sponsored Programs Foundation will review campus programs – trust accounts on a regular basis and will report to the Board of Directors any trust accounts that fall into an over-draft condition. The Vice President that has oversight responsibility for the campus program will assume responsibility for any over-draft. All trust over-drafts must be approved, in advance

and in writing by the Foundation. Overdrafts are considered loans and will be treated accordingly, with terms of the loan, including payment terms and interest rates documented and presented to the appropriate committee with final approval by the Board of Directors.

Laws and regulations governing the not-for-profit and tax-exempt status of the Sponsored Programs Foundation prohibit self-dealing practices. Consequently, the Sponsored Programs Foundation must have in place internal control procedures that preclude even inadvertent events that may jeopardize its status. The following procedures are established in accordance with this requirement.

All requests by authorized signers for self-reimbursement, including payroll-related requests, will have to be signed by their academic or programmatic supervisor.

HUMBOLDT STATE UNIVERSITY
Sponsored Programs Foundation

Credit Policy

Issued: March 1995
Updated: 3/1995

HSU Sponsored Programs Foundation may obtain credit on a case by case basis, only upon recommendation and concurrence by the Finance Committee.

HSU Sponsored Programs Foundation will grant credit for financial transactions when grant awards, purchase orders, contracts or similarly signed agreements are involved. In those cases, "credit," is actually advance funding for account expenditures, and can occur without action by the Board of Directors and will be under the review of Humboldt State University Sponsored Programs Foundation Management.

HUMBOLDT STATE UNIVERSITY
Sponsored Programs Foundation

Indirect Rate Policy

Issued: April 2011
Updated : 8/28/15

POLICY BACKGROUND

The Sponsored Programs Foundation can exist only if it can receive enough Indirect Cost revenue to support its operations and maintain a reserve balance to pay for research expenses in advance of funder reimbursement. Indirect costs are those costs that are incurred for common or joint objectives and therefore cannot be identified readily and specifically with a particular sponsored project. The federal government uses "Facilities and Administration (F&A)", while other funding entities use "overhead" or "administration" or "indirect cost rate" as a synonym for indirect cost.

Humboldt State University Sponsored Programs Foundation (HSUSPF) receives an approved indirect rate from the cognizant Federal Agency that is based on an audit of actual expenditures and is recognized by all federal agencies. The current approved rate is:

- 45% for all on campus programs
- 22.5% for all off campus programs

Different funding agencies may have indirect cost rates other than the federally negotiated rates. It is the policy of the HSUSPF that the maximum indirect rate (as defined in writing by the funding agency) should be used on all proposals submitted to the Sponsored Programs Foundation.

In some cases the funding agency has a published policy that limits the indirect cost to a percentage below the HSUSPF Federal maximum. If so, please indicate this published policy on the internal proposal routing form and provide written documentation (usually a copy of the funding source's written policies), and use the maximum published rate allowed rate by this funder.

If the Principal Investigator is intending to use less than the funder published maximum allowed rate, then they must contact the HSUSPF office to explain why and get advance approval prior to developing the budget.

If the Principal Investigator is intending to use a published rate of less than 15%, then HSUSPF may require that a portion of the indirect be made up by the sponsoring HSU entity (i.e. such as the Department/Unit, College, Division, etc.). Any such agreement will be made between the Director of Sponsored Programs and the head of the sponsoring entity.

The HSUSPF office reserves the right to refuse to submit any proposal that falls below the approved indirect rates.

HUMBOLDT STATE UNIVERSITY
Sponsored Programs Foundation

Excess Indirect Revenue Distribution Policy

Issued: May 2011
Updated : 5/2/2011

POLICY BACKGROUND

The Humboldt State University Sponsored Programs Foundation (HSUSPF) receives revenue by including an indirect rate percent on each proposal that is submitted through this office. This is the main source of revenue that is received through HSUSPF and is to be used in the following manner in the priority order listed:

1) Operating Expenses of HSUSPF
2) Maintain Cash Reserve as approved by Board of Directors
3) Budgeted University Use Funds
4) Distribute any excess revenue back to the University SPF trusts. The amount of excess revenue is to be approved by the SPF Board of Directors.

After the end of each fiscal year has been closed out an analysis will be done to determine the amount of "excess" indirect revenue to be distributed. The analysis will be as follows:
Once items one and two above have been achieved, then the excess IDC revenue will be distributed as follows:
- First, 5% will be given to HSU President's Trust
- Second, of the remaining balance; 15% will be given to the Dean of Research office
- Third, of the remaining balance it will be distributed as follows
  - The base will be all qualifying grants and the amount of spending processed by those grants in the fiscal year. A qualifying grant is any grant/contract that had an effective indirect rate of at least 15%. Effective indirect rate is defined as total indirect budget divided by total direct budgeted expenses.

  - Once the base has been determined for that fiscal year, then the distribution will be as follows
    - 50% to the College that the respective grant was under
    - 20% to the Department that the respective grant was under (in the event a grant was affiliated with an Institute/Center, then this will be evenly divided between Department and Institute/Center).
    - 30% to the PI's trust fund

Note that these percentages will be applied to a prorated value of the indirect dollars earned for the fiscal year.

All distributions of excess IDC remain the property of HSUSPF (not the individual person) and are to be managed by the respective groups to facilitate additional research opportunities within their areas. A brief annual update of how the funds were spent will be expected from the President's Office, the Colleges, and Dean for Research.

Reserve Policy

Issued: 12/15/2005
Updated: 4/26/2011

PURPOSE

It is a goal of HSU Sponsored Programs Foundation to maintain adequate reserves and working capital and promote the Foundation's role in assisting the University in meeting both its current and long-range goals.

BACKGROUND

California State University Board of Trustee guidelines state that auxiliary organizations shall evaluate the need for reserves in the following areas:

      A.   Working capital
      B.   Current operations
      C.   Capital replacement
      D.   Planned future operations (including future new business requirements which have been recognized by the campus and the auxiliary organization as appropriate and within the educational mission of the campus).

Having established a reserve policy, the Foundation's Board of Directors have the responsibility for reviewing the reserves and their funding levels on an annual basis and to set aside a portion of net assets to fund reserves. Net assets are defined as fund assets minus fund liabilities. It represents the total amount of net income (excess revenues over expenses) that has been accumulating from year to year since the fund began operating.

The HSU Sponsored Programs Foundation receives, as its main source of revenue, indirect cost recovery from administering sponsored programs (grants and contracts). Other sources of revenue include; indirect cost recovery from administering campus programs and investment revenue. These funds are used to support expenses incurred by the General Operations fund. The funding of the Foundation's General Operations fund is the first priority for the use of indirect cost recovery. The funding of indirect cost allocations will be the second priority. The sources and uses of these funds are reflected on the financial statements as Unrestricted – General Fund. Reserve categories will be established and recognized on the financial statements as Unrestricted Net Assets – General Fund.

POLICY REVIEW

This Reserve Policy will be reviewed at least annually to ensure its consistency with the Foundation's objectives of growth, income and safety, and any changes in applicable laws and external financial trends.

Any proposed amendments or variation to this policy will require a majority approval by the HSU Sponsored Programs Foundation Board of Directors.

RESERVE CATEGORIES

Reserve categories will be established to provide for sufficient levels of working capital (current assets minus current liabilities) and to maintain current operating expenditures for at least sixty days (based on a three-year trailing average) for all areas of operations. The goal for reserve categories A, B and C shall be a cumulative amount of four million dollars ($4,000,000).   This is an increase of $2,000,000 to the existing reserve goal and the revised $4,000,000 reserve goal will be built up evenly over a 36 month period beginning July 1, 2011. When the goal of four million dollars has been achieved for categories A, B and C allocations will begin for category D. Reserve levels will be subject to annual review by the Foundation's Board of Directors. The reserve categories will be adjusted annually to meet the required amount. Allocations will be made until the level of funding is attained according to the stated reserve levels. Authority for expenditures from reserve categories will be with the Foundation's Board of Directors upon the recommendation of the Finance Committee. Any change in the stated goals of the reserve categories will require the same procedures. In any year in which there might be an operating loss, the loss shall be distributed, pro rata, to all reserve accounts after taking into consideration the components of that loss that need to be allocated to specific reserve categories.

A.   CURRENT OPERATION/WORKING CAPITAL RESERVE

This category will be used to:

1.   Cover all normal expenditures incurred by all areas of operation (all funds that are administered by the Foundation).
2.   Maintain sufficient working capital (current assets minus current liabilities) for all funds administered by the Foundation.
3.   Cover any agency or audit disallowances resulting from revenue received or expenditure incurred for all areas of operations of the Foundation (all funds that are administered by the Foundation).
4.   Cover any specific expenditures resulting in unexpected cash outlays incurred by all areas of operations (all funds that are administered by the Foundation), subject to the approval of the Board of Directors.

B.   CAPITAL REPLACEMENT RESERVE

This category will be used to provide for the replacement of fixed assets as needed. As deemed necessary and in accordance with the annual budgeting process, Management will prepare a plan for replacing capital items, accompanied by a capital expenditure budget, that enumerates the funding needed to meet the plan. All plans will be subject to approval by the Board of Directors. Funding will be adjusted as needed on an annual basis.

C.   CONTINGENT LIABILITY RESERVE This category will be used to provide any financial requirements, beyond and outside of insurance coverage that may arise from legal claims.

D.   PLANNED FUTURE OPERATIONS

This category will be used to provide for business requirements for planned future operations. As necessary, management will prepare a plan that enumerates the funding needed to meet the plan. All plans will be subject to approval by the Board of Directors. Funding will be adjusted if needed on an annual basis.

Humboldt State University
Sponsored Programs Foundation

Federal Financial Reporting Preparation and Review

Issued: May 2011
Updated : 5/27/11

POLICY BACKGROUND

Agencies of the federal government demand strict adherence to the reporting requirements set forth in the award instrument. Federal sponsors often require periodic interim financial reports in addition to final financial statements. Failure to submit a financial report within the specified time frame may place the University in jeopardy of having remedial actions imposed which can include an awarding agency withholding an award(s) to the University, or the withholding of payment on invoices.

Many federal awards require regular reporting of expenditures, cash balances, cost share provided and program income via the SF-425 (Federal Financial Report or FFR). The purpose of the FFR is to give recipients of grants and cooperative agreements a standard format for reporting the financial status of their federal awards.

Note: The Financial Reporting and Account Close-Out process is intended to be completed within 90 days of the termination date of the award.

PROCESS

The responsibility for preparing and submitting all interim and final financial reports rest with the Sponsored Programs Foundation (SPF) office, however, the SPF office requires the assistance of the Principal Investigator (PI) through his/her input prior to the point that the report is prepared. It is important to note that the PI is ultimately responsible for management of the fund and, as such, must ensure that all costs charged against the project are accurate and allowable under the terms of the award.

The reporting process is initiated and concluded based on the premise that all expenditures posted to the general ledger fund are accurate and allowable under the terms of the award. A periodic review of the costs incurred during the budget period is routinely undertaken by the Grant Analyst assigned to the award and adjusting entries processed as needed, prior to the end of the budget period. Direct cost expenditures that are considered erroneous or unallowable amounts must be adjusted and journalized to the appropriate source of funding. Depending on the terms of the award, financial reports are submitted to the awarding agency on an interim basis or at the conclusion of the awarding period.

Note that each award is monitored within its own fund in PeopleSoft, the financial accounting system. As such, all balance sheet activities as well as revenues & expenditures are captured in a single fund, representing the financial life cycle of the award.

Report Preparation – Cash
A detail of all cash receipts for the award is also generated from PeopleSoft by the Accountant and recorded to the financial report.

Report Preparation – Project Expenditures

To prepare the report, the Accountant generates a current Budgetary Status Report for the award. The Budgetary Status Report is a summary of the budget and project expenditures to date by budget line item for the award. The budget and cumulative expenditures are recorded to the financial report.

Report Preparation – Program Income

If applicable, program income is reported on the Budgetary Status Report. This information is also entered on the financial report.

Report Preparation – Indirect Cost Expense

To ensure that Indirect Costs have calculated correctly on the award, a manual calculation is prepared and compared to the actual expense. Discrepancies, if any, are reconciled and adjusted in the general ledger accordingly. The Indirect Cost Type, Rate, Base, and Charged Amount are entered on the financial report.

Upon completion of the items noted above, the report is forwarded to the SPF Grant Analyst for any cost share reporting requirement and for his/her review.

Report Preparation – Recipient Share (Cost Share)

The PI is responsible for gathering all appropriate documentation for cost share expenditures. The Sponsored Programs office is responsible for guidance, training and insuring compliance through periodic reviews.

Upon satisfactory documentation of the cost share/match for the reporting period, the Grant Analyst enters this information on the financial report.

Report Review and Certification

After all applicable financial information has been entered, the financial report and all related report-support documents are forwarded to the Sponsored Programs Director, or his/her designee, for review and certification.

Report Submission

Once the report has been certified, a copy of the original report is made and filed with all other essential grant documents. The original, certified report is submitted to the granting agency per the terms of the award.

Quarterly Financial Reporting – NSF, NIH, NASA, etc.

The process described above is applicable for most final and interim federal financial reports. However, certain funders, such as the National Science Foundation and those administered through Payment Management Systems, require electronically submitted reports. For these agencies, the process of preparing the report is similar, but is carried out by the Accounting Technician. Review and Certification of the report is carried out by the Accountant.

General Operations Budget Procedure

Issued: N/A
Updated: 8/1/2011

HSU Sponsored Programs Foundation shall have an annual operating budget (fiscal year) which is developed by Humboldt State University Sponsored Programs Foundation Management, reviewed by the Finance Committee of the Sponsored Programs Foundation's Board of Directors, and recommended to the Board of Directors for approval in May of each year.

The budget shall, to the extent practical, address costs on a line item basis. It will provide for the expenditure of indirect cost revenue, contributions, grant funds returned, investment income, and miscellaneous income.

Budgetary approval requires that expenditures are made by check request or purchase order request processed through Financial Services. Humboldt State University Sponsored Programs Foundation Management is the primary authorized signer for the expenditure of the annual budget, though others can be authorized in relation to specific line items.

The Annual Meeting of the Foundation's Board of Directors will be an in-depth analysis of prior year financial statements and will, accordingly, review the budget and its related expenditures. During other Board meetings throughout the year, the budget may be revised by Board action. Humboldt State University Sponsored Programs Foundation Management will, on a quarterly basis, review financial statements with the Sponsored Programs Foundation's Board of Directors.

Gifting Procedures

Issued: N/A
Updated: 8/1/2011

Any gifts made by the Sponsored Programs Foundation shall be made through specific action by the Board of Directors or through the Sponsored Programs Foundation's annual operating budget. It is recognized that gifts to the University should not conflict with regulations of the Board of Trustees.

While HSU Sponsored Programs Foundation maintains equipment, purchased by grant and special project accounts, on its inventory, it is the Sponsored Programs Foundation's intention to gift such equipment to the University as projects conclude.

Accordingly, Humboldt State University Sponsored Programs Foundation Management will periodically review equipment holdings and initiate gifting and survey procedures for action by the Board of Directors.

To protect equipment holdings and provide for equipment replacement, the Sponsored Programs Foundation may, at the Board's discretion, insure equipment and will provide a reserve fund for equipment replacement. Property inventories will be conducted in accordance with applicable State and Federal regulations.

GIFT ACCEPTANCE

Title V of the California Code of Regulations (Section 42500) provides the broad authority of the HSU Sponsored Programs Foundation to function as the recipient/donee of private support gifts under the terms of an appropriate agreement between CSU Trustees and the Sponsored Programs Foundation. Authority for the Sponsored Programs Foundation to function as the donee/recipient of gifts is set forth in University policy and master operating agreements between these entities. The provisions of this policy shall be interpreted consistent with these policy statements and agreements.

HSU Sponsored Programs Foundation must recognize individuals or groups who wish to solicit private funds or property in the name of the University to consult and coordinate those efforts with the Office of University Advancement This applies to all friends, support groups, intercollegiate athletic programs, alumni groups, and academic departments and is intended to protect existing relationships between donors and campus representatives. Individuals or groups who wish to solicit private funds or property in the name of Humboldt State University Sponsored Programs Foundation must consult and coordinate those efforts with HSU Sponsored Programs Foundation Management. HSU Sponsored Programs Foundation Management is to be notified of all proposed gifts to Humboldt State University Sponsored Programs Foundation.

This policy statement has been adopted by the Humboldt State University Sponsored Programs Foundation Board of Directors to provide management with the criteria and framework by which gifts may be accepted, managed and conveyed in appropriate circumstances.

Only gifts, bequests, devices, endowments, trusts, and similar funds or other assets which are designated for the use of (in trust for) the University or to the Sponsored Programs Foundation for University programs or projects may be considered for acceptance.

HSU Sponsored Programs Foundation may require additional information, documentation or other actions by donor or others to properly protect and provide for the best interest of HSU Sponsored Programs Foundation and the University.

The Sponsored Programs Foundation, their respective officers, employees, directors, representatives, agents and assigns shall inform all potential donors to seek their own legal, accounting, and other professional advice, as the Sponsored Programs Foundation does not provide such advice. Unless expressly stated in writing by an authorized Sponsored Programs Foundation officer, no communications and/or documents made or provided by the Sponsored Programs Foundation shall be considered to constitute such advice.

Except as provided below, the HSU Sponsored Programs Foundation Executive Director or his (her) designee, has the authority to accept gifts or related funds and instruments designated by the donor/grantor for purposes or uses previously approved by the Board of Directors, or for established, instructional or support programs and functions of the University authorized by the University President or his (her) designee. HSU Sponsored Programs Foundation will not accept property that would jeopardize its tax-exempt status, or expose it to expenses for which no source of funds has been readily identified. Particular attention will be taken during the due diligence process to ensure that all gift property is free and clear of any legal, environmental, or marketability issues. Authority is delegated to Humboldt State University Sponsored Programs Foundation management to incur costs associated with the acceptance of gifts

All gifts and donations, including non-cash and in-kind gifts received by HSU Sponsored Programs Foundation will be processed through the Humboldt State University Gift Processing Center.

Gifts of cash or other negotiable securities can be accepted without individual review, provided such gifts are to activities that have approved accounts administered within the Sponsored Programs Foundation's fiscal structure or provided such gifts are for purposes for which the Sponsored Programs Foundation has been established.

The HSU Sponsored Programs Foundation Executive Director or a designee, in consultation with the University President or a designee, and the HSU Sponsored Programs Foundation Board of Directors within the following parameters can accept gifts of real property:

The title is in a satisfactory form, as evidenced in a preliminary title report.
A qualified appraisal has been received from the donor.
The owner confirms they are not presently under any legal obligation to sell or otherwise convey the property. The Sponsored Programs Foundation or University staff has conducted a site inspection. All legal, environmental, marketability reviews are satisfactory.

Real property offered for acceptance not meeting the above parameters, new university programs, or donations involving a substantial or unique obligation of the Sponsored Programs Foundation, shall be submitted to the University President for approval as to its acceptability and in conformance with CSU Trustee regulations and then presented to the HSU Sponsored Programs Foundation Board of Directors for consideration. Donated real property may be sold or otherwise conveyed at fair market value. The HSU Sponsored Programs Foundation Executive Director in consultation with the appropriate board committee shall authorize such sales or conveyance.

Humboldt State University Sponsored Programs Foundation will encourage that all equipment gifts be made directly to the University. HSU Sponsored Programs Foundation may receive equipment gifts not made directly to the University provided such gifts are for purposes for which the Sponsored Programs Foundation has been established. In all instances, Humboldt State University Sponsored Programs Foundation reserves the right to use, resell, or dispose of donated equipment or personal property in the best interests of HSU Sponsored Programs Foundation and Humboldt State University. Any restrictions to use of equipment or personal property, must be agreed to in writing by the HSU Sponsored Programs Foundation Executive Director or HSU Sponsored Programs Foundation Board of Directors, prior to acceptance.

Major or unique gifts and their disposition shall be periodically reported to the Board of Directors.

HUMBOLDT STATE UNIVERSITY
Sponsored Programs Foundation

Loan Procedures

Issued: October 2008
Updated: October 7, 2008

Under certain circumstances the SPF may provide loans to specific departments or administrative areas on campus. Generally these loans are for short term (6 months or less) and are specifically designated to assist a department enhance its research capacity or prepare for an external funding initiative. SPF may use it reserves or other invested funds to provide the loan. As a general rule, the loan will bear interest at a rate similar to a rate the SPF would have earn had the funds been invested in L.A.I.F. When justified, the Finance Committee can recommend an interest free loan. SPF can only loan up to $250,000 at any one time. Loans will not be a regular business practice and only available to HSU administrative units. Loans will be subject to availability of funds and cannot disrupt the fiscal integrity of SPF.

No loans will be approved that directly benefit any director or private person.

The loan must meet the following criteria:

- Six months is the maximum term for a loan

- Departments must identify the source of funds to repay the loan

- A critical research or external funding need has to be presented

- The maximum dollar amount of the loan is $250,000

- The department is not eligible to apply for another loan for 5 years

Loan requests must be in writing, include all supporting documentation and submitted to the Finance Committee for review. Upon approval of the Finance Committee the loan request will be presented to the SPF Board of Directors for their approval. Loans will be tracked through a SPF campus program account.

HUMBOLDT STATE UNIVERSITY
Sponsored Programs Foundation

Purchasing Policy

Issued: October, 2011
Updated: 10/11/2011

POLICY BACKGROUND

In order to ensure appropriate stewardship of HSU Sponsored Programs Foundation resources, a determination has to be made to show that prices paid for goods or services are fair and reasonable. The level of analysis required will largely depend on the dollar size of the order and should take into consideration not only price but the quality, delivery and other factors.

POLICY

The Principal Investigator is responsible for ensuring that purchased goods and services are allowable by the grant or contract and purchased at a reasonable price. This is true at any dollar level, but more formal analysis is required to be documented at the higher dollar levels per the following matrix:

1. $0 - $5000 – requires no formal justification/quotes/analysis but the PI should use good judgment in selecting the appropriate vendor.

2. $5000.01 - $50,000– requires some form of justification memo which could include comparative analysis or informal quotes received over the phone or internet comparisons.

3. $50,000.01 and above – Unless a sole source justification is completed and approved then purchases of goods and services at this dollar level require that the PI obtain multiple written bids. The preferred method is to use an open bidding process where a request for proposal is advertised and bids are compared. Alternatively the PI can request quotes from at least three known vendors who have the capability to perform the request do a written analysis on the three bids and why the winning bid was selected.

When requesting formal quotations from potential suppliers, the requestor should ask for terms and conditions that are favorable to the HSU Sponsored Programs Foundation (HSU-SPF), rather than accept what is in the best interest of the supplier. Whenever possible, the request for quotation should be submitted in writing to potential suppliers to avoid any miscommunication or misinterpretation of expectations and/or specific requirements. Supplier responses must also be submitted in writing with quoted prices, terms and conditions clearly documented in the response. All formal quotations should detail the requirements both parties, the HSU-SPF and the supplier, have agreed upon.

If the PI is electing to purchase from one specific vendor without quotations required by the above matrix, then a sole-source justification memo (below) should be prepared stating why this purchase is not being quoted and why the price being paid to the sole-source vendor is reasonable (i.e. use similar service pricing or what in house cost would be to perform same service as comparisons).

HUMBOLDT STATE UNIVERSITY
Sponsored Programs Foundation

Sole Source Justification for Vendors, Consultants and Subcontractors

A justification is required for sole source purchases of goods and materials (excluding tax and shipping) and for services totaling over $5,000 from a single vendor, consultant or subcontractor.

The HSU Sponsored Programs Foundation is committed to a program of active competition in the purchase of supplies, equipment and services and requires that all purchases using Foundation funds be open and competitive.   A sole source service request cannot be considered unless it clearly demonstrates that no other vendor(s) can provide comparable services that meet the functional needs of the Foundation project.

Pricing cannot be a reason for rejection; only lack of the required abilities can justify rejection. If another vendor can provide the same service, regardless of cost, the request cannot be considered a sole source. Foundation has the authority to request three competitive bids if this sole source justification is not acceptable.

Attach additional sheets if necessary

1) Briefly describe why the requested vendor is needed:

_____
_____
_____
_____

2) Why is the requested vendor the only vendor able to complete the requested work? What are the unique performance abilities of this vendor?

_____
_____
_____
_____

3) Why are the unique performance abilities listed above required, not merely preferred?

_____
_____
_____
_____

4) List all other vendors that provide like services, and the reason they were rejected. Note: Rejection can only be based on the inability to meet one or more of the required performance abilities listed in question 2.

_____
_____
_____
_____

_____   _____
P.I. or Authorized Signer   Date   SPF Approval   Date

HUMBOLDT STATE UNIVERSITY
Sponsored Programs Foundation

Property Procedures

POLICY BACKGROUND

The purpose of this document is to establish a method for the processing of Sponsored Programs Foundation (SPF) property through the Asset Management Office (AMO). Property procedures will be in compliance with OMB A-133, including section F, OMB A-110 and applicable standards. Property transactions include purchases, physical inventory, change of location or responsible person, disposition, and loss and thefts.

Property accounting procedures are designed to maintain uniform accountability for SPF property. These standard procedures are guided by Humboldt State University's Property Procedures Manual as applicable to SPF and are used to provide accurate records for the acquisition, maintenance, control, and disposition of property. The combination of accurate accounting records and strong internal controls must be in place to protect against and to detect the unauthorized use of SPF property. All Faculty, Staff, and Students must use Sponsored Programs Foundation equipment only for the appropriate use intended by the Foundation and sponsoring agency. Unauthorized use, including unauthorized personal use, is prohibited and will be handled in accordance with applicable agency guidelines.

DEFINITIONS

"Capitalized Equipment" is defined as tangible, non-consumable property with 1) a unit acquisition cost (including applicable tax and freight) equal to or greater than $5,000, 2) an estimated life of one-year or greater, 3) is used to conduct SPF related business. The Asset Management Office will record the property into the accounting records as capital assets. Detailed guidelines on capitalization of assets are located in the CSU Capital Assets Guide.

"Non-Capitalized Equipment" is defined as tangible, non-consumable property with 1) a unit acquisition cost (including applicable tax and freight) greater than or equal to $500 and less than or equal to $4,999, 2) an estimated life of one-year or greater 3) is used to conduct SPF related business, and 4) of a sensitive nature (i.e. easily subject to theft or loss). Examples of non-capitalized equipment include, but are not limited to: printers, palm held devices, scanners, camera equipment, projection units, portable tools, field-testing equipment, and musical instruments.

RESPONSIBILITIES

University Asset Management Office Responsibilities

The University's Asset Management Office is responsible for the centralized equipment database maintained for Sponsored Programs Foundation. The equipment database is the official record of SPF property and is maintained in the Asset Management module of Common Financial System Systems (CFS). SPF capitalized and non-capitalized equipment will be inventoried at least once within a two-year cycle. Throughout each fiscal-year, the AMO will actively and physically inventory capitalized equipment.

Principal Investigator (PI) Responsibilities

Each Principal Investigator has the primary responsibility for the custody, care, maintenance, and control of property assigned. Additional responsibilities include, but are not limited to: maintaining an up-to-date inventory of project assets, informing the AMO of property transactions involving SPF equipment, assisting with the physical inventory process, and remaining aware of warranty information. Fulfilling these responsibilities will enable the AMO to effectively meet the requirements set-forth by SPF.

It is the Principal Investigator's responsibility to notify AMO of changes in equipment and/or property in writing for lost, damaged, or misuse of property or equipment. Once AMO has received the notification indicating changes, the inventory equipment/property database will be updated.

Principal Investigators have an obligation to safeguard grant equipment and property. This obligation includes, but is not limited to:

- Using the equipment on the approved project use
- Taking reasonable security precautions to discourage loss, theft, or misuse of property.
- Report lost, stolen, and damaged property to appropriate personnel. (Report of Missing Property, Police Incident Report).
- Reasonable care, maintenance, and use of equipment to prevent damage.
- Employees may be charged for any loss of or damage to SPF property that is attributable to their negligence or unauthorized use.

AQUISITION

Purchase

Equipment may be acquired by purchase (including lease purchase, installment purchase, Procurement Express Card Program), donation, and transfers. The cost of the equipment includes the purchase price, applicable taxes and freight, and any other costs associated with preparing the equipment for its intended use.

Fabrication of Equipment

Under special circumstances equipment may be constructed by employees. Fabricated equipment may also be recorded in SPF's database if it meets one of the definitions of "equipment."

Equipment Tagging

It is the responsibility of the Principle Investigator to inform the AMO of any acquisitions meeting the criteria for asset tracking. If the asset is delivered directly to an off-campus location the PI must inform the AMO and provide the associated project number, a description and serial number of the asset.

Identification of SPF Equipment

Capitalized and non-capitalized SPF equipment must be tagged or marked with a unique identification number and recorded in the property database. The identification number will be directly applied to the actual unit unless its size or nature prohibits application. Any additional identification number required should be applied in a manner that avoids confusion with SPF's identification number. If an equipment identification number becomes destroyed, defaced, or removed it is the responsibility of the PI to contact

the AMO for re-application of a new identification number. Assigned identification numbers are recorded on applicable property control documents.

Property maintained by the Sponsored Programs Foundation will have a tag with the prefix "F". University property will have a tag with the prefix "S." Property transferred to the University by the Sponsored Programs Foundation will then be tagged with an "S" tag.

CFS Chartfield Account #'s

SPF purchases should have the appropriate CFS chartfield account numbers on the purchase order. PIs shall work with Grant Analysts to identify the correct chartfield according to the agreed upon project budget. Chartfields used will be reviewed by Purchasing and/or Accounting. Inappropriate chartfields will be returned to the originating purchaser for clarification or correction.

Property Purchased with Multiple Funding Sources

If any portion of the funds used to acquire, install, or maintain an asset are from State sources, these items will be recorded as University Property. Property purchased with a combination of funding sources should be listed on the purchase order with the amount of funds allocated from each funding source.

EQUIPMENT DATABASE & PHYSICAL INVENTORY

SPF Equipment Database

The Asset Management Office maintains the equipment database for capitalized and non-capitalized SPF equipment.

Acquisition Data

Information entered into the property database will include the date of purchase, cost, purchase order number, custodial department, project number, fund number, and disposition procedures.

Equipment Item Description

The description of the equipment entered into the property database will include (as available) make, model number, manufacturer, series, serial number, SPF identification number, and asset type/category/class as needed for capital asset reporting and depreciation.

Equipment Location

The location of equipment will be recorded in the equipment database and in the PI's records. Current records must be maintained as to the location of equipment to allow for inspection and/or inventory purposes whenever necessary. The project's Principal Investigator is responsible for notifying the Asset Management Office.

Physical Inventories of SPF Equipment

SPF equipment will be inventoried at least once within a two-year cycle. PI's are required to accommodate the AMO's performance of their physical inventory. Each PI will be contacted to schedule

an inventory of their project assets. If any assets are not available for a physical inventory, the PI is required to inform the AMO in writing describing why the asset is not able to be viewed (for example, being used off-campus).

There are two different components of the physical inventory: that of the capitalized equipment, which will be reconciled to the general ledger, and that of non-capitalized equipment.

Project Closing Procedures

At the beginning of each month, the AMO will run a report searching for projects that closed in the last month which have assets attached to them. The report will be sent to the Grant Analyst who will confirm the project status. The Grant Analyst will also determine the disposition of project assets per the contract and inform the AMO in writing whether the assets transfer to the University or are to return to the project funder. SPF and the PI will be responsible for any assets returning to the project funder. Assets transferring to the University will be inventoried prior to the transfer and a list will be compiled and submitted quarterly to the SPF Board of Directors.

Disposal of Items Belonging to Open Projects

No item of property identified with an SPF property tag and associated with an open project shall be sold, transferred, or disposed of without prior approval from the Director of SPF. To remove any tagged asset from an open project, a Property Management Transaction Form must be completed by the project's PI and approved by the SPF Director. The approved Property Management Transaction Form must be forwarded to the AMO to ensure the asset is retired from the property database.

LOSS PREVENTION

PIs with equipment susceptible to theft or loss should consider implementing one or more of the following protection measures:

- Ensure SPF asset identification tags or permanent makings are visible on the equipment.
- Establish an internal check-out/check-in system for equipment.
- Lock office equipment to desk or stands.
- Utilize a security room or closet to store high-risk equipment.

Lost or Stolen Property

A Report of Missing Property shall be filed with AMO for equipment that is identified as missing, stolen, or vandalized. This form is available on the HSU Forms website. It is the responsibility of the PI to file an Incident Report with the University Police Department in the event that equipment becomes missing, stolen, or vandalized. It is the PI's responsibility to notify the AMO of the Incident/Case number assigned by the University Police Department and forward necessary documents to the Asset Management

ARRA Reporting Procedure

Issued: May 2011
Updated : 5/27/11

Recipients of Federal awards from funds authorized under Division A of the ARRA must comply with all requirements specified in Division A of the ARRA (Public Law 111-5), including reporting requirements outlined in Section 1512 of the Act. For purposes of reporting, ARRA recipients must report on ARRA activities as specified below.

Recipients must account for each ARRA award and sub-award separately. Recipients will draw down ARRA funds on an award-specific basis. Pooling of ARRA award funds with other funds for drawdown or other purposes is not permitted. When an award is received the Grant Analyst reviews the executed agreement and notes on the summary set-up sheet that the award has ARRA funding. Each ARRA award received is maintained in a separate PeopleSoft fund. Within the grants module each award with ARRA funding is marked in the grants attributes to facilitate tracking and reporting.

The Grant Analyst administering the award sets up a profile with FederalReporting.gov reporting system. To set-up a profile the grant analyst uses their HSU email address, the organization's DUNS number, and central contractor registration (CCR). The reporting system emails the grant analyst when there is an ARRA report coming due. The Grant Analyst emails the Principal Investigator that a report is coming due and requests the information needed such as a project status update and job creation information. No later than 10 days after the end of each calendar quarter, the Grant Analyst shall submit quarterly reports that will be posted to Recovery.gov. The Grant Analyst will utilize budgetary status reports to obtain total amount expended and will verify the amount with Accounting to ensure the FFR reconciles to the ARRA report. The Grant Analyst will utilize the non-labor detail reports to obtain vendor expenditure information. The ARRA reporting will also disclose information about the award including:

1. CFDA Number

2. Amount and Date of Award

3. Award Description

4. Total number, amount, and information on sub-awards

5. Total number, amount, and information of payments to vendors

6. The quarter's activities

7. The project status as a percentage completed

8. The total Federal amount ARRA funds received/invoiced

9. The number and description of jobs created or retained

10. The total Federal amount of ARRA expended including all obligated (encumbered) expenditures

11. The total Federal ARRA Infrastructure expended and purpose/rationale

12. Recipient highly compensated officer information

After the Grant Analyst has submitted the report a secondary review is performed within the 10 day reporting window to ensure that the report is complete. If any adjustments are noted, the Grant Analyst would update the report on the website. After the review is complete the Grant Analyst will print the report and put in the award folder and save an electronic copy in the Award folder on the T Drive.

References:

http://www.whitehouse.gov/sites/default/files/omb/memoranda/2010/m10-34.pdf

http://www.recovery.gov/FAQ/Pages/RecipientReporting.aspx

http://www.nsf.gov/recovery/reporting.jsp

Humboldt State University
Sponsored Programs Foundation

Payroll Procedures

Issued: July 2011
Updated : 8/1/2011

Payroll services are contracted out to HSU's payroll department. A pay schedule is set and distributed by Payroll before the calendar year begins. The first pay period for both hourly and salary employees will begin on the first day of each month, end the fifteenth day, and will be paid on the twenty-fifth. The second pay period of the month will begin on the sixteenth, end the last day of the month and will be paid on the tenth day of the month following. Hourly employees are required to submit time sheets and salaried employees are required to submit level of effort forms. It is conveyed to P.I.'s that it is extremely important to submit timesheets in the appropriate time period. If people work in the given pay period, they are by law supposed to be paid on the applicable pay date. This is reiterated to every employee/P.I. that submits payroll documents late.

Payroll is submitted on a set date due by 5:00pm to the payroll office. Payroll has 3 days to review timesheets for any errors and enter the information into PeopleSoft, which then gets uploaded to ADP on the third day. After pay warrants have been issued and received by the Cashiers Office, they are distributed on the set Pay date beginning at 8:00am. Direct Deposit warrants are either mailed to the employee or picked up at the Cashier's Office depending on employees' request.

After a payroll period has passed, the lead Payroll Officer submits a Payroll Issues List to the Grant Coordinator to contact individual employees/P.I.'s to correct future timesheet errors or contact Payroll regarding pending issues such as missing appointment documents, erroneous personal information, notification of overtime worked, etc.

PAYROLL CONVERSION

HSU Sponsored Programs Foundation will accept and honor any General Operations employee's pre-existing Humboldt State University payroll status. If the employee will convert from the university's payroll to HSU Sponsored Programs Foundation's payroll, HSU Sponsored Programs Foundation will honor the employee's vacation accrual rate and sick leave accrual rate, and will honor any such leave credits, including those for compensating time off and for Holiday Credit. HSU Sponsored Programs Foundation also honors the permanent status which the employee has at the time of conversion.

Insurance & Risk Management Procedures

Issued: N/A
Updated: N/A

HSU Sponsored Programs Foundation recognizes its responsibility to preserve the assets of the corporation, both human and property. It interprets its responsibility in this area as requiring the highest possible concern for the safety of its employees and the public, combined with a concern that maximum protection be accorded property to prevent financial loss.

Humboldt State University Sponsored Programs Foundation Management will be responsible for establishing and maintaining a risk management program, including the identification, measurement, evaluation, monitoring, and management of risks, purchasing insurance, and establishing loss prevention and loss control programs. The purpose will be to prevent or reduce the possibility of harm or losses, in terms of both human and financial resources, to a practical minimum. Humboldt State University Sponsored Programs Foundation Management shall recommend means of eliminating, abating, transferring, or retaining identified risks after consultation with the Sponsored Programs Foundation's Finance Committee. Only when it is deemed that the corporation cannot eliminate or economically retain a risk of loss shall it be transferred by purchase of insurance. The form and sufficiency of limits of liability for casualty protection of HSU Sponsored Programs Foundation shall be determined by Humboldt State University Sponsored Programs Foundation Management, in consultation with the Finance Committee, who shall inform the Board of Directors of actions taken.

Humboldt State University Sponsored Programs Foundation Management will have the authority to settle all self-insured claims and insured claims as recommended by the insurance carrier under the terms of applicable insurance policies. Humboldt State University Sponsored Programs Foundation Management will consult with the insurance broker and/or HSU Foundation attorney when deemed advisable. Humboldt State University Sponsored Programs Foundation Management will also have the authority to settle small claims or nuisance claims up to the current small claims court maximum, by cash payment if necessary, when doing so might "settle the matter" promptly, provided a properly signed release is obtained absolving HSU Foundation of any further liability.

Humboldt State University Sponsored Programs Foundation Management will make an annual report to the Finance Committee when the insurance budget for the forthcoming year is under consideration.

The Finance Committee shall have overall responsibility for monitoring the risk management and insurance program, exercising a continuing role in the decision process at its discretion, and may ask for reports from time to time from management. The Committee shall delegate to Humboldt State University Sponsored Programs Foundation Management the routine monitoring of the risk management program.

HSU Sponsored Programs Foundation recognizes its ability to budget for and thereby retain limited and predictable risks of financial loss. It shall not be the corporation's practice to attempt to insure such foreseeable and bearable expenses if alternatives can be achieved with due regard to sound business practice. The deductibles on property insurance shall be determined by the Finance Committee on the recommendation of Humboldt State University Foundation Management and in recognition of insurance market conditions.

In purchasing insurance, HSU Sponsored Programs Foundation will give consideration to the services offered by the insurer, as well as to the firm's reliability and financial stability, and the price of the insurance coverage as competitively determined.

HSU Sponsored Programs Foundation will remain alert to all opportunities for cooperative action with contractual entities that promote mutual benefit in handling risks that are not readily insured or safely retained. Any such cooperative activity shall be explored by Humboldt State University Sponsored Programs Foundation Management and reported to the Board of Directors by the Finance Committee.

Real Estate Acquisition Procedures

Issued: May 2003
Updated: May 15, 2003

POLICY BACKGROUND

Title V of the California Code of Regulations, Section 42500(a) lists essential functions the CSU Trustees have determined are appropriate for auxiliary organizations. Subsection 12 lists:

"Acquisition, development, sale, and transfer of real and personal property including financing transactions related to these activities. Authority for the Foundation to acquire real estate is set forth in University policy and master operating agreements between these entities". The provisions of this policy shall be interpreted consistent with these policy statements and agreements. California Corporations Code Section 5230 et seq. sets certain standards of conduct of the Foundation Board of Directors, its officers and management in the performance of duties and transactions, including: "those involving real property, requiring good faith, in a manner believed to be in the best interest of the organization, and with such care, including reasonable inquiry, as an ordinary prudent person in a like position under similar circumstances".

The HSU SPF Board of Directors has adopted this policy in order to apply to the following broad real property transaction purposes by the Foundation.

POLICY

It shall be policy in regards to the acquisition, development, sale and transfer of real and personal property to meet HSU SPF and Humboldt State University facility and program needs.

Only real and personal property which are designated for the use of (in trust for) the University or the Foundation for University or Foundation programs or projects may be considered for acquisition.

The HSU SPF Board of Directors will approve all acquisitions. As part of the approval process, the SPF Director or his (her) designee, will provide the HSU Foundation Board of Directors with written findings that the following applicable criteria have been met:

a. The transaction has been preceded by an appropriate and documented "due diligence" review that includes, but is not limited to: an appraisal, feasibility studies, and written reviews/reports that can include legal, financial, environmental, land-use, return on investment, funding, property management plans and the pledging of general fund assets.

b. The proposed real property transaction and its intended purpose and result shall be consistent with laws, regulations, policy and procedures applicable to the transaction.

c. The University President has formally approved the proposed real property transaction with a finding that such transaction is in support of the University's mission.

d. The proposed transaction is on an "arms length" and equitable basis.

HSU SPF will not acquire real property that would jeopardize its tax-exempt status, or expose it to expenses for which no source of funds has been readily identified. Particular attention will be taken during the due diligence process to ensure that all real property is free and clear of any legal, environmental, or marketability issues.

To fund real property acquisitions, the SPF Director or his (her) designee may establish appropriate written asset transfer procedures using generally accepted accounting principles and practices.

Signature Procedures

Issued: May 15, 2003
Updated: 6/19/2013

The Sponsored Programs Foundation will make reasonable efforts to have original signatures on all documents. In some circumstances however a facsimile signature will be accepted.

CONTRACTUAL DOCUMENTS

All contractual documents are to be signed by the Director, HSU Sponsored Programs Foundation. During periods of absence his designee or the Dean for Research and Sponsored Programs may sign these documents.

Externally Sponsored Grants, Contracts, Agreements and Awards:
Director, HSU Sponsored Programs Foundation
Dean for Research & Sponsored Programs

Institutional Routings
Director, HSU Sponsored Programs Foundation
Dean for Research & Sponsored Programs

Agreements, Leases, and Licenses
Director, HSU Sponsored Programs Foundation
Dean for Research & Sponsored Programs

ACCOUNT TRANSACTIONS

Bank/Investment Accounts:
Director, HSU Sponsored Programs Foundation
Dean for Research & Sponsored Programs
Treasurer, HSU Sponsored Programs Foundation Board of Directors
Vice President Academic Affairs
Director, Financial Services

Three signatures will be required to open a bank/investment account
Two signatures will be required to close a bank/investment account.

Bank Investment Account Deposits/Withdrawals:
Director, HSU Sponsored Programs Foundation
Dean for Research & Sponsored Programs
Treasurer, HSU Sponsored Programs Foundation Board of Directors
Vice President Academic Affairs
Director, Financial Services

Two signatures will be required to withdraw funds from a bank/investment account.

Checks:
Director, HSU Sponsored Programs Foundation
Dean for Research & Sponsored Programs

Treasurer, HSU Sponsored Programs Foundation Board of Directors
Director, Financial Services

All checks under $5,000 require one signature by any of the above named signers. Checks $5,000 and over requires two signatures by any of the above named signers. Manual checks under $5,000 require one manual signature by any of the above named signers. Manual checks $5,000 and over require two manual signatures by any of the above named signers.

WIRE TRANSFERS

Wire transfers under $5,000 require one signature by any of the three signers on the bank/investment account. Wire transfers $5,000 and over requires two signatures by any of the signers that are on the bank/investment account.

LAIF

To make any changes with LAIF a resolution must be made from the Board of Directors authorizing the new designees to act on behalf of the organization. The following are authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund:

Director, HSU Sponsored Programs Foundation
Vice President Academic Affairs
Director, Financial Services

A designated HSU Accountant will be granted authority to act as an agent to conduct day-to-day business transactions of monies in the Local Agency Investment Fund.

EXPENDITURE REQUEST/AUTHORIZATION

HSU Sponsored Programs Foundation General Operations Check Requests:
Director, HSU Sponsored Programs Foundation
Dean for Research & Sponsored Programs

HSU Sponsored Programs Foundation General Operations Purchase Requisition:
Director, HSU Sponsored Programs Foundation
Dean for Research & Sponsored Programs

AUTHORIZING GENERAL OPERATIONS

Granting and Banking agencies often require applicants to submit an authorizing resolution. Accordingly, HSU Sponsored Programs Foundation periodically approves the following standard wording:

That the persons named below are authorized to negotiate and execute on behalf of Humboldt State University Sponsored Programs Foundation, grants and contracts and any and all documents pertaining thereto, including account transactions pertaining to banking and investments and to submit claims for reimbursement and other financial reports as required.

SIGNATURE CARDS

Signature Cards are created at the start of every new project and updated periodically to reflect current authorized signers on individual projects. The P.I./Project Director serves as the primary authorized

signer on the account and has the option of granting signing authority to any other staff, faculty, or administrative personnel (non-student SPF employees) they wish to conduct business on behalf of the project. Signature Cards are completed and signed by the HSU SPF Director, then faxed to Procurement to be entered into PeopleSoft. Original Signature Cards are scanned into the T: drive then placed with the award file. Signing authority is verified by Procurement/Accounts Payable either by referencing PeopleSoft or by accessing the scanned copy in the T: drive.

"One-Up" Signature Cards are to provide required authorization of Department Chairs, Center Directors, or College Deans. These cards are issued as the positions change to the new One-Up signer and are kept in a separate binder within the SPF office. These verify One-Up signing authority on all checks/travel reimbursements requested for the P.I. themselves. This is an additional step to provide oversight on funds spent.

HUMBOLDT STATE UNIVERSITY
Sponsored Programs Foundation

Volunteer Identification Procedure

Issued: June 2011
Updated: 8/2/2011

Anyone volunteering for a SPF project that is not being paid or compensated in any way for their participation/work should complete the Volunteer identification Form. Completing the form covers the individual in SPF worker's compensation insurance in the case they injure themselves while volunteering. Once received the form is date stamped and filed in the SPF Volunteer Identification Forms binder.

If "Need to drive a vehicle on SPF business" box is checked, staff will fax the form to Plant Operations (Ext 5888) for the *defensive driving course* required for all campus related driving.

"If you are under the age of 18" box is checked, staff will contact parent/ guardian & P.I. regarding limitations on volunteer hours. These are similar to work permit restrictions for underage volunteers and can be referenced in the personnel guidelines.

If both HSU and SPF boxes are checked on the top of the form, staff will fax a copy of the form to Human Resources (Ext 3625) for joint filing purposes and SPF will retain the original.

HUMBOLDT STATE UNIVERSITY
Sponsored Programs Foundation

Travel Procedures

Issued: N/A
Updated: 8/4/2011

It is HSU Sponsored Programs Foundation's policy to maintain travel reimbursements in keeping with applicable laws of the federal government and state government, as those laws generally befit a nonprofit corporation. Further, it is HSU Sponsored Programs Foundation's policy to maintain travel reimbursements in keeping with such federal regulations as especially befit an organization administering federal grants and contracts.

Since federal, state, county and municipal grant and contract cost principles typically require that travel reimbursements be maintained at the institution's prevailing rates, it shall be the policy of HSU Sponsored Programs Foundation that grant and contract travel expenses, unless otherwise stated by the granting agency, shall be processed at The California State University prevailing rates.

It shall further be HSU Sponsored Programs Foundation's travel policy regarding non-grant and non-contract level expenses that reimbursement shall be for costs incurred, in keeping with applicable IRS principles.

The travel policies of HSU Sponsored Programs Foundation shall not preclude the option of individuals claiming less travel reimbursement for budgetary purposes or to fulfill cost sharing commitments, nor shall the general travel policies preclude specialized policies, such as those of the Small Grant competitions. Processing shall be parallel to Humboldt State University's travel policy with minor exceptions:

1. SPF does not require authorized pre-approval of travel due to the nature of grants and contracts.
2. Reimbursements will be made for meal expenses for travel up to $55 per day. Per diem rates are as follows and receipts are not required for meal expenses:
   a. Breakfast - $10.00
   b. Lunch - $15.00
   c. Dinner - $30.00

All other guidelines set forth in Humboldt State University's travel policy will be followed.

Intellectual Property Procedures

Issued: June 1994
Updated: June 10, 1994

POLICY BACKGROUND

HSU Sponsored Programs Foundation encourages the development of inventions and other intellectual creations such that the best interest of the public, the inventor/creator, and the sponsor, if any, can be fulfilled while simultaneously providing for the timely protection and disclosure of such intellectual property. This policy is in direct fulfillment of SPF's mission of serving Humboldt State University's faculty, staff, and students. Accordingly, HSU Sponsored Programs Foundation encourages both the free flow of information and the rapid commercialization of research results while seeking to protect the respective interests of all concerned. From time to time it may be necessary to limit the open dissemination of information to protect intellectual property in order to commercialize that property and/or to maintain international competitiveness. The means of protecting intellectual property are: patents, copyrights, trademarks and trade secret laws. The use of these mechanisms is critical to attracting the investment of capital necessary to bring research results to the point of viability and thus to the broadest application.

This policy applies to all employees of SPF and to anyone receiving support from funds administered within SPF. Except as otherwise stated in this policy, this policy applies to, and HSU Sponsored Programs Foundation may assert ownership in, intellectual property of all types, including, but not limited to, inventions, discoveries, trade secrets, scientific and technological developments, technology and computer software. This policy applies to the foregoing whether the means of protection is patent, copyright, trade secret laws or trademark.

Except for HSU Sponsored Programs Foundation funds which have been directly invested in the intellectual property, HSU Sponsored Programs Foundation will not assert an ownership right in textbooks, scholarly writing, art work, music, literary work, films, videos and digital technology or other works of artistic imagination which are not institutional works, which are developed by its employees or by those receiving support from funds administered by HSU Sponsored Programs Foundation unless the foundation is owner of the patent, copyright, trade secret, or trademark. Other than the foregoing exceptions, intellectual property developed by HSU Sponsored Programs Foundation employees in the course of their employment belongs to HSU Sponsored Programs Foundation, unless such ownership is precluded by grant or contract agreements or by state or federal law. HSU Sponsored Programs Foundation shall protect the rights to intellectual property and shall involve discoverers and creators in the process to determine how such intellectual property shall be made public.

OWNERSHIP

If HSU Sponsored Programs Foundation personnel, equipment and/or other resources, including university foundation administered grants and contracts, have been used in the development of an intellectual property, that property is owned by HSU Sponsored Programs Foundation.

DISCLOSURE

Especially in regard to an invention, the existence of an intellectual property needs to be disclosed to the foundation as quickly as possible so that the foundation might act to preserve the rights of all concerned. This policy exists to further that goal. Disclosure occurs via completion of an Intellectual Property Disclosure Form (copy attached), obtainable in the HSU Sponsored Programs Foundation central office. Once completed the form shall be submitted to that office.

OWNERSHIP REVERSION

If HSU Sponsored Programs Foundation, by either written policy or specific act, chooses not to act upon the right of intellectual property licensure or patent or similar methodology for assertion of rights, ownership passes wholly to the inventor or creator.

PATENTS

In pursuing the patentability of inventions, the foundation shall utilize the services of such third parties as Research Corporation Technologies (see attached agreement). Third parties shall be used for the commercialization of inventions.

INCOME

After repayment to HSU Sponsored Programs Foundation, of any funds which directly went into the discovery or creation of any intellectual property, any further income received shall be allocated based upon the following formula:

1. 50% to the inventor/creator
2. 25% to the Office of Academic Affairs
3. 25% to HSU Sponsored Programs Foundation

Such income shall be deposited in fiduciary accounts maintained with HSU Sponsored Programs Foundation, except that the inventor/ creator may subsequently specify other accounts for transfer of any or all of his/her portion. Expenditure of funds within HSU Sponsored Programs Foundation fiduciary accounts will then occur through standard expenditure processes with the following understandings:

1. Funds under the control of the inventor/creator shall be expended for purposes selected by the inventor/creator. Such expenditures shall be in keeping with nonprofit organization and CSU auxiliary organization financial standards.
2. Funds under the control of university organizational components shall only be expended for purposes which further research and creative activity and/or teaching effectiveness.

HUMBOLDT STATE UNIVERSITY
Sponsored Programs Foundation

Formation of Centers/Institutes

EXECUTIVE MEMORANDUM
June 2011

P11-04
Supersedes UML 98-01

POLICY BACKGROUND

The following policy and procedure provide guidelines for the recognition and chartering of Centers/Institutes. Institutes are to be distinguished from Centers, which identify a physical place and/or location of an indicated activity (e.g., Multicultural Center, Children's Center, etc.). All Centers/Institutes created will complement and support the mission of the University.

Charter
All Centers/Institutes will have a brief written charter. Included in the charter are: (1) its purpose; (2) the composition of its governing board; (3) the regulations of the Center/Institute; and (4) its relationship to the University and to the administrative structure. Unless otherwise specified, establishment of a Center/Institute shall not commit the University to specific activities that the Center/Institute may pursue. It shall not involve or imply the expenditure or commitment of the budgetary or space resources of the University unless otherwise specified. Centers/Institutes are normally expected to be self funded. Activities of the chartered Centers/Institutes are subject to relevant policies of the University and must be coordinated with activities of other affected offices. Centers/Institutes shall be established on the basis of the procedure outlined below.

Procedure
A Center/Institute of the University must have the support of a college dean or appropriate administrator in the form of a memorandum. The recommending authority shall be responsible for overseeing the activities of the Center/Institute and for ensuring its compliance with relevant policies and procedures of the University. To establish a new Center/Institute, submit a _Centers/Institutes Info Sheet_ with an attached charter and recommendation memo to the Office of Research & Sponsored Programs in SBS 427. Final approval by the Dean for Research and Sponsored Programs and the Vice President for Academic Affairs (or designee) will formally establish the new Center/Institute.

A Center/Institute shall be established and approved on the basis of a charter that includes:

(1)   The name of the Center/Institute (the word _center_ or _institute_ must be included in the name) and describes its general purpose or activity, such as the _Humboldt Earthquake Education Center_;

(2)   The purpose of the Center/Institute and how its activities and contributions support the research and educational mission of the University;

(3)   The self-regulating structure of the Center/Institute, including qualifications for membership and the means of self-regulation (i.e., through responsible individuals, boards, or committees);

(4)   The relationship of the Center/Institute to the administrative structure of the University and the nature and extent of any University commitment to the support of the activities of the Center/Institute; and

(5)   The name(s) of the lead person(s) of the Center/Institute, one of whom must be a tenure-track employee, a permanent employee, or a Management Personnel Plan (MPP) employee of the University.

The approved term of a Center/Institute typically shall be five years, at which time recognition shall be withdrawn unless renewed by the approving authority. Approval for renewal requires that the Center/Institute submit the *Renewal Request Form* that includes a summary of the activities of the Center/Institute during the previous five-year period. This summary will list participants, institutional and externally funded grants and contracts awarded to the Center/Institute, and any publications or creative projects.