

Bookkeeper Meeting

JANUARY 15, 2020

Agenda

Internal Changes

Capstone Projects Follow Up

Closeout Forms

Chrome River

Other Items

Internal Changes

Jessica Davis' last day with Grant Accounting was November 16, 2019

Labor Distribution change forms will be prepared by Grant Accounting from Activations and submitted to payroll. Previously, the Office of Research prepared from Activations, notified Grant Accounting, and Grant Accounting submitted to payroll.

Capstone Projects

Policy on Gift v. Grant - should be approved with a July 1 effective date. **Draft** Checklist:

CHECKLIST:			
<u>Funding Source</u>			
1	Is the funding provided by the U.S. Government, at the federal, state or local level?		If YES, this is a SPONSORED PROJECT
2	Is the funding provided by an Individual (not an organization)?		If YES, this is a GIFT.
If you answered NO to Questions 1 and 2 above, complete Questions 3-8		<u>YES</u>	<u>NO</u>
3	Does the funding agreement require detailed financial reporting beyond a summary report of expenditures (e.g., line item detail, percentages of effort) AND the return of any unexpended funds at the end of the designated period?		
4	Does the funding agreement penalize Tennessee Tech for non-performance?		
5	Does the project commit Tennessee Tech to a specific line of scholarly or scientific inquiry, typically documented by a research plan or statement of work?		
6	Is a specific commitment made regarding the level of personnel effort, deliverables, or milestones?		
7	Does the funding agreement include terms and conditions for the disposition of tangible property (e.g., equipment, records, technical reports, or other deliverables)?		
8	Does the funding agreement include terms and conditions for the disposition of intangible property (e.g., intellectual property, rights in data, or copyrights)?		
Check one box and process accordingly:			
Sponsored Project. If you answered YES to Question 1, OR if ANY of the responses to Questions 3-8 were YES, this indicates that the funding is for sponsored project. Attach this checklist to the Award Activation Form.			
Gift. If you answered YES to Question 2, OR if ALL of the responses to Questions 3-8 were NO, this indicates that the funding is a gift. The completed checklist should be maintained by the Advancement Office.			

Capstone Projects

<https://www.tntech.edu/research/forms.php>

Streamlined agreement for Capstone Projects:

Agreements

- **Capstone Design Agreement** (Microsoft Word file)

Capstone Combined PEF and AAF:

Pre-Award Forms

Click [here](#) for more information about unallowable costs (based on information from Michigan Tech; other resources are available from the [University of Maine](#)).

Proposal Preparation

Forms for Proposal Preparation must be returned to the Office of Research staff in Derryberry Hall, Room 128.

- **Capstone Combined PEF and AAF** (This link will take you to a DocuSign portal.)

Closeout Forms

Project Closeout Forms will be transitioning from Office of Research to Grant Accounting. Grant Accounting will be revising the form if appropriate. I anticipate the following section being removed as I think it is covered in the Request for Budget or Program Revision. Thoughts?



NO-COST EXTENSION (To be completed by the **Principal Investigator**)

Yes No N/A Is a *no-cost extension* needed (if so, the Request for Budget or Program Revision [form](#) must be completed, and the Office of Research will forward the request to the agency)?

Comments:

Closeout Forms

Input / Comments on Budget Section?

BUDGET (To be completed by the **Project Bookkeeper**)

- Yes No N/A Is a budget revision needed?
- Yes No N/A Have all purchase orders been issued prior to the above project end date?
- Yes No N/A Have all charges to project been received, invoiced and paid?
- Yes No N/A Have all equipment purchases been inventoried?
- Yes No N/A Have equipment reporting documents been prepared for sponsor?
- Yes No N/A Have all travel reimbursements been filed in a timely manner?
- Yes No N/A Have labor distribution forms been revised to stop faculty/staff pay on the project?

Comments:

Closeout Forms

Input / Comments on Cost Sharing / Subrecipient?

COST SHARING/MATCHING (To be completed by the **Project Bookkeeper**)

Yes No N/A Has required documentation to support cost-share amounts been completed?

Yes No N/A Have copies of cost-sharing/matching documentation been sent to Grant Accounting?

Comments:

SUBRECIPIENT CLOSEOUT (To be completed by the **PI and Project Bookkeeper**)

Yes No N/A Have all technical reports/deliverables been received from subrecipient?

Yes No N/A Has final invoice from subrecipient been processed?

Yes No N/A Has the [Subcontract Monitoring form](#) been forwarded to the Office of Research?

Comments:

Closeout Forms

Input / Comments on Final Reporting?

FINAL REPORTING (To be completed by the **Principal Investigator**)

Yes No N/A Have all final technical reports been completed?

Yes No N/A Have you met with the project bookkeeper to verify expenditures for final financial reporting?

Yes No N/A Were any inventions conceived during the course of this project? If so, please complete the TTU [Invention Disclosure form](#), and return it to the Office of Research, Box 5164.

REQUIRED Has a copy of the final technical report been forwarded to the Office of Research?

Yes No N/A If animals were used during the project, have all appropriate closeout protocols been completed?

Comments:

Closeout Forms

Input / Comments on Signatures?

A signed copy of this project closeout form must be submitted to the Office of Research (Box 5164 or Derryberry Hall, Room 155). If you have any questions regarding this form, please call the Office of Research (extension 3938).

Bookkeeper

Date

Principal Investigator

Date

Department Chair

Date

Center Director

Date

Dean

Date

Will change to Grant Accounting

Office of Research

Date

Grant Accounting will sign off and send copy to Office of Research (when needed). If Closeouts are not completed in a timely manner, it will be escalated to the AVP for Research.

Chrome River

I have put the following question from a bookkeeper to General Accounting and will notify everyone when I get an answer:

We need clarification on how to handle Chrome River expense reports that do not get submitted by the deadline. Specifically, who is responsible for submitting the correction request (housed in the Business Office folder) and when the request should be submitted.

Are there other questions related to Chrome River?

Other Items

Time and Effort Reports went out yesterday. Please read the directions when converting units to hours and have employees sign. If an employee has left the university, the PI may sign. Completed reports are due to Grant Accounting on 1/30/20.

Data plans for Scientific Research equipment. (Water Center)

Discussion and Questions

NEXT MEETING – FEBRUARY 19, 2020 – 10 AM

PRESIDENT'S CONFERENCE ROOM – DERRYBERRY HALL