

Florida Atlantic University Allowability of Costs on Federal Awards

VIII. Responsibilities:

A. Principal Investigator:

1. Include a copy of the Solicitation, Program Announcement, or RFP with the proposal so that Sponsored Programs can use it to review the proposal budget to ensure that it meets any Terms and Conditions for the project/program, such as limitations on the allowability of costs.
2. Do not include unallowable costs in proposal budgets.
3. Prepare proposal budgets that are consistent with the Scope of Work of the project.
4. Prepare proposal budgets using best estimates available. For example, salaries should be stated at current salary amounts and include the standard annual increase for subsequent years. For large equipment items, the PI should obtain quotes from vendors to obtain the best estimates.
5. Complete the Pre Award Routing Sheet and obtain the required signatures. The signatures document that the PI, Department Chair and College Dean approve of the proposal budget.
6. Complete the CAS 502 Exception Form for any expense items included in the proposal budget that are typically treated as indirect costs and meet the criteria for "major project" for administrative and clerical salaries or "special circumstances" for other Non-Labor Administrative Costs.
7. Obtain the required signatures for the CAS 502 Exception Form. The signatures document that the PI, Department Chair, and College Dean approve the "special circumstances" and/or "major project" status of the project.
8. Review the Departmental Ledgers on a monthly basis to ensure that only allowable, allocable, and reasonable costs have posted to the FAU Project Account(s) and any related Cost Share Account(s), net of applicable credits.

B. Sponsored Programs:

1. Review the Solicitation, Program Announcement, or RFP to determine if the proposal budget meets any cost limitations. For example, some sponsors or programs limit or do not allow F&A costs. Also, some sponsors or programs do not allow travel costs or equipment purchases. The proposal budget must be in compliance with any limitations in order to be eligible for award.
2. Review the proposal budgets for accuracy.

3. Verify that the Pre Award Routing Sheet includes the correct information concerning the proposal budget in Section V, as well as the required signatures.
4. Verify that any expense items included in the proposal budget that are typically treated as indirect costs are included on a CAS 502 Exception Form, submitted with the proposal package.
5. Verify that the CAS 502 Exception Form includes the required signatures (PI, Department Chair, and College Dean).
6. Approve or reject the expense items listed on the CAS 502 Exception Form. If any of the items are rejected because they do not meet the criteria for "major project" or "special circumstances", notify the PI and Departmental Budget Coordinator.
7. When the award is funded, complete the Post Award Worksheet and indicated whether the project includes any cost limitations or CAS 502 Exceptions.
8. Review and approve the Budget Transfer submitted by the Departmental Budget Coordinator to set up the budget in the new FAU Project Account, as well as Budget Transfers for additional funding.
9. Review and approve the Budget Transfers for rebudgeting funds from one budget pool to another. Determine if prior written approval is required from the sponsor or if University (Sponsored Programs) approval is sufficient.
10. Review and approve Personnel Action Forms (PAFs) and Employment Contracts for sponsored projects.
11. Verify that any PAFs or Employment Contracts for administrative or clerical salary have been approved by the sponsor and by Sponsored Programs as documented by the CAS 502 Exception Form.

C. Research Accounting:

1. Set up new FAU Project Accounts with the proper Indirect Cost Rate and Base.
2. Notify the Departmental Budget Coordinator of the FAU Project Account number.
3. Process Budget Transfers, including those for the initial budget amount, additional funding amounts, and budget conversions (rebudgeting) for sponsored projects.
4. Review and approve Purchase Requisitions, Expenditures Transfer Forms (ETFs), and Tuition Waivers for sponsored projects.
5. Verify that any Purchase Requisitions or ETFs for expense items that are typically treated as indirect costs, have been approved by Sponsored Programs, as documented by the CAS 502 Exception Form.
6. Prepare and submit required financial reports to sponsors. In addition, ensure that the financial reports do not include unallowable costs.
7. Close out the FAU Project Account along with any Cost Share Accounts, using standard close out procedures.

D. Department Budget Coordinator:

1. Assist PIs with the preparation of proposal budgets.
2. When proposal budgets include expense items that are typically treated as indirect costs, include a CAS 502 Exception Form with the proposal that is submitted to Sponsored Programs.
3. Prepare and submit the Budget Transfer to establish the budget in the New FAU Project Account and Cost Share Account(s), as well as Budget Transfers for additional funding and budget conversions (rebudgeting from one budget pool to another).
4. Initiate the appropriate paperwork to post allowable, allocable and reasonable costs to FAU Project Accounts and Cost Share Accounts, net of applicable credits.
5. When submitting Employment Contracts and Personnel Action Forms (PAFs) for Administrative and Clerical Salaries, attach a copy of the CAS 502 Exception Form, which documents the approval of the Administrative and Clerical Salaries for the project.
6. When submitting Purchase Requisitions and ETFs for Non-Labor Administrative Costs, attach a copy of the CAS 502 Exception Form, which documents the approval of these expense items.
7. When necessary, process superceding employment contracts and Expenditure Transfer Forms (ETFs) to move expenses to the proper account(s).
8. Contact Research Accounting at the end of the project period to let the Research Accounting Coordinator know when all expenditures have posted and all encumbrances have cleared on the FAU Project Account and any Cost Share Accounts, so that required financial reports can be prepared and submitted to the sponsor.