

## Timeline For Selected Activities on Sponsored Projects

<i>Transaction/Activity</i>	<i>Recommendation</i>
<b>Hiring personnel</b>	If additional position numbers are needed, submit request to Budget Office upon receipt of account and FRS numbers.
<b>Purchasing Equipment</b>	Place orders at least 90 days before the end of a project. Purchases in the last days, weeks, or months of a project may be deemed inappropriate since they may not seem to benefit the project.
<b>Ordering Materials and supplies</b>	Place orders as needed, but not typically in the last 30 days of a project unless it can be justified and verified that the materials are needed to complete the project.
<b>Establishing Subcontracts</b>	Subcontracts are prepared by Sponsored Programs and can take considerable time to negotiate and process so early planning is essential. Subcontractor's Budget and Statement of Work should be received at the prior to proposal submission. If the subcontractor was not included in proposal or award, sponsor approval may be required.
<b>Foreign travel</b>	If foreign travel was not in the originally proposed budget, consult with Sponsored Programs as foreign travel may require sponsor prior approval. All federal grants and contracts require the use of U.S. Flag carriers.
<b>Documenting cost share</b>	Monitor cost share continually during the life of a project. Documentation should be collected and forwarded to Research Integrity.
<b>Reviewing account expenditures or reconciling accounts</b>	Monthly review is recommended. Waiting until the end of a project could result in over/under spending.
<b>Expenses charged to the wrong account</b>	Prepare an Expense Transfer Form as soon as an error is identified. Superceding employment contracts should be used for correcting salary and OPS expenditures. Process all transfers within 90 days after the expenditure appears on an account and before the end of the project.
<b>Budget changes</b>	Under FDP many budget-related actions can be approved by the Sponsored Programs office, others need sponsor approval.
<b>Changes to Scope of Work/PI effort</b>	Request <i>prior</i> to effective date of change or absence. Must have written approval from sponsor – not just verbal approval from the technical representative.
<b>Disclosure of new technology</b>	Complete an Invention Disclosure Form immediately and submit to Technology Transfer.
<b>Submitting technical reports or deliverables</b>	Progress reports are usually done annually for grants. If continuation funding is expected the due date may be before the end of the budget period. For contracts, check terms and statement of work. Copies of all reports and/or a transmittal letter should be forwarded to Sponsored Programs.
<b>Requesting no cost extension</b>	May need to request 30 – 60 days <i>before</i> the end of a project depending on sponsoring agency. If the project is under FDP, FAU is permitted to approve a one-time no cost extension of up to one year. Some sponsors may require prior written approval.