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<th>Sponsor</th>
<th>Budget Category</th>
<th>Cost Share</th>
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1. Project Title:
2. Principal Investigator/Project Director:
3. Sponsor:
4. Sponsor Program Name:
5. If Federal Funds, Originating Agency:
6. Sponsor Award Number:
7. Sponsor Program Officer:
8. Agency Grants/Financial Administrator:
9. Project Period:
10. Current Budget Period:
11. Amount Funded This Action:
12. Type of Agreement:
13. Type of Payment:
14. Approved Budget:
15. See Attached:

Fixed Price
Fixed Price For Deliverables
Fee For Service
Cost Reimbursement
Contract
Coop Agreement
Grant
Subaward
Subaward Settings
Other Contractual
Supplies
Travel
Fringe Benefits
Personnel
Total

Total Direct Costs
F&A (Indirect Costs)
Total Project Cost
22. Other Requirements:

21. Acknowledgement of Award Required?
   Yes ☐ No ☐
   (Describe: )

20. Publication Restrictions?
   Yes ☐ No ☐
   (Describe: )

Other (Describe: ):

Inventions and Intellectual Property Report:
- Final Financial Report
- Interim Financial Reports
- Final Technical Report
- Interim Technical Reports

18. Report Due Dates:

<table>
<thead>
<tr>
<th>amount/value</th>
<th>Source</th>
<th>description</th>
</tr>
</thead>
</table>

17. Other Non-VSU Cost Share Committee:

<table>
<thead>
<tr>
<th>amount</th>
<th>percent</th>
<th>period of time</th>
<th>name/title</th>
</tr>
</thead>
</table>

16. Personal Committee as Cost Share:

<table>
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<tr>
<th>amount</th>
<th>percent</th>
<th>period of time</th>
<th>name</th>
</tr>
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</table>

15. Personal Compensation from Sponsored Project:

<table>
<thead>
<tr>
<th>amount</th>
<th>% time or mos.</th>
<th>period of time</th>
<th>name</th>
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</thead>
</table>
6. Certifying Personnel Effort

Applicable to the University under the terms of the grant, submitted by the PI/PI, to the funding agency

6.a. Comments

The report must be approved by the PI/PI and submitted with the grant proposal. The report must include a detailed description of the personnel effort dedicated to the project. The report should be signed by the PI/PI and submitted by the due date specified by the funding agency.

6.b. Budget

The budget must be submitted with the grant proposal. The budget should include all costs associated with the personnel effort. The budget should be approved by the PI/PI and submitted by the due date specified by the funding agency.

7. Reporting Dates and Requirements

The project must be reported to the funding agency on a quarterly basis. The report should include a detailed description of the personnel effort dedicated to the project. The report should be submitted by the due date specified by the funding agency.

8. General Guidelines for Project Management

The project must be managed in accordance with the guidelines set forth by the funding agency. The PI/PI must ensure that all costs associated with the personnel effort are accurately recorded and submitted to the funding agency. The report should be submitted by the due date specified by the funding agency.

9. Project Start and End Dates

The project must begin on the start date specified by the funding agency and end on the end date specified by the funding agency. The PI/PI must ensure that all costs associated with the personnel effort are accurately recorded and submitted to the funding agency. The report should be submitted by the due date specified by the funding agency.
audit.

All project records must be retained for seven (7) years after the ending date of the project or the resolution of

12. Records Retention

Intended use of these funds in the coming year:

institutional activities of the PI/PI's. The PI/PI must provide an annual report for the DOH each year Regarding the

"supporting" RFA funds do not expire and can be carried forward for use in supporting research and other

monthly earning the amount of RFA earned. Unless the PI/PI responds otherwise, the funds will be budgeted to

RFA is earned at the Grant expiration dates are charged. The Grants accountants will send an email to the PI/PI each

be released during the proposal submission process.

An alternate distribution for collaborative projects that involve co-PI's or cross-departments and/or colleges may

- 25% to PI/PI's College Dean
- 25% to PI/PI's Department Head
- 50% to PI/PI

RFA costs regranted will be distributed as follows:

11. Facilities & Administration (Facilities or "indirect") Revenue

email to all project directors who have granted ending June 30th.

emailed to all project directors who have granted ending by state auditors. The Grants accountant will send a reminder

because of financial year-end reporting required by state auditors. NO OTHER EXCEPTIONS will be allowed

exception of grant budgetary changes which may be made through June 30th.

all RFA funds on June 30th, the project director must follow the VSU Year-end financial deadlines with the

10. Fiscal Year-end

Subaward document:

the prime awardee how to close out VSU. If VSU is subawarding funds to another entity, OSPIA will prepare the

If VSU is the sub-recipient of Federal funds, all restrictions and requirements contained within the original award to

9. Subsequent Award of Federal Funds/Sub-Award

Likewise unallowable are cost share.

Entertainment expenses include transportation costs (travel and meals, lodging, and transportation costs are

cannot be charged to Federal and cannot be reimbursed.

Entertainment, food (unless approved in the award), alcohol, beverages and gratuities are not allowable costs and

be required before it can be purchased.

Suppliers approved by VSU may be used.

Special Restrictions

According to federal regulations, no changes of any kind of goods or services must be documented in

The PI/PI must maintain records of any non-personnel transaction that cost share contributions indicated on

2. Documenting Cost Sharing

which is required by the federal government, is done on a semester basis.

employee are asked to certify their own effort. The PI/PI may certify effort for an individual

OSPIA. Employees are asked to certify their own effort. The PI/PI may certify effort for an individual

employees of collaborating faculty and graduate assistants; effort forms are generated from payroll

them, for salaried personnel, including faculty and graduate assistants; effort forms are generated from payroll

The PI/PI must provide this documentation to the

the approved budget in the proposal narrative. The PI/PI must provide this documentation to the

Contributions of in-kind goods or services must be documented in

Inclusion of Such costs on the justification narrative. The PI/PI must provide this documentation to the

Concerning accountants or in-kind goods or services. The PI/PI must provide this documentation to the

in the proposal narrative. When working on sponsored projects, that fee section is not preparable to certify his/her own effort. Short Reporting

Records by OSPIA. Employees are asked to certify their own effort. The PI/PI may certify effort for an individual
This document has been reviewed and is accepted as of (date)

Principal Investigator/Project Director

Principal Investigator/Project Director is responsible for:

- Ensuring that all VSU policies and procedures, financial management of the project and all financial reports are followed;
- Ensuring that the Principal Investigator/Project Director is available to answer any questions or concerns associated with the project;
- Ensuring that all project expenditures are directly related to the project and necessary to meet project goals and objectives;
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