

MEMORANDUM

TO:

FROM: William Perry, President
Bob Chesnut, Director of Research and Sponsored Programs

DATE: March 12th, 2015

RE: Funding for the President's Fund for Research and Creative Activity
(PLEASE KEEP FOR FUTURE REFERENCE)

We are happy to inform you that your proposal to the President's Fund for Research and Creative Activity has been approved for funding.

You will find two copies of your contract enclosed. Please sign the original and return it to the Office of Research and Sponsored Programs (ORSP). You may keep the other copy for your files.

In the following sections, we try to address questions that are frequently raised by internal grant recipients. Please contact our office if you wish to discuss these or other matters concerning your award.

NEW FOAPAL (ACCOUNT) INFORMATION

The Business Office now uses an electronic system to create new account numbers. You will receive an email with more details from the Business Office. Once a new account number has been assigned, please use it on any paperwork related to your award.

YEAR-END DEADLINES

The Department of Procurement, Disbursements, and Contract Services establishes deadlines prior to the end of the fiscal year for certain transactions to provide sufficient time to process requests by June 30th. After these dates, money not spent or encumbered may be lost to the researcher and pooled with other university funds. These pooled funds will be redistributed to other university needs. **The official deadline dates for FY16 have not yet been established**, but previous year dates can be found here: <http://www.eiu.edu/~busofc/fy15.php>. Recipients are urged to check the University Newsletter in early 2016 for official year-end deadline information.

COMPLIANCE REQUIREMENTS FOR RELEASE OF FUNDS

If the project involves human subjects or vertebrate animals, funds may not be released for use by the researcher until the appropriate compliance committee (IRB or IACUC) has reviewed and approved the project.

EXPIRATION DATE FOR GRANTS

President's Fund for Research and Creative Activity grants will be operable from July 1, 2015, until June 30, 2016. However, as indicated earlier, there may be other year-end deadlines to keep in mind.

FINANCIAL STATEMENTS

Account statements are available on-line through PAWS. Typically, your departmental secretary/assistant can generate these reports for you. Note that the statement may not include recent expenditures. Past experiences have shown that this statement should not be thought of as a replacement for fiscal records kept by individual faculty members. Individual grantees should keep up-to-date records of their grant expenditures and use this statement for reconciliation of records.

TRAVEL

Travel using PFRCA funds requires the signature of the Director of Research and Sponsored Programs. A Travel Application form should be signed by your department Chair and sent to the ORSP for authorization in **ADVANCE** of travel. International travel forms must be **completed** at least 30 days prior to the date of departure. These forms require additional signatures from the Dean, Vice President and President. Please route all travel requests through this office. **The first day of travel must be begin before the June 30, 2016 deadline**, if the travel is to be paid from a PFRCA grant. **Travel vouchers must be submitted in a timely manner to the Business Office by an estimated date of July 10, 2016.** All EIU travel regulations and rates apply to PFRCA grants. University vehicles may be charged to your grant account.

PROMPT SUBMISSION OF TRAVEL

Effective July 1, 2008, travel expense reimbursement requests that are submitted more than 60 days after travel has ended will be included in the employee's payroll, and the appropriate amount of tax will be withheld from the employee's wages. These amounts will be included on the employee's Form W-2. If you have any questions, contact Teresa Sims at 581-7748.

STUDENT EMPLOYMENT

PFRCA grant recipients will approve their student payroll time rosters as supervisors and as fiscal agents. If a student is no longer working for you, please complete the Student Job Termination Form and return it to the Office of Financial Aid as soon as possible. **Student Help funds must be utilized by June 30, 2016.** If you have questions regarding student employment, please contact ORSP.

PROGRESS REPORT

An **End of the Year Research Progress Report is required** for PFRCA award winners. A suggested form is included in this packet for your convenience. This report is due by **July 30, 2016. Failure to submit a report could jeopardize future funding.**

ANNUAL REPORT

At the end of the second year an **Annual Report is also required.** Content should include a description of publications resulting from the project and grant proposals submitted as a result of the project. A suggested form is included in this packet for your convenience. This report is due by **July 30, 2017. Failure to submit a report could jeopardize future funding.**

FINAL REPORT

In the third year, a **Final Report is required.** Content should include a description of publications resulting from the project and grant proposals submitted as a result of the project. A suggested form is included in this packet for your convenience. This report is due by **July 30, 2018. Failure to submit a report could jeopardize future funding.**

All report templates can be found on our website (http://www.eiu.edu/~grants/INTERNAL_PFRCA.php).

Enclosures: Contract (1 original, 1 copy)