

# Sponsored Projects Accounting



A Division of Finance and Administration

“Education is not the filling of the pail, but the lighting of the fire.”

William Butler Yeats

## Campus Question Corner!

**Question:** Can I charge food to a sponsored project?

**Answer:** “It depends!”

Entertainment costs are specifically prohibited on federally funded projects; however, if your proposal and award agreement allows for meals to be provided at events the university has a general ledger (GL) code just for this type of charge.

**GL 446200**-Group Arranged Events are defined as those hospitality events hosted for primarily University faculty, staff and students. These include banquets, retreats, receptions, employee relations council meetings, employee picnics, service award recognition events, and **other group meetings including prior approved sponsored project meetings as allowed under UG**. Box lunches, refreshments or similar inexpensive meals may also be provided for pre-planned group working meetings. These are typically more efficient than breaking and reconvening. All cost (meals, refreshments, supplies, equipment rental, etc.) must be charged to General Ledger Code 446200.

(See FI0715 for full details.)

This GL is not intended for food charges related to taking someone to lunch, even if the justification is that they were discussing the project. This is not allowable.

This GL is also not intended for use when ordering pizza for GRA’s to celebrate the end of a semester and the work they did on the project. This is not allowable.

In short, these charges must specifically be approved by the sponsor prior to charging them. Be careful to ensure that your sponsor’s terms and conditions, and even the sponsors funding announcements, do not prohibit food and drinks before charging these expenses.



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## Centrally Funded Fee Waivers on Sponsored Projects

“If you’re not willing to learn, no one can help you.

If you’re determined to learn, **no one can stop you!**”

Beginning with the Fall 2015 semester, the process for transferring centrally funded fee waivers has changed. The biggest change is that your departmental cost center will be funded directly for these expenditures instead of the charge being transferred to a central administrative cost center for graduate student waivers. **This article addresses only those centrally funded fee waivers that post to sponsored project WBS elements.**

Fee waivers will continue to post proportionally to the cost centers and WBS elements based on the cost distribution of graduate student salaries. If a fee waiver that is to be centrally funded posts to a sponsored project WBS element, the manner in which it is moved to your base cost center depends on the circumstance of transfer. Listed below are two different scenarios to consider before an entry is made.

### Transfer Fee Waiver (not part of required cost share commitment)

- Departmental Accounting Staff processes internal transfer to move expense to appropriate cost center at ORIGINAL GL code, 444100 – Student Fees. Please follow fiscal policy FI0220 Sponsored Projects – Cost Transfers. The cost transfer must include the following information:
  - Student name
  - Position number that entitles the student to the centrally funded fee waiver
  - Original document number and date
  - Semester term and year (i.e. Fall 2015)
  - Explanation for the reason for the transfer

Trainings are on the Web!

### Cost Share of Fee Waivers (as committed on behalf of UT and is reported to the sponsor)

- Department Accounting Staff to notify the appropriate Sponsored Project Accounting (SPA) staff who is responsible for reporting/billing the account. Provide SPA with the following information:
  - Student name
  - Position number that entitles the student to the centrally funded fee waiver
  - Original document number and date
  - Semester term and year
  - Position number that entitles the student to the centrally funded fee waiver
  - Cost center to be charged
- **SPA will process a journal voucher** to move the expense to your cost center via GL code 444400 – Cost Share. If this process is not followed, then the expense will not be included in our financial report to the sponsor.



The timing of these transfers is very critical once fee waiver expenditures posts. Normally, SPA reports, invoices our sponsors, or draws funds based on the previous month’s financial activity. If these expenditures are to be transferred and funded centrally, we need to ensure these are moved in an expedited manner as to not over-report or over-bill UT’s costs. Additionally, you will not be funded for these costs until they are moved to your cost center.

## Upcoming Training Opportunities

In order to get all the trainings modules related to the SPA Certification presented within this year, we will need to present 2 trainings in the month of November. The SPA Certification doesn't have to be taken within a one year time frame but we wanted to give the option to those who are planning to complete it within the year. Therefore, we are holding a 2-hour In-House Blount Hall training to cover the two training topics below:

**When:** November 10th 9:00-11:00 a.m.  
**Where:** Blount Hall training Room

**What:** Invoicing, Financial Reports and Cash Receipts  
&  
IRIS Reports

You will receive 1.5 CPE/HR128 hours per topic (Total 3.0)

ALSO.....

The last SPA In-House Blount Hall training will be held in December.

**When:** December 8th 10:00 a.m.  
**Where:** Blount Hall training room

**What:** Advanced topics: Sub-Contract Monitoring

See below for sneak peeks of what to expect for each training topic.

### Invoicing, Financial Reports, and Cash Receipts

During this training we will discuss two types of reporting, Financial and Technical. We will look at the typical reporting requirements, invoices, the different types of invoices, timeliness of invoices, financial reporting, timeliness with financial reporting, invoice monitoring, IRIS reports that are helpful regarding invoicing and financial reporting, Cash receipts, and collection procedures.

### IRIS Reports

This class will focus on a variety of IRIS reports that departments can use to help them manage their sponsored projects. The reports discussed will help you be able to easily identify what is happening on your projects from beginning to closeout. There will also be summary reports discussed that will help departmental staff to easily be able to give department heads and PI's summaries of their projects, in order for PI's to make proactive decisions on the financial management of their projects.

Please email Jay Taylor, vtaylor@utk.edu. To RSVP for these training!

We hope everyone can attend!

Access Blackboard  
training.  
[Online.utk.edu](http://Online.utk.edu)

**“You have to  
go wholeheartedly  
into anything in  
order to achieve  
anything  
worth having.”**

