

# Sponsored Projects Accounting

A Division of Finance and Administration

February 2016

## Sponsored Projects Accounting (SPA) Certification

This month's Newsletter is all about the SPA Certification! We are incredibly excited to highlight those who have completed the SPA Certification, as of the first week of Feb. 2016. In addition to these people, we have several others who are extremely close to completing their certification.

**We hope everyone will join SPA in congratulating the following people in completing the SPA Certification!**

### Completed in 2015

Pam Arrowood  
Karen Boyce  
Mayet Davenport  
Teresa Dotson  
Heather Ervin  
Sharon Foy  
Sonja Hill  
Debra Johnson  
Melanie Kelley  
Cindy Knisley  
Amber Mathes  
Ami McBride  
Juvy Melton  
Michele Norris  
Teresa Parrott  
Linda Robinson  
Sara Stewart  
Bobbie Suttles  
Stacey Wade  
Amanda Worsham

### Completed in 2016

Samantha Allen  
Debra Bower  
Stacey Conroy  
Tammy Johnson

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## SPA Certification Distribution

As most of you know, we had a little hang-up in distributing the SPA Certifications due to obtaining a UT Logo for use. We were recently able to obtain this and all certificates have been created.

Certificates were handed out at the last RAOR meeting. For those of you who have not yet received yours, you will begin seeing them in Campus mail this week.

We very much appreciate your patience with this and apologize for not being as timely as we had hoped in distributing these.

In the future, those of you who pass the certification can plan to receive your certificate during the month following your completion of all training modules for the certification.



## SPA Certification Information

We are getting lots of questions from new people to UT regarding the SPA Certification. We thought this would be a good opportunity to cover the what, how, when and where regarding the SPA certification. This is helpful info for those of you who are already aware, as we have made some changes to the class location options and will be making future changes to the Blackboard site as well. Please see SPA Certification info below. If you have any questions, please contact Jay Taylor @ 974-0952 or vtaylor@utk.edu.

In 2015, Sponsored Projects Accounting (SPA) began offering a Certification. This certification is being offered to staff who either currently work with or may at some point work with a sponsored project.

Why the need for a certification in sponsored projects accounting? Simply put, working with a sponsored project requires additional skills and knowledge that basic financial budget management does not. Not to mention the need in knowing the new requirements now being imposed with Uniform Guidance (UG). SPA not only wants to offer trainings to staff working on sponsored projects, but we want staff to stand out as having a certification to show they have taken steps to obtain advanced training and knowledge in the field of sponsored projects.

How are we differing the certification training modules from the basic training modules offered in the past for sponsored projects? We have updated the training modules that can just be taken for training. And, we also go a little farther in ensuring that the person taking the training can apply the knowledge by requiring a quiz with each exam.

The training modules for the SPA Certification are offered through HR's Employee and Organizational Development Office, as well as one through IRIS. You can also take all the modules online through Blackboard to earn your certificate. Regardless of whether you take the trainings through HR, IRIS, or Blackboard, you must take and pass the associated quiz in order to receive your certification. You will receive 1.5 hours of HR 128 hours for passing the quiz through Blackboard. You can also earn additional hours by taken the training modules through HR and IRIS. If you take them in through HR and IRIS you will earn the normal hours given for these and the additional 1.5 hours for taking the quiz through Blackboard.

SPA will track the quizzes taken and will present a certificate once all modules/quizzes have been taken. The certificate is good for 3 years, and SPA will notify you when it is time to renew your modules.

# Training Modules Required for SPA Certification

**The Certification will consist of the following 12 Training Modules:**

1. Overview of Accounting for Sponsored Projects
2. OMB and Uniform Guidance
3. F&A Costs
4. Direct Costing
5. Cost Transfers
6. Cost Sharing
7. Advanced Topics, Subrecipient and award monitoring
8. Invoicing, Financial Reports and Cash Receipts
9. IRIS Reports
10. Effort Certification
11. Schedule of Final Charges
12. Business Ethics for Sponsored Projects

## Upcoming Training Module

### **Cost Sharing**

March 29, 8:30-11:30

238 Conference Center Building

**“Positive thinking is a habit, like everything else: you get better at it with time.” Alexander Gustafsson**

Registration Link!

<http://humanresources.tennessee.edu/eod/registration.html>

**During the Cost Sharing Training we will cover such questions as:**

I included cost sharing in my proposal, but what does all this terminology really mean?

Now that my proposal has been awarded, is the cost sharing component really that important?

I have a third-party external to UT contributing, so I don't need to worry about them, right?

What can I do to stay out of trouble?

**In addition, we will define the three types of cost share used within the University System for sponsored projects!**

## Upcoming Training Schedule!

### Cost Sharing

March 29, 8:30-11:30

238 Conference Center Building

### Direct Costing

April 26, 8:30-11:30

238 Conference Center Building

### Invoicing, Reporting, and Cash Receipts

May 11, 8:30-11:30

238 Conference Center Building

### OMB Circulars and Cost Accounting Standards

June 21, 8:30-11:30

238 Conference Center Building

### Overview of Accounting for Sponsored Projects

July 26, 8:30-11:30

238 Conference Center Building

### Understanding F&A Costs

August 30, 8:30-11:30

238 Conference Center Building

### Cost Transfers

September 27, 8:30-11:30

238 Conference Center Building

### Advanced Topics and Subcontract Monitoring

October 25, 8:30-11:30

238 Conference Center Building

### IRIS Reports for Sponsored Projects

November 10, 8:30-11:30

238 Conference Center Building

### Schedule of Final Charges (Closeout)

December 8, 8:30-11:30

238 Conference Center Building

Registration Link!

<http://humanresources.tennessee.edu/eod/registration.html>

