Agenda

• SMU Policy 7.13
  - Roles and responsibilities

• Budget Designations

• When is agency approval needed

• Types of BCR Requests:
  - Priority Processing and Budget Reconciling

• Review QDrive Report and Sponsored Projects Budget
SMU Policy 7.13
Sponsored Project Cost Transfers

AKA Budget Change Requests (BCR)
Principal Investigator
Roles and Responsibility

• Ensure expenditures are reasonable, allocable, and allowable under a specific Sponsored Project;

• Review Sponsored Project reports on a regular basis to identify errors; and

• Determine the need for any Cost Transfers and ensuring they are initiated promptly with adequate documentation and justification.
  - Cost Transfers must be initiated promptly within 90 days of the original transaction date or within 30 days of the Sponsored Project end date, whichever is earlier.
Financial Officer and/or Department Administrators
Roles and Responsibility

• Ensure oversight of requested Cost Transfers to ensure completeness, accuracy, and timeliness.
Sponsored Projects
Roles and Responsibility

• Determine if Cost Transfers are allowable.
• Obtain Agency approval when needed.
Grants and Contract Accounting

Roles and Responsibility

• Review and approve Cost Transfers entries and supporting documentation, including justification.

• Entering Cost Transfers into the financial system and retaining documentation in the Sponsored Project file.
Red Alert

- Sponsors and auditors regard as suspicious Cost Transfers with the following characteristics:
  1. Frequent Cost Transfers.
  2. Costs transferred long after the original charges were recorded.
  3. Cost Transfers supported by inadequate documentation or justification.
  4. Cost Transfers made at the end of a Sponsored Project that relieve overruns or spend a Sponsored Project balance.
Two types of Sponsored Research Projects budget designations:

“E” for “Expanded”

“R” for “Restricted.”

• Depending on the change(s) that you are requesting to make on your budget this request may or may not need agency approval.
Agency Approval is needed when

- Changes in the scope or the objective of the program
- Change in the key personnel specified in the proposal or award document
- The absence for more than three months, or a 25% reduction in time devoted to the project, by the approved project director or principal investigator
- The need for additional Federal funding
- Any sub-award, transfer, or contracting out of substantive program performance under an award, unless described in the application and funded in the approved awards
Rearrangements/Alterations in excess of $25,000 (construction projects)

Adjustments to required approved cost sharing commitments

Changes to budgeted amounts for subcontracts

Adding of foreign travel to the project budget

Purchase of capital equipment (Note: Please defer to agency guidelines for instructions on how to handle capital equipment purchases)
When is a Budget Change Request (BCR) required?
Two Types of Requests:

**Priority Processing**

GMS will review and approve request and notify GCA payment can be processed.

**Reconcile Budget**

Processed quarterly or when new funding is received.
Scenarios

PI needs to transfer funds from GRA to Post-Doc.

• Priority Processing because the transfer affects Indirect Costs (IDC aka F&A).

Funds were budgeted for a Consultant, but it has been determined General Services would be more appropriate.

• Not required because the funds are under the same category of Services. A PI can request a Budget Reconciliation.

Expanded authority: PI requests to move funds from salary to create a new supplies account category.

• Not required if funds are available in supplies overall categories. The budget can be revisited later in the project period to determine if a BCR needs to be processed.
How to request a BCR:

• PI or Department Support Personnel sends a BCR request to the GMS through email. Content of email should include:
  – Grant Number
  – Account codes and amount to be transferred between categories
  – Budget justification
  – Statement from PI approving changes
Example:

• Subject: BCR for G001500

Dear GMS,

I would like to request the following changes for G001500.

transfer $11,139 from 6181 to 6151. The change is a result of staff changes during the course of the project.

I approve the above changes.

PI Full Name
Grant Management Specialist:

- Email to GCA includes:
- Forwarded email from PI/Department Support Personnel with budget request
- Attach:
  - Budget with added Tab with Budget-Setup Form with budget transfers
  - QDrive Report
  - When applicable include agency approval email/documentation
Let's get started!

- Review Qdrive Report

- Explain how the Proposal Award Budget functions
<table>
<thead>
<tr>
<th>SPONSORED PROJECTS</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Elvin Franklin</td>
<td>Matthew Kingore</td>
<td>Ruth V. Lozano</td>
</tr>
<tr>
<td><a href="mailto:elvinf@smu.edu">elvinf@smu.edu</a></td>
<td><a href="mailto:mkingore@smu.edu">mkingore@smu.edu</a></td>
<td><a href="mailto:rlozano@smu.edu">rlozano@smu.edu</a></td>
</tr>
<tr>
<td>Dedman and Perkins</td>
<td>ATT Center, Guildhall, Law, Lyle</td>
<td>Cox, Meadows, Provost (areas within) Simmons</td>
</tr>
<tr>
<td>Kathryn Simpson</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coordinator</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:kesimpson@smu.edu">kesimpson@smu.edu</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GRANT AND CONTRACT ACCOUNT (GCA)</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Janice Kranz</td>
<td>Carmela Wells</td>
<td>Susan Wright</td>
</tr>
<tr>
<td><a href="mailto:Janice@smu.edu">Janice@smu.edu</a></td>
<td><a href="mailto:cjwells@smu.edu">cjwells@smu.edu</a></td>
<td><a href="mailto:siwright@smu.edu">siwright@smu.edu</a></td>
</tr>
<tr>
<td>Dedman College except for Biology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Simmons</td>
<td>Cox, Biology, Law, Lyle, Meadows, Perkins, Provost (areas within)</td>
<td></td>
</tr>
<tr>
<td>David Ewing</td>
<td>Jamie Barrett</td>
<td>Kim Orcutt</td>
</tr>
<tr>
<td>Manager</td>
<td>Billing &amp; Reporting Specialist</td>
<td>Administrative Assistant</td>
</tr>
<tr>
<td><a href="mailto:dcewing@smu.edu">dcewing@smu.edu</a></td>
<td><a href="mailto:barrettjd@smu.edu">barrettjd@smu.edu</a></td>
<td><a href="mailto:korcutt@smu.edu">korcutt@smu.edu</a></td>
</tr>
</tbody>
</table>