

I GOT AN
AWARD
NOW WHAT?

STEP 1:
LET LAUREN
KNOW SO
THAT SHE
CAN MAKE
SURE SET-UP
IS IN PLACE.

STEP 2:
MEET WITH
KATHY TO
SPEND ANY
FUNDS.

I thought all of the Award money would be available? When do we get the money?

How do I know if an expense is allowable?

What is F&A and how is it charged to my award?

How do I provide gift cards for participants?

How do I see what has been spent for my project?

How do I make purchases or hire people?

ANSWERS:

All compliance issues must be clear before funding is available. These include Human and Animal Subjects Issues (Trainings, IRB), as well as conflict of interest disclosures for all investigators.

All costs must be (1) allowable, (2) allocable, (3) reasonable, and (4) consistent. These determinations will depend specifically on your award.

F&A are overhead costs associated with an award. 40% of indirect reimbursement goes to CCN. 25% of this amount goes to the PI.

<https://accountspayable.ua.edu/ua-gift-cards-guide/>

Mybama > Research > Research Dashboard

It will show grant number, fund number, start/end dates, budget, expenses, and available funds

<https://purchasing.ua.edu/purchasing-guidelines/>

Being mindful of these policies, work with Kimberly and Charles to bring on-board your research team.

UA ORED TWO-MINUTE TUESDAY VIDEOS:

<https://www.youtube.com/channel/UCXE5VVsfjimp8GReqDZ8wv7A/featured>

Who should I ask?

Area	Person/Department	Contact Info
Award set-up, carryforward, no cost extension, rebudgeting	Lauren Calhoun	lmcalhoun@ua.edu
Hiring, expenditure of funds, purchasing	Charles Tunnell Kathy Quinn	ctunnell@ua.edu kmquinn1@ua.edu
Financial Reporting, Unobligated Balances	Contract & Grant Accounting	Various
IRB, conflict of interest, export control	Research Compliance	205-348-8461
Site Visits	Notify Lauren, OSP,CGA	Various

UA POLICIES:

<https://ua-public.policystat.com/search/?category=108445&sort=category>