

## **C20 – A Walk Through A-21 and A-110 for Departmental Administrators**

(Questions and Answers)

1 - What gives “THEM” the right to audit us? We’ve been doing the research and they’ve been happy with the results.

A-110 C.26 [page 26]

2 - Who says we have to have written procurement procedures?

A-110 C44(a) [page 38]

3 - After the term date of a project how many days do you have to submit all reports? Find it in the circulars!

A-110 D71 [pg. 51]

4 - According to the circulars what are “equipment costs” and are they allowable? Find it!

A-110 A.2(b) [page 6]

5 - A PI travels to DC to make a final presentation before the term date of the project, but the expenses for that trip post to the project after the term date, are they allowable?

A-110 A.2(r)(t) [page 7] or C.28 [page 27]

6 - In the circulars there is a section which defines “prior approval” – where is it and what does it mean?

A-110 A.2(w) [page 8]

7 - If a PI dies, where and in which circular do you find the answer to, “now what”?

A-110 C.25 [page 23] specifically C.25.(c).(2).

8 - “I don’t believe what you’re telling me about the allowability of these costs. I think you’re reading that wrong,” says the PI, “I

want to look this up myself!” Which circular should you direct him towards?

A-110 C.27 [page 27]

9 - Where is the rule about needing prior approval to change the budget plan?

A-110 C.25(b) [page 23]

10 - How often do I have to do a physical inventory of equipment?

A-110 C.34(f)(3) [page 32]

11 - I need an extension? Where are the guidelines?

A-110 C.25(e)(2) [page 24]

12 - Why can't I charge the cost of preparing and writing a proposal directly to a project?

A-21 J.38 [page 80]

13 - Are you sure it's ok to charge tuition remission costs on graduate students to my project?

A-21 J.45.a (1) – (5), inclusive (2) [page 84]

14 - Where does it say I can't take my NSF Program Manager and the team to the Aquarium and charge it directly to my grant – they'll be impressed and I'm sure we'll get more money that way?

A-21 J.17 [page 65]

15 - I know you told me I can't charge my administrative assistant's time directly to my 4 sponsored projects and she prepares all of my handouts for class so well too, but where does it say that in the circulars?

A-21 F.6.b(2) [page 30]

16 - Can we charge my grant for upkeep and/or maintenance on this equipment?

A-21 J.30 [page 77]

17 - Show me where it says I can't charge my membership dues to my sponsored project!!

A21 F.6.b(3) [page 31]