



Sponsored Project Administration

Procedure:	Formula Fund Procedure (USDA NIFA Capacity Grants)
Owner:	Sponsored Project Administration
Effective date:	03/01/2018
Last Updated:	03/01/2018

Background

The Morrill act of 1862 designated UVM as a land grant institution eligible to receive annual statutory funding from the USDA's NIFA in support of research and extension activities as directed by the various land-grant Acts (i.e.: Smith-Lever (agricultural extension work), McIntire Stennis (forestry research), Hatch (agricultural research).

NIFA issues the formula funding to UVM in the form of Capacity grants. These grants are subject to 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and NIFA formula fund special terms and conditions.

NIFA capacity grants will be recognized in UVM's annual award report and financial statements consistent with other sponsored agreements.

Purpose

This document sets forth procedures for management of NIFA capacity grants, including proposal submission, award acceptance, set-up, post-award administration, billing, reporting, and closeout.

Roles and Responsibilities

Principal Investigator (known as the Administrative Technical Representative) and Unit Administrator

- Develop and generate the capacity grant proposals for submission to grants.gov.
- Perform and execute the funded capacity grant projects.
- Ensure proper management of key person's time and effort.
- Perform standard post-award functions.
- Maintain compliance with capacity grant terms and conditions.
- Assist Sponsored Project Administration Financial Analysts with closeout.

Sponsored Project Administration

- Review and submit Capacity Grant Applications to Grants.gov using [UVM's InfoEd system](#).
- Set up awards in PeopleSoft and InfoEd.
- Perform standard post-award functions.
- Assist with sponsor prior approvals.
- Prepare and submit financial reports.
- Manage NIFA payments through the Letter of Credit federal draw system.
- Generate Subawards and new projects as requested by PI or their designee.



Definitions

ATR: Administrative Technical Representative, considered PI for the capacity grants.

Billing limit: The maximum amount allowed for billing under a sponsored agreement.

C-level: PeopleSoft budgeting account code.

FA: Financial Analyst

LOC draw: Letter of credit draw, which is a way of requesting payments from a sponsor.

PI: Principal Investigator

RA: Research Administrator

SPA: Sponsored Project Administration

UA: Unit Administrator (For the purpose of all procedures, Business Unit Administrator, Business Manager, Grant Administrator and Department Administrator are all used interchangeably and refer to the person assisting the PI in the Department.)

Procedure

Advanced PeopleSoft Setup

- To allow the units to proactively distribute personnel to the formula fund grants, PeopleSoft setup will be completed prior to award receipt. The normal Advance Account request is not necessary for this situation since the funds are guaranteed by a federal statute.
- Unit Administrators will create a new InfoEd record for each formula fund grant (note: submission type must be manual), prepare a simple breakdown of projects, their titles, and effective dates, and forward this information to the responsible Financial Analyst. If cost share is mandatory, cost share chartstrings must be provided and set up at this time as well.
- The SPA FA will enter a setup action on the Award Log. The advance award will be established by a Setup Specialist with \$0.00 budget lines using C-levels and sponsored fund 330.
- All projects will be set to track with a budget so as to allow the units to begin encumbering salaries and spending prior to receiving the funds.
- The billing limit will be entered at \$0.01, and contract status will be set to Guaranteed Funding in order to prevent revenue from being recognized.

Proposal Preparation and Submission

- USDA NIFA publishes Request for Application (RFA) for each land grant act and notifies Unit Administrators to prepare and submit the proposals for the next fiscal year.
- Upon receipt of the notification, the PI or Unit Administrator will contact your [assigned SPA Research Administrator](#) who will make sure that the correct application packet has been downloaded into InfoEd.
- The PI or Unit Administrator will then prepare the proposal using the InfoEd placeholder record created at the time of the advanced setup.
- The proposed budget amount is found on the NIFA notification.
- A budget worksheet is not necessary and these proposals will not be routed.
- Once the proposal has been completed and approved by the PI, the Unit Administrator will notify the RA who will review and submit the application to grants.gov using the system-to-system method.



- Upon confirmation of success from grants.gov, the RA will complete the InfoEd record and designate the InfoEd status as “Submitted to Sponsor.”
- The InfoEd record will be pended by an SPA Setup Specialist.
- Using the proposed budget amount specified on the face page of the proposal, the budget will be entered on one line as total other direct costs into InfoEd.

Award Acceptance and Release of Funds

- USDA NIFA notifies the Dean’s Offices and SPA with a grant award when funds are released. This occurs on a quarterly basis.
- When the notification is received in SPA, it will be entered in the Award Log.
- The Award Acceptance Specialist will request budgeting instructions from the department including cost share and prepare the setup checklist.
- The Setup Specialist will enter the information into InfoEd and PeopleSoft.
- Budgets will be set up on C-levels and projects will remain set to track until the final quarter of funding has been released. At that time, the setting will be changed to control so as to prevent over-spending.

Award Administration and Closeout

PIs and Unit Administrators will perform, execute, and report on the capacity grant funded programs and manage the capacity funds in accordance with the terms and conditions of each award.

SPA will assist in all post award functions, including prior approvals, reports and other requests as needed.

Once award year is complete on September 30th, SPA FAs will work with units to close out the year, prepare and submit the final financial report to the sponsor.

In addition to SPA’s team lead’s signature, the report must be signed by the unit’s Dean.

FAs will coordinate with the Billing Specialist to ensure that the final drawdown of funds happens prior to the report submission.

Carryover of Funds

Carryover of funds will be managed in accordance with the [NIFA Capacity Grants Terms and Conditions](#).

If any carryover is reported on the FFR, the FA will need to review the NIFA Capacity Grants Terms and Conditions.

FA will request budgeting instructions from the Unit Administrator, including cost share. The carryover funds will then be moved into the next year’s award.

The FA will communicate with the Billing Specialist to increase the billing limit by the amount of carryover.

NIFA uses ASAP as their Letter of Credit draw system. Any reported carryover amount must be drawn from the ASAP account number for the year in which the carryover balance has been reported (Ex: FY17 carryover must be drawn from FY17 ASAP account number).

Helpful Links

USDA NIFA Capacity Grant

[Award Management Terms and Conditions](#)



Document Change Record

Date	Version	Author	Change Details
03/01/2018	1	SPA	Initial release