QUICK GUIDE
for Principal Investigators & Project Directors (PIs/PDs) at UNH

To: University of New Hampshire Principal Investigators/Project Directors
From: Jan Nisbet, Senior Vice Provost for Research

This Quick Guide is intended to provide answers to common questions about grant and contract administration. While this Guide is designed to assist you in managing your sponsored projects, please note it is neither comprehensive nor exhaustive. For specific questions, please review the applicable policy in its entirety, and contact the appropriate offices as needed.

PROPOSALS & SUBMISSIONS
“The PI/PD has primary responsibility for developing the proposal and securing institutional approval.”

- Uniform Guidance Changes
  - Computing devices under $5,000 may be direct charged if essential to project and project does not have access to other devices that can achieve the same purpose.
  - Administrative and clerical staff salaries, in certain circumstances, may be directly charged.
  - Short-term visa costs are allowable under certain conditions.
  - Participant support costs are exempt from F&A.
  - Voluntary cost sharing is discouraged.

- Submit your proposals to Sponsored Programs Administration (SPA) at least five (5) business days before the agency’s submission due date.
- Obtain the approval of your chair/dean/center or institute director prior to submission.
- Make sure the proposal meets the sponsor’s submission specifications, including length limitations, margins, font size, etc.
- Obtain a scope of work, budget, and endorsement letter from any collaborating institutions.

Sponsored Programs Administration
Proposals & Submissions
www.unh.edu/research/proposals-submissions

FINANCIAL MANAGEMENT
“The PI/PD is responsible for regular financial oversight including documenting approval of costs to awards and reviewing of monthly budget to actual financial reports.”

Costs charged to sponsored projects must be:
- Allocable, i.e., charged in proportion to their benefit to a particular project or on equitable terms.
- Allowable, i.e., certain costs, such as entertainment or alcoholic beverages may never be charged to a Federal grant.
- Reasonable, i.e., goods or services acquired and the amounts involved should reflect actions of a “prudent person.”
- Specifically related to the project.
- Permissible according to the terms and conditions of the project.
- Costs may be incurred up to 90 days prior to the start of a project if pre-award costs are permitted and any necessary sponsor approvals are obtained.
- Prior written approval from the sponsor may be required or advisable for certain special/unusual costs.

Costs charged to sponsored projects must NOT:
- Include costs normally included in the F&A rate charged to a federal grant, e.g., utilities or office supplies.
- Be assigned solely based on fund availability, award expiration date or other inappropriate criteria.
- Exceed overall project award.

At the end of a project:
- You may generally carry over unexpended funds at the end of a non-competitive project segment, and from one competitive segment of a project to the next. Check with SPA to determine whether unexpended funds will carry over automatically or if sponsor approval is required.
- Residual supplies, purchased on a federal award, having an aggregate value in excess of $5,000, must be dedicated to another federal award or disposed of in a manner that compensates the federal government for its share.
- Costs associated with publication and sharing of research results may be charged to the project, but must be recorded as an expense within 90 days of the end date of the award.
- You may not “spend down” remaining funds by charging expenses that are not otherwise appropriately charged to the project.
- Final progress, financial and other reports are due no later than 90 calendar days after the end of the project period.
- Any remaining overdraft at the end of a project must be covered from non-sponsored sources.
- You may not attempt to cover an overdraft on a sponsored project by shifting expenses to another sponsored project.

Cost Transfers: (This process is usually completed by the BSC with PI approval and knowledge)
- Cost transfers should not be used as a means for managing project funds and should only be used to:
  - Correct an error.
  - Properly allocate an expenditure benefiting more than one sponsored project.
- Process cost transfers within 90 days after the end of the month of the original charge; exceptions to the policy are rare.
- Document the reason for needing a cost transfer.
- Cost transfers to remove incorrect charges from a sponsored project must always be processed, regardless of when they are discovered.

Sponsored Programs Administration
Managing Awards
www.unh.edu/research/essentials-project-directors-pis
www.unh.edu/research/managing-awards

EFFORT REPORTING
“Federal regulations require that the effort devoted to sponsored projects is appropriately documented, including an annual certification that the salaries charged are reasonable in relation to the effort devoted to those projects.”
- Complete the Effort Reporting Policy training.
- Monitor your effort throughout the year, and certify your effort annually each fall.
- Monitor the effort of postdocs, graduate students, and staff funded by your sponsored projects.
- The amount of salary charged to a sponsored project should generally be consistent with the amount of effort expended on that project.
- The proportion of salary charged to a project may not exceed the amount of effort expended; however, the amount of effort expended on a project may exceed the proportion of salary charged. (You cannot overcharge the sponsor, but the sponsor can receive more effort than it pays for.)
- Significant variances between projected effort and actual effort of key personnel require sponsor notification.
Short term fluctuations of effort, such as month-to-month variations, do not require salary adjustment or sponsor notification.

Teaching, administration, and writing new funding proposals (unless specifically allowed by the sponsor) may not be charged to a sponsored project.

Sponsored Programs Administration
Effort Reporting and Certification
www.unh.edu/research/effort-reporting-and-certification-0

**Research Involving Humans, Vertebrate Animals or Biohazardous Materials**

**Research with Human Subjects:**
- All human subjects research must be approved by the Institutional Review Board (IRB) prior to commencing, and conducted in accordance with IRB requirements.
- Awareness of the regulatory definitions of research and human subjects will facilitate understanding of which activities require IRB review.
- Investigative activities with humans that include only surveys, observation or other non-invasive research methods must still be approved by the IRB if the definitions of research and human subjects are met.
- The determination as to whether human subjects research requires IRB review can only be made by the IRB.

Research Integrity Services (RIS)
Human Subjects
www.unh.edu/research/human-subjects

**Research with Vertebrate Animals:**
- At UNH, all activities proposed to involve the care and use of live vertebrate animals must be reviewed and receive written, unconditional approval from the Institutional Animal Care and Use Committee (IACUC) before commencing.

Research involving Biohazardous Materials:
- At UNH, all activities proposed to involve the use of biohazardous materials must be reviewed and approved by the Institutional Biosafety Committee.

Research Integrity Services (RIS)
Animal Care and Use
www.unh.edu/research/animal-care-use

Institutional Biosafety Committee (IBC)
http://www.unh.edu/research/institutional-biosafety-committee-ibc

**Export Controls**

“UNH intends to comply fully and completely with all U.S. export control laws and regulations, including those implemented by the U.S. Department of Commerce through its Export Administration Regulations (EAR) and the U.S. Department of State through its International Traffic in Arms Regulations (ITAR) as well as those embargo regulations imposed by the U.S. Treasury Department through its Office of Foreign Assets Control (OFAC).”

- Consult with RIS:
  - When information or items are being transferred outside of the United States.
  - If project involves travel outside of the United States or collaboration with an international partner(s).
  - If information is being transferred to a non-U.S. person in the United States.
- The tangible results of fundamental research, such as prototypes, materials, and samples are subject to U.S. export controls and may require authorization to ship outside of the United States.

Research Integrity Services (RIS)
Export Controls
www.unh.edu/research/export-controls

**Financial Conflict of Interest in Research**

“The intent of this policy is to identify and eliminate or manage any possible threat to research objectivity at the University. It is not meant to discourage, but rather to safeguard the pursuit and dissemination of knowledge.”

- Ensure that all participants in a project who are responsible for the design, conduct, or reporting of the research disclose any significant financial interests that would reasonably appear to be affected by the research.
• All significant financial interests must be disclosed prior to the time that a proposal is submitted to an external sponsor.

Research Integrity Services
Financial Conflict of Interest in Research
www.usnh.edu/olpm/UNH/VIII.Res/E.htm

Financial Conflict of Interest in Research for PHS-Funded Projects
www.usnh.edu/olpm/UNH/VIII.Res/T.htm

OVERALL PI/PD RESPONSIBILITIES

“The administrative, fiscal and scientific responsibility for the management of a sponsored project reside with the Principal Investigator/Project Director named in the award.”

• The Principal Investigator is responsible for assuring that all key personnel, including themselves, researchers, staff, students, and postdocs, have completed all required trainings.
• Ensures that all information in the proposal is complete, accurate and developed according to commonly accepted practices.
• Ensures that all required UNH forms and certifications are completed on time.
• Knows and follows the terms and conditions of the award.
• Conducts the work according to the research protocol, statement of work and any subsequent modifications.
• Ensures that all work meets the highest ethical standards and is conducted without real or apparent conflicts of interest.
• Ensures that all work is conducted in compliance with federal, state and local laws.
• Ensures that the project is managed in compliance with UNH policies.
• Manages the budget in order to spend correctly, follows sponsor restrictions and avoids overdrafts.
•Discloses promptly all inventions/innovations to the UNH Innovations Office.
• Ensures that financial records and reports are accurate and auditable.
• Ensures that cost sharing obligations are fulfilled and documented.
• Monitors the activities of subrecipients and approves all invoices.

• Notifies the sponsor when significant conditions relating to your project status change (e.g. change in key personnel or significant change in PI effort) through SPA.
• Submits reports on time and according to the sponsor’s requirements.
• Completes the formal closeout of the project within 90 days of the project’s end date or earlier if required in the award agreement.
• Financial records, supporting documents, statistical records, and all other records pertinent to an award must be retained for a period of three years from the date of submission of the final expenditure report.

QUESTIONS

Senior Vice Provost for Research Office
Louise Griffin, Director
603-862-0152
louise.griffin@unh.edu

Research Administration
Karen Jensen, Manager
603-862-2172
karen.jensen@unh.edu

Accounting and Financial Compliance
David Browning, Manager
603-862-0609
david.browning@unh.edu

Research Integrity Services
Julie Simpson, Director
603-862-2003
julie.simpson@unh.edu

Export Controls
Victor Sosa, Director
603-862-2001
victor.sosa@unh.edu

Environmental Health and Safety
Brad Manning, Director
603-862-2571
brad.manning@unh.edu

UNH Innovations
Maria Emanuel, Director
603-862-4377
maria.emanuel@unh.edu