



October 2011

To Sea Grant funding recipients,

Congratulations!

Many Sea Grant accounts converted to departmental accounts on July 1, 2011; this was done to increase efficiency and to simplify operations. All future accounts funded by our biennial Omnibus project will also be managed by the project PI's department. These accounts will be set up by LSU's Sponsored Program Accounting (SPA) using the college and department code of the project PI. Once we receive our award, we will send out a memo with the cost share commitment form to be filled out by the PI for each project, with copies of their proposal and budget for your records. When the cost sharing form is returned and the award is approved by the university, we will notify SPA to allocate the first year budgeted amount and to activate the account. The Record of Grant Establishment (RGE) will then be sent both to the department and to Sea Grant.

Note that the financial assistance awards of many funding agencies are subject to administrative processing practices that may delay the initiation of planned project activities. If such delay would create burden to your research activities, LSU may issue tentative account numbers. Please contact the Sea Grant office (Kelly Robertson) who will work with SPA and your department to set up the account number which would remain in tentative status until the award is fully executed by the university, signified by the issuance of the RGE.

Like all Federal awards, Sea Grant funds come with expenditure guidelines. These written guidelines for managing Sea Grant accounts can be used in concert with your department's usual grant management practices and interactions with SPA. We will work with departments on their account management through periodic meetings, correspondence, and account reporting tools to be identified. We will provide oversight and guidance, as well as work with SPA on the overall Omnibus grant(s) from which we fund your research projects; however, the recipient PIs and their departments will be the main stewards of the funding provided by Sea Grant. In making this change, the PI and department/college will now receive associated credit and overhead return as provided by your respective campus.

**Please note some standard guidelines:**

- 1) Charges to an account that exceed the total budgeted amount will not be approved.
- 2) Rebudgeting within a 10% threshold is allowed. Transfers of funds among cost categories must be approved by Sea Grant when the cumulative amount of such cost transfers exceeds 10%

of the total federal and non-federal (match) funds originally authorized. The addition of budget categories not originally included in your budget must also be approved by Sea Grant.

3) Prior approval by this office is required for No-Cost Extensions (NCEs), large expenditure deviations (such as, equipment not originally budgeted), certain restricted classes of expenditures as stipulated by applicable federal and/or state administrative policies, and other budget adjustments as discussed above.

4) For extended absences and replacements of key personnel (PI/CoPI), please notify the Sea Grant office.

5) Sea Grant has historically separated conference travel from field travel. While we will no longer be tracking this as such, it is expected that travel to conferences directly benefits the project (and abstracts, etc. will be provided to demonstrate that benefit). It is further expected that those traveling on your account are working on the project and their travel is benefiting it as well. Expenditures not following this practice may be denied after the fact.

6) Foreign travel must be approved by our sponsor, NOAA. Before you initiate travel to a foreign country and if that foreign travel was not in your original budget, please notify the Sea Grant office for approval. If approved by this office, we will contact NOAA for their approval.

7) Balances remaining at the end of an award (account) will be recovered and reallocated by Sea Grant; we will be involved with the departments and SPA on the close-out process. If item(s) are purchased and shipped shortly before the end of a project, please retain information indicating that the item(s) was received prior to the end date. Also, a justification as to how the item(s) benefited that project may be required if large purchases are made shortly before the end of the project.

8) Your department will be responsible for all administrative support for this project. Please forward all administrative documents that pertain to this project (e.g., personnel actions, travel forms, LaCarte entries, purchase requisitions **including subawards**, ITs, etc.) to your department accounting office and they will process and forward same to other administrative units such as, Accounting Services, Purchasing, and Human Resource Management. Sea Grant will interact with the Office of Sponsored Programs (OSP) for requests as appropriate

### **Cost sharing:**

Departments will continue to complete PARs for their personnel on Sea Grant-funded research in addition to now doing the daily accounting as described above. Sea Grant will continue to require up-to-date match as a prerequisite for obtaining NCEs and year two/future funding. We will require documentation (copies of PARs) to be sent to Kelly Robertson, 234 Sea Grant Bldg., to verify both that cost sharing is being met, including cost share documentation for subawards on your account, and that your account is in good standing.

**Reporting:**

PIs are required to maintain up-to-date reporting as part of their contract obligations to Sea Grant and NOAA. Sea Grant's Research Database has been established for the reporting of impacts, accomplishments, publications, abstracts for conferences attended/presentations, etc. Up-to-date reporting in Research Database, in addition to committed cost-sharing, is required in order to receive NCEs and year two/future funding.

**Graduate Students:**

Graduate students supported by research projects in the Omnibus will be paid from the Sea Grant Scholars account that Sea Grant will manage. We will be in touch as needed, but the PI should keep Sea Grant (Katie Lea; [klea@lsu.edu](mailto:klea@lsu.edu)) aware of GA appointment needs and changes.

**To request a NCE:**

Please complete the form available at our website, <http://www.laseagrant.org/rfp/forms.htm>

Other relevant information is also available at our website.

NOAA Standard Administrative Award Conditions (most updated) currently available at: <http://www.who.edu/fileservlet.do?id=74986&pt=2&p=39588>

Please contact Kelly Robertson at 578-6517, [krobe@lsu.edu](mailto:krobe@lsu.edu); or David Nieland at 578-6373, [dniela@lsu.edu](mailto:dniela@lsu.edu), if you have any questions or concerns.