



USF RESEARCH COUNCIL INTERNAL AWARDS PROGRAM
Conference Planning Grant Instructions

University of South Florida
Research & Innovation
Sponsored Research

3702 Spectrum Blvd., Suite 165
Tampa, FL 33612
Campus mail point: 30338 USF Holly Dr.

TO OPEN THE INTERNAL AWARD GRANT FOR SPENDING THE PI WILL NEED TO SUBMIT:

1. An electronic Internal Form, see Page 3
2. Completed and signed Grant Budget Release, see Page 5

CONTACT

Research Services Administrator email: rsch-internal-awards-program@usf.edu

FUNDING

Once ALL the required documents are received to establish the **Conference Planning Grant** award, an email will be sent to the PI when the funds are available for use. These funds must be kept in a separate Research Initiative Account (RIA) with fund number **18323 for the Conference Planning Grant**.

These funds must only be used for the allowable expenses described in the approved proposal budget and **cannot be co-mingled with other research funds**. ANY re-budgeting must be requested and approved. Any unallowable expenditure/s on the award will be subject to removal off the grant to an unrestricted account.

Submit re-budgeting requests to rsch-internal-awards-program@usf.edu.

Any unspent funds will be swept back to USFRI at the end of the grant period.

Grant Period: date(s) of the conference.

PAPERWORK REQUIRED TO OPEN YOUR AWARD

Submit paperwork electronically to Judi Dorn at rsch-internal-awards-program@usf.edu. Once all paperwork is received and processed, an email notification will be sent to the PI that the account is open for spending.

Please note that other post-award activities (e.g., purchasing, payroll, travel, access to the FAST financial system) are managed by other departments within the university and you will need to work with these units directly.

1. **PI must** have a **Research Initiative Account (RIA)** (Chartfield 00 “account”). To verify if you already have an RIA established, navigate to FAST, General Information, Chartfield values, Initiative, enter your GEMS ID and Search. The information will appear if the PI’s status is **active**. If the PI does not have one, establish a new account by completing a [Request to Establish a Chartfield](#) form (see instructions below). Send the form to **James R. Nally, Accounting Services (Controller’s Office), 813-974-6041, and Email: rnally@usf.edu**. This is the “account” from which the funds can be spent for items identified in the approved proposal budget. These funds may not be co-mingled with other funds (e.g., your department RIA or another department or PI’s RIA) and may not be used for other projects or purposes.
2. **PI must** submit to FAST Security a [FAST Workflow Request Form](#) to establish who has spending authority and signature authorization for these funds. For further information about FAST access, please visit the [Controller’s website](#).
3. **PI must** submit the [Internal Form](#); see instructions below for help to complete.
4. **PI must** submit a signed [Grant Budget Release](#) form, which can be found on the [Sponsored Research Forms page](#). See instructions below for assistance in completing the forms. Your entries will be checked against the approved proposal budget.
5. **IF** travel has been approved in the budget for this conference, the PI must follow guidelines established by the [Travel Department to submit the travel request](#). The RIA chartfield for the CONF is to be used as the chartfield for the travel.

Checklist for Opening the Account for Spending

PROCESS	COMMENTS	ACTION TAKEN
1) Establish Research Initiative Account (RIA)	Skip if you already have an <u>active</u> Research Initiative Account (RIA)	
2) FAST Workflow (Request form)	Required form; submit to FAST Security	
3) Internal Form	Required form; complete online (Sponsored Research website)	
4) Grant Budget Release	Required form; complete and submit to Judi Dorn at rsch-internal-awards-program@usf.edu	
5) Expenses through Travel Dept.	If travel expense approved for the conference	

If the PI already has an RIA, skip “Request to Establish/Update a Chartfield Form” and go on to the next steps, “How To Complete The Electronic Internal Form” and “Grant Budget Release Form.”

If the Principal Investigator does not already have an active RIA, an account will need to be established. In order to establish the account, the [Request to Establish/Update a Chartfield](#) Form must be completed.

Form Instructions:

Please note: The DATE will default to the current date.

- a. Enter the REQUESTOR’s (PI or staff acting for PI) name, e-mail address, and telephone
- b. Specify the FAST Operating Unit – select one
- c. FUND – Check “Existing” box and type in **18323** and **Title: Int Award**
- d. DEPARTMENT – Check “Existing” box and enter Department number and Department Name (as title)
- e. PRODUCT – Check “Existing” box and type in 000000. Leave title blank
- f. INITIATIVE – Leave boxes blank and type in 00+PI’s GEMS employee ID. Leave title blank
- g. GL ACCOUNT – leave blank

- h. PROJECT ACTIVITY – leave blank
- i. RESOURCE TYPE/RESOURCE CATEGORY – leave blank
- j. Basic description of Chartfield activity – type in: SR Internal Award research grant
- k. Payroll activity section – check box if this Initiative will be used to pay salaries.
 - GEMS Long Name (limit 30 characters) type in: CONF, dept. name/abbrev, PI's name
 - GEMS Short Name (limit 10 characters) type in: CONF, PI's name (or part thereof)
- l. Cash activity section – check box if they will receive money as part of the project
- m. Purchasing activity section – check box if they will be purchasing items from this initiative
- n. Accountable Officer Name and GEMS Employee ID – type in the PI name and GEMS Employee ID
- o. Accountable Officer and Signature & date – signature of PI & date

HOW TO COMPLETE THE ELECTRONIC INTERNAL FORM (PROPOSAL AUTHORIZATION)

This fully signed form is required prior to the establishment of the CONF RIA chartfield. If you are registered, sign in and complete the form; if you are not registered, click here to [register](#).

Below, the column on the left corresponds with the “SECTIONS” on the electronic Internal Form and the information in the right column is to help complete the form.

No Internal Award Grant has F&A, Subcontracts, or Cost Sharing.

Section	Information to Check and/or Enter
PURPOSE	a. Check: Internal Award b. Sponsor's Submission Deadline Date: Enter: the date the Conference application was submitted electronically
RECOVERY ACT LIMITED SUBMISSION	Answer NO to both.
INVESTIGATORS	a. PI Name b. PI GEMS ID # c. PI Phone # d. PI Fax # e. PI Email f. Address g. PI Mail Point h. Department Receiving Credit for Award i. If a co-PI, enter co-PI's name, GEMS ID, phone, fax, and email address
SPONSOR	a. Sponsor/Agency Name: USF Research & Innovation b. Agency Program: Conference Planning Grant Program c. Sponsor Contact: Judi Dorn d. Title: Research Services Administrator e. Address/City/State/Zip: 3702 Spectrum Blvd., Suite 165, Tampa, FL 33612 f. E-Mail: judidorn@usf.edu g. Funding Source: Other
PROJECT TITLE, KEYWORDS, DESCRIPTION	a. Project Title: Same as on the CONF application b. Keywords: Same as on the CONF application c. Layman's Description: Similar to the CONF project abstract but shorter
PROJECT TYPE	a. OSA b. Specify CONF Internal Award
INITIAL BUDGET PERIOD	Dates of conference
PROJECT PERIOD	Same as budget period, dates of conference
USF NEGOTIATED INDIRECT COSTS (F&A) RATE?	NO. Specify reason as Internal Award Program
CLASSIFIED RESEARCH	Not applicable, skip this section

EXPORT CONTROL	<p>Answer yes or no to these questions on the Internal Form to indicate whether Export Control could impact this conference.</p> <ol style="list-style-type: none"> Does the proposed technology (if any) involve potential military application or defense technology, software, or other defense articles? Does the project (conference) require travel to foreign countries? Is any member of the project team a foreign national? Does the project involve anything with a strong potential dual-use (civilian, commercial and military) application?
COMMUNITY BASED PROJECT	<p>To determine if a project is community-based, ask whether the project involves partnerships and/or beneficiaries at the local or regional level or if it has immediate or short-term possibilities to help solve problems that affect the citizens of this locality or region. If the answer to either is yes, this is a community-based project.</p>
EDUCATIONAL PARTNERSHIP (TBEP)	NO
USF WORLD - INTERNATIONAL RESEARCH/ENGAGEMENT	Answer yes or no , "Does the project have an international component?"
CAS EXCEPTIONS	NO , this funding is not federal or federal flow-through
SEED GRANTS	<ol style="list-style-type: none"> Answer yes or no, "Have you received any form of internal funding?" If yes, which? And when?
USF REQUESTED RESOURCES (answer NO to these 3 questions).	<p>Answer NO to these 3 USF Resources questions.</p> <ol style="list-style-type: none"> "Will Graduate Assistant be appointed to this project?" "If yes, does the sponsor guidelines allow tuition to be charged for graduate assistants?" NO, tuition is not an allowable expense on this grant. & d. "USF Tuition Waivers Requested."
SPACE & FACILITY (answer NO to these questions for a conference grant).	<p>Answer yes or no</p> <ol style="list-style-type: none"> Additional Space and/or Facility Recommendations for this Project? If yes, please describe. Will any portion of the proposed take place in the USF Health Byrd Alzheimer's Institute?" Will any portion of the proposed take place in CAMLS?
RESEARCH COMPUTING	Yes or No , will any part of the conference "Require use of high performance computing (HPC)?"
COMPENSATION	NO , extra compensation is not an allowable expense.
SUBCONTRACTS	NO , no subcontract on any Internal Award.
DISTRIBUTION OF F&A USF COST-SHARING	Do not complete , there is no F&A or Cost-Sharing on the CONF internal award
COMPLIANCE APPROVALS	Indicate if this project involves: Biohazards, Radioactive Materials, Diving Safety, Human Subjects, or Laboratory Animals. If yes, attach copies of compliance approval letters or email to Judi Dorn at rsch-internal-awards-program@usf.edu.
CONFLICT OF INTEREST DISCLOSURE	<p>Do any Investigators (or their Immediate Family) have a Reportable Financial Interest or Relationship on this USF Conference Project? To learn who may qualify as an Investigator, an Immediate Family member, or what constitutes a Reportable Financial Interest or Relationship, please refer to the definition of "Investigator," "Immediate Family," or "Reportable Financial Interest or Relationship."</p> <p>If yes, please disclose the Reportable Financial Interest or Relationship through the eCOI online disclosure system via Applications for Research Compliance (ARC): https://arc.research.usf.edu/Prod.</p>

OUTSIDE ACTIVITY	Answer yes or no: Do you have an outside activity that is or could be perceived as conflicting with this proposed project? Ensure that you have reported disclosures of outside activity (OA) using the USF eDisclose system .
NEPOTISM DISCLOSURE	Answer yes or no: Do any Investigators intend to employ a Related Person on this USF Conference Project? To learn who may qualify as an Investigator or Related Person, please refer to the definition of "Investigator" or "Related Persons." If yes, please disclose the proposed employment of a Related Person through the eCOI online disclosure system via Applications for Research Compliance (ARC) at https://arc.research.usf.edu/Prod
OBTAIN SIGNATURES	Internal Form must have the signatures of the: a. Principal Investigator and, if applicable, any Additional Investigator/s b. Chairperson, and c. Dean

HOW TO COMPLETE THE GRANT BUDGET RELEASE FORM

(found on the [Sponsored Research Forms](#) webpage)

- a. Expenses must conform to the items identified in the approved proposal budget.
- b. Use the following chartfield string to fill out the form:

BUS (GL) Unit = USF01

Oper Unit = TPA (Tampa except HSC), HSC (Health Sciences Center), STP (St. Petersburg), SAR (Sarasota-Manatee)

Fund = 18323

Dept. ID = your 6-digit department code number.

Product ID = leave blank

Initiative = 00+PI's 5-digit GEMS ID number (e.g., 0012345)

Project ID = leave blank

Activity ID = Budget

Please note that the Fund Code, 18323, is the number in the Chartfield String that distinguishes this initiative from your other research initiatives.

- c. Fill in Name of Principal Investigator and Department
- d. Sponsoring Agency – USF Research & Innovation
- e. Budget Period – **The Dates of the Conference**
- f. Project Title - Enter Conference Planning Grant and the title from the proposal.
- g. Salaries & Fringe – **If your grant will be paying for personnel** from a regular salary line (for yourself and/or

Note: The grant must also cover the health insurance premiums of graduate students hired on the grant (if the student purchases the insurance through USF).

others), enter the salary AND fringe benefit total in the "\$Sponsor" column. **Fringe Benefits** are personnel expenses (such as retirement plans, FICA, health insurance) paid by the university on behalf of employees, and they must be included in calculating personnel costs. The payroll office will deduct fringe benefits from all salaries or wages listed on your **GBR**, whether or not you included them correctly in your proposal budget. To avoid running out of funds in your initiative, remember to calculate fringe benefits properly. Fringe Benefits vary by employment category and may vary by employee within categories. [Click here](#) for the most current information on fringe benefits rates.

- h. Expenses – From your approved budget enter applicable expenses in the "Expense Item Category" and the subtotals in the "\$ Sponsor" column (refer to your approved proposal budget). If the expense item to be acquired is not an option in the drop-down list, you can type free text in the white cells. **For this type of grant you do not need to fill in the "Budget Level Account" for these items.**
- i. Equipment – Enter any items and expenses for equipment defined as having a useful life of at least one year and costing \$5,000 or more. Enter Subtotal of Equipment in the "\$ Sponsor" column. If the expense item to be acquired is not an option in the drop-down list, type free text in the white cells.

- j. Total Direct Costs - Add all subtotals from “\$ Sponsor” column.
- k. Facilities & Administrative (F&A) Rate – There are no F&A (indirect) costs on a CONF internal award. **Indirect costs = 0 %.**
- l. Total Project Costs – Added for you in the “\$ Sponsor” column. Remember: The “Total Project Costs” line may not exceed your award amount.
- m. Signatures – The awardee must sign above “Principal Investigator,” and enter the date. The Dean’s signature is not required on this type of grant unless it is a requirement of the department.

The SR signature will be applied after the **GBR** is reviewed and approved. An email will be sent to the PI when the budget has posted.

To review **USF Research & Innovation** allowable and unallowable expenses on Research Initiative Accounts, see [Guidelines for Allowable Expenses](#). Also, see the [Purchasing & Financial Services website](#) to review allowable expenditures (and assistance) with contracting for services, equipment, etc.

WHEN YOU CAN START SPENDING YOUR FUNDS:

With an active Research Initiative Account, submit the following forms to rsch-internal-awards-program@usf.edu

1. [Internal Form](#)
2. [Grant Budget Release Form](#), online at [SR Forms](#)

If all forms submitted are correct with no questions, the information will be processed so the budget can post. If any additional information is needed, the process will be delayed. Please allow up to two weeks to complete this process. PI will be notified by e-mail when the budget has posted and provided the chartfield string to use to begin spending funds.

FORM FOR RE-BUDGETING, ONE-TIME EXTENSION REQUEST, AND FINAL REPORT

Re-budgeting Request

ANY re-budgeting must be requested and approved. Any unallowable expenditure/s on the award will be subject to removal off the grant to an unrestricted account. The form to submit the request is on the [Internal Awards Program website](#).

One-Time Extension Request

Requesting extending the conference dates will be considered once (maximum extension is 12 months). The form to submit the request is on the **Internal Awards Program** website.

Submitting the Final Report

Within three months after the conference ends, the Principal Investigator must submit a final impact report. The template to submit the report is on the [Internal Awards Program website](#). The PI may not apply for additional internal awards until the Final Report is received.

LINKS TO RESEARCH INTEGRITY & COMPLIANCE AND TECHNOLOGY TRANSFER (PATENTS & LICENSING)

[Where can I get more information?](#) Check FAQs for:

How to determine whether you have a financial interest related to a research project

What is meant by financial interest?

How are interests reported?

CONFLICTS OF INTEREST

Individual conflicts of interest: If you, your spouse, domestic partner or dependent children have a Significant Financial Interest (as defined in USF Policy 0-309) related to the proposed study, you must submit a project-specific disclosure via eCOI (<https://arc.research.usf.edu/Prod>) and receive approval from the Conflict of Interest Program prior to commencing research. This requirement applies to all Investigators (defined as anyone responsible for the design, conduct or reporting of the study). A Significant Financial Interest may include consulting income, copyrights, patents, licensed technology, speaking fees, equity or an ownership interest in or position on a board of directors of an entity related to the research, among other things.

Institutional conflicts of interest: If you are aware of a potential Institutional Conflict of Interest related to the proposed research, please contact the COI Program (coi-research@usf.edu) prior to commencing research. An Institutional Conflict of Interest may occur if the rights of related intellectual property are assigned to USF, a USF senior official has related intellectual property or other related financial interest or USF owns equity in a related entity. Please consult the [COI Program webpage](#) for contacts and more detailed information regarding COI compliance.

EXPORT CONTROL COMPLIANCE

Export control involves regulations and laws governing the export of sensitive items used in research and other university activities. Export control issues can arise on many fronts, including exports of technology or items out of the U.S. or the transfer of secure technology to foreign nationals inside the U.S. If your proposal involves foreign partnerships, work with the military, satellites or sensitive biologicals, and/or creation of prototypes, software or proprietary data that will not be published, please contact the Office of Export Controls during the proposal submission process by email at exportcontrol@usf.edu. See the [Office of Export Controls](#) website for more information.

INTELLECTUAL PROPERTY

Any inventions or copyrights resulting from activities supported by this program must comply with the Statement of Policy & Procedures for [Inventions and Works](#). For additional information please visit the [USF Technology Transfer Office \(Patents & Licensing\) homepage](#) or consult by phone (813)-974-0994.

DISSEMINATION OF CONFERENCE RESULTS

Awardees are expected to publish books, articles, programs, exhibition catalogs, etc. or otherwise make publicly available the results of the work conducted under this grant including the following acknowledgement: "This work was supported, in part, by the University of South Florida Office of Research & Innovation through the Conference Planning Grant Program under Grant Number _____."