Extramural Funds: Procedures and Contacts

PI Responsibilities

- **Manage All Expenditures**: As the grant account manager, you are responsible and accountable for all grant expenditures. Work with the ASK Center as questions arise.
- **Time and Effort Certification**: If PI or other personnel time was included in the grant budget, complete monthly time and effort certifications. Reports are generated by the ASK Center and sent to PI for approval/signatures.
- **Reporting**: Typically, all granting agencies require progress reporting. Neither granting agencies nor ORSP give funds to PI’s delinquent in grant reporting. Work with Grant Accountant for financial reporting information.
- **No Cost Extensions**: If work promised in the proposal and agreed to in the award letter is not completed within the time-frame specified in the award letter, the PI must seek a no-cost extension. Contact ORSP.
- **Indirect Costs**: If the grant includes indirect costs, the PI receives 6.5% of those funds in a 150-account. Consult with your chair about spending these funds. Such funds do not have to be spent on items specific to the grant.
- **Patents**: If there is a possibility that a patent may result from the research, contact ORSP.

Methods to Access Funds

**Personnel**

<table>
<thead>
<tr>
<th>Payee</th>
<th>Paperwork</th>
<th>Contact</th>
<th>Required Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>PI</td>
<td>Personnel Action Request Form (PARF)</td>
<td>Chair</td>
<td>Payee, project description, beginning and ending date, pay rate or amount, whether fringe benefits are to be subtracted from this amount. NOTE: If the budget in your award has a separate category for fringe benefits, personnel can be paid the full salary amount in the award. If not, fringe benefits must be taken out of the salary amount, significantly reducing payment to the personnel.</td>
</tr>
<tr>
<td>Other UWEC employees</td>
<td>Personnel Action Request Form (PARF)</td>
<td>Chair</td>
<td>(Same as above)</td>
</tr>
<tr>
<td>UW-System employee (non-UWEC)</td>
<td>Inter-institutional Agreement (IIA)</td>
<td>Ask Center</td>
<td>Institution, contact person, total amount, budget line amounts and dates.</td>
</tr>
<tr>
<td>State employee (non-UW-System)</td>
<td>Employee Interchange Agreement (EIA)</td>
<td>Ask Center</td>
<td>Payee institution, duties, where work done, dates of work, supervisor, fringe benefits arrangement</td>
</tr>
<tr>
<td>Teacher (paid through school district)</td>
<td>Memo or Invoice to UWEC for services</td>
<td>Ask Center</td>
<td>School’s tax ID number, who check made to, where check to be sent</td>
</tr>
<tr>
<td>Teacher (paid via contract for services)</td>
<td>PARF (if employer/employee relationship) or Payment of Individual Report (PIR), Contract for Personal Services, and Memo of Understanding (if independent contractor relationship)</td>
<td>Ask Center</td>
<td>Method used is determined by Accounts Payable and is determined by the nature of the work to be done.</td>
</tr>
</tbody>
</table>

Extramural Funds Procedures (August 2017)
**Payee** | **Paperwork** | **Contact** | **Required Information**
--- | --- | --- | ---
Students | Student Payroll Eligibility Form | Human Resources | Payee, type of work, beginning and ending dates, wage rate, whether fringe benefits are to be subtracted from award allotment. NOTE: Students may be paid in response to bi-weekly time sheets, or arrangements can be made for lump sum payments on various schedules.

Consultants (lump sum) | Receive invoice from consultant, process direct pay e-form follow link: [www.uwec.edu/Bussys/acctpay/](http://www.uwec.edu/Bussys/acctpay/) then choose Direct Pay e-form | Ask Center | Tax ID number or Social Security number

Participants receiving stipend | | Grant Accountant | See the Policy on Research Participant Incentives: [www.uwec.edu/ORSP/grants/policies.htm](http://www.uwec.edu/ORSP/grants/policies.htm)

**Other Expenses**

<table>
<thead>
<tr>
<th>Category</th>
<th>Regulations</th>
<th>Contact</th>
<th>Before Expenditure</th>
<th>After Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel</td>
<td>Follow state guidelines. Note that additional guidelines apply to foreign travel.</td>
<td>Ask Center</td>
<td>Submit a Travel Expense Report (TER) once travel is complete</td>
<td>Submit a Travel Expense Report (TER) once travel is complete</td>
</tr>
<tr>
<td>Food</td>
<td>Follow state and UWEC guidelines. To ensure food expenses are allowable and can be expediently reimbursed, contact Accounts Payable prior to purchase/event.</td>
<td>Ask Center</td>
<td>Contact Ask Center</td>
<td>Varies—Requires prior approval contact ASK Center Payable.</td>
</tr>
<tr>
<td>Computers or Audio/Visual</td>
<td>Follow state and UWEC guidelines. To ensure best pricing, contact LTS.</td>
<td>LTS &amp; Purchasing</td>
<td>Contact LTS.</td>
<td>Varies—work with LTS and/or Purchasing.</td>
</tr>
<tr>
<td>Services and Supplies</td>
<td>Follow state and UWEC guidelines.</td>
<td>ASK Center</td>
<td>Contact Purchasing. Use Procurement Credit Card to make transaction</td>
<td>If the Procurement Card is not used and purchases are made with personal funds, submit Reimbursement Claim e-Form</td>
</tr>
<tr>
<td>Equipment</td>
<td>Follow state guidelines. Equipment is separate from Services and Supplies by price of item (equipment typically refers to items over $5,000). If equipment is over $25,000, allow additional time (4-6 weeks) to complete required bid process.</td>
<td>Purchasing</td>
<td>Contact Purchasing. Submit signed purchase order to purchasing office</td>
<td>Varies—contact Purchasing.</td>
</tr>
</tbody>
</table>

**General Guidelines**

Extramural Funds Procedures (August 2017)
• Funds may only be used for the purpose for which they were granted. If the PI wishes to spend any of the funds differently refer to the grant award letter and/or Grant Accountant for help in deciding what is allowable, otherwise permission must be sought from the granting entity.

• The grant is awarded to the University, not to the PI. Any equipment, software, books, etc. purchased with grant funds belong to the University.

• If cost sharing is involved, the PI must contact the parties involved to determine how the funds will be accessed.

• A Procurement Credit Card can be obtained to purchase services/supplies (under $5000). There are restrictions on what can be purchased with a Procurement Credit Card (e.g., not greeting cards, Kleenex, paper or plastic plates/silverware, T-shirts, candy, flowers, food).

• Deadlines – All Grant money must be spent or encumbered before the scheduled end date of the award.

Contact People
Grant Accountant  Paul Berkesch  836-5164  berkebpj  S228Q  
Controller  Jackie Kriesel  836-2520  kriesejd  S228B  
ASK Center  836-3131  askcenter  S230  
Blugold Central  836-3000  blugoldcentral  S130  
Purchasing  Carley Kukuk  836-5171  kukukca  S228D  
LTS-Computers  LTS Consulting  831-1367  ltsconsulting  OL1106  
Student Payroll  Jeannine Buch  836-5389  Buchja  S230  
Budget Officer  Stephanie Jamelske  836-2320  jamelss  S208  

Websites for Information and Assistance
ASK Center (Accounts Payable):  www.uwec.edu/bussvs/acctpay/index.htm  
Includes policies and forms for gift cards, food, payments to individuals, and travel.

Includes details related to hiring non-UWEC personnel, purchasing equipment and services and supplies, and also contains a link to travel regulations.

Human Resources:  www.uwec.edu/hr/forms.htm  
Includes forms for faculty/academic staff, classified staff, LTEs, and students. Contact HR regarding new hires.

ASK Center (Purchasing):  www.uwec.edu/bussvs/purch/index.htm  
Includes information on cell phones, procurement credit cards, and purchase orders.

UW System Fringe Benefit Rates:  https://www.wisconsin.edu/financial-administration/grant-accounting/fringe-benefit-rates-for-extramural-support-funds/  
Includes fringe benefit rates for faculty/academic staff, classified staff, LTEs, and students.