

# Welcome!



Office of Sponsored Programs  
Seminars and Educational Opportunities

**Post-Award Summer Seminar:  
After Your Department Is Awarded a Grant**

Wednesday, July 17, 2024  
8AM – 4PM  
SGA Chambers (DSU 2081)

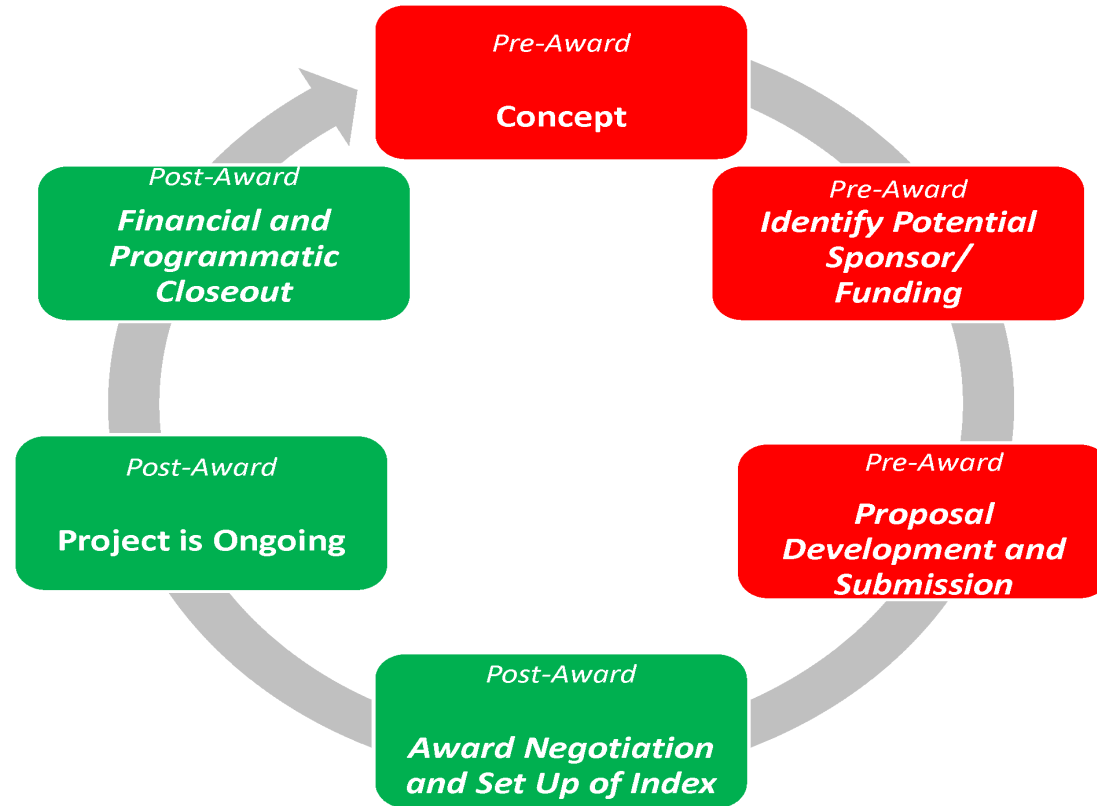
# Welcome

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## Dr. Jenni Redifer

Interim Associate Provost for Research

# Grant Lifecycle



# What's the Difference Between OSP's Pre-Award and Post-Award!

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 We're glad you asked!

**Pre-Award**, aka Proposal Development, works with the campus *to develop their proposals for submission to external sponsors.*

**Post-Award** comes into play once the award is received and administers the award throughout the life of the project

# Remember!

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This Seminar's Focus is on Post-Award Information Related to Externally Funded Projects!

OSP will offer seminars this Fall focused on Pre-Award/Proposal Development

Presenter: Regina Allen, Associate Director of Research Administration

# Who Does What In OSP Post-Award

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**Steva Kaufkins** – Manager, Grants and Contracts

Reviews and disseminates messages received in the Post-award email accounts ([post-award@wku.edu](mailto:post-award@wku.edu) and [sponsored.programs@wku.edu](mailto:sponsored.programs@wku.edu)), “backwards” awards, Fee for Service Agreements

**Jo Scruggs** – Manager, Grants and Contracts

Charts of Accounts, Reallocations, No-Cost Extensions

**Brittany Hix** – Manager, Budgets Resources

SPIRIT Data Entry, FUSE, RCAP

**Regina Allen**, Associate Director of Research Administration

Reviews and signs/executes award documents, issues subawards, oversight of SPIRIT programming, procedures, data entry and preparation of proposal and award reports including vetting of data and dissemination.

Presenter: Regina Allen, Associate Director of Research Administration

# What's the Difference Between OSP Post-Award and GCA!

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We're glad you asked, again!



We – **OSP Post-Award** – are **non-financial**. Single point of contact with sponsors for award negotiations, issuing subawards, etc. No one else on campus is authorized to sign award documents except the President and the Provost.

**GCA** is **Post-Award financial** – invoicing, financial reports, expenditure review, and a lot more that you will learn about later today.

# Email, Email, Email

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- [Post.award@wku.edu](mailto:Post.award@wku.edu) – used when corresponding with the campus community
- [Sponsored.programs@wku.edu](mailto:Sponsored.programs@wku.edu) – used when corresponding with sponsors
- [Internal.grants@wku.edu](mailto:Internal.grants@wku.edu)– used when corresponding about RCAP
- [Fuse@wku.edu](mailto:Fuse@wku.edu)– used when corresponding about FUSE





# The Post-Award Grants Process

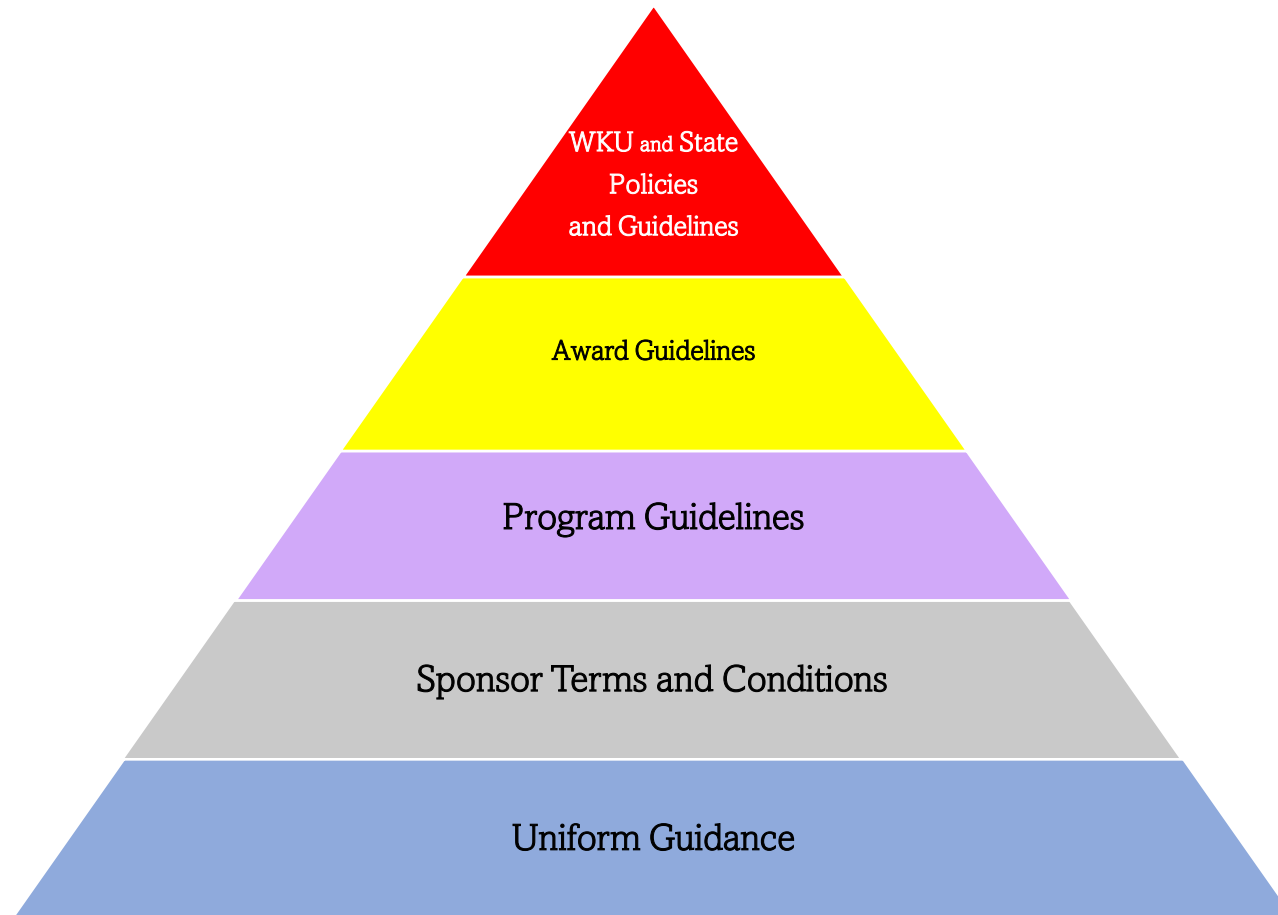
## The Initial Post-Award Process Is Fairly Simple...

- 1) The award notification is received, and the terms and conditions are reviewed by OSP in conjunction with the proposal submission and if everything is in line, OSP accepts the award.
- 2) Once the fully-executed award document is received, the project is added to the chart of accounts queue for setup.
- 3) Jo sets up the chart of accounts and sends it to GCA. More on that during Jo's presentation later.
- 4) Once the index is assigned, the PI can spend the money!



# You Really Do Need to Know This!

*OR AT LEAST HAVE HEARD OF IT.*



(Almost) Everything You  
Always Wanted To Know  
But Didn't Know

Who / What / When / How  
To Ask!

# Common Ways to Pay: Form 16/EPAF/PA/PSC

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- [Form 16](#) (Example 1) – routed through e-signature used when paying grant summer effort
- [EPAF](#) (Example 2) (Electronic Personnel Action Form) – used when paying a 100% grant-funded position
- [Payment Authorization](#) (Example 3) – used when paying a non-WKU employee (as determined by the tax compliance office and determination of contractor status form) \$2,000 or less
- [Personal Service Contract](#) – used when paying a non-WKU employee (as determined by the tax compliance office and determination of contractor status form) more than \$2,000

# Determination of Contractor Status: What is it and what it does

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- The [DCS form](#) (Example 4, 5) verifies if the payee is already an employee, and determines if the payee is an independent contractor, or needs to be hired as a new employee
- Complete the DCS form as soon as you know who will complete the work & before any work has started
- Even if funds are budgeted as non-employee services the individual completing the work, and services provided determine how they are paid

# Determination of Contractor Status: Continued

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- You will need the payee's SS# for this form so request their [W9](#) first
- This form must be completed for all payments to individuals and sent [securely](#) to Tax Compliance – Nicole Boaz
- Banner screen GUIALTI will let you search by name to compare the last 4 digits of their SS# to find their 800#

# How do I know if a Purchase is Allowable?

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- Is this cost budgeted?
- Is it a reasonable cost?
- Is it an allowable cost?
- Is it an allocable cost?
- Another good resource is WKU's [Discretionary Spending Policy](#)
- When in doubt, reach out, at [post.award@wku.edu](mailto:post.award@wku.edu)





Need to clarify anything we've talked about?



Anything you'd like to share?



Suggestions on additional topics you'd like us to cover?



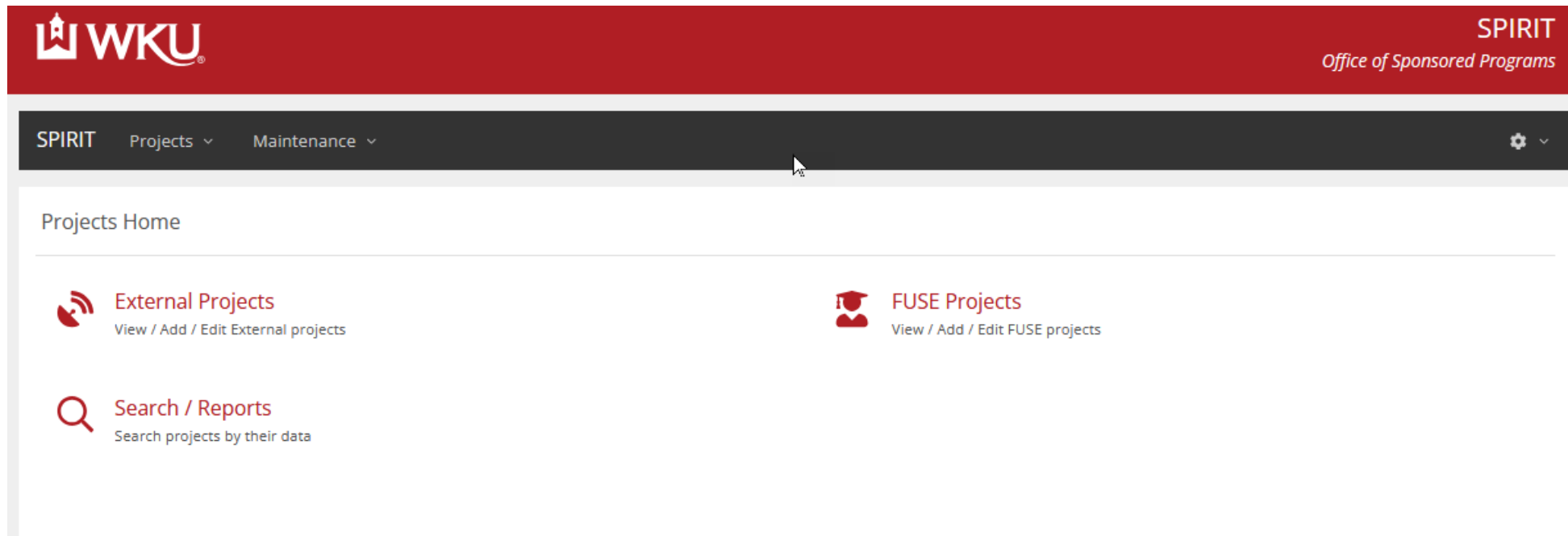
We've Got **SPIRIT**, Yes, We Do!  
We've Got **SPIRIT**, How 'bout YOU?  
If you don't have it, you need to GET it!



**S**ponsored  
**P**rograms  
**I**nternal  
**R**ecord  
**I**nformation  
**T**erminal

# SPIRIT, Continued...

We will offer a SPIRIT Seminar later in the year!

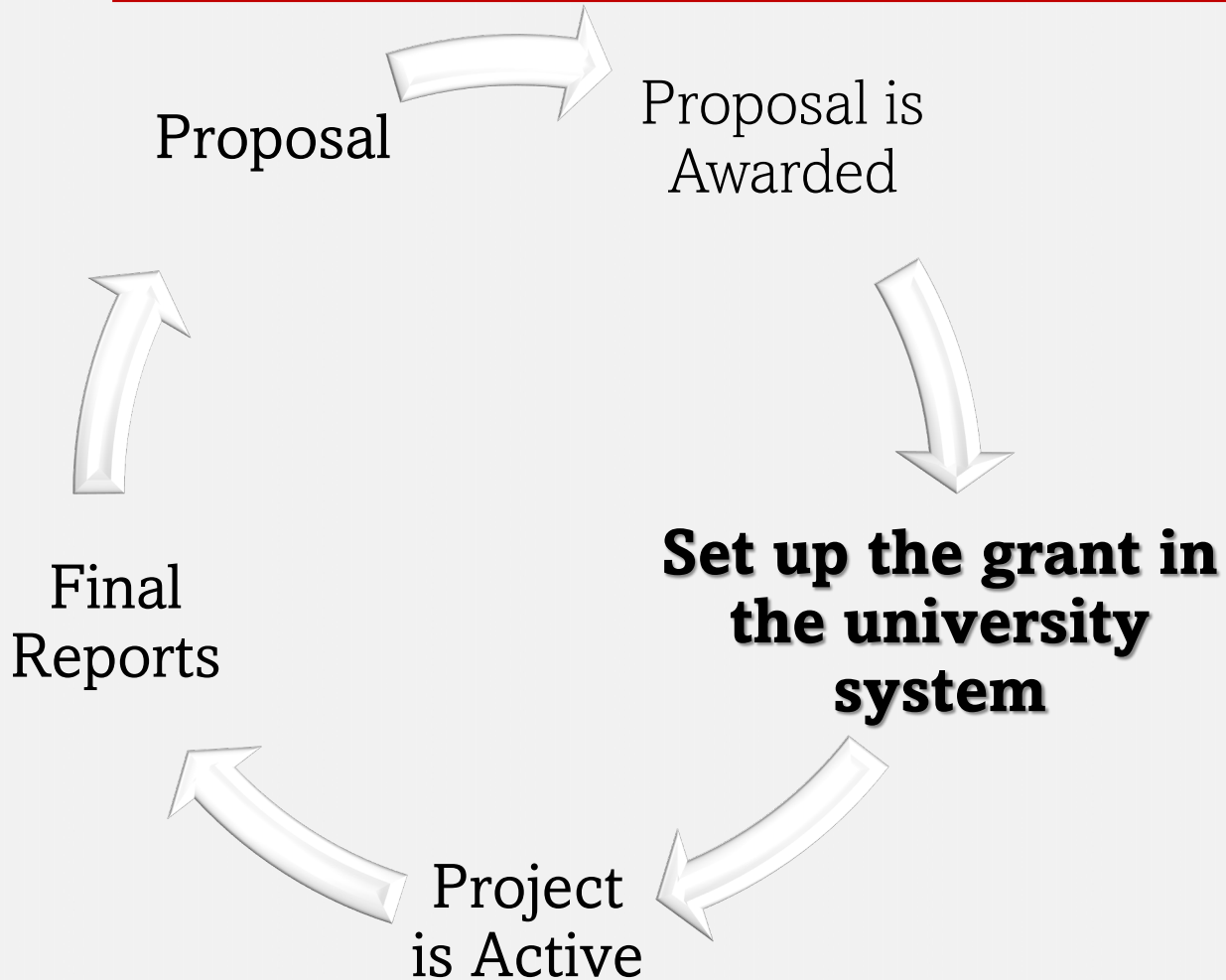


The screenshot displays the SPIRIT web application interface. At the top, a red header bar contains the WKU logo on the left and the text "SPIRIT Office of Sponsored Programs" on the right. Below this is a dark grey navigation bar with "SPIRIT" on the left, "Projects" and "Maintenance" with dropdown arrows in the center, and a settings gear icon with a dropdown arrow on the right. The main content area is titled "Projects Home" and features three primary navigation options: "External Projects" with a signal icon and the text "View / Add / Edit External projects", "FUSE Projects" with a graduation cap icon and the text "View / Add / Edit FUSE projects", and "Search / Reports" with a magnifying glass icon and the text "Search projects by their data".

Break!

# The Chart of Accounts & Its Process

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The transfer of the award information into the university systems (SPIRIT and Banner).

# Chart of Accounts

The PI (Principal Investigator = the faculty or staff person overseeing the award) will receive an email from GCA (Grant and Contract Accounting Office). Save these attachments.

Budget document used to set up the award

The award document from the sponsor



 REV Schaeffer\_WHAS\_RECC\_FY23\_Budget.xlsx .xlsx File ▾

 FE Award Doc.pdf .pdf File ▾

 FE COA J0199961 7.19.23.pdf .pdf File ▾



Completed **Chart of Accounts**

*FE = Fully Executed / REV = Revised*

# Chart of Accounts

## (Example 6)

### OSP's checklist for award set up:

- SPIRIT record approvals for the proposal
- Compliance for Conflict of Interest (COI) & Responsible Conduct of Research (RCR)
- Compliance for Export Controls, Human Subjects (IRB), Animal Subjects (IACUC), etc.

4

Western Kentucky University    
  Western Kentucky University Research Foundation, Inc.  
 Restricted Grants and Contracts  
**Chart of Accounts and Budget**

Reference Prop. # 23-0119

DB 7 19 23 js

Award Date: 6/27/2023		Project Director: Beth Schaeffer	
Project Title: WKU-Renshaw Early Childhood Center (RECC) FY24		JOK9961 7-19-23 ah	
Agency Financing Award (Incl. Prime): WHAS Crusade for Children, Inc		College: CEC	
Agency Type: Private CFDA # (if federal)		Department: Other	
Grant/Contract #: G20241087 FAIN (if federal):		Period Covered: From: 9/1/2023	
Type of Award Document: Grant		Through: 8/31/2024	
Amount Financed By (list all partners):			PCS No. 13
University:	Total \$32,152.00	Cash	In-Kind \$32,152.00
Agency:	\$29,500.00	\$29,500.00	
Partner:	\$0.00		
Partner:	\$0.00		
Total:	\$61,652.00	\$29,500.00	\$32,152.00
Name of Expenditure Item			Expenditure Account Code
A1. Wages - Regular			61111
A2. Wages - Summer			61112
A3. Wages - Student			61123
A4. Wages - Cell Plan Allowance			61180
B. Fringe Benefits Pool			62050
C1. Supplies			71100
C2. Non-employee Services - Consulting			72204
D. Travel			74000
E. Participant Support - Tuition & Fees			77900
TOTAL DIRECT COSTS			29,500
Indirect Costs (Rate/Base: N/A)			79110
TOTAL PROJECT COSTS			29,500
COST SHARING			
Department/Unit Name	Unit Index No./Account Code	Total Cost Sharing	FY23
			FY24
			FY25
			FY26
			FY27
Direct Costs		-	-
Indirect Costs		-	-
Total Costs		-	-

NO SIGNATURES REQUIRED - SEE PROPOSAL SIGN-OFF SHEET.

INTERIM Technical Report(s) Due: None Specified  
 FINAL Technical Report Due: None Specified

**NOTE:** Confirmation of the final technical report submission should be sent to sponsored\_programs@wku.edu at the time of submission to the sponsor.

Award Date: 6/27/2023

Bio Hazards  Yes  N/A  
 FCOI  Yes  N/A

Project Title: WKU-Renshaw Early Childhood Center (RECC) FY24				Project Director: Beth Schaeffer JO199961 7-19-23 oh		
Agency Financing Award (Incl. Prime:) WHAS Crusade for Children, Inc				College: CEC		
Agency Type: Private CFDA # (if federal)				Department: Other		
Grant/Contract #: G20241087 FAIN (if federal):				Period Covered: From: 9/1/2023		
Type of Award Document: Grant				Through: 8/31/2024		
Amount Financed By (list all partners):				PCS No.		
				13		
				(I)nterdisciplinary and/or (C)ollaborative: N/A		
				WKU Index No. 598569		
				Cost Sharing Index No.		
				TOTAL BUDGET		
				Expenditure Account Code		
Name of Expenditure Item						
A1. Wages - Regular				61111 17,500 17,500		
A2. Wages - Summer				61112 -		
A3. Wages - Student				61123 -		
A4. Wages - Cell Plan Allowance				61180 -		
B. Fringe Benefits Pool				62050 -		
C1. Supplies				71100 -		
C2. Non-employee Services - Consulting				72204 -		
D. Travel				74000 -		
E. Participant Support - Tuition & Fees				77900 12,000 12,000		
<b>TOTAL DIRECT COSTS</b>				29,500 - 29,500		
Indirect Costs (Rate/Base: N/A)				79110 -		
<b>TOTAL PROJECT COSTS</b>				29,500 - 29,500		

**WHAS**  
**Early Childhood Center FY24**  
**PI: Beth Schaeffer**  
**09/01/2023 - 08/31/2024**

REV js 7 14

**BUDGET**

Sponsor  
Year 1

**PERSONNEL** (Contact OSP to calculate Personnel. All WKU employees should be listed under this heading)

**\*NOTE: A 3% increase is applied to the salary base each subsequent year**

**CONTRACT YEAR REASSIGNED: Professional Non-Faculty (Including Postdoctoral Assistants)**

NAME	ROLE	FY21 IBS	APPT MONTHS	% ANNUAL EFFORT	ANNUAL EFFORT (MO.)	NOTES	
TBD	WKU Personnel	\$35,000	12	100.00%	12.00	Classified	\$17,500.00
<b>Total Professional Non-Faculty (Contract Year Reassigned)</b>							<b>\$17,500.00</b>
<b>TOTAL SALARIES &amp; WAGES</b>							<b>\$17,500.00</b>
<b>FRINGE BENEFITS</b> (Refer to the OSP website for additional and current fringe rates)							
PNF Contract Year Fringe (KTRS)					46.00%	CEC O	\$0.00
<b>Total Fringe</b>							<b>\$0.00</b>
<b>OTHER</b> (See "Line Items" tab for additional details - add lines as needed)							
Financial Aid (Scholarships for Children to cover fees)							\$12,000.00
<b>Total Other</b>							<b>\$12,000.00</b>
<b>TOTAL DIRECT COST</b>							<b>\$29,500.00</b>
<b>MODIFIED TOTAL DIRECT COST (MTDC)*</b>							<b>\$29,500.00</b>
<b>F&amp;A COST (0% of MTDC - per sponsor)</b>							<b>\$0.00</b>
<b>TOTAL PROJECT COST</b>							<b>\$29,500.00</b>

Award Date: 6/27/2023		FCOI <input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A	
Project Title: WKU-Renshaw Early Childhood Center (RECC) FY24		Project Director: Beth Schaeffer JO 199961 7-19-23 ah	
Agency Financing Award (Incl. Prime): WHAS Crusade for Children, Inc		College: CEC	
Agency Type: Private CFDA # (if federal)		Department: Other	
Grant/Contract #: G20241087 FAIN (if federal):		Period Covered: From: 9/1/2023 Through: 8/31/2024	
Type of Award Document: Grant			
Amount Financed By (list all partners):		PCS No. 13	
University:	Total \$32,152.00	Cash	In-Kind \$32,152.00
Agency:	\$29,500.00	\$29,500.00	
Partner:	\$0.00		
Partner:	\$0.00		
Total:	\$61,652.00	\$29,500.00	\$32,152.00
Name of Expenditure Item		Expenditure Account Code	(I)nterdisciplinary and/or (C)ollaborative: N/A
A1. Wages - Regular		61111	17,500
A2. Wages - Summer		61112	-
A3. Wages - Student		61123	-
A4. Wages - Cell Plan Allowance		61180	-
B. Fringe Benefits Pool		62050	-
C1. Supplies		71100	-
C2. Non-employee Services - Consulting		72204	-
D. Travel		74000	-
E. Participant Support - Tuition & Fees		77900	12,000
<b>TOTAL DIRECT COSTS</b>			29,500
Indirect Costs (Rate/Base: N/A)		79110	-
<b>TOTAL PROJECT COSTS</b>			29,500
<b>COST SHARING</b>			
Department/Unit Name	Unit Index No./ Account Code	Total Cost Sharing	FY23 FY24 FY25 FY26 FY27
		-	
		-	
		-	
		-	
Direct Costs		-	- - - - -
Indirect Costs		-	



myWKU logo

- Dashboard
- Advance
- Astra
- Banner
- Banner Finance Reports**
- Blackboard
- E-Signature Forms
- Employee Email
- InfoView
- Interview Exchange
- Programming Services
- Request ITS Assistance

Search www.wku.edu

- ### WKU Apps
- |                                |                                |
|--------------------------------|--------------------------------|
| Advance                        | AppStreaming                   |
| Banner                         | Banner Finance Reports         |
| Benefits Portal                | Blackboard                     |
| Course Adoptions               | Course Evaluation              |
| E-Signature Forms              | Employee Email                 |
| Employee Wellness Portal       | Facilities Maintenance Request |
| InfoView                       | Interview Exchange             |
| Maxient Student Conduct System | Programming Services           |
| Qualtrics Survey Software      | Request ITS Assistance         |
| TopNet                         | TopShop                        |
| Travel Voucher                 | WKU Licensed Software          |
| Workflow Dashboard             | Zoom - Video Conferencing      |

### Employee Directory

Search for people...

or

Departments / Organizations

*Start typing or select the dropdown arrow for a full list of departments & organizations.*

- ### Campus Information
- |                                      |                   |
|--------------------------------------|-------------------|
| Advising & Career Development Center | Campus Map        |
| Campus Recreation & Wellness         | Counseling Center |
| Graduate School                      | Health Services   |

### 9. Year To Date Transaction Report

<b>Fiscal Year</b> 2025	<b>Posting Period</b> CURRENT	<b>Index Code</b>
<b>From Account</b> 50000	<b>From Account</b> 90000	
<b>Report Format</b> <input checked="" type="radio"/> PDF <input type="radio"/> Excel		
<b>Run Report</b>		



### 10. Grant Budget Management Combo Reports (Four Reports in One)

<b>Fiscal Year</b> 2025	<b>Posting Period</b> CURRENT	<b>Index Code</b>
<b>Report Format</b> <input checked="" type="radio"/> PDF <input type="radio"/> Excel		
<b>Run Report</b>		

## Banner Finance Budget Summary - Grants

Fiscal Year: 24

Fiscal Month: 01 - Jul

Period Status: Open

Account	Account Title	BUDGETS		ACTUALS			Commitments	Project Available Balance
		Revised	Project Budget	Curr Month	Fiscal Year	Project Year		
55110	Grants & Contracts - Private	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total: 55</b>	<b>Private Gifts, Grants &amp; Contract</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
61111	Wages - Staff Regular	17,500.00	17,500.00	0.00	0.00	0.00	0.00	17,500.00
<b>Total: 61</b>	<b>Employee Salaries &amp; Wages</b>	<b>17,500.00</b>	<b>17,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>17,500.00</b>
62115	Emplyr - MQFE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
62120	Emplyr - FICA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
62123	Emplyr - Retirement KTRS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
62224	Emplyr - Life Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
62227	Emplyr - Disability Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
62232	Emplyr - Worker's Compensation	0.00	0.00	0.00	0.00	0.00	0.00	0.00
62240	Emplyr - Medical Waiver	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total: 62</b>	<b>Fringe Benefits</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
77900	Participant Support	12,000.00	12,000.00	0.00	0.00	0.00	0.00	12,000.00
77911	Part Support - Tuition & Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total: 77</b>	<b>Student Aid &amp; Scholarship Expens</b>	<b>12,000.00</b>	<b>12,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>12,000.00</b>
	<b>Total Personnel Expense</b>	<b>17,500.00</b>	<b>17,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>17,500.00</b>
	<b>Total Non-Personnel Expense</b>	<b>12,000.00</b>	<b>12,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>12,000.00</b>
	<b>Total F&amp;A Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Total Fund Expense</b>	<b>29,500.00</b>	<b>29,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>29,500.00</b>

# Chart of Accounts Banner Finance (Transaction Summary)

## Banner Finance Budget Transaction Summary

Fiscal Year: 24

Fiscal Month: 01 - Jul

Period Status: Open

Fund: 598569 WHAS Early Childhood FY24

Orgn: 265150 Clinical Education Complex (CEC)

Trans Date	Trans Code	Doc Code	Reference Code	Transaction Description	Budget Activity	Current Transaction Activity (ACTUAL)	Commitment Activity
07/19/2023	61111	RB2	J0199961	Wages - Staff Regular TFG-Est FY24 budget from 500013	17,500.00		
	61111			Wages - Staff Regular <b>Total:</b>	<b>17,500.00</b>	<b>0.00</b>	<b>0.00</b>
07/19/2023	77900	RB2	J0199961	Participant Support TFG-Est FY24 budget from 500013	12,000.00		
	77900			Participant Support <b>Total:</b>	<b>12,000.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Expense Grand Totals:</b>					<b>29,500.00</b>	<b>0.00</b>	<b>0.00</b>

# Cost Share

- The university (typically the PI's department) contributing resources to the project.
- Index to be used is determined during proposal development.
- Money will be transferred from the dept index to the cost share index.

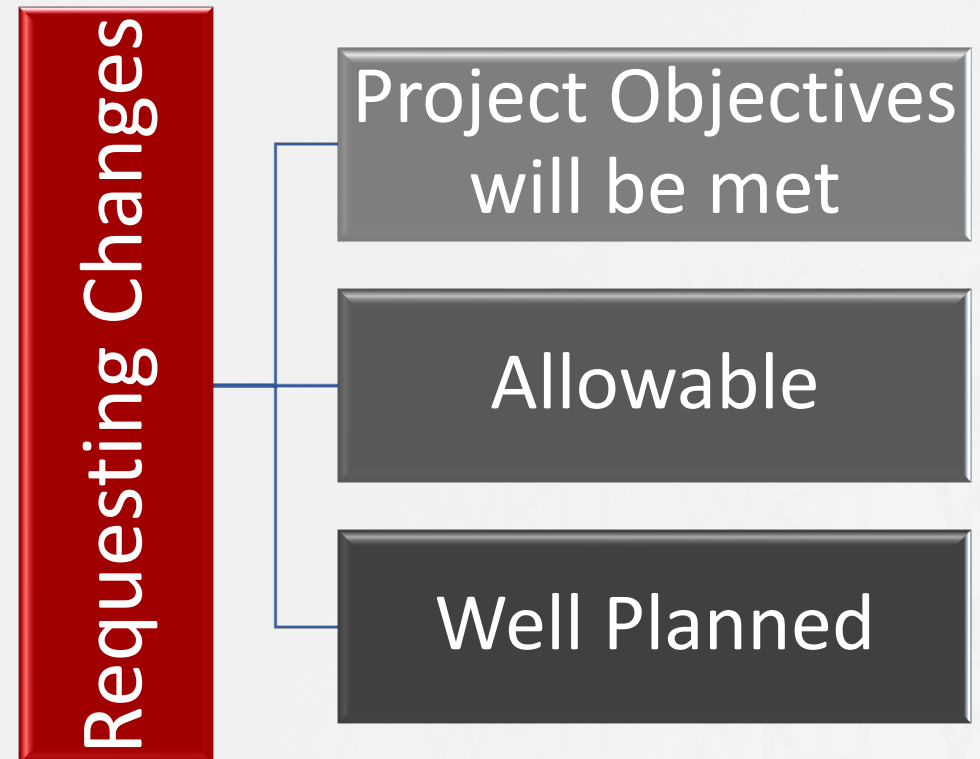
Grant/Contract #:		FAIN (if federal):		Period Covered:		From:	
Type of Award Document:				Through:			
Amount Financed By (list all partners):				PCS No.	<input type="checkbox"/> Interdisciplinary and/or <input type="checkbox"/> Collaborative: N/A		
	Total	Cash	In-Kind				
University:	\$0.00				WKU Index No.	Cost Sharing Index No.	TOTAL BUDGET
Agency:	\$0.00						
Partner:	\$0.00						
Partner:	\$0.00						
Total:	\$0.00	\$0.00	\$0.00	Expenditure	5XXXXX	6XXXXX	
Name of Expenditure Item				Account Code			
A1. Wages - Faculty				61111			-
A2. Wages - Summer				61112			-
A3. Wages - Student/Part Time				61123			-
							-
B. Fringe Benefits Pool				62050			-
C1. Supplies				71100			-
C2. Non-employee Services - Consulting				72204			-
D. Travel				74000			-
E. Equipment				78100			-
<b>TOTAL DIRECT COSTS</b>					-	-	-
<b>Indirect Costs (Rate/Base: N/A)</b>				79110			-
<b>TOTAL PROJECT COSTS</b>					-	-	-
<b>COST SHARING</b>							
Department/Unit Name	Unit Index No./ Account Code	Total Cost Sharing	FY24	FY25	FY26	FY27	FY28
		-					
		-					
		-					
		-					
Direct Costs		-	-	-	-	-	-
Indirect Costs		-					
Total Costs		-	-	-	-	-	-

NO SIGNATURES REQUIRED. SEE PROPOSAL SIGN OFF SHEET

# Budget Reallocations

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- Allowable expenses follow University policies, the sponsor guidelines, etc.
- Request AT LEAST 30 days prior to the project end date.
  - Less than 30 days is a red flag to auditors.
  - Sponsor terms may overrule WKU terms.



# Budget Reallocations

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<https://www.wku.edu/sponsoredprograms/reallocation.php>

*or search “external reallocation” in my.wku.edu*

Reallocation Communications: [sponsored.programs2@wku.edu](mailto:sponsored.programs2@wku.edu)

- OSP staff review the request, review current budget, current sponsor terms & conditions, check Banner Finance numbers.
- Allowable, Reasonable, Allocable.
- Order of Precedence

# Budget Reallocations

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## Submit the External Grant Reallocation Request Form

- Reference **account codes if possible** (and/or include budget line descriptions)
- Justification should include the reason there is money available in the “from” account code(s) and how the money will be used.



# Budget Reallocations

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- OSP staff will contact the sponsor (if applicable) for approval of the reallocation
- PI must **not** proceed until approval is received

## After Approval - Process

OSP will respond via email.

OSP will give a Journal Voucher number (example: J0207021)

*There are two more approvals before this JV is entered in Banner (but no further emails)*

*Use Banner Finance Report #10 to check the index – look for the JV number*

**From:** [Sponsored Programs at WKU 2](#)  
**To:** [Reynolds, Laura; Sponsored Programs at WKU 2](#)  
**Cc:** [Schaeffer, Beth](#)  
**Subject:** RE: Grant Reallocation Request Beth Schaeffer 598569  
**Date:** Tuesday, June 11, 2024 12:16:27 PM

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Hello!

This reallocation has been approved by the sponsor. It has been submitted in Banner [Reference J0207021](#).

Jo Ellen Scruggs  
Manager, Grants & Contracts  
Office of Sponsored Programs  
Office of Research & Creative Activity  
Western Kentucky University

-----Original Message-----

**From:** Reynolds, Laura <laura.reynolds1@wku.edu>  
**Sent:** Wednesday, May 29, 2024 1:46 PM  
**To:** Sponsored Programs at WKU 2 <sponsored.programs2@wku.edu>  
**Subject:** Grant Reallocation Request Beth Schaeffer 598569

**Index #:**  
598569  
**Sponsor:**  
WHAS  
**Grant End Date:**  
08/31/2024

**Department/Unit:**  
Clinical Education Complex  
**PI First Name:**  
Beth  
**PI Last Name:**  
Schaeffer  
**PI Email:**  
beth.schaeffer@wku.edu  
**Office Associate Email:**  
laura.reynolds1@wku.edu  
**Other Email:**

**Transfer From:**  
[77900- \\$1242.50](#)

**Transfer To:**  
[61111- \\$1242.50](#)

**Justification:**

77900 was used to pay for student scholarships. We provided all students with scholarships to the families that requested it. We have additional funds. We would like to use those funds to support the salary of the head teacher,

# Budget Reallocations

Transfer From:  
77900- \$1242.50

Transfer To:  
61111- \$1242.50

## Banner Finance #10 Report (Transaction summary)

6/21/2024 4:15:42PM

Western Kentucky University  
Banner Finance Budget Transaction Summary

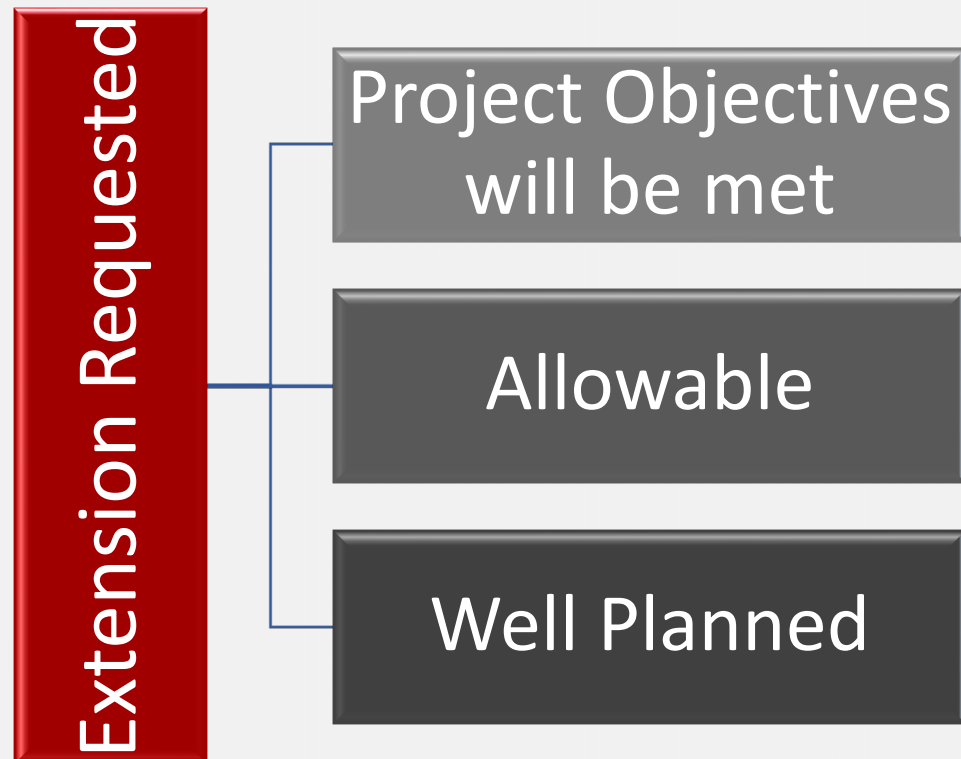
Fiscal Year: 24 Fiscal Month: 12 - June Period Status: Open

Fund: 598569 WHAS Early Childhood FY24  
Orgn: 265150 Clinical Education Complex (CEC)

Trans Date	Trans Code	Doc Code	Reference Code	Transaction Description	Budget Activity	Current Transaction Activity (ACTUAL)	Commitment Activity
61111	Wages - Staff Regular						
06/11/2024	BT04	J0207021		SAR. Schaeffer, PI (WHAS)	1,242.50		
61111	Wages - Staff Regular			<b>Total:</b>	<b>1,242.50</b>	<b>0.00</b>	<b>0.00</b>
77900	Participant Support						
06/11/2024	BT04	J0207021		SAR. Schaeffer, PI (WHAS)	-1,242.50		
77900	Participant Support			<b>Total:</b>	<b>-1,242.50</b>	<b>0.00</b>	<b>0.00</b>
<b>Expense Grand Totals:</b>					<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

# No-Cost Extensions

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No-Cost Extension = more time  
(not more money)  
Not for liquidating unspent funds

Justification: project report,  
remaining funds, timetable for  
completion.

Request AT LEAST 60 days  
before prior end date.

# No-Cost Extensions

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<https://www.wku.edu/sponsoredprograms/nce.php>

Reallocation Communications:  
[sponsored.programs2@wku.edu](mailto:sponsored.programs2@wku.edu)

- OSP staff review the request and current sponsor terms & conditions.
- OSP staff will contact the sponsor (if applicable) for approval

# No-Cost Extensions

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## After Approval - Process

- OSP will email to GCA and copy the PI/support staff with the new, approved end date.
- New end date referenced (also look for new final report date if applicable).
- The updated information can be reviewed in the SPIRIT record.

**LUNCH!**

Please be back by 12:40!

# Special Guest Speaker

**Wendy DeCroix**

Budget Coordinator

Ogden College of Science and Engineering

Best Practices: One College's Perspective



# Best Practices: One College's Perspective

## Ogden College of Science & Engineering

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### Process for Ogden External Grants Post-Award

- Central liaison for OSP and GCA at college level – Wendy DeCroix
  - Act as a central communication point
  - Disseminate new grant set-up documents to department staff with copy to PI
  - Grant compliance approval – purchases/student employment
    - Procard Request Form
    - Student Employment Request Form
    - Requisition approvals
  - Summer pay – Summer Effort Worksheets/Form 16s
  - Effort Reporting – GALRs/Effort Certification Forms
  - Work with PI on reallocations and NCEs and submit those to OSP
- Departments/PI responsible for day-to-day operations – pcards and requisitions for purchases, TopNet Student Employment Forms, payroll/timesheet approval, etc.

# Best Practices: One College's Perspective

## Ogden College of Science & Engineering

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### Tips and Tricks

- Pre-Award tip:
  - Large equipment purchases - State purchasing guidelines
    - Helpful to list vendor and equipment details in grant internal budget/budget justification
- Purchase request must be allocable to the grant
  - Software – most sponsors only allow allocation for remaining period in grant
  - Maintenance Contracts – if allocable, same as software – only allocable for remaining period in the grant project
- Requisitions
  - Must include grant end date and business/grant justification for purchase in justification section of requisition
  - Check Banner Finance Report before hitting submit on requisitions or making/coding pcard charges to verify you are using the correct commodity/account code and that budget is available in that line

# Best Practices: One College's Perspective

## Ogden College of Science & Engineering

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### Tips and Tricks - Continued

- Inter-Accounts
  - Include in description section what the IA is for – include names/WKU IDs/dates etc.
  - Include backup documentation – Banner screenshot, BFR screenshot, student billing, payroll report, etc.
- Travel
  - Traveler should review travel policies before traveling
  - Most economical mode of travel
  - Make sure travel is allocable to the project
    - Sponsor travel issue – travel was cancelled, and sponsor had us move the registration charges off the grant
- Participant Support
  - Determination of Contractor Status Form
    - Determines whether paid via payroll or Payment Authorization

# Best Practices: One College's Perspective

## Ogden College of Science & Engineering

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### Tips and Tricks - Continued

- Helpful Banner Finance Reports
  - #2 – for WKU regular indexes
  - #10 – for External Grant and Cost Share indexes (starting with 5 or 6)
  - #9 – helpful for locating a charge if you know a range of account codes
- Pay attention to budget lines for grants – “pool” vs budgeted line
  - Some items under supplies are not in the supply pool but in their own single account code
- It takes a village
  - Communication between PI/Department and College staff is key for grant post-award

# Special Guest Speaker

**Paula Mattison**

Assistant Director

Grants and Contracts Accounting

# WHO IS GRANTS & CONTRACTS ACCOUNTING?

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**Jessica Clemons**, Staff Accountant  
745-5332, [jessica.clemons@wku.edu](mailto:jessica.clemons@wku.edu)

**Alicia Haley**, Grant Accounts Specialist  
745-8882, [alicia.haley@wku.edu](mailto:alicia.haley@wku.edu)

**Paula Mattison**, Assistant Director - Grants &  
Contracts Accounting  
745-5326, [paula.mattison@wku.edu](mailto:paula.mattison@wku.edu)

# WHAT IS HAPPENING IN GCA?

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- Review and approval of all grant activity including:
  - Payment authorizations
  - Requisitions
  - Inter-Accounts
  - Feeds, including pro-card, phone, paper etc.
  - Payroll (Form 16 & EPAF)
  - Labor Redistribution (GALR)
  - Effort Certification
  - Invoicing, reporting and collections
  - And much more...

# WHO ARE YOU GOING TO CALL?

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Travel – WAB, G21 Contact Madonna May at x5327

Payroll – WAB, G10

- Form 16s, recap sheets, payroll deadlines
- For questions call Vickye Heater at x2074

Human Resources – WAB, G25 at x5360

- EPAF - To put new employee on payroll, make changes for existing employee (rate of pay, index number change, extend end date)
- Epaf.help@wku.edu

Accounts Payable – WAB G21, wkuap@wku.edu

- W-9 Form - Needed to pay a person through Accounts Payable as a contractor
- Payment Authorization - used for certain types of payments that do not have to go through Purchasing (check with Angie Link x2246 in Accounts Payable if you are unsure)



# WHO ARE YOU GOING TO CALL?

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## Purchasing – Services & Supply Building

- Purchasing cards call x4260
- Personal Services Contract - must be filled out and approved before work is done
- For questions contact [Brittney Green](#) at x3071

## Tax Compliance – WAB, G10 Contact Nicole Boaz at x5859

- Determination of Contractor Status Form – used to determine if a person will be paid as an employee or independent contractor
- Paying or reimbursing a non-US citizen

# Procard

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- Determine if the cost is allowable, allocable, and reasonable.
- Do not use in the last 30 days of an award. A Requisition must be used with adequate justification as to how the late purchase will benefit the award.
- Be sure to reconcile your pro card charges in JPMC by the 10<sup>th</sup> of the month. Enter detailed description of charges and correct index and account codes.
- Must fill in “detailed transaction notes”
- When reconciled, click the “reviewed by box”
- Do not leave charges in account code 71119.

# Warning: Audit Findings!

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- DO NOT use personal funds for grant purchases and then seek reimbursement.
- Please always follow the WKU Discretionary Spending Policy  
[http://www.wku.edu/policies/finadmin\\_policies/policy31101\\_discretionary\\_spending.pdf](http://www.wku.edu/policies/finadmin_policies/policy31101_discretionary_spending.pdf)
- Don't incur expenses prior to the start date or after the end date of the grant.
- Don't attempt to transfer expenditures from one grant to another to correct cost overruns
- Don't purchase equipment during the last 90 days of the grant
- Don't use unexpended monies during the last 60 days of the grant to stock piling supplies
- Don't charge more effort to a grant than was committed
- Don't change the Project Director with out prior permission from the Sponsor
- Use of the Pcard is not allowed in the last thirty days of the grant. A Requisition must be completed with a justification for the purchase.

# Manage a Departmental Index?

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Monitor your index each month to make sure there are no charges to your department that belong on a grant index.

If you find an allowable, allocable, and reasonable cost that should be moved to the grant, complete an inter account immediately.

Cost transfers that are older than 90 days old are not allowed

# Labor Redistribution (T&E) Example

## Grant Accounting Labor Redistribution

**WKU ID:**  
800123456

**Position Number:**  
999xxx

**Name:**  
John Doe

**Job Title:**  
Assistant Professor

**Period Begin:**  
2016-01-01

**Contract Appointment Months:**  
09

**Period End:**  
2016-05-15

**Annual Salary:**  
\$54,000.00

**Percentage of Effort:**  
10%

**Monthly Salary:**  
\$4,500.00

**Restricted:**  
500000 - WKU Current Restricted

**Buyout Period:**  
4.5

**Contract Salary:**  
\$27,000.00

**Wages to Redistribute:**  
\$2,700.00

<b>Portion of the month</b>	1	1	1	1	.5
<b>Period</b>	01/01 - 01/31	02/01 - 02/29	03/01 - 03/31	04/01 - 04/30	05/01 - 05/15
<b>Restricted: 500000</b>	\$600.00	\$600.00	\$600.00	\$600.00	\$300.00

I certify that the redistribution of labor above represents a reasonable estimate of the effort expended during the period covered.

Approved by \_\_\_\_\_ Date \_\_\_\_\_

# Effort Certification Example

Untitled (005).pdf - Adobe Reader

File Edit View Window Help

Open [Icons] 1 / 1 [Icons] 100% [Icons] Tools Fill & Sign Comment

## WKU FACULTY AND PROFESSIONAL STAFF EFFORT CERTIFICATION

FOR THE PERIOD:  
8/18/14 TO 12/31/14  
mm/dd/yyyy mm/dd/yyyy

NAME \_\_\_\_\_ WKU ID Number \_\_\_\_\_ TITLE Assistant Professor

Personnel forms and payroll records currently on file indicate a distribution of your time (workload) to a variety of indexes including restricted (grants/contracts) indexes. Please enter the actual percentage of effort you provided to these (or other) indexes or projects at WKU during the time period in question.

In order to comply with federal law, specifically Section J.10.c (1)(e) of OMB A-21, which states "a statement was signed by the employee, principal investigator, or responsible official(s) using suitable means of verification that was performed...", you are required to verify the time and effort actually expended on any external award

**UNRESTRICTED (departmental)**

Index Number(s)	Index or Department Name	Enter Actual Percentage of Effort
<u>250401</u>	<u>English</u>	<u>80</u>
_____	_____	_____
_____	_____	_____

**RESTRICTED (grants & contracts)**

Index Number(s)	Index or Grant Name	Enter Actual Percentage of Effort
<u>596366</u>	<u>CEPT Year 2</u>	<u>20</u>
_____	_____	_____
_____	_____	_____
<b>TOTAL</b>		<u>100%</u>

I HAVE REVIEWED THE ABOVE DISTRIBUTION OF TIME EXPENDED FOR THE PERIOD AND I CERTIFY THAT DISTRIBUTION OF EFFORT ENTERED ABOVE REPRESENTS A REASONABLE ESTIMATE OF THE EFFORT EXPENDED BY ME (THIS EMPLOYEE) DURING THE PERIOD COVERED BY THIS REPORT.

Employee Signature \_\_\_\_\_ Date 10/21/14

# INTER ACCOUNT WORKFLOW

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- Enter Fiscal Year
- Enter your 800#
- Enter detailed description justifying transfer
- Credit Index: Where expense is being moved FROM
- Charge Index: Where expense is being moved TO
- Credit/Charge must be the same amounts
- Financial Managers will populate
- Attach supporting documents.
- The financial manager, or person assigned in the PI work group for each index will be notified to approve the IA.
- It will then route for approval.
- You will be able to view the pending IA through the approval process.

# Inter Account example

**Inter-Account Form**

Transaction Date \*

Fiscal Year \* 2024

Preparer WKU ID 800082870

Preparer Name Ward, Shannon

Detailed Description  
Ricoh Copier Charges for September - Divided by TRIO programs - Charged to wrong account

Credits

+ Add Credit

Actions	Index	Index Name	Account Code	Amount	Description
	524583	Trio Talent Search-Barren/Simpson	72101	58.86	



# Inter Account example

The screenshot shows a web browser window with multiple tabs. The active tab is 'WKU Workflows'. The URL is 'flow.boomi.com/5e84075e-67ec-40d2-8be1-7517d5d6fe3b/play/WKU-HeaderFooter/?flow-id=b8b21382-6108-4a87-a38b-1e1b785285d5&environment-id=ee64cb45-f5e1-4102-ae7e-6f7b23e3ad41&f...'. The browser's address bar and bookmarks are visible at the top.

The main content area is divided into two sections: 'Credits' and 'Charges'. Each section has a '+ Add Credit' or '+ Add Charge' button. Below each button is a table with columns: Actions, Index, Index Name, Account Code, Amount, and Description.

**Credits Section:**

Actions	Index	Index Name	Account Code	Amount	Description
	524583	Trio Talent Search-Barren/Simpson	72101	58.86	

Credit Total: \$58.86  
Credit Manager: Hardesty, Denise

**Charges Section:**

Actions	Index	Index Name	Account Code	Amount	Description
	524584	Upward Bound FY23-27	72101	58.86	

Charge Total: \$58.86  
Charge Manager: Rainge-Briggs, Katie

Hash Total: \$117.72

Supporting Documents

# Inter Account example

The screenshot shows a web browser window with multiple tabs. The active tab is titled 'Workflow - Western Kentucky U...'. The address bar shows the URL: `flow.boomi.com/5e84075e-67ec-40d2-8be1-7517d5d6fe3b/play/WKU-HeaderFooter/?flow-id=b8b21382-6108-4a87-a38b-1e1b785285d5&environment-id=ee64cb45-f5e1-4102-ae7e-6f7b23e3ad41&f...`. The browser's bookmark bar includes links for WKU, IT Helpdesk, WKU Herald, WKU Topnet, myWKU, Google, Payment Managem..., GLAR, ASAP.gov Login, https://grants.arts.g..., Welcome to G5 - D..., Research.gov - Ho..., and Kentucky Unemplo....

The main content area displays the following information:

- Hash Total:** \$117.72
- Supporting Documents:** A section with a button labeled 'Add / Edit Supporting Documents' and a table of uploaded documents.
- Approvals:** A table showing the approval history for the document.

Actions	File Name	Uploaded By	Upload Date	Status
<a href="#">Download</a>	524581.pdf	Ward, Shannon	10/26/2023 @ 11:45am	✓

Decision	Step	User	Notes	Date
Denied	Financial Manager Review	Allen, Melissa	Wrong creditor	10/26/2023 @ 11:50am
Approved	Financial Manager Review	Allen, Melissa	Financial Manager Approval	10/26/2023 @ 11:57am
Approved	Financial Manager Review	Hardesty, Denise	Financial Manager Approval	10/26/2023 @ 11:58am
Approved	Financial Manager Review	Rainge-Briggs, Katie	Financial Manager Approval	10/26/2023 @ 12:01pm

At the bottom of the Approvals section, there are three buttons: [Download](#), [Reject](#), and [Approve](#).

Detail Transaction Activity: FGITRND: 8.4.0.0 (PROD) 08-SEP-2013 09:17 AM

COA: W Fiscal Year: 14 Index: 260101 Fund: 110000 Organization: 260101 Account: 74201 Program: 440 Activity: Location: Period: Commit Type: Soli

Account	Organization	Program	Activity Date	Type	Document	Field	Amount	Increase (+) or Decrease (-)
74201	260101	440	23-AUG-2013	JE16	F0189330	07118 SPEEDISHUTT	YTD	20.79 +
74201	260101	440	23-AUG-2013	JE16	F0189330	0727 SHERATON HC	YTD	231.36 +
74201	260101	440	23-AUG-2013	JE16	F0189330	0726 SHERATON HC	YTD	1,358.10 +
74201	260101	440	23-AUG-2013	JE16	F0189330	0714 BOWLING GRG	YTD	146.00 +
74201	260101	440	23-AUG-2013	JE16	F0189330	0717 DELTA AIR 00	YTD	26.00 +
74201	260101	440	23-AUG-2013	JE16	F0189330	0724 DELTA AIR 00	YTD	26.00 +
74201	260101	440	21-AUG-2013	CHS1	F0189259	Reimb Cheryl Steves	YTD	-1,899.23 -
74201	260101	440	24-JUL-2013	INN	0433100	Gay, James L.	YTD	891.82 +
74201	260101	440	24-JUL-2013	INN	0433088	Crewford, Kenneth Ma	YTD	896.46 +
							<b>Total:</b>	1,790.28

This is an example of backup showing where charge posted to Banner. Other appropriate back up would be a Banner Finance Report or Payroll Report.

# Award is Over

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- When an award is over, Alicia will send an email to the PI informing them of the date we will be destroying our files.
- This is the date you can also destroy your files and back up.
- Typical retention period is 3 years from the final report date; however, there are exceptions.

# And don't forget...

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We have many policies on the SOF website

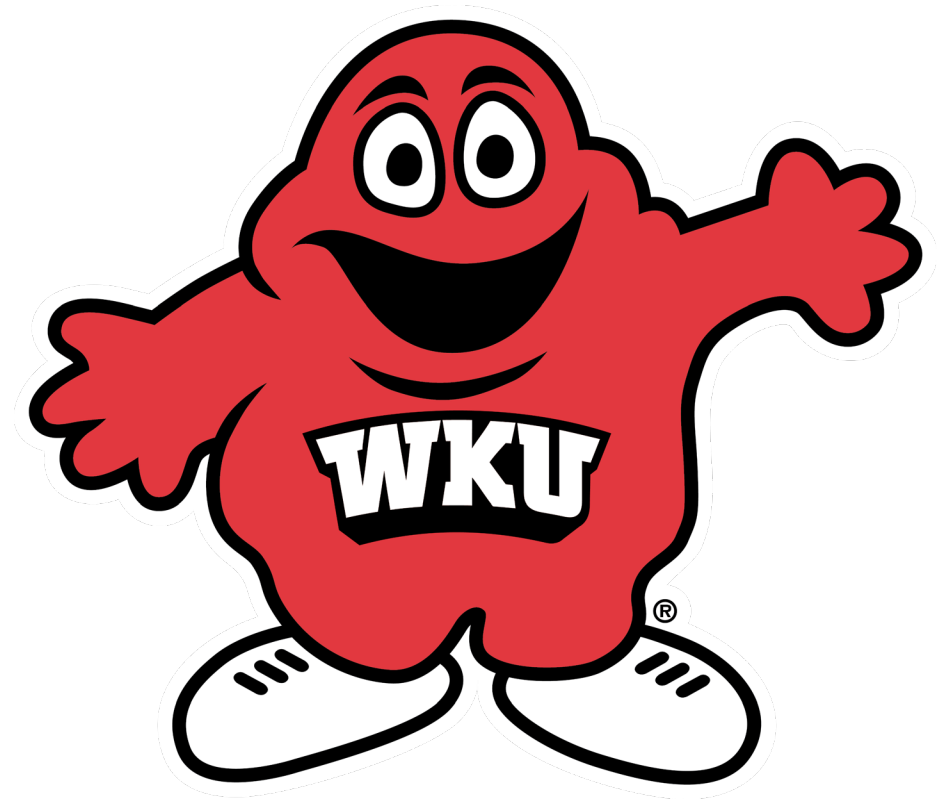
<https://www.wku.edu/policies/business-finance/>

# Special Guest Speaker

JoAnn Malott

Human Resources

# Hiring Processes



# Hiring Employees (Call HR First)

- **Exempt = Form 16**
- **Non-exempt employees must be paid at or above their current pay rate (time worked will most likely be OT hours)**
- **Non-exempt (BW) = Interview Exchange Requisition (noncompetitive)**
- **Non-exempt (SM) = Consult with HR**
- **Non-employee = Interview Exchange Requisition (noncompetitive)**



# 3 Steps to Create Requisitions

## Edit 'Request to Fill - Non-Competitive Assignment'

[Manage Requisitions](#) [Approval Status](#) [Clone](#) [Delete](#) [Close](#)

[Notes](#) [Printable Version](#) [Printable Version with Notes](#) [Job Details](#)

Fields marked with an asterisk \* are required. While completing this form, you may need to open other forms in different windows/tabs.

Title/Name:

This screen

This screen

Originated by: Jo A Malott on 07/02/2024  
Requisition Status: Open

### 1. POSITION INFORMATION

Position Number:

Department: \*

Human Resources

Division: \*

VP for Finance and Admin. Area

Department Head: \*

XXX

Position Supervisor: \*

XXX

### 2. TYPE OF ACTION (for which approval is required): \*

# (1) Position/ Candidate Information

<b>1. POSITION INFORMATION</b>	
Position Number: <input type="text"/>	Department: * <input type="text" value="Human Resources"/>
	Division: * <input type="text" value="VP for Finance and Admin. Area"/>
	Department Head: * <input type="text" value="XXX"/>
	Position Supervisor: * <input type="text" value="XXX"/>
<b>2. TYPE OF ACTION (for which approval is required): *</b>	
<input checked="" type="radio"/> Temporary Part Time (< 6 months)	
<input type="radio"/> Temporary Full Time (< 6 months)	
<input type="radio"/> Temporary Part Time Waiver (6 Months to 1 Year)	
<input type="radio"/> Temporary Full Time Waiver (6 Months to 1 Year)	
<input type="radio"/> Permanent Waiver (No End Date)	
Type of Waiver:	Type of Position: *
<input checked="" type="radio"/> Original Waiver	<input type="radio"/> Faculty Waiver
<input type="radio"/> Waiver Extension	<input checked="" type="radio"/> Staff Waiver
Begin Date: *	<input type="text" value="07/01/2024"/>
End Date: *	<input type="text" value="10/31/2024"/>
<input type="radio"/> Other (Provide an explanation in the "Notes" section below.)	
If this request is for a Waiver, explain why this position is not being searched in the field below.	
<input type="text"/>	
<b>3. CANDIDATE INFORMATION</b>	
Name: *	<input type="text" value="Big Red"/>
WKU ID:	<input type="text" value="800000000"/>
Email Address: *	<input type="text" value="bigred@wku.edu"/>
<b>4. ADDITIONAL INFORMATION</b>	
Provide any other information helpful to the evaluation for this request.	
<input type="text"/>	

# (1) Position/ Candidate Information Continued

5. POSITION ATTRIBUTES

Position Start Date:

Indicate Funding Sources(s): (Check all that apply)

- Existing resources in current departmental E&G budget
- Requesting new funds to department
- Funding provided by grant resources
- Revenue dependent/auxiliary resources
- Other

Indicate Labor Distribution Funding:

Index Code	%
* 123456 <input type="text"/>	* 100 <input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Proposed Salary Range:

Hours expected to be worked per week:

Indicate Position Status:

Indicate Position Term:

Comments:

# (1) Position/ Candidate Information Continued

## 6. PRINCIPAL DUTIES (Max characters allowed is 500 per each box listed below)

List the principal duties and responsibilities of the position which account for 5% or more time OR are critical to the position.

Duties and Responsibilities	Percent of Time
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
TOTAL:	<input type="text" value="0.00"/>

## 7. MINIMUM REQUIREMENTS

*The minimum requirements listed below will also be reflected in the job advertisement.*

*Please note that candidates not meeting minimum requirements cannot be considered for employment.*

List only the minimum qualifications required to succeed in this position. Do NOT include skills and abilities which are not absolutely required. A Hiring Proposal cannot be approved unless the candidate proposed for hire has each and every qualification listed in this field.

# (1) Position/ Candidate Information Continued

## 8. PURPOSE OF THE POSITION

In three sentences or less, describe the ultimate purpose of the position.

*For the remainder of the questions in this section, include specific examples and percent of time used for that duty. A primary duty is the main, greater than 50% of time, ultimate responsibility and can be a culmination of multiple duties. If the question does not apply, skip to next question.*

- Is the position considered a Supervisor of other staff members (excluding students), which includes making hiring decisions and conducting disciplinary actions? \*  NO  YES
- Is the position's primary purpose assisting students in their academic pursuits (such as advising) by aiding in class selection, educational goals, and graduation requirements? \*  NO  YES
- Is the position's primary purpose the performance of work requiring invention, imagination, originality or talent in a recognized field of artistic or creative endeavor? \*  NO  YES
- Is the position's primary purpose application of information technology systems analysis techniques and procedures, including consulting with users to determine hardware, software or system functional specifications? AND/OR Is the position's primary purpose to design, develop, document, analyze, create, or modify computer systems or programs based on and related to user or system design specifications? \*  NO  YES
- Is the position's primary purpose teaching, tutoring, instructing or lecturing in the activity of imparting knowledge? \*  NO  YES
- Is the position's primary purpose making sales or obtaining orders or contracts while regularly engaged away from the employer's place of business? \*  NO  YES

## 9. SUPERVISORY RESPONSIBILITY

Does the person in this position supervise others (excluding students), which includes making hiring decisions and conducting disciplinary actions?  NO  YES

## 10. COMPARABLE POSITIONS

List the names of employees within the department whose position responsibilities are comparable to the responsibilities of this position.

Employee Name	Position Title
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

If there are no comparable positions within your department, check this box.

# (2) Job Details



## Company Description

Western Kentucky University (WKU) is a student-centered, applied-research institution committed to providing its students with a transformative academic and social experience and to elevating its surrounding communities. Founded in 1906, WKU is the second largest undergraduate institution in the Commonwealth of Kentucky with approximately 15,035 students (29% first generation, 18% underrepresented minority) and just over 2,500 faculty and staff employees.

Western Kentucky University is committed to empowering its campus community to embrace diversity by building equitable and inclusive learning, working, and living environments. At the heart of our mission, we seek to provide holistic education and employment experiences that prepare students, faculty, and staff to become effective scholars, contributors, and leaders in our diverse and evolving communities.

Located 65 miles north of Nashville, TN, and just over 100 miles south of Louisville, KY, WKU's main campus is in Bowling Green, KY - a city with approximately 70,000 residents. Our population is ethnically diverse, with more than 85 languages spoken in and around Bowling Green, and people from 35 nationalities call our community home.

Western Kentucky University seeks to attract talented faculty and staff who are inspired individually to contribute to WKU's strategic plans and ongoing success. We offer comprehensive wellness and health benefits to employees and their families, including domestic partners and other qualified dependents and take pride in providing a workplace culture that supports balancing the responsibilities of work and family life. Paid-time off for holidays, vacation and sick leave, and a tuition discount program for employees and dependents are also provided. Learn more about WKU and Bowling Green at [wku.edu/about](http://wku.edu/about).

## Job Description

Type in as if it will appear on Careers website

## Job Requirements

IN THIS FIELD, LIST ONLY THE MINIMUM QUALIFICATIONS REQUIRED TO SUCCEED IN THIS POSITION. DO NOT INCLUDE SKILLS AND ABILITIES WHICH ARE NOT ABSOLUTELY REQUIRED. A HIRING PROPOSAL CANNOT BE APPROVED UNLESS THE CANDIDATE PROPOSED FOR HIRE HAS EACH AND EVERY QUALIFICATION LISTED IN THIS FIELD.

## Additional Information

Kentucky state law requires all public institutions of postsecondary education to conduct pre-employment criminal background checks to determine suitability for employment.

Western Kentucky University (WKU) is committed to a policy and practice of providing equal employment and educational opportunities to all individuals. In accordance with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Revised 1992, and the Americans with Disabilities Act of 1990, no form of discrimination or harassment will be tolerated at WKU on the basis of race, color, ethnicity, national origin, creed, religion, political belief, sex, sexual orientation, gender identity/expression, marital status, age, uniformed services, veteran status, genetic information, pregnancy, childbirth or related medical conditions, or physical or mental disability in admission to career and technical education programs and/or activities, or employment practices.

Persons with disabilities, who need reasonable accommodations to participate in the application and/or selection process, should notify the office of Institutional Equity. To request an accommodation, report a complaint, or ask questions regarding WKU's Discrimination and Harassment Policy (#0.2040), please contact Ms. Ena Demir, Executive Director/Title IX Coordinator via email at [ena.demir@wku.edu](mailto:ena.demir@wku.edu) or by phone at (270) 745-6867. Ms. Demir is also responsible for coordinating the University's response to complaints related to sex and gender harassment. Additional information regarding Title IX is accessible via WKU's <https://www.wku.edu/titleix/> website.

Information concerning educational programs offered by WKU are provided at: <http://www.wku.edu/atwku/academics.php>

For information related to job postings, please email [employment@wku.edu](mailto:employment@wku.edu).

## Application Instructions

The following items must be submitted through this electronic talent management system by (DATE), although expressions of interest may be considered until the position is filled:

- Letter of Intent
- Curriculum Vita
- Unofficial Transcripts
- Statement of Teaching Philosophy

Names and contact information of three reference providers will be collected during the application process. Reference letters will be requested by the Search Committee through an online process at a later date.

You will receive email confirmation once you have successfully completed the application process.

## Internal Description

[ No Internal Description provided ]

Job Type: Part-time	Reference Number: --
Job Category: Staff	Reference 1 (Internal): --
Department: Human Resources	Reference 2 (Internal): --
URL: --	Reference Job Template ID: --

# (3) Approval Status

## Requisition Approvers: Research Associate/Big Red

[Manage Requisitions](#) [View Requisition](#) [Printable Version](#) [Job Details](#)

Originated by: Jo A Malott on 07/02/2024

Approver	Approver Title	Approval Status
Jo A Malott	HR Compensation	
-- Select --		
-- Select --		
-- Select --	Department Head/Director	
-- Select --	College Budget Review (Academic Units ONLY)	
-- Select --	Dean OR Senior Division Administrator (or proxy)	
-- Select --		
-- Select --		
-- Select --	Proxy for Provost (Academic Units Only)	
-- Select --	Proxy for EVP (Non-Academic Units Only)	
-- Select --	Hiring Official	
Jo A Malott	HR Employment	

Save

Cancel

Send for Approval

# Things to Remember

- Call HR prior to hiring
- Employees can not be paid on two different payrolls
- Background Check
- Onboarding
- EPAF



# We Are Here to Help!



# Special Guest Speakers

Pam Davidson  
Brittany Green  
Marcy Morehead

Purchasing

Special Guest Speaker

Madona May

Travel

# WKU Travel

**Travel Coordinator/Group Travel Auditor- Madona L. May**

# What Are The Top 5 Issues With Filling Out A Travel Voucher?



# Top 5 Travel Voucher Issues

- 1. Not including Departure/Arrival times on the voucher. Why is this important?
  - -Because it affects whether or not you receive a meal per diem. Your per diems revolve around the time you leave and arrive back at home.
- 2. Claiming tips on Taxi's, Ubers, Lyfts, when you have already claimed a meal per diem.
- 3. Claiming meal per diems when the conference or hotel offered a FULL SERVICE meal. (full service not a grab and go breakfast or lunch)
- 4. Renting cars that are more expensive, adding unnecessary insurance.
- 5. Signatures missing.

What do we need to do before you travel?



# Thinking ahead of travel

- Keep your departments budget in mind (be protective of the budget to make it last longer)
- Plan your trip out before making arrangements
- Shop around to find the most economical
- Try not to use the .com's (when you have trouble, finding someone to help you is hard)



# Your Trip

- When planning your trip make sure to keep all receipts as you make reservations
- Choose the most economical way and direct way
- If something arises that changes your plans, make sure to put notes with your voucher
- If you share costs with other people, make sure to put notes with your voucher
- Include conference brochure, per diem rates, pcard and other receipts

# Payments for Trip

- P-Card (if you need one, contact Pam Davidson)
- Use the P-card for your trip as much as possible (unless the university says not to use P-Card)
- If funds are from a scholarship/sponsorship, please include that information in the voucher

# Travel Voucher and Policy Information

- Where to find the voucher ([Division of Strategy, Operations and Finance - Travel | Western Kentucky University \(wku.edu\)](#) )
- Rental Car ([WESTERN KENTUCKY UNIVERSITY enterprise.com](#)) (make sure it says WKU Naspo on it)
- Per Diem Rates ([Per Diem Rates | GSA](#) )
- Parking rates will be the most economical Lot A,B, or C
- BNA (Nashville)- we pay up to \$20 per day (as of May 2023)
- The parking garage and valet is a different price and the difference would be deducted from the \$20 per day.

# Per Diem Website

## Per Diem Rates

### Overview

[FY 2024 Per Diem Highlights](#)

[FAQ](#)

[Per Diem Files](#)

[M&IE Breakdown](#)

[Factors Influencing Lodging Rates](#)

[Per Diem Boundaries](#)

[Fire Safe Hotels](#)

[Per Diem Contacts](#)

## Per Diem Rates

Rates are set by fiscal year, effective October 1 each year. Find current rates in the continental United States (“CONUS Rates”) by searching below with city and state (or ZIP code), or by clicking on the map, or use the new [per diem tool to calculate trip allowances](#).

### Search by city, state, or ZIP code

Required fields are marked with an asterisk (\*).

For Fiscal Year: \*

2024 (Current Fiscal Year) ▾

State

Select a State ▾

City

City (optional)

OR

ZIP

ZIP


Find Rates

# Tips to Ubers, Lyft, Taxis, Porters

## 12. Are taxes and gratuity (tips) included in the Meals and Incidental (M&IE) expense rate?

Yes, the meals and incidental expense (M&IE) rate does include taxes and tips in the rate, so travelers will not be reimbursed separately for those items.

## 13. What is considered an incidental expense?

[The Federal Travel Regulation Chapter 300, Part 300-3](#) , under Per Diem Allowance, describes incidental expenses as: Fees and tips given to porters, baggage carriers, hotel staff, and staff on ships.

# Completing the Travel Voucher

- Have all receipts before you start
- List all the days on the trip (do not skip days)(include personal)
- Have a start time for the beginning of the trip and a return time at the end of the trip
- Give good descriptions of where you are going
- Get all signatures that are required
- Know your index and comm numbers
- Don't forget to include your 800# and give a good contact number incase I need to discuss your voucher

# Have a Wonderful Trip

- Bring back memories
- Bring back exciting things you learned
- Bring back experiences
- Bring back pictures you and/or students can cherish
  
- My contact Info:
- [Madona.may@wku.edu](mailto:Madona.may@wku.edu) 270-745-5327 if you have any questions before or after your trip

# Internal Grants – RCAP

## Research & Creative Activities Program - Overview

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- Focus: Faculty Support
- Application Cycle: Call for Proposals opens in late November. Proposals due February to ORCA
- RCAP Review Committee provides recommendations for awards
- Project Cycle: 15 months (Awards begin May 15)
- Contact: [internal.grants@wku.edu](mailto:internal.grants@wku.edu)



# Internal Grants – RCAP

## Research & Creative Activities Program - Overview

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### Mechanism Details

- **Category I:** Up to \$16,000 ‘seed’ funding to enhance the competitiveness of a subsequent submission for external funding
- **Category II:** Up to \$8,000 to support general enhancement of research & scholarly activity

# Internal Grants – RCAP

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- RCAP mirrors external awards (procedures, spending, etc.)
- RCAP = university funds (*WKU Discretionary Spending Policy*)
- RCAP indexes are “housed” in ORCA.
  - Financial Managers for current award cycles:
    - 227024 = Jo Scruggs
    - 227025 = Brittany Hix
- ORCA commits the money for the project and manages the funds/index.

# Internal Grants – RCAP Spending

Review the award contract and spending guidelines (sent via email to the faculty member, office support staff, and college support person)

[https://www.wku.edu/sponsoredprograms/rcap\\_award-management.php](https://www.wku.edu/sponsoredprograms/rcap_award-management.php)

Each cycle will have **Spending Guidelines** included with the contract. *Also available on the award management site.*

**Faculty & support staff must review & follow the spending guidelines.**

## RESEARCH & CREATIVE ACTIVITIES PROGRAM (RCAP)

### AWARD CONTRACT

Subject: RCAP II

Principal Investigator: Dr. Smith

Co-PI(s):

Amount: \$,008,000

Start Date: 5/15/2024

Award Number: RCAP 25-8060

End Date: 8/15/2025

Final Report Due: 02/15/2026

I have read the conditions listed below as set forth by the Office of Research and Creative Activity (ORCA) on which basis I have been granted funds for an internal RCAP award.

- This award is active from the Start Date to the End Date listed above. RCAP funds must be expended by the End Date, and all expenditures must follow the University's purchasing guidelines and policies for internal grants. Deviations from the approved project budget must be requested and approved by RCAP administrators prior to spending. No spending can occur prior to the start date. All procurement card and requisition/purchase orders must be made 30 days prior to the End Date.
- If the project involves human subjects, animal subjects, export control issues, rDNA/RGZ microbe, or bio-hazards, appropriate institutional approval(s) must be obtained BEFORE the project begins and BEFORE funds are spent. Contact the Office of Research Integrity ([ori@wku.edu](mailto:ori@wku.edu)) for further information or visit <http://www.wku.edu/compliance/>.
- The following deliverables are expected within five months after the project end date:
  - A manuscript for publication and/or paper for presentation at an appropriate professional conference should be submitted, or a work of art, exhibit, or performance (as specified in the application) should have occurred before the final report due date.
  - Submission of an extramural funding proposal is expected before the final report due date [mandatory for CATEGORY I awards].
- As a condition of this award, you agree to serve as a reviewer for internal grants during the 2025-2026 and 2026-2027 academic years. ORCA also appreciates awardees' willingness to review beyond the required review service period. Additionally, you may be asked to do other modest service to support the research mission of the University. This may include attending brief meetings, participating in mock review panels for extramural proposals, and/or attending WKU research-related seminars/workshops.
- If an awardee anticipates being unable to complete the project within the listed time frame, a progress report, accompanied by a request for a one-time extension, must be submitted before the End Date. The report should specify which project objectives have been completed, which are still outstanding, and why they are still outstanding. *Please note that no-cost extensions will only be approved in exceptional circumstances. Only one no-cost extension will be approved.*
- By the final report due date, the attached final report form must be submitted to the ORCA ([internal.grants@wku.edu](mailto:internal.grants@wku.edu)) along with appropriate documentation that the expected outcomes of your RCAP project have been achieved. Examples of appropriate documentation may include a copy of an external proposal, copy of manuscript/presentation materials, or a pamphlet noting performance/work of art. Copies of the final report should be provided to your department head and dean.
- Any outcomes produced as a result of this award should be archived in TopSCHOLAR, WKU'S digital repository for research, creative and/or scholarly activities: <http://digitalcommons.wku.edu/>

I agree to the conditions of the contract, and I understand that my failure to furnish progress reports and/or achieve the expected project outcomes/deliverables, as agreed on here, may obligate me to refund all expenditures to date from my RCAP award. I also agree that upon completion of my project and/or following the end date of this award any unused funds will be returned to RCAP. If I overspend my RCAP funds, I will be responsible for obtaining the funds to reimburse RCAP in the amount of the overage. I understand that failing to adhere to the above-described conditions may result in ineligibility for future internal funding.

**\*\*IN ORDER TO RECEIVE THE FUNDING FOR THIS AWARD, YOU MUST REPLY TO THE AWARD NOTIFICATION EMAIL STATING YOU AGREE TO THE TERMS/CONDITIONS OF THIS CONTRACT AND THAT YOU HAVE REVIEWED THE "MANAGING A RCAP AWARD" WEBPAGE\*\***

# Internal Grants – RCAP

## Spending

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### RESEARCH & CREATIVE ACTIVITIES PROGRAM (RCAP)

#### AWARD CONTRACT

Subject: RCAP II

Principal Investigator: Dr. Smith

Co-PI(s):

Amount: \$,008,000

Start Date: 5/15/2024

End Date: 8/15/2025

Award Number: RCAP 25-8060

Final Report Due: 02/15/2026

---

I have read the conditions listed below as set forth by the Office of Research and Creative Activity (ORCA) on which basis I have been granted funds for an internal RCAP award.

- This award is active from the Start Date to the End Date listed above. RCAP funds must be expended by

Please refer to the Award Number (25-8060 example) in all communications.

# Internal Grants – RCAP

## Spending

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- Pcard Hardcode requests – include the **invoice/receipt** and a **copy/paste of the transaction** from JPMorgan Chase
- Requisitions & larger expenses – it is recommended to email [internal.grants@wku.edu](mailto:internal.grants@wku.edu) to confirm spending is approved before moving forward.
- Purchasing & contracted work should only take place during the project period (start & end dates).

# Internal Grants – RCAP

## Spending

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- Hiring Students – must submit a request form to ORCA first
  - We confirm funds are available for time period noted
  - We make record of the student to be associate to the project number/PI
  - We will reply with the index number to use to hire the student
- Travel Vouchers – send electronic (pdf) to ORCA for review & approval BEFORE sending to the travel office.
- Clean up all expenditures by the end date (inter-accounts).

# Internal Grants – RCAP

## Spending

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### What do we mean when we say we need to approve spending or hiring?

- ORCA approval = ORCA's confirmation that there is budget, that the expense aligns with the project budget, etc.
- ORCA approval does NOT supersede WKU policy and procedure for expenditures.
- You must follow university policy & procedures to complete the tasks/expenses.

# Internal Grants – RCAP

## Reallocations

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- [“Managing a RCAP Award”](#) page for link to request **form**
- Reallocations must align with project objectives (*Allowable, Reasonable, Allocable*).
- Refer to the project budget (found in the application) to indicate which categories the funds will move FROM and TO (*account codes not needed*)
  - Example: From: Personnel \$2000 To: Supplies \$2000.

*Communicate changes in services/vendors/personnel if listed on budget, even if not considered a reallocation.*



# Internal Grants – RCAP

## No-Cost Extensions

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- [“Managing a RCAP Award”](#) page for link to request form
- Extensions are not granted for the purpose of using an unliquidated balance.
- OSP will email the decision to the PI and support staff.

# FUSE

➤ **Faculty-Undergraduate Student Engagement**

# Internal Grants – FUSE

## Overview

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- Focus: Undergraduate Students (at least sophomore status by award start date)
- Cycles: Two cycles awarded per year, Spring and Fall
- Award Dates: Spring, January-May of the next year, and Fall, August-December of the next year.
- Award Amount: \$3,000 for one student or \$4,000 for groups or if project includes international travel.
- Student Stipend: The student will receive a \$500 stipend paid upon completion of project, and submission of the final report. If there are multiple student's, the stipend will be divided.

# Internal Grants – FUSE Spending

- Student and Mentor must review and sign the award contract and spending guidelines (sent via email to the student and faculty mentor). These guidelines can be found at the link below.

[https://www.wku.edu/research/fuse\\_awardee\\_info.php](https://www.wku.edu/research/fuse_awardee_info.php)

- The mentor **MUST** monitor students spending and ensure expenses are allowable.
- FUSE is funded with State Funds, meaning **ALL** University spending and travel policies must be followed. This includes the student's expenses.

- All expenditures associated with a FUSE Award must be consistent with the following:
  - **Project-related Expenses:**
    - Up to \$3,000 for project-related expenditures (including student travel needed to carry out or present research)
  - **\$500 Student Award:**
    - Awarded to the student after the successful completion of the project
  - The mentor is responsible for managing & monitoring the project-related funds. The mentor should ensure expenses are allowable, and must follow departmental and University spending policies and guidelines.
  - Expenses will be charged to the mentor's departmental index or purchasing card and will be reimbursed from the FUSE Grants index once approved by the Office of Research and Creative Activity (ORCA).
  - **To Obtain Approval from ORCA:** Please follow the procedures outlined below for making purchases using your FUSE Award funds. If questions arise, email those to [fuse@wku.edu](mailto:fuse@wku.edu).
  - *Do not spend out-of-pocket and expect to be reimbursed.* The University does not have a system in place to reimburse out-of-pocket expenses unrelated to travel (e.g., per diem, incidentals, etc.).

## PROCEDURES FOR SPENDING FUSE FUNDS

**\*\* Please reference the FUSE award number, student, and mentor on all requests\*\***

### TRAVEL

\*All travel must be consistent with WKU travel policies. For specific questions and policy information please contact the Travel Office.

- FUSE will only reimburse the least expensive method of travel. When possible, pay for up-front travel expenses (such as airline tickets and lodging) using the mentor's department Purchasing Card (Pcard). Once the charges hit JP Morgan Chase, the office support personnel can e-mail [fuse@wku.edu](mailto:fuse@wku.edu) to request that the charges be transferred (hardcoded) to the FUSE Index #XXXXXX ("HARDCODES" in subject line).
- Out-of-pocket travel expenses (such as food, mileage, taxi fare, etc.) can be reimbursed AFTER you travel by submitting a Travel Voucher.
- After departmental approval, the Travel Voucher must receive approval for use of the FUSE index by the FUSE Administrator. Send the voucher electronically to [fuse@wku.edu](mailto:fuse@wku.edu).
- Mentor travel will only be reimbursed from the FUSE grant if the student is present.

### ORDERING MATERIALS AND SUPPLIES

Order materials and supplies using the mentor's Department Purchasing Card. Once the charge appears online (JPMC, etc.), your department's Office Personnel can e-mail [fuse@wku.edu](mailto:fuse@wku.edu) to request that the charge be transferred to the FUSE grant index.

- Include invoice/receipt as well as screen shot of the charge from the JPMC website.
- Be sure to mention that WKU is tax-exempt! The tax-exempt number can be found on the Purchasing Card.
- All supplies and materials become property of your department after the FUSE Award has ended.
- All procurement card and requisition/purchase orders must be complete 30 days prior to the End Date.

### PAYING FOR PERSONNEL / HUMAN SUBJECT PARTICIPANTS

Please follow standard procedures for paying personnel, including paying human subjects participants: [http://www.wku.edu/compliance/irb\\_payments.php](http://www.wku.edu/compliance/irb_payments.php). Send all forms to [fuse@wku.edu](mailto:fuse@wku.edu) for approval. 00

# Internal Grants – FUSE Spending

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- Please refer to the Award Number (example: 24-FA200), student name, and mentor name in all communications.
- ALWAYS include receipts/invoices with request.
- Spending CANNOT begin before award start date and compliance requirements are met.

## Hardcodes

1. Student access to the Department Card (through mentor/office personnel).
2. The Office Personnel in your office will request hardcoding from [fuse@wku.edu](mailto:fuse@wku.edu).
3. FUSE will forward to AP once approved.

## Payment Authorizations

1. Can be used for participant support or incentives.
2. Should **not** be used to reimburse personal expenses for mentor or student.
3. FUSE will forward to AP once approved.

## Travel Vouchers

1. All up-front travel (lodging, airfare, etc.) should be purchased using WKU funds when possible.
2. Be sure there is a time of arrival & departure – Per Diem is affected by this.
3. All purchases claimed should be related to the award and travel of the parties.

# Internal Grants – FUSE Spending

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## **What do we mean when we say we need to approve spending?**

- ORCA approval = ORCA's confirmation that there is budget, that the expense aligns with the project budget, etc.
- ORCA approval does NOT supersede WKU policy and procedure for expenditures.
- You must follow university policy & procedures to complete the tasks/expenses.

# Questions?

**Contact:**

**Brittany Hix**

**[FUSE@wku.edu](mailto:FUSE@wku.edu)**

**(270)745-2598**

# FUTURE OSP SEMIINARS

- Pre-Award/Proposal Development
  - SPIRIT
- In-Depth Post-Award (if requested)
  - YOU tell US!

When you complete your evaluation, please tell us what topics you'd like us to cover in future presentations.



# WRAP UP

- Questions
- Evaluations
- Certificates

