

QUICK TIPS FOR RESEARCH ADMINISTRATION

General Guidelines

- If you are a Principle Investigator (PI), YOU have the primary fiduciary responsibility for your grant funds. Because of recent legislation and University policy, you must **review your financial reports monthly** in InfoView. Your research analyst is your partner and facilitator, but YOU must review the status of your funds.
- **ALWAYS** get an **original** itemized receipt if you think you might get reimbursed.
- Requisitions must be submitted and approved before funds are expended.
- All invoices relating to your grant have to be signed, dated, and OK'd for payment before sending to FAST, or to your research analyst for payment.
- If a grant is awarded to PIs in more than one division, funds are generally transferred from the lead PIs division for specific expenses or scopes of work. An MOU may be required to obtain clear agreement between PIs. Your research analyst will assist with this process.
- Most funding sources prohibit the purchase of alcohol, your research analyst can help you determine if your grant allows for this type of expense.
- The best way to keep your financial records accurate and timely is to charge expenses to the correct account to begin with. If that does not occur, or if it is not possible, it is possible to transfer expenses. Transfers for most types of expenses will be recorded in the financial system shortly after processing and approval, while transfers of payroll expense (TOPE) only post to the financial system once per month, and show up 1-2 weeks after the beginning of the month.

Going on a trip on your grant?

- If you have received federal funds, you are required to use US flag carriers (Companies based in the USA), whenever possible. See travel guides for details: http://financial.ucsc.edu/Pages/Travel_Main.aspx
- Documentation of the need for a larger vehicle is required for reimbursement of rental costs of any vehicle larger than an economy car or smaller.
- If you expect to be reimbursed for grant related travel, you are required to sign up for **free trip insurance** through UC before traveling. This insurance is comprehensive and includes: medical care and evacuation, loss of personal property (UC employees only), extraction for political and weather related reasons and more. More information about this insurance and the simple sign up form can be found here: <http://www.uctrips-insurance.org/>

Cost Saving Tip: If you have awards with a 19900 fund number (unrestricted state funds), the campus pays for all benefit costs for academic, student and permanently funded staff positions hired. The benefit costs will be charged to your award and then central campus deposits funds into your account to offset these costs.