

FINANCIAL MANAGEMENT

KEY POINTS TO REMEMBER

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Key Points to Remember

- **GOVERNING FEDERAL COSTS PRINCIPLES--**
OMB CIRCULAR A-21 APPLIES TO
EDUCATIONAL INSTITUTIONS
- NSF AWARDS ARE TO THE INSTITUTION, NOT
TO THE PRINCIPAL INVESTIGATOR
- **TYPES OF AWARDS**
 - STANDARD AND CONTINUING
- **DIRECT AND INDIRECT COSTS**
- **DRAW-DOWNS** (TYPES: ADVANCE OR
REIMBURSEMENT)

Key Points to Remember

- **ALLOWABLE CHARGES (PRE- AND POST-AWARD COSTS)**
 - **--PRE-AWARD COSTS (90 DAYS PRIOR TO START DATE, INCURRED AT INSTITUTION'S RISK)**
 - **--POST-AWARD COSTS (ONLY TO LIQUIDATE VALID COSTS INCURRED BEFORE EXPIRATION DATE)**

Key Points to Remember

■ **DIRECT COSTS**

- SALARIES, WAGES AND EMPLOYEE BENEFITS FOR PROJECT PERSONNEL (NO CLERICAL/ SECRETARIAL SUPPORT)
- TRAVEL; EQUIPMENT; PARTICIPANT SUPPORT; AND OTHER DIRECT COSTS

■ **PARTICIPANT SUPPORT**

- STIPENDS, TRAVEL, SUBSISTENCE, AND OTHER COSTS TO BE INCURRED FOR PARTICIPANTS

Key Points to Remember

- FUNDS CANNOT BE USED TO AUGMENT SALARIES
- CONSULTANT FEES MUST BE CONSISTENT WITH INSTITUTIONAL PRACTICE/POLICIES
- EQUIPMENT (TITLE BELONGS TO THE INSTITUTION)
- PURCHASE OF GENERAL PURPOSE EQUIPMENT UNALLOWABLE UNLESS USE IS INTEGRAL PART OF PROJECT

Key Points to Remember

- **DOCUMENTATION OF EXPENDITURES**
 - MAINTAIN RUNNING RECORD OF EXPENDITURES ON YOUR OWN

- **-NO-COST EXTENSIONS**
 - INSTITUTION/PI CAN GIVE FIRST EXTENSION TO COMPLETE ACTIVITIES, BUT NOT TO JUST SPEND THE REMAINING FUNDS
 - NSF MUST APPROVE ANY ADDITIONAL EXTENSIONS