Department of Research Development
Angela Jordan, Ph.D., Assistant Vice President
251.460.6507 | ajordan@southalabama.edu

UNIVERSITY OF SOUTH ALABAMA

Office of Research & Economic Development (ORED)
Internal Funding Program Awardee Frequently Asked Questions

QUESTION	GUIDANCE
How do I find the dates of my award term?	The dates of your award are provided in your award letter. They are also available in your award file in Cayuse.
How can I access the funds for my award?	ORED internal awards are cost-reimbursable. Once the Office of Grants & Contracts Accounting has processed your award and set up a fund number, that number can be used during the award term to reimburse project expenses that have been incurred, whether that is accomplished through ordering on a departmental PCard, direct pays, invoicing, or other means. If you have any questions about managing your award, you should check with your college grant administrator (see below).
How do I find my fund number?	Once the Office of Grants & Contracts Accounting has processed your award and set up a Banner Fund Number, it will be listed in your project file in Cayuse. It is located towards the bottom right of the Project screen.
How do I find my college's grant administrator?	ORED maintains a list of college grant administrators on our website.
How do I find my assigned administrator in Grants & Contracts Accounting?	Once the Office of Grants & Contracts Accounting has processed your award, the Primary Administrative Contact will be listed in your project file in Cayuse.
Can I do pre-award spending?	No. Project expenses can only be reimbursed when they fall within the dates of the award period, or pre-approved no-cost extension.
I have money left over at the end of my award. Can I use it for something else I need?	No. If your project comes in under budget, any remaining funds return to the Office of Research and Economic Development. Your funding is provided only for the execution of the specific project and budget reviewed by the review panels and approved by the Vice President for Research and Economic Development.

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How do I request a change in my budget?	**Changes of up to 5% of the award total:** If you wish to make a change of up to 5% of the total amount of your award you may do so as long as the following conditions are met: • A detailed list of requested changes and an accompanying justification is emailed to ajordan@southalabama.edu. • Changes do not result in an increase in the amount of faculty salary and fringe. • Changes do not affect graduate assistant stipends or tuition. • Changes are from one existing, approved budget line to another (e.g. from travel to supplies). • Changes are only for expenses allowed by the funding program and do not include prohibited items. For any other changes, e.g. amounts more than 5% of the award, the addition of new budget items, or other conditions outside of those listed above, awardees must submit a post-award change form in InfoReady for review by the Research Development office.
How do I request a no-cost extension?	Spending on your award should be closely monitored throughout the year to ensure that expenditures and reimbursement requests are occurring on schedule. If you anticipate needing to extend your award term in order to complete the project, most awardees* are eligible for **one no-cost extension of six months**. Your request should be submitted using the post-award change form in InfoReady at least (and preferably prior to) **60 days before the end of the award**. * Awardees of the Seed Grant to Support the Arts & Humanities are not eligible for no-cost extensions.
How do I relinquish my award?	If your circumstances change dramatically and you must relinquish your award before work starts, or terminate it after the project has already begun, use the post-award change form to submit your change in InfoReady.