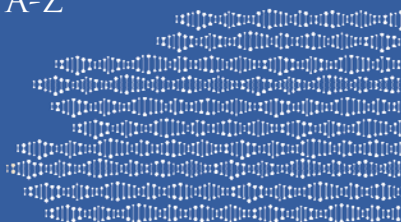


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THE CPRIT GRANT POST-AWARD PROCESS: A-Z



FY2017

WELCOME & INTRODUCTIONS

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TRAINING OVERVIEW

- Compliance Program
- Required Reporting
- Change Requests/Grant Closeout
- Administrative Rule Changes




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GRANT REQUIREMENTS SOURCES

- Texas Health and Safety Code Chapter 102
- Texas Administrative Code, Title 25, Chapters 701–703
- CPRIT Policies and Procedures Guide
- Uniform Grant Management Standards
- Grant Contract
- Request for Applications (RFA)

 4

GRANTEE RESOURCES

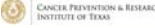
Grantee Resources
<http://www.cprit.texas.gov/funded-grants/grantee-resources/>

Statutes, Rules, & Policy Guide
<http://www.cprit.texas.gov/about-cprit/laws-rules-and-guidelines/>

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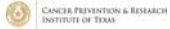
COMMON ACRONYMS

- ASO – Authorized Signing Official
- AUP – Agreed Upon Procedures
- CARS – CPRIT Application Receipt System
- CGMS – CPRIT Grants Management System
- CR – Company Representative
- FICR – Federal Indirect Cost Rate
- FSR – Financial Status Report
- HUB – Historically Underutilized Business
- MCC – Matching Compliance Certification

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COMMON ACRONYMS

- NCE – No Cost Extension
- OC – Oversight Committee
- PI – Principal Investigator
- PD – Program Director
- PLOE – Personnel Level of Effort
- RFA – Request for Applications
- SAD – Single Audit Determination
- TAC – Texas Administrative Code
- UGMS – Uniform Grant Management Standards



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COMPLIANCE PROGRAM OVERVIEW

Post-Award Grant Monitoring

- On-Boarding / Annual Training
 - ASO & at least one other grantee employee
- Risk Assessments (Annually/Quarterly)
- Compliance Monitoring Reviews
 - Desk Reviews, On-site Reviews, Ad-hoc Reviews
- FSR 2nd Level Reviews
- Annual Attestation
- Single Audit Reviews



8

ANNUAL ATTESTATION

➢ Self-certification checklist covering the following 12 areas:

• *Policies and Procedures	• Payroll and HR
• Accounting System Software	• Travel
• Financial Reporting	• Personnel
• Cost Allowability	• Safeguarding Property
• Cash Management	• Procurement
• Budget Control	• Subcontractors

*Revenue Sharing P&Ps required for all grantees
 *Matching Funds P&Ps required for Academic Research & Product Development Research



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GRANTEE TRAINING REQUIREMENT

CPRIT Administrative Rule 703.22

- A Grant Recipient that is approved for a Grant Award for the first time on or after September 1, 2015 shall complete an initial compliance training program. The training must be completed prior to receiving disbursement of Grant Award funds.
- All Grant Recipients shall complete an annual compliance training program by November 1, 2016 and annually by November 1st of each year thereafter.



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GRANTEE TRAINING REQUIREMENT

- **Who must attend?**
 - Authorized Signing Official (ASO) and at least one other grantee employee
- **Training Modalities**
 - On-Site Trainings
 - Webinars
 - Online Training Tutorials




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FRAUD, WASTE, & ABUSE

What is Fraud?

- Simply – fraud is a false representation about a material fact
- Any act that constitutes fraud under applicable federal or state law, including any intentional deception or misrepresentation made by a person with the knowledge that the deception could result in some unauthorized benefit to that person or some other person



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FRAUD, WASTE, & ABUSE

What is Waste?

- Practices that a reasonably prudent person would deem careless or that would allow inefficient or unnecessary use of resources, items, or services

What is Abuse?

- Excessive or improper use of a resource; intentional destruction, diversion, manipulation, misapplication, or misuse of resources; extravagant or excessive use as to abuse one's position or authority

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FRAUD, WASTE, & ABUSE

How can I tell if Fraud, Waste, or Abuse is occurring?

Common fraud 'indicators':

- No separation of duties
- Lack of internal controls
- High turnover of personnel
- Unexplained entries or altered records
- Inadequate or missing documentation
- Unauthorized transactions

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FRAUD, WASTE, & ABUSE

How do I Make a Report?
(Users can remain anonymous)
Use Client Code #5124633190

Call 1-877-64-RedFlag
(1-877-647-3335)

Online www.RedFlagReporting.com

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FRAUD, WASTE, & ABUSE



Report concerns safely, securely and anonymously 24/7.

If you are uncomfortable with a situation, *Be Proactive*.

Red Flag Reporting is your hotline for:

- fraudulent activity/ theft,
- misconduct,
- safety violations,
- unethical behavior.

Protect your organization and your co-workers.

Secure Every Employee's Desire to Feel Protected and Safe.

Click www.RedFlagReporting.com
 or
 Call 1-877-66-RedFlag (1-877-647-3333)
 Client Code: 5126633190

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GRANT CONTRACT

- Recitals
- Articles 1-9
- Attachment A – Project Description, Goals & Timelines
- Attachment B – Detailed Approved Budget Form
- Attachment C – Assurances and Certifications
- Attachment C *Part 2 – Matching Funds Requirement
- Attachment D – Intellectual Property & Revenue Sharing
- Attachment E – Reporting Requirements

*For Academic Research and Product Development Research Grants

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COMMON COMPLIANCE REVIEW FINDINGS

- Procurement Process (Vendor Selection)
- Subcontractor Monitoring
- Debarment Checks
- Cash Management (Interest-Bearing Account)
- Policies and Procedures

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COMMON COMPLIANCE REVIEW FINDINGS

- CPRIT Acknowledgment in Publications
- Single Audit Determination (SAD) Form Errors
- Matching Compliance Certification (MCC) Errors
- FSR Reporting Errors
- Timely Submission of Required Reporting

GRANT COMPLIANCE MONITORING

Areas to Note:

- **Procurement Process** (Vendor Selection)
[UGMS, Subpart C.36, Texas Government Code 2254]
- **Subcontractor Monitoring**
[Contract Section 2.08, Policies and Procedures Guide: Flow-Down Requirements, and Uniform Grant Management Standards, Subpart C]
- **Debarment Checks**
[Contract Attachment C, Section C1.05]

GRANT COMPLIANCE MONITORING

- **Use of Logo** – name and state seal
 - <http://www.cprit.texas.gov/news/media-center/>



- **Acknowledgement in all materials** (peer-reviewed journals, publications, etc.) regarding the work associated with Institute-funded activities
- Submit electronic version of final peer-reviewed manuscripts that arise from grant funds to PubMed Central

CONSEQUENCES OF NON-COMPLIANCE

- Withhold Reimbursement/Advancements
- Waive Reimbursement
- Termination of the Grant
- Ineligible to receive additional grants

GIFTS TO CPRIT

- CPRIT may **not** award a grant to an applicant who has made a gift to CPRIT on or after June 14, 2013
- Applicants must certify they have not made a gift to CPRIT at the time of submission and at the time of contract execution
- An application submitted by a grant applicant that has made a gift to CPRIT or a foundation supporting CPRIT will be withdrawn from consideration for a grant award – the donation must be returned in order for the applicant to be eligible

GIFT CARD CERTIFICATION FORM

- Required from grant recipients seeking reimbursement for otherwise allowable gift card expenditures
- A separate form is required for each gift card denomination amount provided to project participants.
- Reimbursement occurs after documented issuance of gift cards

Gift Card Certification Form for CPRIT Grants

Grant recipients seeking reimbursement for otherwise allowable gift card expenditures must complete and submit this form to request the reimbursement request. A separate form is required for each gift card denomination amount provided to grant participants. By submitting this form to CPRIT, you are certifying the accuracy of the information provided.

Name of Grant	
Date of Gift Card Issuance	
Name of Participant (Last, First, Middle)	
Denomination amount of gift card	
Total gift cards purchased	
Amount distributed (Total amount)	
Amount gift cards distributed	
Amount reimbursement requested of the grant participant	

Instructions:

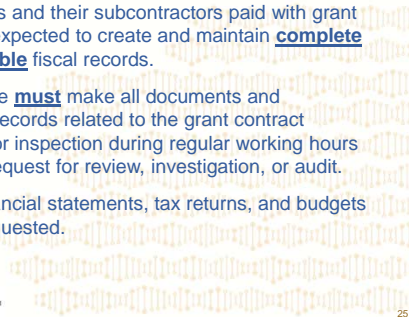
- Fill out all information on the form above. Use "N/A" if necessary. Do not leave a blank line.
- If the total number of gift cards purchased is different than the total amount distributed, please explain the difference in the last paragraph of the gift card that was not distributed. Submit the submission with this form.
- Attach all evidence in certifying that participants received the gift card (e.g. signs or photos, photos, etc.)
- IF YOU ARE UNABLE TO PROVIDE COMPLETE INFORMATION EVENING THIS THAT PARTICIPANTS RECEIVED GIFT CARDS PER TO FEDERAL OR STATE LAW, PLEASE CONTACT THE OFFICE OF COMPLIANCE AND ETHICS AT THE INSTITUTE OF TEXAS. THE OFFICE OF COMPLIANCE AND ETHICS WILL ASSIST YOU WITH THE INFORMATION YOU NEED TO COMPLETE THIS FORM.**

I have entered the complete information certifying that participant received gift cards expenditures. I am submitting this form to the program administrator certifying that the gift card was distributed to specific individuals that participated in the program.

Program Director (signature) _____ Name (Last, first, middle) _____
 Program Director (signature) _____ Name (Reimbursement submission) (signature) _____
 Date _____ Date _____

RECORD RETENTION

- All grantees and their subcontractors paid with grant funds are expected to create and maintain **complete** and **auditable** fiscal records.
- The grantee **must** make all documents and electronic records related to the grant contract available for inspection during regular working hours upon the request for review, investigation, or audit.
- Annual financial statements, tax returns, and budgets may be requested.



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COMPLIANCE PROGRAM/MONITORING

Q & A



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REPORTING REQUIREMENTS

- Financial Status Reports (FSRs)
- Matching Compliance Certification (MCC)
- Inventory Report
- Revenue Sharing Form
- Historically Underutilized Businesses Report (HUB) / Texas Suppliers Form
- Single Audit Determination (SAD)
- Progress Reports



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REPORTING REQUIREMENTS

Annual

- Inventory Report
- Revenue Sharing Report
- HUB/Texas Suppliers Form
- Matching Compliance Certification*
- Single Audit Determination Form
- Annual Progress Report
- Audit Report

*ONLY applies to Academic Research/
Product Development Research Grants

Quarterly

- Financial Status Report
- Quarterly Progress Report**

**ONLY applies to Prevention Grants

Periodic

- Interim / Tranche Report

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REQUIRED REPORTING & DUE DATES

- **Financial Status Reports (FSRs)**
 - Due 90 days after the state fiscal quarter
- **Matching Compliance Certification (MCC)**
 - Due 30 days following the FSR due date of the last quarter of the grantee's project year
- **Progress Reports**
 - **Quarterly** – due 15 days after the state fiscal quarter
 - **Annual** – due 60 days after the anniversary of the contract effective date
 - **Tranche/Interim** – due upon completion of specific milestone/per program requirements

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REQUIRED REPORTING & DUE DATES


- **Inventory Report**
 - Due 60 days after the anniversary of the grant contract effective date
- **Revenue Sharing Form**
 - Due 60 days after the anniversary of the grant contract effective date
- **Historically Underutilized Business Report (HUB) / Texas Suppliers Form**
 - Due 60 days after the anniversary of the grant contract effective date

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REQUIRED REPORTING & DUE DATES

- **Single Audit Determination (SAD)**
 - Due 60 days after the anniversary of the grant contract effective date
- **Final Reporting/Close Out Documents**
 - Due 90 days after the grant contract termination date
 - **Except Final FSR** - due 90 days following the end date of the last state fiscal quarter that includes the termination date of the grant contract

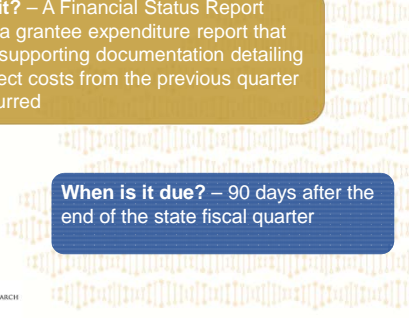


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REPORTING - FSRs

What is it? – A Financial Status Report (FSR) is a grantee expenditure report that requires supporting documentation detailing how project costs from the previous quarter were incurred


When is it due? – 90 days after the end of the state fiscal quarter



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REPORTING - FSRs

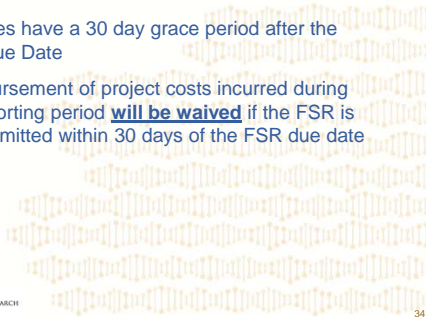
Fiscal Quarter/ Reporting Period	FSR Due Date	Last Day of Grace Period
Sept 1 – Nov 30	Feb 28	Mar 30
Dec 1 – Feb 28	May 29	June 28
Mar 1 – May 31	Aug 29	Sept 28
June 1 – Aug 31	Nov 29	Dec 29



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REPORTING - FSRs

- Grantees have a 30 day grace period after the FSR Due Date
- Reimbursement of project costs incurred during the reporting period **will be waived** if the FSR is not submitted within 30 days of the FSR due date

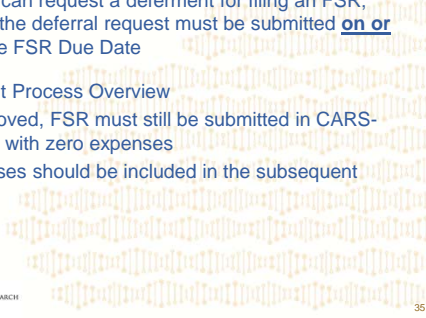


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REPORTING - FSRs

- Grantees can request a deferment for filing an FSR; however, the deferral request must be submitted **on or before** the FSR Due Date
- Deferment Process Overview
 - If approved, FSR must still be submitted in CARS-CGMS with zero expenses
 - Expenses should be included in the subsequent FSR

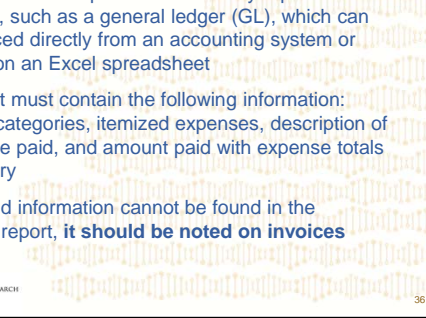


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REPORTING - FSRs

- The grantee should provide a summary report of expenses, such as a general ledger (GL), which can be produced directly from an accounting system or itemized on an Excel spreadsheet
- The report must contain the following information: expense categories, itemized expenses, description of items, date paid, and amount paid with expense totals by category
- If date paid information cannot be found in the summary report, **it should be noted on invoices**



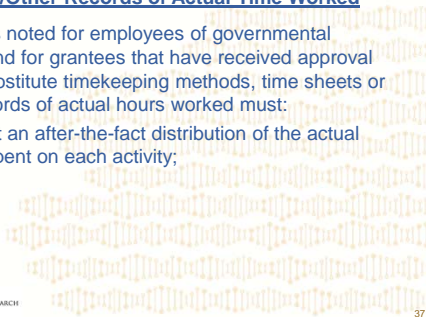
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REPORTING - FSRs

Timesheets/Other Records of Actual Time Worked

- Except as noted for employees of governmental entities and for grantees that have received approval to use substitute timekeeping methods, time sheets or other records of actual hours worked must:
 - Reflect an after-the-fact distribution of the actual time spent on each activity;



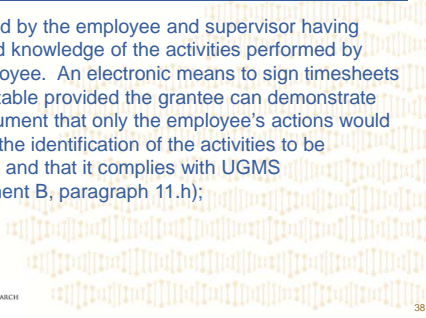
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REPORTING - FSRs

Timesheets/Other Records of Actual Time Worked - cont.

- Be signed by the employee and supervisor having first-hand knowledge of the activities performed by the employee. An electronic means to sign timesheets is acceptable provided the grantee can demonstrate and document that only the employee's actions would result in the identification of the activities to be charged, and that it complies with UGMS (Attachment B, paragraph 11.h);



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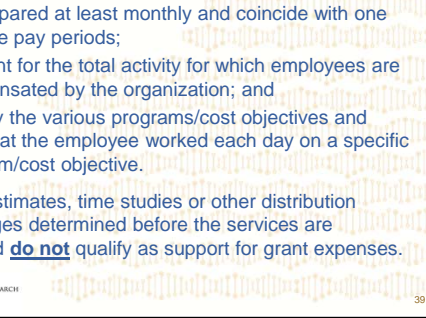
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REPORTING - FSRs

Timesheets/Other Records of Actual Time Worked – cont.

- Be prepared at least monthly and coincide with one or more pay periods;
- Account for the total activity for which employees are compensated by the organization; and
- Identify the various programs/cost objectives and time that the employee worked each day on a specific program/cost objective.

- Budget estimates, time studies or other distribution percentages determined before the services are performed **do not** qualify as support for grant expenses.




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REPORTING - FSRs

- Report only expenses **paid** during the current reporting period
- **Payroll is an exception to this requirement**
- A payment claimed for a period earlier than the current period should be accompanied by a letter or memo explaining the extenuating circumstance that the payment was not claimed in the appropriate period
- In addition to the summary report of expenses, a grantee must provide documentation to support expenses reported for each category

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REPORTING - FSRs

- Grantee must summarize and tie all submissions where applicable. Failure to accomplish this could delay reimbursement.
- CPRIT program staff will check totals and will not piece together general ledger total or interpret accounting practices

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REPORTING - FSRs

- Supporting documentation for each expense must be legible. The documentation must be numbered, cross referenced, and organized by the grantee in a manner that is easily identifiable by CPRIT staff.
- Supporting documentation must be maintained on-site

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REPORTING - FSRs

- For academic institutions, the Supplies and "Other" categories require invoices for any single expenditure equal to or greater than \$750. **There is no minimum amount for non-profits and for-profits.**
- Travel, Contractual, and Equipment categories require 100% documentation – **applies to all grantees**



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REPORTING - FSRs

- A grantee whose organization has a central supply department that purchases supplies on behalf of the entire organization may provide the transactional document from the central supply department for the supplies received from that department as proof of expense



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REPORTING - FSRs

- Travel authorization and expense reports must be signed by the traveler and approved by the employee's supervisor. A separate travel expense report should be submitted with all supporting documentation for each trip taken.
- If per diem for meals is requested on the travel authorization and expense report meal receipts are not required.



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REPORTING - FSRs

- Expenses for alcohol and gratuity are unallowable
- A grantee whose organization has a central travel department that books airline flights for all employees may provide the transactional document from the central travel department for airfare purchases as proof of expense

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REPORTING - FSRs

Contractual Expense Category

- Indirect costs included on contractual invoices are non-allowable, unless the grantee is counting those indirect costs towards their 5% indirect costs reimbursement limit.

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REPORTING - FSRs

Contractual Expense Category

- Documentation for grantee contractor travel expenses claimed under contractual should include the following:
 - Show the name or position of the traveler and provide detail about the costs by category, such as a breakdown of amounts for airfare, mileage, hotel, meals and other travel related costs.
 - If the contractor is not claiming per diem, documentation for meals and for taxi should include receipts for verification that no alcohol or tips are being included in the reimbursement.

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PLOE & NON-KEY PLOE

- Employee positions listed in the approved budget should be listed on the Personnel Level of Effort (PLOE) in CARS / CGMS
- If you are submitting salary expenses for an employee on the financial status report, show the position name and title on the PLOE prior to submitting for payment
- Changes in Key Personnel should be reported in CARS-CGMS on the Personnel Level of Effort Form
 - Key Personnel are defined as Principal Investigator, Program Director, and/or Company Representative

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PLOE & NON-KEY PLOE

- Non-Key PLOE form allows grantees to report personnel changes to the CPRIT grant and does not require CPRIT approval
- Non-Key PLOE form can be found on the CPRIT website, Grantee Resources Page: <http://www.cprit.texas.gov/funded-grants/grantee-resources/>

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COMMON FSR REPORTING ERRORS

- Submitting accrued expenses.
- Submitting invoices with dates outside the current reporting period.
- Employees reported on grant payroll are not listed on the Personnel Level of Effort form in CARS/CGMS or Non-Key CPRIT Grant Personnel Update form
- Submitting reimbursement for expenses not listed and approved in initial project budget.

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COMMON FSR REPORTING ERRORS


5. Interdepartmental charges not adequately documented.
6. Inadequate supporting documentation.
7. Submitting incorrect travel documentation.
8. Inaccurate calculations.
9. Overbilling for conferences, exceeding the allowable budget amount for a category.

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REPORTING - FSRs

Allowable Costs


- All costs charged to a CPRIT grant must meet the general allowability criteria established by the Uniform Grant Management Standards (UGMS)
- Although a cost may meet the allowability criteria established by UGMS, CPRIT may restrict or cap the reimbursement of allowable costs

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REPORTING - FSRs

Allowable Costs

- Any restriction and/or limitation of allowable costs will be specified in the applicable statute, administrative rule, contractual term (including the approved budget), or the request for application
- If the grant contract limits payment of allowable costs, the total allowable cost allocable to a CPRIT grant should still be captured in the general ledger and reported on the FSR

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REPORTING - FSRs

Highlights – Allowable vs. Unallowable

- Purchase of equipment, if not initially budgeted in the CPRIT proposal, requires prior approval.
- Academic conferences may be paid for with CPRIT grant funds if they are in the budget. In most cases, CPRIT grant awards only pay for two participants to attend the biennial CPRIT Conference. Research Training Awards are exceptions to the two-attendee rule.

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REPORTING - FSRs

Highlights – Allowable vs. Unallowable

- Invoices posting after the end of a financial quarter are unallowable. These costs should be reported in the following quarter's financial status report.
- Generally, cost transfers processed after 90 days are unallowable. Cost transfers are allowed to make corrections to bookkeeping errors
- Clothing purchases such as uniforms, lab coats, boots, etc. necessary to perform the project work are allowable, but they must be listed in the project budget

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REPORTING - FSRs

Highlights – Allowable vs. Unallowable


- Personal insurance on a rental car is unallowable. CPRIT will cover insurance costs when insurance is purchased through the car rental agency
- Cell phone charges paid as supplemental payroll are unallowable. Payments directly to a cell phone provider are allowable
- Unallowable costs should **not** be recorded in the grantee's cost center

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REQUIRED REPORTING


Q & A

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REPORTING - MCC


What is it? The Matching Compliance Certification (MCC) is an amount of funds equal to one-half of the award dedicated to the academic research and product development research that is the subject of the grant request (**Excluding Prevention Grants**)

When is it due? – Prior to the execution of final academic research and product development research award contracts between CPRIT and the recipient (and then annually for multi-year awards). The MCC is due 30 days following the due date of the FSR reflecting expenses incurred during the last quarter of the grantee's fiscal year.

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REPORTING - MCC

- > Must maintain a **separate account** for funds used to meet matching requirement
- > Submit documentation of expenditures used to meet annual matching requirement
 - Examples may include the institution's FICR letter, copy of accounting report/documents including general ledgers, etc.

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REPORTING - MCC

- For grantees receiving advancement of funds, the annual matching certification is based on amount of funds advanced, **not** on amount expended
- **Example:**
 Funds Advanced - \$1,000,000
 Funds Expended - \$750,000
 Required Match - \$500,000

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REPORTING - MCC

- Institutions of Higher Education may use their Federal Indirect Cost Rate to fulfill match requirement
- Institutions of Higher Education **must upload to each grant record** most current indirect cost rate agreement

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REPORTING - MCC

MCC for Public and Private Institutions of Higher Education – use of Federal Indirect Cost Rate (FICR)

Example:

- University receives a one year grant totaling \$500,000
- Required Matching Funds = \$250,000 (\$500,000 X 50%)
- University's FICR = 54%
- Of the 50% match required, 49% (54% – 5%) is covered by FICR credit.
- FICR Credit of \$245,000 (\$500,000 X 49%) counted toward match.
- University funds needed for match = \$5,000 (\$500,000 X 1%)

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REPORTING - MCC

- The matching funds credit is the difference between the FICR and the 5% indirect cost rate allowed by CPRIT
- For any required match amount not covered by FICR credit, grantee must have funds dedicated to the project
- The grantee must file documentation of the FICR with CPRIT and maintain adequate documentation of funds used for match at the time of the certification

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REPORTING - MCC

Helpful Hints

- The following can be used towards the match:
 - Salary of individuals assigned to the grant
 - Supplies purchased for use in research (both Academic & Product Development)
 - Equipment used to monitor research data
 - Fringe Benefits for individuals assigned to grant
 - Travel

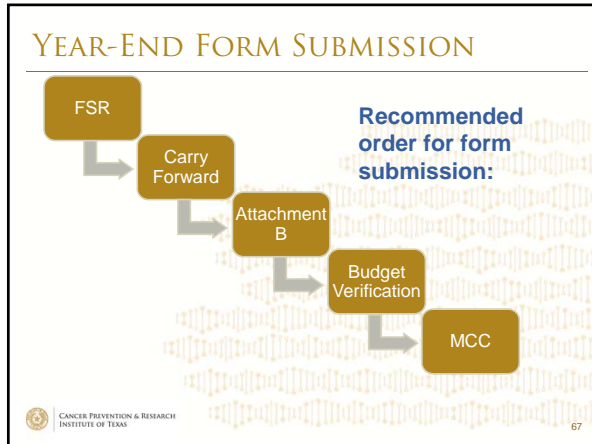
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REPORTING - MCC

Helpful Hints

- Restrict use of matching funds to activities related specifically to the grant
- Grant funds for the next project year will not be disbursed until the matching funds verification for the previous year and certification for the upcoming year have been approved

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REQUIRED REPORTING

Q & A

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REPORTING - INVENTORY REPORT

What is it? – An Inventory Report is a grantee report of CPRIT-funded equipment purchases with a unit price of \$5,000 or more made during the grant year

When is it due? – 60 days after the anniversary of the grant contract effective date

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REPORTING - INVENTORY REPORT

Helpful Hints

- Completing the form is **required** even if you have not purchased or budgeted funds for equipment purchases
- Report equipment purchases with a unit price of \$5,000 or more
- Maintain a record of the equipment:
 - Purchase date
 - Cost
 - Location
- Title to equipment vests with the organization upon completion of the CPRIT-funded project

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REPORTING - REVENUE SHARING

What is it? – a proportionate calculated amount of gross consideration whether cash or non-cash received from the sales and license agreements directly generated by a grant funded activity, or earned only as a result of the grant agreement during the funding period minus the costs incident to the generation of the income

When is it due? – 60 days after the anniversary of the grant contract effective date

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REPORTING - REVENUE SHARING

Tips & Hints

- Completing the form is **required** even if you have no revenue to report
- Maintain a separate account for revenue earned from grant funded activity, sales, etc.
- Keep complete and accurate revenue records
- Payments due to CPRIT shall be determined on a calendar basis and shall be paid quarterly within 30 days after the close of the calendar quarter

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REPORTING - HUB/TEXAS SUPPLIERS

What is it? – a form used to document use of HUB subcontractors/vendors and the use of Texas Suppliers

When is it due? – 60 days after the anniversary of the grant contract effective date

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REPORTING - HUB/TEXAS SUPPLIERS

Tips & Hints

- Grant recipients are expected to make good faith efforts to utilize HUBs in subcontracts for construction, commodities purchases, and other services, including professional and consulting services, paid for with Grant Award funds
- For goods and services purchased with Grant Award funds, grant recipient must make good faith efforts to purchase at least 50% from suppliers in the State of Texas

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REPORTING - HUB/TEXAS SUPPLIERS

Tips & Hints

- A Grant Recipient that expends more than 40% of Grant Award funds budgeted for a Project Year on goods and services outside of the State must notify the Institute in writing and
 - provide an explanation of the good faith efforts undertaken to purchase from suppliers in the State,
 - including a statement that products and materials were not available in the State at a comparable price and time
- This notification/justification is accomplished by completing the bottom portion of the HUB/Texas Suppliers Form

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REPORTING - HUB/TEXAS SUPPLIERS

Tips & Hints

- Form is **required** even if you have been unable to purchase from Texas suppliers or HUB(s)
- Complete form in its entirety - make sure to enter a check on all checkboxes or form will be disapproved
- Link to HUB Directory and vendor debarment list
- <https://mycpa.cpa.state.tx.us/tpasscmbsearch/index.jsp>

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REQUIRED REPORTING

Q & A

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REPORTING - SAD FORM

What is it? – The Single Audit Determination form is used to determine whether grantees will be required to submit an Independent Audit Report for the current fiscal year ended. Grantees who expend \$750,000 or more in state awards in a fiscal year must submit an Independent Audit Report.

When is it due? – 60 days after the anniversary of the grant contract effective date

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REPORTING - SAD FORM

Helpful Hints

- Form completion is **required** even if you have not spent \$750,000 or more and/or the grant has ended
- Enter the current fiscal year end date that falls within the grant year listed at the top right of the form

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SAD FORM EXAMPLE

Grantee's Fiscal Year End Date: June 30

Grant Contract Effective Date: September 1, 2014

Contract Year 1 End Date: August 31, 2015

Contract Year 2 End Date: August 31, 2016

Contract Year 3 End Date: August 31, 2017

Year 1 SAD Form –
Enter Fiscal Year End: June 30, 2015

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SAD FORM EXAMPLE

September 1, 2014
Grant Contract Begins

August 31, 2015
Grant Year 1 End Date

June 30, 2015
Grantee's Fiscal Year End Date

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REPORTING - SAD FORM

Helpful Hints

- **EXCEPTION:** when a grant year begins on the same date as the fiscal year end, the SAD form should reflect the following fiscal year
- **Please note:** if there is at least a one month difference between the grant year end and fiscal year end, the form should reference the fiscal year that ends within the grant year, even if no costs are incurred during that period.

SAD FORM EXAMPLE

Grantee's Fiscal Year End Date: August 31, 2015
 Grant Contract Effective Date: August 31, 2015
 Contract Year 1 End Date: August 30, 2016
 Contract Year 2 End Date: August 30, 2017
 Contract Year 3 End Date: August 30, 2018
 Year 1 SAD Form –
 Enter Fiscal Year End: August 31, 2016

SAD FORM EXAMPLE



SAD FORM EXAMPLE

Grantee's Fiscal Year End Date:


Grant Contract Effective Date:

Contract Year 1 End Date:

Contract Year 2 End Date:

Contract Year 3 End Date:

Year 2 SAD Form –
Enter Fiscal Year End:



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SAD FORM EXAMPLE

Grantee's Fiscal Year End Date:

Grant Contract Effective Date:

Contract Year 1 End Date:

Contract Year 2 End Date:

Contract Year 3 End Date:

Year 2 SAD Form –
Enter Fiscal Year End:



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SAD FORM EXAMPLE

Grantee's Fiscal Year End Date:


Grant Contract Effective Date:

Contract Year 1 End Date:

Contract Year 2 End Date:

Contract Year 3 End Date:

Year 2 SAD Form –
Enter Fiscal Year End:



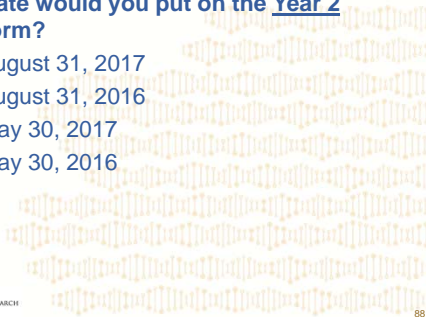
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SAD FORM EXAMPLE

What date would you put on the Year 2 SAD Form?

- A. August 31, 2017
- B. August 31, 2016
- C. May 30, 2017
- D. May 30, 2016



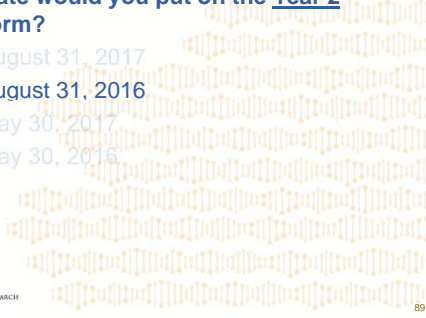
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SAD FORM EXAMPLE

What date would you put on the Year 2 SAD Form?

- A. August 31, 2017
- B. August 31, 2016
- C. May 30, 2017
- D. May 30, 2016



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SAD FORM EXAMPLE

Grantee's Fiscal Year End Date:

Grant Contract Effective Date:

Contract Year 1 End Date:

Contract Year 2 End Date:

Contract Year 3 End Date:

Year 2 SAD Form –

Enter Fiscal Year End:



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REPORTING - SAD FORM

Audit Requirement

- If a grantee expends \$750,000 or more in state awards, they are required to submit a single audit, program-specific audit, or an agreed-upon procedures engagement
- Must be submitted within 30 days of receipt, but no more than 270 days after the grantee's fiscal year end
- Audit must be uploaded to **each grant record**

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REPORTING - SAD FORM

Audit Requirement

- If a grantee is delinquent in filing required audit and/or corrective action plan –reimbursements and advances will be withheld and grantee is **ineligible** to be awarded a new or a continuation Grant Award

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REQUIRED REPORTING

Q & A

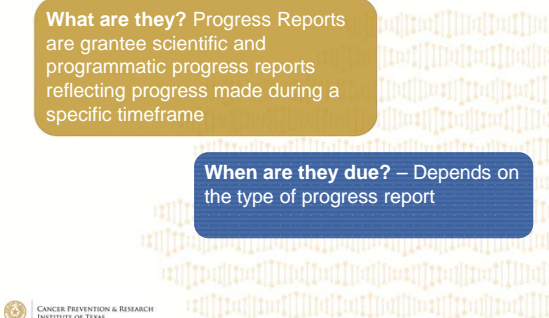
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REPORTING - PROGRESS REPORTS

What are they? Progress Reports are grantee scientific and programmatic progress reports reflecting progress made during a specific timeframe

When are they due? – Depends on the type of progress report



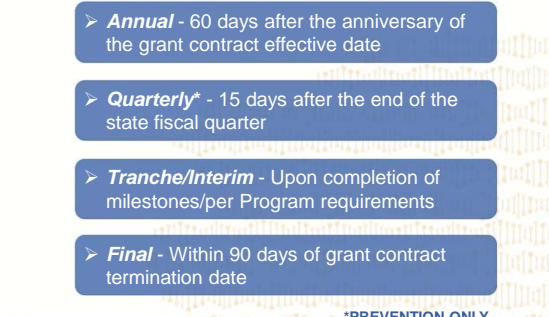
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REPORTING - PROGRESS REPORTS

- **Annual** - 60 days after the anniversary of the grant contract effective date
- **Quarterly*** - 15 days after the end of the state fiscal quarter
- **Tranche/Interim** - Upon completion of milestones/per Program requirements
- **Final** - Within 90 days of grant contract termination date

***PREVENTION ONLY**



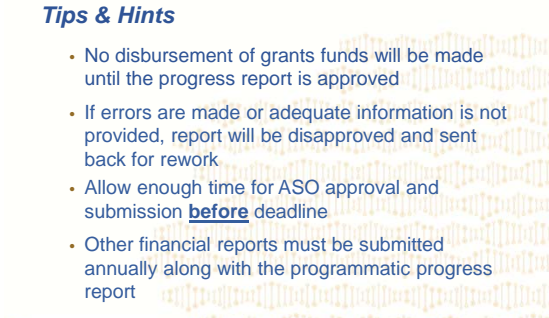
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REPORTING - PROGRESS REPORTS

Tips & Hints

- No disbursement of grants funds will be made until the progress report is approved
- If errors are made or adequate information is not provided, report will be disapproved and sent back for rework
- Allow enough time for ASO approval and submission **before** deadline
- Other financial reports must be submitted annually along with the programmatic progress report



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REPORTING - PROGRESS REPORTS

Annual Progress Report Requirements

- Key Accomplishments
- Summary of Goals & Objectives
- Client Stories & Quotes (Prevention only)
- Materials Produced (Prevention only)
- Publications
- Abstracts & Presentations
- Clinical Trials (Research only)
- Patents
- Economic Impact
- Supporting Documents



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REPORTING - PROGRESS REPORTS

- Quarterly Progress Reports – ***PREVENTION ONLY**
 - Summary Page
 - Project progress
 - Education and Navigation Services
 - Clinical Services
 - Professionals Educated
 - Precursors or Cancers Detected
 - Education Outcomes



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REPORTING - PROGRESS REPORTS

Q & A



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CHANGE REQUEST TYPES

- Audit Extension Change Request
- Change – Not Otherwise Specified (e.g., add equipment purchases, tuition costs, foreign travel approvals)
- Goal or Objective Change
- Change of Organization Request
- Contract Amendment Change Request

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CHANGE REQUEST TYPES

- No Cost Extension
 - Must be submitted at least 30 days but no more than 180 days prior to the Contract Termination Date
- PI Change Request
- Rebudgeting
 - Requests under 10% are automatically approved
- Personnel Level of Effort Change

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CHANGE REQUESTS

Unless otherwise noted, Change Requests:


- Require CPRIT approval
- All requests must be made via the dropdown under the Change Request Tab in CGMS

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GRANT CLOSEOUT

Close-Out Documents

- Final close-out documents include:
 - Final Progress Report
 - Annual Inventory Report
 - Historically Underutilized Business / Texas Supplier Report
 - Single Audit Determination Form
 - Revenue Sharing Form




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GRANT CLOSEOUT

Close-Out Documents

- Grantees must file final close-out reports **within 90 days** of contract termination date.
- Final Financial Status Report is due 90 days following the end of the last state fiscal quarter that includes the termination date of the grant contract.




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GRANT CLOSEOUT

Close-Out Documents

- Grant institutions are ineligible to receive new or continuation grant awards if close-out documents aren't submitted **within 180 days** of the termination date for any grant.
- An institution will remain **ineligible** to receive new grant awards or continuation grant awards until the close-out documents are submitted.
- It is possible to request that the CPRIT CEO waive submission of close out documents.



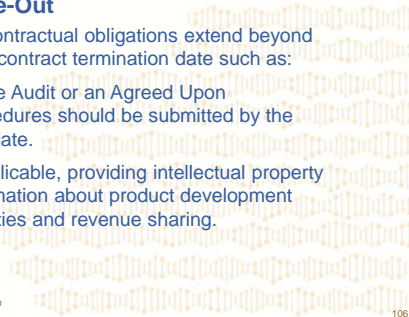
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GRANT CLOSEOUT

Post Close-Out

➤ Certain contractual obligations extend beyond the grant contract termination date such as:

- Single Audit or an Agreed Upon Procedures should be submitted by the due date.
- If applicable, providing intellectual property information about product development activities and revenue sharing.



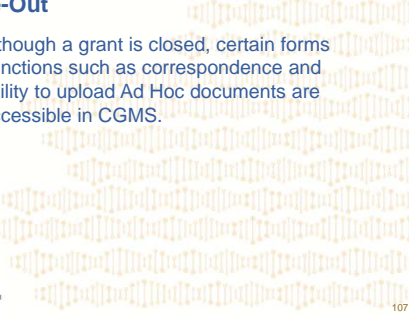
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GRANT CLOSEOUT

Post Close-Out

- Even though a grant is closed, certain forms and functions such as correspondence and the ability to upload Ad Hoc documents are still accessible in CGMS.

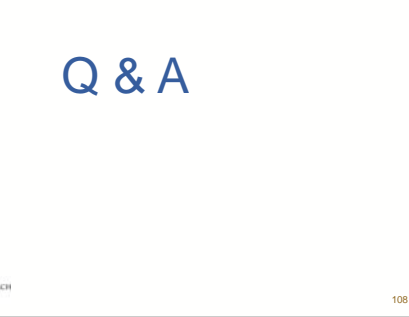


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CHANGE REQUESTS/GRANT CLOSEOUT

Q & A



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RULES ON CPRIT website

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TAC ONLINE

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PROPOSED & RECENT ADMINISTRATIVE RULE CHANGES

1. Supporting Documentation for Financial Status Reports
2. Matching Funds Requirement
3. Elimination of "5th Quarter" FSR
4. Agreed Upon Procedures
5. No Cost Extension
6. Financial Policies Applicable to Grantees
7. Disbursement of Grant Funds
8. Grant Award Budget
9. Allowable Costs

111

1. SUPPORTING DOCUMENTATION FOR FSRs

- **The rule sets a deadline for grantees to provide supporting documentation requested by CPRIT.**

Background: After a grantee has submitted an FSR, CPRIT may request that a grantee provide more information or correct an error in the supporting documentation.

Proposed Rule: Creates an automatic disapproval of an FSR if a grantee does not submit requested supporting documentation within 21 days after the request is submitted by CPRIT.

Applicable Rule: § 703.24

- *The request for additional or corrected supporting documentation must be in writing.*
- *CPRIT may still disapprove an FSR without asking for additional or corrected supporting documentation.*



2. MATCHING FUNDS REQUIREMENT

- **Some Grantees may be required to demonstrate matching funds greater than one-half of the CPRIT award amount.**

Background: Academic Research and Product Development research grantees are required to provide matching funds.

Proposed Rule: Clarifies that CPRIT may require a grantee to match greater than one-half of the CPRIT award.

Applicable Rule: § 703.11

- *A greater matching funds requirement will be stated in the Request for Applications and the grant contract.*



3. ELIMINATION OF "5TH QUARTER" FSR

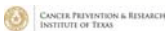
- **Proposed rule would eliminate "5th quarter" for awards approved in the last quarter of a fiscal year.**

Background: Awards must have a contract effective date in the same fiscal year as when the award is recommended by a review council and approved by the Oversight Committee. Currently, awards approved during the last quarter of a fiscal year have an additional financial quarter.

Proposed Rule: Allows grant awards with a contract effective date in the last quarter of a state fiscal year to have an initial financial reporting period beginning September 1 of the following state fiscal year.

Applicable Rule: § 703.24

- *Grantees may submit any expenses for the partial quarter in the initial reporting period beginning September 1st.*
- *This change will also be reflected in CPRIT's Grant Management System (CGMS).*



4. AGREED UPON PROCEDURES

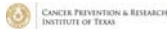
- If a grantee is required to submit an audit, there are three options to fulfill the requirement: independent audit, program specific audit, or an agreed upon procedures engagement.

Background: Guidance on agreed upon procedures for grantees has been available on CPRIT's website since the fall of 2015.

Rule: Codifies current requirements to fulfill an agreed upon procedures engagement.

Applicable Rule: § 703.13

➤ This rule does not substantively affect grantees but makes it clear what is required in an agreed upon procedures engagement.



5. NO COST EXTENSION

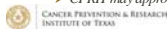
- A grantee may request a no cost extension (NCE) in order to complete goals and objectives of the grant project.

Background: Grantees may ask for additional time to complete work on a grant project via a NCE request. A typical NCE duration is six months unless special circumstances justify more time.

Rule: Clarifies when and how often a NCE may be granted by CPRIT. The rule also clarifies how a grantee may request a NCE outside of the specified time period. The request must be in writing and show good cause.

Applicable Rule: § 703.14

- A NCE must be submitted no earlier than 180 days and not later than 30 days before the termination date of a grant contract.
- The CPRIT CEO may approve a late NCE for good cause.
- Grantee must be in good fiscal and programmatic standing in order to receive NCE approval.
- CPRIT may approve multiple NCEs for a grantee.



6. FINANCIAL POLICIES APPLICABLE TO GRANTEEES

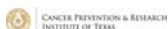
- Grantees must follow fiscal policy requirements.

A grantee must maintain a sound financial management system that provides controls and accounting procedures to ensure accurate reports and documentation to CPRIT.

Review: CPRIT may review the adequacy of the financial management system of a grantee to ensure it fulfills CPRIT's requirements.

Applicable Rule: § 703.15

- A grantee may use controls and policies already in place as long as they are consistent with all CPRIT requirements.
- A grantee must use cash basis accounting for CPRIT award funds.



7. DISBURSEMENT OF GRANT FUNDS

- The rule clarifies how CPRIT may disburse grant funds.

Background: Most grant funds are disbursed on a reimbursement basis. If approved by the Oversight Committee, some grantees may receive advanced funds (most commonly Product Development Research grantees).

To receive disbursement: Must be reported on an FSR, allowable, and supported by adequate documentation.

Applicable Rule: §703.23

- > The Institute may withhold disbursement if required programmatic and financial reports are not submitted and approved.
- > Grant funds will not be disbursed prior to the effective date of an executed grant contract.

8. GRANT AWARD BUDGET

- A grantee must follow procedures and requirements regarding a grant award budget.

Transfers: Transfers between or among budget categories are allowed as long as within the scope of the grant contract and total budget.

Institute Approval: All budget changes or transfers require Institute approval except if the change or transfer is not more than 10%, will not increase or decrease total budget, and will not materially change scope of project. All changes to the equipment budget category must be approved by CPRIT.

Applicable Rule: §703.25

- > A grantee may carry forward unexpended budget funds in a project year. A carry forward must be approved by CPRIT if the amount for a budget line item is more than 25% of the total budget line item amount for that year and a grantee must provide justification why the award amount should not be reduced.

9. ALLOWABLE COSTS

- CPRIT defines allowable costs as well as lists of examples of unallowable costs.

Allowable cost: a cost is allowable if it is reasonable, allocable, and adequately determined.


Allocable Cost: benefits the grant award, assigned to the grant award, not prohibited, not used as part of matching fund requirement, and follows all applicable state laws and rules.

Applicable Rule: §703.26

- > Allowable costs must be incurred within the contract term, unless the grantee has received written approval from CEO
- > An allowable cost is not eligible to be reimbursed if it does not benefit the CPRIT grant award
- > If CPRIT's statute, administrative rules, and contract are silent on an issue, consult the Uniform Grant Management Standards.

PROPOSED & RECENT ADMINISTRATIVE RULE CHANGES


Q & A

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GRANTEE RESOURCES

[http://www.cprit.texas.gov/funded-grants/
grantee-resources/](http://www.cprit.texas.gov/funded-grants/grantee-resources/)

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