SEATTLEU
OFFICE OF SPONSORED PROJECTS

Sponsored Projects Expenditure Guide

Updated: March 2023

This guide is provided by the **Office of Sponsored Projects (OSP)** to assist faculty and staff in making purchases, paying personnel, and managing sponsored projects. Making purchases with sponsored projects is unique because of the specificity of the use of the funds, the additional OSP or Associate Controller approvals, more restrictive procurement thresholds, and the inclusion of a project code. This guide will assist in navigating those nuances. Please review the Grant Accounting Roles and Responsibilities for clarification of the roles involved with grants financial management.

All sponsored project expenditures must be:

- **Allowable** – permitted as a cost within sponsor guidelines, the terms of a specific award and project budget, and/or the institution's policies
- **Allocable** – the goods or services directly benefit the project
- **Reasonable** – the nature of the goods or services, and the price paid for the goods or services, reflects the action that a prudent person would have taken given the prevailing circumstances at the time the decision to incur the cost was made

Purchasing Deadline

Best practice dictates that PIs should complete grant purchasing at least two months before the end date to provide enough time to use the purchases prior to the project's end date. Purchases made within the last two months of an award are subject to additional review for appropriateness and allocability.

Definitions

- **Activity Manager** – the person designated on your project's Budget Input Form as the financial manager who will provide an additional level of review of expenses (typically your division's budget manager)
- **Activity String** – your sponsored project's unique budget number assigned by the controller's office
- **Budget Input Form** – OSP creates this form in order to set-up your sponsored project activity string and input your budget into SU's accounting system, based on the budget your sponsor approved
- **Object Code** – the seven-digit code that identifies the purpose of the purchase(i.e. supplies, printing, books)
- **Project Code** – your sponsored project's unique code which must be included on all project expenses; enables you to view it's financial health and status in the Projects Accounting module.

Post-Award Contacts

- Jen Riester, Associate Controller, Controller's Office, riesterj@seattleu.edu | (206) 220-8233
  Role: Provides final review and approval of all sponsored project expenses; distributes quarterly and as requested financial reports; distributes annual compensation certifications for publicly-funded awards; manages the Projects Accounting module; oversees AP and Chrome River platform
- Procurement Services, procurement@seattleu.edu | (206) 296-6998
  Role: Manages ProcureSU; can assist with vendor set-up and general system questions
- Sarah Bricknell, Sponsored Research Officer, Office of Sponsored Projects, Supports: CAS, CCE, COE, STM, Law, Biology; Bricknellsar@seattleu.edu | (206) 398-4407
  Role: Reviews prior approval requests and communicates requests with sponsor
- Kara Luckey, Sponsored Research Officer, Office of Sponsored Projects, Supports: ALB, CSE (except Biology), CON, Academic Affairs, Student Affairs; kluckey@seattleu.edu | (206) 398-4408
  Role: Reviews prior approval requests and communicates requests with sponsor

Reimbursements & ProCard – Chrome River

It is best practice that costs be directed charged to the grant via a Procard or through ProcureSU, minimizing the number of reimbursements necessary.

It is recommended that if you anticipate you will have more than 2-3 reimbursements (including for travel) per year on your grant, you should obtain a university Procard (see instructions below).

Login to Chrome river: https://app.ca1.chromeriver.com/index and find more info here: Chrome River | Accounts Payable | Controller's Office | Seattle University

Request a ProCard	Complete the Procard Application. Please read more about the ProCard program and policies here.
Code ProCard expenses	If you have an SU ProCard, you must use ChromeRiver to assign each expense to the appropriate activity string, and to attach the relevant receipts.
Reimburse yourself or others for travel or other project-related expenses	• Create a new expense report within Chrome River • Upload your receipts to Chrome River and attach to your expense report • If the reimbursement is for someone other than you, that person must delegate this authority to you first.

Travel Expenses

Please review SU's business travel policies here.

Airfare, hotel, ground transportation, conference fees	Book airfare using your SU-issued ProCard or using a personal credit card. • Upload the receipt to Chrome River • If purchased on a ProCard, attach the receipt to the expense in Chrome River • If purchased on a personal credit card, create a new expense report and attach receipt for reimbursement
Meals	Meals can be paid as per diem or for actual costs (must keep receipts). For per diem, you can be reimbursed using SU's daily rate ($10B, $15L, $25D = $50 total) or using the GSA rate for the location of your travel. Submit for reimbursement via an expense report in Chrome River. Alternatively, meals can be paid directly by a ProCard for actual costs; or reimbursed for actual costs via an expense report in ChromeRiver. In either case, the itemized receipts must be attached to the ProCard expense or reimbursement expense report in ChromeRiver.

Purchasing supplies/equipment/paying vendors - ProcureSU

Determine if multiple quotes are required for your purchase	Review the Sponsored Project Procurement Thresholds to determine if multiple quotes, competitive bidding, or a sole source justification is required. 0 - $3,000 = no written quote required $3,001 - $10,000 = 1 written quote required

<table>
<tr><td></td><td>$10,001 - $50,000 = 2 written quotes required
$50,001 - $150,000 = 3 written quotes required
Over $150,000 = RFP competitive proposal process required (at least one must be from a Diverse Business Entity)
It is preferred that when multiple quotes are required, at last one is from a qualified Diverse Business Entity (DBE; see Procurement Policy)</td></tr>
<tr><td>Purchasing from a sole source</td><td>Sole source means that a single vendor is uniquely qualified to meet the department or school's procurement objective and therefore the purchase should be exempt from the competitive bidding process.

Use the Sole Source Form within ProcureSU</td></tr>
<tr><td>Purchase supplies or equipment</td><td>Use a hosted catalog or a punch-out catalog in ProcureSU
- If the item you need is not available in those catalogs, you can search for your vendor or specific item in the non-catalog form
- If your vendor is not available, you will need to submit a Vendor Update Request (see below)</td></tr>
<tr><td>Set-up a Declining Balance Purchase Order (PO)</td><td>A declining PO should be set up for any contracted service or expenses requiring multiple payments toward a total contracted value.

Search for “Declining Balance PO” within the ProcureSU landing page, then select that form. Follow each prompt –
• upload the contract or agreement with the vendor
• enter the total contract value for this PO</td></tr>
<tr><td>Pay an invoice associated with a Declining PO</td><td>• See above to establish the PO
• Email invoices and note the declining PO number in the email to payables@seattleu.edu</td></tr>
<tr><td>Directly pay an invoice under $1000 when a purchase order was not already set-up in ProcureSU</td><td>Use the Direct Pay Request (under $1000 total) form within ProcureSU. This form should be used to pay invoices under $1000 that did not require a PO, including to individuals (such as an honorarium).</td></tr>
<tr><td>Add a vendor to ProcureSU to make a purchase or payment</td><td>Submit a Vendor update request form with their W-9 in ProcureSU to add a new vendor to the ProcureSU system
- Your admin or budget manager may be able to help you with this step; or contact Procurement Services</td></tr>
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For all of the above expenditures within ProcureSU, after completing the form and adding to your cart, you will:
 	
1. Assign your project's activity string and object code (based on the nature of the purchase – i.e. supplies, travel airfare, books, etc.). The project code will auto-populate.
2. When asked about the purpose of the purchase or in the comments section, include a comment that indicates what activity of your sponsored project this purchase benefits. It can be brief but should explain it's allowability if you were gone or looking at it a year or more from now. This will ensure the Associate Controller has the information to approve your expense without delay.
3. Assign your cart to your project's or department's designated requisitioner whom will place the order (note: This may be you!).
4. Final review and approval will be made by the Associate Controller in the Controller's Office prior to submission
5. Once the item has been received, you will create a **quantity receipt** and save as "complete" to finalize the transaction
    a. To create a quantity receipt – open the requisition within ProcureSU (in the "Orders" tab on the left menu, select "requisitions", select the relevant requisition)
    b. Within the requisition, click on the three dots in the top menu bar, select "create quantity receipt"
    c. Enter the number of items received and click save!
 	
Click here for ProcureSU training resources and FAQs

Pay Personnel on your Sponsored Project

Pay a faculty member during the academic year • As a course release for 9-month appointments • Or % of time for 12-month appointments	1. Work with your budget manager to complete a Payroll Action Form 2. Submit completed form to **OSP** 3. OSP will sign and submit to Faculty Services
Pay a faculty member a summer stipend (9-month faculty only)	1. Work with your budget manager to complete a Faculty Stipend Request 2. Submit form to the OSP 3. OSP will sign and submit to Faculty Services
Pay a current staff member for a percentage of their time	Contact your division budget manager to correctly allocate a staff member's % of project time to your sponsored project for a specific period of time using the Salary Distribution Change Form
Hire a staff member salary	Work with your budget manager to create a new Requisition Request in EngageSU
Hire a temporary employee	Work with your budget manager to create a new Requisition Request in EngageSU
Hire a student	First, post the position on Handshake to equitably identify and attract student candidates. Next, complete the current Student Employment Action Form via etrieve electronic forms. Review the Guide to On-Campus Student Employment.

	Questions? Email: studentemployment@seattleu.edu
Certify Compensation	For all publicly-funded sponsored projects, the PI is required to certify that the compensation paid to all individuals on the project is commensurate with the work and value provided to the project. This report is issued on an annual basis by the Associate Controller.
Consultants and Independent Contractors Read more about the contracting and subaward process on the OSP website.	
Determine if you need to hire a consultant or an employee	The IRS 20-factor test The general rule is that an individual is an independent contractor if the payer has the right to control or direct only the result of the work and not what will be done and how it will be done.
Pay a consultant/ independent contractor for a one time or infrequent service	Complete the **Independent Contractor Form** in ProcureSU. An agreement, contract, quote, email, or another form of proof for this service is required to be submitted with this form.
Hire a consultant for prolonged services on your project.	1. Complete the OSP Contract Coversheet and submit it to your Sponsored Research Officer (SRO) along with the statement of work and project budget. 2. Your SRO will draft a standard SU Contractor Agreement 3. Obtain your contractor's review and signature 4. Submit to your SRO to obtain institutional sign-off 5. Provide a fully executed copy to your contractor
Pay a consultant or subawardee for prolonged services with multiple invoices from your project – Independent Contractor Form	Use the "Independent Contractor form" to set up a declining balance PO for the contract period. Follow the prompts within this form in ProcureSU. Set up the PO for the TOTAL contract value. Attach the executed contract to the form. ProcureSU will automatically create an initial invoice, you will need to **comment on the invoice** to delete the initial "full contract value" invoice that the "system" creates. The comment should state *please delete full contract value invoice – individual invoices to follow* After that, email each invoice and note the declining PO number in the email to payables@seattleu.edu
On Campus Services	
General and small-scale printing	Use your nearest Managed Print Services (MPS) printer/copier – your project's indirects are intended to cover general copying needs.

Print or copy a large-scale bulk job	Complete a Print Request form and email to Reprographics or stop by their office in Pavilion 020. Questions? Call x6180
Mailing and Postage	Contact SUBulkMailing@seattleu.edu or stop by their office on the lower level of the Pigott Pavilion building (past the stairs) to drop off your order.
Place a catering order	Submit order your order online through Emerald Plate's online form (use the Account – sign in/register button on the top right corner)
Request a guest parking pass	Submit a Permit Request form to Public Safety
Request a van rental	Follow the steps on Public Safety's Vehicle Rental page (ensure all drivers are authorized and approved) and then submit a van rental request through the EMS Web App Need access to the EMS web app? Request an account
Reserve campus rooms/space or plan an event	Review availability and reserve campus spaces through the EMS Web App or email Conference and Event Services for assistance Need access to the EMS web app? Request an account
Make Changes to your Sponsored Project Budget	
Transfer expenses on or off your sponsored project budget to/from a different budget	Submit a Journal Entry form and Cost Transfer Justification form directly to the Associate Controller in the Controller's Office See the Cost Transfer Policy for Sponsored Projects
Request a re-budget, change to personnel, request a no cost extension, or other change affecting your sponsored project budget or scope	Complete and submit an Institutional prior approval form (IPAF) to your Sponsored Research Officer
Track and Review your Project Budget	
Reconcile your budget with actual expenses	Sign into Projects Accounting to review the financial health and status of your budget. (sign into mySeattleU > Financial Management > Projects Accounting) The financial report in Projects Accounting is based on your project's budget period, not SU's fiscal year.
Review & Certify your project's expenses	On a quarterly basis, the Grant Accountant will send you a financial report displaying all expenses on your project through the most recent fiscal year quarter. You are required to review and certify that all expenses are correct. If changes are needed, please follow the steps in the above **Make Changes to your Sponsored Project Budget** section.