Sponsored Programs Accounting

Sponsored Programs Accounting (SPA) works collaboratively with Principal Investigators, Research and Technology Transfer (RTT), other University units, and sponsors.

Sponsored Programs primarily handles financial post-award activities, and is part of Finance.

Sponsored Programs Accounting Responsibilities

Creation and distribution of Internal Award Notice (IAN);
Setup award and budget in Banner;
Assist with questions regarding eligibility, allowable costs, and other administrative elements of sponsor guidelines;
Review and approve charges on projects to verify that costs are reasonable, and transactions represent an appropriate allocation of costs in accordance with university and sponsor policies, and state and federal laws and regulations; Records indirect cost charges to grants monthly,Process budget revisions and cost transfers; Submits invoices and financial reports to sponsors; Process electronic drawdown of federal funds;
Oversee the Effort certification process; Acts as the primary contact point for external audits related to granting issues; Notifies Principal Investigator (PI)/Department regarding budget variances, match variances, nearing closeouts etc.; Serves as a liaison between the PI and sponsor on financial matters; Closeout of awards.

For questions, contact Chrissy Vines, Sponsored Programs Accounting (spa@astate.edu, 870-972-2400).
Room: Suite 620
Dean B. Ellis Library

Postal Address:
P.O. Box 1260
State University, AR 72467

- Effort Certification
- Operational Guidelines
- SPA Forms

Effort Certification

EFFORT CERTIFICATION

Arkansas State University-Jonesboro participates in effort certification each semester. The following roles are utilized in the online module:

- Certifier: the person who certifies the effort report. In most cases, a full-time employee should certify his/her own time. The principal investigator/project director (hereafter referred to as PI) of the project is responsible for certifying for part-time staff and students.
- Alternate certifier: a person other than the employee that is allowed to certify the effort report. The PI can certify any employee effort tied to his/her project. The department chair and/or dean may be additional alternate certifiers. This individual must have suitable means of verification for the employee's reported time.

Email notifications will be sent when the records are available for review and will be sent on a daily basis to the certifiers until the records are locked. A reminder email will be sent to the alternate certifier at the end of the second, third, and fourth weeks after the period is open if the employee has not certified. The deans will receive email notifications after the third and fourth weeks with an attached spreadsheet of employees who have not certified within their colleges. Lastly, the FYI reviewers (Dr. Travis Marsico and Dr. Calvin White) will receive an email notification after the fourth week with an attached spreadsheet of all employees who have not certified. Certifiers have the option to request a labor redistribution.

Salary and expenses may be transferred to the department when the employee fails to certify. More information is provided in the Procedural Document.

View the Procedural Document here >>

Labor Redistribution

When the effort report does not accurately reflect the work performed over the course of the semester, a labor redistribution request may be submitted. A variance of up to 5% is allowable.

The following procedures must be followed:

- The certifier or their delegate must complete the labor redistribution form and click on Submit.

- Enter the PI (if the certifier is not the PI), chair, and dean email addresses in the CC field.
- Once the PI, chair, and dean respond with their approval, SPA will forward the request to the budget office.
- SPA will notify the certifier when the updated report is available.

Complete the Labor Redistribution Form here >>

(form functions not supported by Google Chrome)

***Please only use this form during the certification periods (February, June, and September).**

Operational Guidelines

SPA Forms

Advance Fund Request Form

Advance Fund Request Form Instructions

Cost Share Form

Cost Share Form Instructions

Expense Transfer Form

Expense Transfer Form Instructions

F&A Agreement for Grants Before 07/01/2016

F&A Agreement for Grants After 06/30/2016

Internal Award Notice

Justification for Charging Administrative Costs Form

Restricted Funds Signatures

Student Support Payment Request

Tuition Remission Form