UNIVERSITY OF CENTRAL FLORIDA

Asset Build Expense Affirmation

Award ID: _____ Grant ID (if created): _____ Date: _____

Affirmation Period: *(Place X next to applicable affirmation statement)*

_____ Asset Build Request: Asset Build Name: _____
I request approval for an Asset Build grant. I have read and understand the proposed Asset Build must adhere to the financial guidelines outlined below.

_____ Asset Build Completion:
I have reviewed the purchases for the completed Asset Build totaling $_____ and affirm the expenses adhere to the financial guidelines outlined below.

Guidelines:

- Construction of the equipment was included in the proposal; subsequent sponsor approval was received; or tasks were identified that required the use of the constructed equipment to enable the technical team to complete the scope of work.
- Prior to build beginning, Office of Research must review and approve Unit's request to proceed with an asset build and identify the type of decal that should be assigned to the equipment once construction is complete.
- All of the items charged to the Asset Build grant will be assembled into one or more piece(s) of equipment ("Composite Asset(s)"). A separate grant must be established for each Asset Build on an award.
- Constructed equipment must be completed before the end date of each grant.
- Constructed equipment will be used in the performance of each grant scope of work. (see Uniform Guidance §200.403 Factors affecting allowability of costs)
- Constructed equipment will be permanently assembled and stay assembled. If deconstructed after the award ends, it no longer meets the definition of an asset/asset build and expenses must be moved off the grant.
- Components of the Asset Build should be recorded to the Asset Build grant with the natural spend category and the Transaction Detail: Capitalized Asset >/= $5000 (regardless of transaction value).
- Standard allocation methods, as defined in the Uniform Guidance §200.405 Allocable Costs, are being applied.
    - Allocation is the process of assigning a cost, or a group of costs, to one or more cost objective(s), in reasonable proportion to the benefit provided or other equitable relationship. The process may entail assigning a cost(s) directly to a final cost objective or through one or more intermediate cost objectives. For example:
        - If only one specialized bulb is needed but it is cheaper to buy a 6 pack of bulbs, only one bulb can be allocated to the equipment account code. The rest are replacements and should be paid in an expense account code or a non-sponsored account if they will not be used during the life of the project.
        - If tools are used to construct the asset but are not permanently affixed to the asset they should not be charged to an equipment account code (or included in the asset build components) unless they, as stand-alone items, meet the definition of equipment (greater than $5,000 and useful life of greater than one year). Examples of costs that would not be considered equipment are: Dewalt Drill set, Saw blades, Extension Cord, 2 Hole punch, Dust Pan/Broom, and an upholstery stapler
    - All reasonable justifications that meet the terms of the award and allocation/allowability rules in the Uniform Guidance will be accepted and documented for our property auditor.
- Expenditures that are not part of the constructed asset should not be posted to the Asset Build Grant but may be posted to the main grant if allowable for the overall grant. Unallowable expenditures may not be paid from sponsored award funds even if they are part of a receipt of allowable expenditures.
- Completed constructed equipment will have a total value of $5,000 or more and a useful life greater than one year. The total value will become the asset value at the time the decal is assigned, and asset is added to the property system in Workday.
- Components with an individual value of $5,000 or more and a useful life greater than one year that are a permanent part of the construction of a larger piece of equipment are decaled as one unit once the entire construction is completed. Stand-alone items used in tandem with the constructed equipment that have an individual value of $5,000 and a useful life greater than one year should be decaled separately.

Principal Investigator Signature _____ Date _____

Grant Manager Signature _____ Date _____