



Office of Research (OR)

SUBJECT: OR Standard Operating Procedure (SOP): OR Pre-Expenditure Review of Equipment, Travel and Service Requisitions under Sponsored Projects	Effective date: 07/01/2022		Policy Number:
	Supersedes:		Page of 1 3
		Responsible Authorities: Associate Vice President of Research Director of Sponsored Programs/ OR Post Award Management/ COO Research Foundation	

Purpose: The purpose of this procedure is to provide guidance associated to Pre-Expenditure Reviews conducted by the Office of Research (OR)-Post Award Management Team of requisitions involving an equipment purchase, travel, and services in support of sponsored projects administered by the university, as well as by the UCF Research Foundation.

Standard: The Office of Research (OR)-Post Award Management Team will review requisitions to assess the allowability and allocability of proposed costs, and will approve or deny requisitions considering their compliance with regulations, specific sponsor requirements or program guidelines, and university requirements.

Definitions:

- **Allocable costs:** Direct costs incurred solely to advance the scope of work of the sponsored project.
- **Allowable costs:** Costs allowed by the sponsor, per the award terms and conditions, to be charged to the project (as a direct or indirect charge).
- **Equipment:** Per 2 CFR Part 200- Definitions, *Equipment means* tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost, which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000, including asset build/fabrications.
- **Requester:** Role assigned to a UCF administrator who is responsible for generating and submitting online requisitions via UCF’s Financial System, for requests involving an equipment purchase, travel or services in support of, and direct benefit to, implementation efforts of a sponsored award.
- **Service:** Any professional service(s) provided by individuals, organizations, or businesses whose professional/technical expertise are of direct benefit, support and/or advancement of programmatic efforts pertinent to a sponsored award. This includes professional services, consulting, honorarium, or speaker fees, etc.
- **Travel:** Travel costs are expenses associated with domestic travel costing \$2,500 or more per trip, per person, and any international travel. This includes transportation, lodging, subsistence, and related items incurred by employees, project participants and contributors who conduct university official business for the direct benefit of a sponsored project’s scope of work. Travel exceeding thirty (30) business days to a single location requires approval by the Provost’s Office.

Background: The Office of Research and Research Foundation- Post Award Management Team reviews all online requisitions submitted via the financial system involving equipment purchase requests, (including asset build fabrications), domestic or international travel and services to be charged to sponsored projects. The purpose of the OR

Pre-Expenditure Review process is to determine if requests are allowable and allocable to charge under the sponsored project. Review criteria has been defined by the Office of Research under the *OR Pre-Expenditure Review-Requisition and Cost Transfers Checklist*, which has been distributed to UCF Departmental/ College/ Institute/Center's administrators which can be located via this path:

<https://www.research.ucf.edu/documents/PDF/2019/SalaryCostTransferExplanationForm10-20-2019.pdf>.

The Checklist describes Requester's responsibilities prior to requisition's submission, as well as OR's review actions.

Procedures: The Office of Research (OR)-Post Award Management Team will authorize expenditures that meet the criteria described under this procedure for equipment purchases, travel efforts and services which are determined to be of direct benefit to the sponsored project to be charged. Expenditures shall be consistent with the criteria outlined under the *OR Pre-Expenditure Review-Requisitions and Cost Transfers Checklist*, which is incorporated to this procedure by reference. Summary criteria for OR's approval consideration is as follows:

- Proposed charges shall be considered allowable and allocable under the sponsored project to be charged, per applicable regulatory, program guidelines, and/or university requirements.
- Charges were proposed and approved by the sponsoring agency at the time of award. If not proposed, and sponsor prior approval is not required, costs shall be reviewed for allowability and allocability. Justification for the need and benefit to the project shall be attached to the spend authorization or requisition as supporting documentation.
- If charges were not proposed, but prior sponsor approval is required, a copy of the sponsor approval shall be attached to the spend authorization or the requisition as supporting documentation, unless such approval is identified in the requisition as being available under the project record in HRS.
- Charges shall be within the approved project period of performance.
- Travel efforts shall be of direct benefit to the sponsored project and traveler must be assigned to project payroll, classified as a participant or justified as a contributor to the project. Foreign travel requisitions are reviewed for allowability and allocability purposes.
- If travel exceeds 30 business days to a single location, approval by the Provost's Office shall be attached to the requisition as supporting documentation.
- Equipment requisitions shall include pertinent decaling/tagging information by OR, at the time of approval.
- Equipment requisitions submitted less than ninety (90) days from the end date of the project period of performance shall include written justification for the reason of the late submission, including confirmation of delivery to be received before the award end date to allow usage in support of project implementation efforts.
- Procurement requirements shall be documented in the equipment and service(s) requisitions. Required number of quotes shall be attached, as applicable, unless a *Waiver of Competition Certification* or *Sole Source* purchase apply.
- If the requisition does not meet the above criteria for approval, per requisition type (equipment, travel or service), the spend authorization or requisition will be either "Denied" or is retracted by the Requester.
- Requisitions received at the OR Worklist will be processed within five (5) business days of receipt, unless additional information is needed to facilitate review completion.

Regulatory Documents:

- 2 CFR Part 200 (Uniform Guidance), Prominently Parts 200.33; 200.48;200.89; 200.303;200.313
<https://www.govinfo.gov/content/pkg/CFR-2014-title2-vol1/pdf/CFR-2014-title2-vol1-part200.pdf>
- 2 CFR Part 200 (Uniform Guidance)- Subpart E-Cost Principles
<https://www.govinfo.gov/content/pkg/CFR-2014-title2-vol1/pdf/CFR-2014-title2-vol1-part200-subpartE.pdf>

- UCF's Purchasing Manual (Go to procedures; "Select "Procedures Manuals" (Sections 3. B and 6. B.C.)
<https://procurement.ucf.edu/>
 - Sponsor's specific award requirements and Terms & Conditions, inclusive of program guidelines, as applicable.
 - *OR Pre-Expenditure Review-Requisitions and Cost Transfers Checklist*
https://www.research.ucf.edu/documents/PDF/2020/PreExpenditure_CostTransferReview_CHECKLIST_OR.pdf
 - UCF's F&A Expenditures Guidelines
https://fa.ucf.edu/wp-content/uploads/sites/2/UCF_Expenditure_Guidelines_04-28-2020.pdf
-

POLICY APPROVAL

Initiating Authority

Signature: _____
Dorothy Yates, Associate Vice President for Research

Date: _____