

Frequently Asked Questions (FAQs)

Cost Share

What is cost sharing?

Cost sharing refers to the portion of project costs not paid by the sponsor but contributed by the institution or third parties. It can be mandatory (required by the sponsor) or voluntary (offered by the institution). All cost share must be allowable, allocable, and verifiable.

What is the cost sharing process if my project has mandatory cost share?

Mandatory cost share must be documented in the proposal and tracked in a separate SpeedType. UCCS Sponsored Projects Accounting will help set up the appropriate tracking mechanisms and ensure compliance with federal and institutional policies. If your project requires mandatory cost share you must fill out and submit the Cost Share Addendum form for approval. <https://osp.uccs.edu/resources/forms>

Does offering voluntary cost share increase my chances of receiving an award?

No. Per 2 CFR §200.306, voluntary committed cost sharing cannot be used as a factor in merit review unless explicitly stated in the funding opportunity. Offering it unnecessarily can create additional administrative burden.

Award Requirements and Rules

How do I know the reporting requirements for my project?

Reporting requirements are outlined in your award notice and may include financial, technical, and progress reports. Contact your Sponsored Projects Accountant for help interpreting these requirements.

How do I know what costs are allowable under my project?

Costs must be necessary, reasonable, allocable, and consistently treated per 2 CFR §200.403. You should reference your award letter and its terms and conditions for initial questions on allowability. If your question is still unanswered, UCCS Sponsored Projects Accounting can help determine allowability based on federal and sponsor-specific guidelines.

What changes require prior approval?

Changes such as budget reallocation, key personnel effort reduction, scope of work, or no-cost extensions often require sponsor approval. Always consult OSPRI or Sponsored Projects Accounting before making changes.

When can a new hire begin working on my sponsored project?

A new hire can begin once the project SpeedType is active and HR onboarding is complete. Pre-award spending may be allowed with appropriate approvals.

Can I make purchases before my sponsored project begins?

Only if pre-award spending is authorized by the sponsor and approved internally. Otherwise, purchases must wait until the award is fully executed.

Allowability

Can I charge a conference registration fee to my project if the conference takes place after the project ends?

No. Costs must be incurred and benefit the project during the award period. Post-end-date expenses are generally unallowable.

Meals were budgeted for my sponsored project and now I would like to add working lunches. Is this allowable?

Possibly. Meals must have a clear business purpose, be allowable per sponsor guidelines, and be properly documented. Contact Sponsored Projects Accounting for review. We cannot assume that just because specific meals were initially approved for the project that all food/meals is allowable.

My faculty wants to significantly reduce their effort on a funded project – what are the issues with that?

A reduction of 25% or more in key personnel effort typically requires sponsor approval. It may impact project performance and compliance.

My faculty wants to travel and charge 2 grants. Is that allowed?

Yes, if the travel benefits both projects proportionally and is documented accordingly. Costs must be allocated based on benefit received.

I have questions about my sponsored project expenses. Who do I contact?

Contact your assigned Sponsored Projects Accountant listed at the bottom of the UCCS Sponsored Projects site <https://vcf.uccs.edu/units/controllers-office/sponsored-projects>

Extensions

What happens if the project timeline needs to be extended?

A no-cost extension may be requested if additional time is needed to complete the project without additional funds. Sponsor approval may be required. Contact OSPRI if you are

planning on requesting an NCE on your project at least 90 days prior to the end date of your project.

Pre-Award Spending

What is the difference between a pre-award and a pending award? How can I get pre-award for my project?

A pending award is under review or negotiation. Pre-award spending allows costs to be incurred before the official start date, with sponsor and institutional approval. To initiate this process, contact OSPRI and fill out the Prior Approval Request Form on their forms page <https://osp.uccs.edu/resources/forms>.

Gift Cards

What form do I use to purchase gift cards?

Use the UCCS Gift Card Request Form, available through the Controller's Office or Sponsored Projects site. If gift cards were not included in your original budget you should contact your sponsor for approval prior to purchasing.

I need to purchase gift cards for participants/study subjects. What process do I follow?

Obtain IRB approval (if applicable), complete the Gift Card Request Form, and follow UCCS procedures for tracking and distribution to ensure compliance, which can be found at <https://vcf.uccs.edu/units/controllers-office/gift-cards> If you have any questions reach out to your Sponsored Projects Accountant.

Subcontracts

My proposal includes a subcontract. What information do I need from my collaborator before I can submit my proposal?

You will need a statement of work, budget, budget justification, letter of intent, and institutional approvals from the subcontractor.

Effort (ePERs)

Who has to complete an ePER?

Anyone paid from a sponsored project must complete an ePER to certify their effort. This includes faculty, staff, and students.

Study Subjects

My sponsored project has study subjects. What do I need to do to be in compliance?

Obtain IRB approval, follow human subjects protection protocols, and ensure informed consent is documented. Coordinate with the Office of Research Integrity.

Office of Sponsored Projects (OSPRI)

Where do I find sponsored project opportunities?

Visit osp.uccs.edu for funding opportunities, proposal support, and training resources.

How do I know if the funds I received need to go through the Office of Sponsored Projects?

If the funds involve a formal agreement, specific deliverables, or sponsor-imposed terms, they likely qualify as sponsored projects. Contact OSPRI to confirm.

Summer Salary

Who can earn summer salary?

Faculty members with academic year (AY) appointments, typically 9-month contracts, can earn summer salary for work performed on sponsored projects during the summer months. 2 CFR § 200.430(h)(1)(ii) allows compensation for personal services during periods not included in the base salary period (e.g., summer for 9-month faculty), as long as the work is consistent with the terms of the award and institutional policies.

How much summer salary can I earn from a grant?

Faculty may earn up to 3/9ths of their academic year salary during the summer, subject to sponsor and institutional limits.

When should I request summer salary?

Submit your request before the summer term begins, ideally during spring semester planning.

What is the summer salary request process?

Work with your project team and Sponsored Projects Accounting to complete the ensure budget availability in your grant for summer salary. Then, reference the full procedure under **Summer Salary Procedures** at <https://vcuf.uccs.edu/units/controllers-office/sponsored-projects>. You will also need to complete and submit the **Summer Salary Tool** found on the same page.