

THE FINANCIAL AND
ADMINISTRATIVE PROCESSES

of

•
innovATE

Innovation for Agricultural Training and Education

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Award Specs

- Period of performance:
September 30, 2012–September 29, 2017
- Award funding floor: \$6,227,675
- Award ceiling with associate awards: \$72,250,000

communication with the **management entity** related to the **financial and administrative** items in this presentation is **critical to making this program successful.**

Establishing the subaward contract

- Required pre-award documents
 - Subrecipient data sheet
 - Points of contact
 - Certifications and assurances
 - Latest year end financial statement audit report
 - Latest negotiated indirect cost rate agreement

Establishing the subaward contract

- Required post-award documents
 - Budget
 - Budget narrative
 - Cost share budget (if applicable)
 - Statement of work

Budget

USAID funds are allocated on an annual basis covering October 1st to September 30th

University / Company Name Here innovATE, Subaward		BUDGET FORMS FOR USE BY SUBAWARD INSTITUTIONS													
Activity Name		Total													
Date		Total \$0													
Budget Item ID		Esc Factor	Unit Cost, \$	Unit	YR 1 Units	Year 1 \$	Yr 2 Units	Year 2 \$	Yr 3 Units	Year 3 \$	Yr 4 Units	Year 4 \$	Yr 5 Units	Year 5 \$	Total, \$
a.	Personnel														
	Position 1														
	Person 1	3		LOE											
	Total Personnel														
b.	Fringe Benefits														
	Person 1			percent											
	Total Fringe Benefits														
c.	Travel														
	Airfare, location 1	3		trip											
	Per Diem, location 1	3		day											
	Airfare, location 2	3		trip											
	Per Diem, location 2	3		day											
	Immunizations and Medications	3		trip											
	Misc. Travel Exp. (Visa, AP transfers, etc.)	3		trip											
	Medex	3		trip											
	Total Travel														
d.	Equipment														
	Equipment 1	3		each											
	Total Equipment														
e.	Materials and Supplies														
	Supplies 1	3		lot											
	Total Supplies														
f.	Contractual Services														
	Contractual service 1	3		lot											
	Total Contractual Services														
g.	Tuition														
	Tuition 1	3		lot											
	Total Tuition														
h.	Other Direct Costs														
	Global Themes Earmarks														
	ODC 1	3		lot											
	Total Other Direct Costs														
i.	Total Direct Cost														
j.	Indirect Cost (MTDC base)			Percent											
	Total Budget														

A five year budget template

Budget categories

- Personnel
- Travel
- Equipment
- Materials and supplies
- Contractual services
- Tuition
- Other direct costs
- Total direct costs
- Indirect costs
- Total budget

Budget narrative

This document is often referred back to as invoices come in. **If an expenditure isn't detailed in the narrative it will be disallowed or a re-budget will have to be processed**

The document:

- Provides **detail** and **justification** for **all planned expenditures** in each budget category
- Sample information: **types of positions, number of payments, travel** destinations, **number of trips** & days/trip, types of **supplies, rates of pay** for consultants, **tuition rates**, and **numbers of students**.

Subaward agreement

Subaward Agreement – US Nongovernmental	
Institution/Organization ("Virginia Tech")	Subrecipient Institution ("Subrecipient")
Name: Virginia Polytechnic Institute and State University	Name:
Address: Office of Sponsored Programs 1880 Pratt Drive, Suite 2006 Blacksburg, VA, 24060	Address:
TINEIN: 64-8001805	TINEIN:
USAID Cooperative Agreement Number: AID-0AA-L-12-00002	Subaward No.:
CFDA Number: 98.001	
Awarding Agency:	
U.S. Agency for International Development (USAID)	
Funded Period of Performance:	Total Estimated Cost:
Project Period of Performance:	Amt Funded This Action:
Project Title	Total Funded To Date:
	Cost Share This Action:
	Total Cost Share To Date:
Terms and Conditions	
<p>1) Virginia Tech hereby awards a cost reimbursable Subaward to Subrecipient. The statement of work, budget, and budget narrative for this Subaward are shown at Attachment 5. In performance of Subaward work, Subrecipient shall be an independent entity and not an employee or agent of Virginia Tech or the Commonwealth of Virginia.</p> <p>2) Subrecipient will submit an invoice to the Virginia Tech Management Entity Contact shown at Attachment 3, <u>no less frequently than once a quarter and no more frequently than once a month. Invoices will not be paid if simple US invoice is NOT used.</u> Virginia Tech will reimburse the Subrecipient for allowable costs based on invoices submitted in accordance with the Subaward Guidelines Allowable indirect costs shall be reimbursed based on guidance found at A.5 of the prime award attached hereto. Questions concerning invoicing and payments should be directed to the Virginia Tech Management Entity, as shown at Attachment 3.</p> <p>3) A final statement of cumulative costs incurred, marked "FINAL," must be submitted to the Virginia Tech Management Entity NOT LATER THAN forty-five (45) days after termination or expiration of this Subaward. The FINAL statement of costs shall constitute Subrecipient's final financial report.</p> <p>4) All payments shall be subject to correction and adjustment upon an audit and notification(s) of any associated disallowances.</p> <p>5) The Subrecipient is not obligated to perform any services and Virginia Tech is not obligated to pay for any services that would result in exceeding the total amount funded under this Subaward. In no event shall Virginia Tech be responsible for reimbursement of any cost to Subrecipient that would result in cumulative payment, under this Subaward, exceeding the Total Funded To Date, as established above in this Subaward.</p> <p>6) Matters concerning the technical performance of this Subaward should be directed to the appropriate party's Program Director/Principal Investigator, as shown at Attachment 3. Technical and other reports are required as described at Attachment 4.</p> <p>7) Matters concerning the request or negotiation of any changes in the terms, conditions, or amounts cited in this Subaward, and any changes requiring prior approval, should be directed to the Sponsored Programs Contact, as shown at Attachment 3. Any such changes made to this Subaward require the written approval of each party's Authorized Official as shown at Attachment 3.</p> <p>8) Each party shall be responsible for its negligent acts or omissions and the negligent acts or omissions of its employees, officers, or directors, to the extent allowed by law.</p> <p>9) Either party may terminate this Subaward by written notice to the appropriate party (Sponsored Programs Contact for Virginia Tech or Administrative Contact for Subrecipient), as shown at Attachment 3. Virginia Tech shall pay Subrecipient for termination costs as allowable under 22 CFR Part 226.61.</p> <p>10) No-cost time extensions require the approval of the Awarding Agency (USAID) and the Virginia Tech Management Entity. Any requests for a no-cost time extension should be addressed to, and received by, the appropriate party (Management Entity contact for Virginia Tech or Administrative contact for Subrecipient) as shown at Attachment 3, not less than thirty (30) days prior to the desired effective date of the requested change.</p> <p>11) This Subaward is subject to the terms and conditions of the Prime Award and other general and special terms and conditions as identified at Attachment 2.</p>	
By an Authorized Official of VIRGINIA TECH	By an Authorized Official of SUB RECIPIENT:
John C. Ruddy, Jr. _____	_____
Date	Date

First page: **Information, terms and conditions, signature**

Attachment 1

Signed certifications and assurances

Attachment 2

General terms and conditions

Attachment 3

Completed points of contact

Attachment 4

Reporting requirements

Attachment 5

Statement of work, budget, and budget narrative

Attachment 6:

Subaward guidelines

Invoicing and reimbursements

Expenditures should:

- **Be necessary** for the performance of the project.
- **Be consistent with** and **conform to agreement policies and regulations.**
- **Benefit the project** specifically (not the institution).
- **Be justified** with sufficient supporting detail.
- **Be reasonable.**

Invoicing and reimbursements

- Award operates on a cost reimbursable basis.
- Invoices must be submitted no less frequently than once a quarter and no more frequently than once a month.

invoicing on a regular basis is **critical** to maintaining proper cash flow and preparing more **accurate** spending reports for USAID.

Invoicing and reimbursements

current invoice
expenditures
and cumulative
amount
invoiced

spending by
country

innovATE Invoice		
Subgrantee Institution:		
Subgrantee Address:		
To:	innovATE Management Entity Office of International Research, Education and Development 526 Price's Fork Road Virginia Tech Blacksburg, VA 24061-0378	Invoice Date: Invoice Number: Subgrant Number: Invoice Period From Date: To Date:
Description	Current Invoice Amount	Cumulative Amount Invoiced
Personnel		
Fringe Benefits		
Travel		
International*		
Domestic		
Equipment**		
Supplies		
Contractual Services		
Subcontracts		
International		
Domestic***		
Tuition		
Other Direct Costs		
Total Direct Costs	-	-
Indirect Costs		
Total Expenses in US \$	-	-
*International Travel must be listed on the next page (see Invoice Detail worksheet tab) **Equipment information required on the next page (see Invoice Detail worksheet tab)		
Submitted By:		
	Printed Name	Date
<i>I hereby certify to the best of my knowledge that all expenses reported are for appropriate purposes and in accordance with the provisions of the award document.</i>		
Authorizing Signature		
	Title:	Date
Spending by Country (itemize the countries benefited by the expenditures - the total must equal the total expenses for this invoice) (may insert lines as necessary)		
	This Invoice	Cumulative
Country 1		
Country 2		
United States		
Total	-	-
Cost Sharing (itemize the costs contributed by your institution during this invoice period) (may use additional pages)		
	This Invoice	Cumulative
Cost Share Item 1		
Cost Share Item 2		
Total	-	-

general info

preparer and
signature

cost sharing

International Travel Approvals

Version: October 2012

innovATE International Travel Request

Traveler(s) Name(s): _____
Discipline: _____
Institution: _____
Destination of Travel: _____
Departure Date: _____
Return Date: _____
Request Submission Date: _____
Contact Name | Email | Phone: _____

Which activity/ies in the innovATE current workplan will you be involved in?

Workplan Activity: _____
Host AET Institution: _____

Briefly describe the objectives of the trip.

Type your text here

Have you informed:

Principal Host
Country Contact

Yes/No _____
If yes, when _____
Name _____
Position _____
Phone number _____

Investigator/Traveler _____

Date _____

innovATE Program Director (or Designee) _____

Date _____

Travel approval requests must be submitted 30 days prior to the departure date to:

Program Director, innovATE
Office of International Research, Education, and Development
526 Prices Fork Road
Virginia Tech
Blacksburg, VA 24061-0378 USA
E-mail address: himal@vt.edu
Phone: (540) 231-6338 Fax: (540) 231-2439

Approval Number: _____ (assigned by Management Entity)

NOTE: The purpose of this form is to notify the Management Entity of the pending travel. This form is not intended to, nor does it replace any travel forms required by University/Institution for travel approval/reimbursement purposes.

all international trips must be approved by the management entity through this form

Rebudgets

If a certain category within the budget becomes **overspent by 10% or more** of the overall budget **it may be necessary to process a re-budget**

- This requires a **re-budget spreadsheet, budget narrative**, and **written justification** from the P.I. explaining the necessity of the re-budget

Once all the necessary paperwork is provided by the subawardee, a modification will be generated and signed by both parties

QUESTIONS OR CONCERNS?

zara shortt | financial coordinator
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Office of International Research, Education, and Development
526 Prices Fork Road (0378) | Blacksburg, VA 24061

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