



Budgeting for travel in your next grant proposal?

Be sure to include budget justification that specifies how the travel expenses directly benefit the specific project.

Need assistance with your proposal? Contact the A&S Research Office asresoff@louisville.edu as soon as you know you will be submitting a proposal!

GRANT RECONCILIATION POLICY

Principal Investigator is required to review and approve the financial reconciliation monthly for their individual grants.

<https://sharepoint.louisville.edu/sites/policies/library/SitePages/Finance/Account%20Reconciliations.aspx>

Pay particular attention to the following:

- Confirm that all **Salary** charges are accurate. If there are charges for personnel that should not be charged to the specific grant, OR, if there are salary charges for personnel missing, contact your UBI.
- Review all **Other Expenses** posted each month for allowability and allocability for the specific grant.
- Verify all **Travel** expensed to the grant directly benefit the specific project, and include the specific project related business purpose with the reconciliation paperwork.

FACILITIES & ADMINISTRATIVE (F&A) RATES

The F&A indirect cost rate for organized research on campus is **56% 7/1/19-6/30/22 56.5% 7/1/22- 6/30/23**

DHHS Date: 3-26-19

<http://louisville.edu/research/common/fa-rate-agreement>

GRADUATE STUDENT TUITION

Fall 2020, Spring 2021, & Summer 2021 Tuition Rates

Graduate Regular (non-Online) Tuition

Candidacy \$1,521 per semester Annual 12 mos. \$4,563
Resident \$ 737 per cr. hour Annual 12 mos. \$17,682
Non-Resident \$1,521 per cr. hour Annual 12 mos. \$36,500
Graduate Student Annual Benefits (FY 2020): \$3,313
Tuition is for Full-Time (9 cr. Hrs. or Candidacy Fall and Spring) (6 cr. Hrs. or Candidacy Summer)

<http://louisville.edu/finance/bursar/tuitionfee/tuitionrates>

Please see SIGS website regarding policy on Tuition Awards-Sponsored Research located at:

<http://louisville.edu/graduate/current-students/funding-opportunities/university-scholarship-and-tuition-awards>

GARDINER HALL, ROOM 320

PLEASE email the Research Serv. Acct:

asresoff@louisville.edu

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College of Arts and Sciences

PROPOSAL SUBMISSION Procedure

As of 10-15-19, The Office of Sponsored Programs Administration requires that all proposals must be uploaded into iRIS for their review. The College of Arts and Sciences procedure will remain the same and will continue to require a completed signed PCF (Proposal Clearance Form), Budget Detail, Budget Justification and Project Narrative (SOW) to be sent to the A&S Research Office for review. Proposals will still have to be submitted via each sponsor's guidelines (FastLane, Assist, Workspace, Foundations, etc.).

Upon receipt, one of the A&S Research office staff will upload the fully signed PCF and supporting documents into iRIS using the "short form" option. iRIS will generate an email informing the PI that the proposal paperwork has been submitted to the Sponsored Programs office (OSPA). The PI will have access in iRIS to all their documents once they receive this email. Another change as of 10-15-19 is A&S no longer has a designated Grants Management Specialist, so the PI will receive an email from the assigned OSPA Grants Management Specialist who will be reviewing your individual proposals.

CONFLICT OF INTEREST

The following are required to complete an **Attestation and Disclosure Form** (ADF) in iRIS on an annual basis.

- **All University of Louisville Employees.**
- **All individuals participating in research under the auspices of U of L**, regardless of compensation. This includes all individuals with a research appointment.

Access the iRIS Log In screen at <https://iris.louisville.edu/> and enter your Ulink UserID and Password. Click on My Assistant, then Attestation and Disclosure Form. Your ADF is not complete until you have re-entered your Username and Password as signature verification and are presented with the tracking history of your completed document.

ADF tip sheets and FAQs are on the Conflict of Interest Program's website.

<http://louisville.edu/conflictinterest>

PROPOSAL CLEARANCE FORMS

Please use the most recent PCF 7-1-17 and instructions which are located at:

<http://louisville.edu/research/common/forms>

FRIENDLY REMINDER

Completed PCFs are due to the **A&S Research Office** a minimum of **7 WORK DAYS** before the sponsor deadline.