



PAF TEAM INFORMATION

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HOLIDAY ACTIVITIES

Please remember that HOOP 2.31 states that buying gifts (e.g. holiday gifts) is expressly prohibited regardless of fund source. The purchase of gifts for distribution to an employee or employees in a department, such as food or bottles of alcohol, is prohibited.

For holiday social events such as dinners to recognize group achievements, please keep in mind that there are per-person spending limits, and an Official Functions form must be filled out. Also, these types of activities cannot be paid from State or Federal funds. These guidelines are outlined in HOOP 2.11.

EFFORT REPORTING GUIDELINES

As was stated in last month's GRF Bulletin, the FTE percentage of funds that is charged to an account can never be more than the Actual Percent of Effort contributed on that sponsored project. This requirement, combined with the different formats in HRMS for these values, may occasionally result in changes in the way you make funding determinations, or in the way you handle effort report certification.

Example of Info for PA Request:

Account	FTE	Actual % Effort
201-2-0000	24.25	25
201-2-0001	75.75	75

Since this employee is funded only by sponsored project accounts, and there is not a designated or state account that can be used to round down the Actual Percent Effort, there are two options available.

The first option would be to change the FTE distribution to whole numbers. In this case, the FTE for the first account could be changed to 25, and the FTE on the second account could be changed 75. This would result in the FTE being exactly equal to the Actual Percent Effort, thus meeting the compliance requirement. **We recommend using this option.**

The second option would be that the Actual Percent Effort would have to be corrected on **every** Effort Report prior to certifying the Effort Report. Using this example, the correction would result in the Actual Effort on the Effort Report being changed to match the FTE. **We do not recommend using this option, because it**

requires constant re-work and monitoring by the department and puts us at higher risk for non-compliance with the requirements.

GETTING APPROVAL ON FINANCIAL ISSUES FROM THE FUNDING AGENCY

Funding agencies typically have two separate contact or resource people for awards. One contact person is responsible for the Program or Project issues, such as the scope of the work being performed. For NIH awards, this person is referred to as the Program Official or Program Specialist.

The other contact person is responsible for the Financial issues for the award. For NIH awards, this person is referred to as the Grants Specialist.

PIs usually have more contact with the Program Official, and will often ask for approval from them for financial requests. It is important to keep in mind, however, that even if the Program Official approves the request, the approval for financial requests cannot be accepted by our institution and acted upon until we receive it in writing from the Grants Specialist.

EXPANDED AUTHORITIES MATRIX

Several years ago, the FDP Group, of which UTHSC-H is a member, created an excel spreadsheet (or matrix) that provides a useful outline of the Expanded Authorities that apply to many of our federal awards. Using the link below, you can access the matrix by selecting

the FDP Prior Approval "07/00" item.

[FDP Prior Approval Matrix](#)

TUFIMS: GDES (GRANT DESCRIPTION TABLE)

Have you ever tried to figure out what all those fields and values on the GDES table mean? If you have, you probably ended up reaching for the aspirin bottle while you were muttering bad things about bureaucrats and their acronyms.

However, amid all the alphabet-soup, there is some information on the GDES table that is fairly easy to explain and can help you manage your accounts.

BMALL

This is a Y/N field indicating whether budget mods are allowed on the account. If the field indicates "N" for "No", then the funding agency is typically very restrictive about re-budgeting and will require that they give prior approval before any re-budgeting is allowed.

If the field indicates "Y" for "Yes", then the funding agency is less restrictive about re-budgeting. **However, it does not mean that there are no restrictions.** More research would have to be done to know what those restrictions might be. The first places to look for more information would be in the following fields: RFUND, RORG, and COMMENTS.

RFUND and RORG

These are alpha-fields that have been co-opted over the years and are currently used as "Miscellaneous Info" fields. You might see the following values in these fields: FDP, EXP, TRN, SAL, FEL, PRO, SNAP, CON, SER, FED.

FDP = Federal Demonstration Partnership
EXP = Expanded Authorities (non-FDP)
TRN = Training Grant
SAL = Salary Award
FEL = Fellowship
PRO = Program Project
SNAP = Streamlined Non-Competing Award Procedures
CON = Contract
SER = Service Contracts
FED = Federal Pass Through Funds

Each of these acronyms can help you determine the type of re-budgeting restrictions that apply to the account.

COMMENTS

The Comments section at the bottom of the table often includes re-budgeting or expenditure restriction information. For example, on TDH accounts, the comment section will often include a message indicating that there is a 10% re-budgeting limit per line item (expense object).

Another typical message in the Comments section is that funding cannot be re-budgeted from Stipend or Tuition categories.