



PAF TEAM INFORMATION

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Compliance is everyone's responsibility.

NEW PAF EMAIL ADDRESS

The PAF Team email has been migrated from Netscape to Outlook, and as a result, our email address has changed. Please make a note of the new address: paf@uth.tmc.edu

**STUDY PARTICIPATION INCENTIVE PAYMENTS:
1099 REPORTING**

Whenever **non-employees** are paid an incentive to participate in a study at UTHSC-H, the department is responsible for ensuring that sufficient documentation has been gathered to allow the institution to determine whether a 1099 form should be issued to that person and the IRS. If the incentive payment is paid with a check that is made payable to the individual, the 1099 information can be gathered directly from the TUFIMS vendor tables.

However, if the incentive is paid to the individual through the petty cash process, the department is responsible for gathering the 1099 information and submitting it to the Budget & Financial Reporting (BFR) staff at the end of each calendar year. The department submits this information using an Excel spreadsheet that contains (at a minimum) the name, address, SSN, and amount of the payment. BFR staff combines the spreadsheets, sorts the data, and determines whether a 1099 must be issued.

FMS PREVIEW

The Grants component of FMS is a customized component that was designed based on UTHSC-H specifications. We combined information from the GDES and ORGN table in TUFIMS, and added information from the Billing Reconciliation spreadsheets posted by the FAS Team, as well as the Account Summary sheets prepared by PAF for each sponsored project account. Since the Billing Reconciliation spreadsheets and Account Summary sheets were not available on the network, the information contained in them has not been available to the departments.

The Grants screens in FMS will provide more information to assist departments with grants management tasks. For example, they will provide specific re-budgeting guidelines for each sponsored project. They will also link the IRB reference/approval number to the specific sponsored project. So as everyone goes through the often painful process of learning how to use the new software, keep in mind that FMS will provide more information

and resources that will assist you in your grants management responsibilities.

PAF TEAM SCHEDULE

The PAF Team will be attending required training for the Grants component of FMS on Wednesday, 07/09/03. On that day, we will only have one person in the office to answer phone calls and cover any urgent processing tasks.

This is the only training class for which we will not be able to split the team up to attend different sessions.

We appreciate your patience and understanding with changes in our schedule related to necessary training and other work for FMS implementation.

TEXAS STATE SALES TAX REMINDER

The only types of accounts that can be used to pay for Texas State sales tax are the following:

- 1AA through 1UZ
- 5GU
- 5EI

For these types of eligible accounts, the Texas State sales tax should be coded using the new sub-object of 7573, except when purchasing capital equipment.

Example:

\$50.00 item cost is coded to object 25, sub-object 7300

\$4.06 in Texas State sales tax is coded to object 25, sub-object 7573.

Total purchase is \$54.06

Also, for these types of eligible accounts, the Texas State sales tax that is charged on capital equipment should be coded using the same sub-object to

which the item price of the equipment is coded (instead of using the 7573 sub-object).

REQUESTS FOR NO-COST EXTENSIONS

A **No Cost Extension** is a formal extension of the grant termination date without requesting additional funds. Each funding agency may have its own procedure for granting a No Cost Extension.

To request a No Cost Extension for your grant account, **Email or call the PAF Team**. The PAF Team will review your funding agency's requirements and guide you through the requesting process.

FEDERAL AWARDS UNDER FDP OR EXPANDED AUTHORITIES

For a federal award under the Federal Demonstration Partnership (FDP) or Expanded Authority (EA), the first 12-month No Cost Extension can be approved by UTHSC-H through the PAF Team. To request a No Cost Extension in this situation, simply email the PAF Team with the following information:

- The Account Number
- The Grant Number
- The Desired Termination Date (within 12 months of the original termination date)
- One of the following reasons:
 1. Additional time beyond the established expiration date is required to assure completion of the original approved project scope or objectives.
 2. Continuity of the PHS grant support is required while a competing application is under review.
 3. The extension is necessary to permit an orderly phase-out of a project that will not receive continued support.

The PAF Team will notify the federal funding agency of local approval by UTHSC-H.

OTHER AWARDS

For all other awards, including other federal awards NOT under Federal Demonstration Partnership (FDP) or Expanded Authority (EA), please email the PAF Team so that they may guide you through that agency's specific requesting process.

FRINGE BENEFIT ENCUMBRANCES

One of the improvements provided by the HRMS 8.3 upgrade is that fringe benefits are now being encumbered. Therefore, the revised guidelines to assist in analyzing a sponsored project account for budget modification consideration are as follows:

The amount that is shown in the "Uncommitted Amount" column for object 12 should be at least 21.5% of the amount shown in the "Uncommitted Amount" column for the salary object(s).

EXAMPLE:

"Uncommitted Amount" column for the salary object(s) = \$1,000

"Uncommitted Amount" column
for object 12 should at least
= \$215.00 [\$1,000 x
.215 = \$215.00]