New Cellular Policy Implementation for Sponsored Projects

University of Kentucky
December 2009
Policy (draft)

6. Sponsored Accounts

A. Supplemental compensation may not be charged to sponsored accounts (i.e. grants starting with 3).

B. Equipment costs may not be charged to sponsored accounts (i.e. grants starting with 3) unless planned in advance due to section D.

C. Reimbursement for specific international calls or for incremental business expenses may be reimbursed from a sponsored agreement as laid out in Q-1-2-12 in instances where a Principal Investigator (PI) or project has met all requirements of this policy, including budgetary and sponsor approval to charge cellular expenses as a direct expenditure on a grant. The PI or other research personnel should include this information in the proposal budget and justification and complete a budget request for revision/action form http://www.uky.edu/eForms/forms/action.pdf as needed for existing grants.

D. In rare instances where a PI or project has met all eligibility requirements in Q-1-2-4, the cellular device is required to meet programmatic goals of the project and no other feasible option exists, use may be tied to a specific sponsored project, the budgetary and sponsor approval to charge cellular expenses as direct expenditures has been obtained, a request for a UK departmental cellular device may be completed. For information refer to http://www.uky.edu/IT/CNS/products/cellphon.html

E. The request for a UK departmental contract must be completed with WBS number(s) to be used in the re-allocation of the departmental contract and routed to obtain the signature of the Controller, the Associate Dean for Research and approval from the Office of Sponsored Project Administration (OSPA). OSPA will forward the approved form to Communications and Network Systems (CNS) for processing.
Extension of existing phones

- Request extension of phone service through January 8, 2010
  - Must be done immediately – prepare list of cell phone numbers by department and submit to Ronda Beck rsbeck00@email.uky.edu
Implementation

- Department reviews existing grants for programmatic purpose of mobile device
- Complete Request for Departmental Contracts for Cellular Devices
- Submit to Controller if approved under departmental device guidelines
- Forwarded to Office of Sponsored Projects Administration for approval and establishment of budget
- If approved, submitted to Communication and Network Systems
Processes to be completed

- Establish new g/l accounts
- Establish new budget and budgetary roll-ups (OSPA and SPA)
- Mobile device allocation forms developed
- OSPA may develop additional form to obtain programmatic benefit
- Discussion of data plans other items not easily allocable to project.
Grandfathered expenses

- If grant contains a budget for mobile services for the period July 2009 – December 2009, but no budget was established due to policy revisions –

- Obtain normal cost transfer signatures
- Explanation will be: Charges were held pending implementation of the Cellular Devices Policy and Procedures for sponsored projects Q–1–2
Grandfathered expenses, cont

- Deadline for these JVs to be in Sponsored projects Accounting is January 29, 2010.

- No JVs will be approved for charges during this period if not submitted by January 29th.

- Existing CAS communications budgets need to be reviewed and added through OSPA.

- Unbudgeted expenses in this category will be removed et al in April of 2010.
Cellular Device Allocation form

- Charges from January 2010 forward
- Detailed billing
- 100% documentation of all calls (see proposed form)
- Reimbursement of allocated personal calls (repeated reimbursement may lead to disconnection of service)
- Allocations submitted by JV on a monthly basis (or lead to 100% taxable fringe charged to responsible person; repeated occurrences will lead to disconnection of service)