

Not Like Any Other Grant

- Pre-award/Pre-spending is unallowable
- Stipend allowances must be met
- Strict re-budgeting rules
- Carryover typically not allowed; restricted
- Period of appointment is not the same as grant period
- Can lose money if you don't understand when and how it can be spent
- Requires Post-Docs to sign a Payback form
- Effort reports are not generated
- Post-Doc trainee loses some Northwestern benefits due to change in status

Award Category

Budget

- Stipends
- Training Expenses
- Trainee Tuition/Fees
- Trainee Travel
- F & A

Report similarly, however according to spending

- Stipends can be encumbered for overlapping appointments
- Expenses encumbered
- Tuition/Fees encumbered
- Travel through appointment period only
- F&A 8%



Hiring Trainee

- Changing status from salary to stipend
 - Submit paperwork in time to change the appointment
 - A Stipend is a subsistence allowance to help defray living expenses during the research training experience. This is not a salary.

Stipends - Predetermined

Levels are predefined and set annually by NIH

- Pre-doctoral – one rate regardless of years of experience
 - As of 1/20/2016, \$23,976 for the year
- Post-doctoral
 - Dependent on # of years of relevant Experience (0-7) at time of appointment
 - Once set, no mid-year change
 - Graduation date = degree conferred (not day defended)

<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-F16-047>

Effective 1/20/16 NOT-OD-16-047

Undergraduates in the MARC Program

Training Related Expenses (TRE)

Category

- Can be used to pay for Health Insurance, speaker fees, equipment, research supplies, publication costs, or re-budgeted to help cover tuition
- Uniform Guidance(UG) Cost Accounting Standards apply

Subcontracting

- If you subcontract out (rare)
 - Detailed invoices are required, remind OSR to include this in the agreement sent
 - Need to know who is being paid
 - What period the invoice is paying them for (April invoice may only have March expenses)
 - Must follow NIH rules about stipend limits
 - Do not approve invoices that are billing wrong stipend rates.

Budget Period vs Appointment Period

Budget
Period

- Tuition
- Health Insurance
- Travel Expenses

Appointment
Period

- Late start allowed
- Overlapping allowed but \$\$ not guaranteed

Areas Where Departments May Stumble

- Not paying trainee correct stipend amount
- Hiring trainee late – e.g., trying to change status of someone who started August 1, 2016 after September 2016
- Hiring trainee under the wrong account code
- Spending the TRE incorrectly

Termination Notice

- Due **30 days** after trainee has completed experience
- RA should initiate this and verify salary paid matches salary budgeted on appointment form before moving on
- RA informs PI who the business official (BO) is
- Please pick the GCFA who is responsible for your grant
 - Do not pick Jennifer Hobbs

Reporting Requirements

- Financial Status report (SF425) due 90 days from budget date every year
 - Not 120 because annual reports are due in 90

Important Links

- NIH Policy Notices:
<http://grants.nih.gov/policy/notices.htm>
- NIH Grants Policy Statement: Ruth L. Kirschstein Institutional Research Training Grants –Section 11.3:
http://grants.nih.gov/grants/policy/nihgps/HTML5/section_11/11.3_institutional_research_training_grants.htm
- Allowable and Unallowable Costs -Section 11.3.8:
http://grants.nih.gov/grants/policy/nihgps/HTML5/section_11/11.3_institutional_research_training_grants.htm#Allowabl

