Texas A&M University-Corpus Christi
Graduate Studies & Research
Post Award Administration

STANDARD OPERATING PROCEDURES
(SOPs)

(Date of Last Update: April 24, 2008)
## Table of Contents

<table>
<thead>
<tr>
<th>SOP</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.00</td>
<td>FAMIS Grant/Contract Account Request</td>
<td>4</td>
</tr>
<tr>
<td>1.01</td>
<td>New Account Request (NAR)</td>
<td>6</td>
</tr>
<tr>
<td>1.02</td>
<td>Compliance Checklist (CC)</td>
<td>9</td>
</tr>
<tr>
<td>1.03</td>
<td>Database Entry Request</td>
<td>12</td>
</tr>
<tr>
<td>2.00</td>
<td>New Award File</td>
<td>16</td>
</tr>
<tr>
<td>3.00</td>
<td>FAMIS Automatic Invoice Monthly Distribution</td>
<td>18</td>
</tr>
<tr>
<td>4.00</td>
<td>Invoicing for Reimbursement</td>
<td>20</td>
</tr>
<tr>
<td>5.00</td>
<td>Budget Amendments</td>
<td>23</td>
</tr>
<tr>
<td>6.00</td>
<td>Drawdowns</td>
<td>26</td>
</tr>
<tr>
<td>7.00</td>
<td>FAMIS Online Document Approval</td>
<td>28</td>
</tr>
<tr>
<td>8.00</td>
<td>Verify and File Invoices</td>
<td>30</td>
</tr>
<tr>
<td>9.00</td>
<td>Schedule of Accounts Receivable Outstanding</td>
<td>32</td>
</tr>
<tr>
<td>10.00</td>
<td>Monthly Review of Grant &amp; Contract Accounts</td>
<td>34</td>
</tr>
<tr>
<td>11.00</td>
<td>Project Closeout</td>
<td>35</td>
</tr>
<tr>
<td>11.01</td>
<td>Residual Balance Transfer</td>
<td>38</td>
</tr>
<tr>
<td>12.00</td>
<td>Records Management</td>
<td>40</td>
</tr>
<tr>
<td>13.00</td>
<td>Conflict of Interest (COI)</td>
<td>43</td>
</tr>
<tr>
<td>14.00</td>
<td>Subawards/Subcontracts</td>
<td>45</td>
</tr>
<tr>
<td>15.00</td>
<td>TAMUCC Research Enhancement-University-level</td>
<td>47</td>
</tr>
<tr>
<td>16.00</td>
<td>TAMUCC Research Enhancement-College-level</td>
<td>51</td>
</tr>
<tr>
<td>SOP 17.00</td>
<td>Restricted Research Annual Awards Report</td>
<td>52</td>
</tr>
<tr>
<td>SOP 18.00</td>
<td>Monthly Award Count Report</td>
<td>53</td>
</tr>
<tr>
<td>SOP 19.00</td>
<td>Facilities and Administrative (F&amp;A) Monthly Report</td>
<td>54</td>
</tr>
<tr>
<td>SOP 20.00</td>
<td>Time and Effort</td>
<td>55</td>
</tr>
<tr>
<td>SOP 21.00</td>
<td>Grantswire Listserv Distribution</td>
<td>58</td>
</tr>
<tr>
<td>SOP 22.00</td>
<td>Cost Sharing Report (Annual)</td>
<td>59</td>
</tr>
</tbody>
</table>

Appendix A – TAMUCC Research Office Contacts | 61 |
Appendix B - FAMIS Departmental Listing by Grant Accountant | 62 |
Appendix C - List of Departments by Accountant in TAMUCC Accounting Department | 63 |
Appendix D – Acronyms | 65 |
Appendix E- Commonly Used FAMIS Screen Numbers | 67 |
SOP 1.00 FAMIS Grant/Contract Account Request

I. **Purpose:** To set up a new FAMIS account number for a newly award grant or contract.

II. **Associated Forms/Systems/Regulations:**

   **Forms**- New Account Form Request (NAR), Compliance Checklist (CC), and Database Entry Request Form

   **Systems**- FAMIS

III. **Procedure:**

- Receive yellow folder from Pre Award Administrator with award information.
- Check database to see if project is new, a continuation (was awarded last year), or a renewal (was awarded in a previous fiscal year but not last year).
  - If award is a continuation or a renewal, pull the previous award file from the current or closed award file cabinet for guidance
- Read the grant/contract award letter or notice and any supplemental information and highlight key items:
  - Award # (or Sub-Award #, Contract #, Etc…)
  - Award Amount
  - Sponsor Name
  - CFDA # (Catalog of Federal Domestic Assistance Number)
  - Begin and End Dates of Project
  - Award Date
  - Budget category adjustment limitations (10% flexibility?…require written approval?…)
  - Facilities & Administration (F&A) information
  - Payment information (fixed price, cost reimbursable, billing info, automatic payment info, draw down information)
  - Any other specific requirements

- Open the “New Account Request Master” file. This excel file is located on the “Post Award Forms” folder in the I drive and contains 3 worksheets:
  - New Account Request (NAR), to be submitted to the Texas A&M University-Corpus Christi Accounting Department
  - Compliance Checklist (CC), to be submitted to the Texas A&M University-Corpus Christi Accounting Department
  - Database Entry Request, an internal form submitted to the Database Enterer.
➢ Save the file on your computer so that the master file remains as a template on the I drive. See below to complete these forms.

IV. **Date of Last Update:** January 7, 2008
SOP 1.01  New Account Request (NAR)

I.  **Purpose:** To complete the New Account Request (NAR) form.

II. **Associated Forms/Systems/Regulations:**

Forms- New Account Request (NAR)

Systems- FAMIS

III.  **Procedure:**

➢ Data enter appropriate information into the form in the following fields:

- **Current Date**
- **Account Title**
  - Should be less than 30 characters
  - If needed, type *Long Title: Full Name of Project*
- **Responsible Person:** This is the Principal Investigator (PI) for the award.
- **Universal Identification Number (UIN) of Responsible Person**
  - To find UIN of responsible person, go to FAMIS screen 29 and type in name of responsible person in the responsible person field and hit enter. This will bring up all current FAMIS accounts under this responsible person. Place an x next on the line on the left hand side of one of the accounts and hit enter. The screen will now show multiple attributes for this particular account; one of the attributes shown is the UIN.
  - If the responsible person does not have any current FAMIS accounts on screen 29, go to FAMIS screen 770 and type in the name (i.e., last name, first name) of the responsible person and hit enter. The screen will either bring up the exact person’s name with their UIN listed at the top of the screen, or the screen will pop up with a list of multiple individuals to select from. If there are multiple individuals with the same name, note the department code on the right hand side of each name. Select the individual that is in the correct TAMUCC campus department. The UIN is listed next to the name of this particular individual.

- **Department:** The FAMIS department code assigned to the award. Refer to *Appendix B* and *Appendix C* for FAMIS departmental codes.
- Select Type of funding
  - Appropriation
  - Grant
  - Contract
  - Other; also note type of funding or type of account, such as indirect cost account or residual account

- Select Fund Select Usage category
  - Instruction
  - Research
  - Public Service
  - Academic Support
  - Student Service
  - Institutional Support
  - Operation & Maintenance of Plant
  - Major Repair & Rehabilitation
  - Scholarships & Fellowships
  - ‘Auxiliary’ and ‘Accrued Compensable - Absences Payable’: Not Applicable for grants accounts

- Determine any specific restrictions: defaulted to be left blank

- Determine funding shortages/overage
  - for cost reimbursable accounts, defaulted to read “any shortages to be covered by another department account or any cash overages to be remitted back to sponsor”
  - for fixed price accounts, defaulted to read “any shortages to be covered by another department account”

- Determine equipment restrictions: defaulted to read “Title to equipment shall remain vested with TAMU-CC” unless grant or contract specifies that title to equipment shall vest with sponsor or another entity

- Enter the budget according to award notice, contract, or proposal (if budget matches award notice or contract)
  - 0001 revenue budget category should be shown as a negative number
  - 1100-9600 expense budget categories should be shown as positive numbers
  - Apply sponsor's budget categories into FAMIS budget pools:
    - 0001 Revenue
    - 1100 Salary
    - 1700 Wages
    - 1900 Benefits
    - 3000 Travel
- 4000 M&O
- 8000 Capital Outlay
- 9600 Indirect Cost (also known as F&A)

- Verify total award amount equals total of revenue category and total award amount equals total of expense categories
- Be sure to include F&A amount if awarded

  - In the accountant field, type the name of the accountant from the TAMUCC Accounting Department who is assigned to create new accounts for the project's department. A list of accountants and their assigned departments is available at the TAMUCC Accounting Department site at TAMUCC website at http://falcon.tamucc.edu/~account/PDF/AccountantDepartmentListings.pdf; this list is also included in Appendix C.

IV. **Date of Last Update:** January 7, 2008
SOP 1.02 Compliance Checklist (CC)

I. **Purpose:** To complete the Compliance Checklist (CC) form.

II. **Associated Forms/Systems/Regulations:**

   - **Forms:** Compliance Checklist (CC)

III. **Procedure:**

   - Data enter appropriate information into the form in the following fields:
     - Type of Account: Same as indicated in NAR
     - Select Funding Source
       - State (direct or pass-thru)
       - Federal (direct or pass-thru) …. If GRANT, MUST HAVE CFDA #
       - Private (various levels)
       - Local (various sources)
     - Type name of sponsor and pass-thru sponsor in the appropriate line
     - Select Type of funding
       - Fixed Price
       - Cost Reimbursable
     - If the project is an additional award to an existing project,
       - Select yes and enter the FAMIS account number of the existing project
       - If it is not an additional award but a similar one, enter the similar account number to assist the TAMUCC Accounting Department in their setup.
     - Enter Period of Grant/Contract
       - Must be retrieved directly from the contract/award; i.e. start date and end date of award
     - Expenditure Type
       - Select “Conduct of R&D” if it is any kind of research (including restricted research)
       - Select “Other Sponsored Activities” if it is not a research project
     - Select Field of Work
       - If possible see how prior accounts have been setup
- If not, determine the field of work by reading scope/goals/objectives of project in the grant/contract or proposal.

  - Select Character of Work
    - Select "Basic Research" if it is discovery-type research
    - Select "Applied R&D" if it is research based on previously discovered research
    - If it is not research at all, type "Not Research" under the 'Character of Work' column

  - Choose Selection Process; this can be determined by reading the contract
    - Competitive - If award was reviewed and awarded among other competing proposals
    - Negotiated - If award did not compete against other submitted proposals

  - Enter Award # (i.e. Contract #, Subcontract #, Purchase Order #)

  - Enter Principal Investigator: Enter same name used in the NAR

  - Enter Co Principal Investigator (Co-PI), if applicable

  - Enter F&A rate, amount and distribution
    - If award includes F&A:
      - Select the Indirect Cost Code from the Type of Funding Source section in the Compliance Check List.
      - Enter the F&A rate and select the base:
        o S&W – Salaries & Wages
        o SWB – Salaries, Wages and Benefits
        o Salary
        o TDC – Total Direct Cost
        o MTDC – Modified Total Direct Cost
        o Other - Indicate
      - Enter the Account Cost Distribution indicating the account holder name, FAMIS account number and percentage of F&A allocated. Refer to the current F&A TAMUCC Distribution Policy.
        - If award does not include F&A, type the note "No F&A awarded in this Project"

  - Data enter the SPR Invoice Settings based on the reimbursement guidelines for this award:
    - Bill Mode
• A - Automatic - FAMIS Produces Bill (This method is preferred over Manual billing.)
• C - Letter of Credit - No Billing
• M - Manual
• N - No Billing
• R - Invoice Report Only (No-Post)
• S - Sponsor Auto-Pay

- Bill Type
  • Blank - No Bill Type
  • I - Installment * (include the amount of the installment)
  • O - Other (Manual Only)
  • R – Reimbursable

- Bill Frequency
  • A - Annual
  • Blank - No Billing Required
  • L - Lump Sum (Manual Only)
  • H - According to Sponsor Schedule
  • M - Monthly
  • O - Other (Manual Only)
  • Q - Quarterly
  • S - Semi-Annual

- Other Information/Options
  • Federal drawdown – reimbursement is made by logging into the sponsor’s online system to request cash reimbursement; this is handled by the TAMUCC Accounting Department
  • SF 270 – federal form used to request cash reimbursement

IV. **Date of Last Update:** January 7, 2008
SOP 1.03 Database Entry Request

I. **Purpose:** To complete the Database Entry Request form.

II. **Associated Forms/Systems/Regulations:**

- **Forms:** Database Entry Request

III. **Procedure:**

This form lists two columns of fields: one for the Access database and one for the InfoEd database. This form should be used to update existing information in the databases for:

- **New Awards:** Previous information from the proposal may be in the databases and may need to be updated at the time the proposal becomes awarded.
- **Existing Awards** that need to be updated: Enter the current information in the left hand open column and enter the new information to be replaced in the right hand open column. When updating information, attach the form to the front of the file and give to the Database Enterer.

The fields to be entered or adjusted are as follows:

- **Enter Access/InfoEd counter** (the Database Enterer establishes the counter number)
  - If the Project Summary document is in the file, the counter number is listed on the top section of the form.
  - If the counter number is not listed on the Project Summary or is not found anywhere else in the award file, the counter number will need to be researched in the Access database by looking up the PI name, Project Title, Submitted Amount, Awarded Amount, etc.

- **PI Name**

- **Co-PI Name**

- **Project Title**

- **Department - database department (NOT FAMIS department code) ... look in Access database for codes**

- **College - college of department as listed in Access database (NOT as listed in FAMIS)**
- Sponsor
- Funding Source – see Compliance Checklist
- Program Type
  - See New Account Request in the line that reads "What will the funds be used for:"
- CFDA #: See Compliance Checklist
- Status: Awarded
- Date Submitted
  - If this award did not have a proposal, enter the awarded date as the submission date
- Date Awarded: See award notice/contract
- Award Amount: See award notice/contract
- FY95-FY08: Enter the amount awarded for each year; if not all years are awarded yet, enter the only the ones awarded.
- Yrs?: Number of years awarded
- Calc Amount: Total amount awarded (including all years awarded and pending)
- Indirect Costs: F&A requested
- Actual F&A awarded
  - "new column" F&A TAMUCC Rate: F&A equivalent to 51% S&W, regardless being awarded or not
  - "new column" F&A TAMUCC Cost share: Difference between the "F&A TAMUCC Rate" and the Actual F&A awarded.
- Cost sharing: Enter the total cost share amount from the contract and routing form
  - "new column" Total Cost Share: Cost Share plus the F&A TAMUCC Cost Share.
- Project Start Date: See contract or NAR
- Project End Date: See contract or NAR

- Disposition
  - Enter “Univ File” if the award is being assigned a TAMUCC FAMIS account number.
  - Enter “TEE File” if the award is not being assigned a TAMUCC FAMIS account number and is being handled at Texas Engineering Experiment Station (TEES) in College Station, Texas.

- Account number
  - Enter “Pending” until the an account number is assigned by the TAMUCC Accounting Department
  - If the TAMUCC FAMIS account number has been assigned, enter the account number here.

- Comments: Add any comments (optional)

- "new column" Restricted Research (Y/N): Refer to Restricted Research Form

- Billing (Quarterly, Monthly, Draw down, Fixed, or Dept to be doing billing): Enter Billing frequency, type (automatic, manual) and who will be preparing it (i.e. GSR, HART, CTCS, or TCOON/DNR)

- Indicate what documents are in the folder in the “New Account Check off” at the bottom of the Data Entry Request form. The rest of the entries will be checked off when the FAMIS account number becomes available and all entries in both databases are verified.

➤ After completing all three forms (NAR, CC, and Database Entry Request), scan the NAR and CC as a PDF document and save to your computer. Post both documents into the Paradocs system using the image profiler located on either of the TAMUCC Post Award Accountants’ computer or the Sr. Grants & Contract Administrator’s computer. Email the appropriate accountant alerting them that a new account request has been submitted to them through the Paradocs system.

➤ Notification of a new account assigned will arrive through the Paradocs system. Verify the new account number by checking on FAMIS screen 29 for new account by searching by PI or Account Title.
  - Write the FAMIS account number on the NAR.
  - Write the FAMIS account number on the Data Entry Request form.
  - Email PI and Business Coordinator working with the PI the new FAMIS account number. Print the email and place the email copy in the file.
- Place a check on the line titled "FAMIS # Emailed to PI " on the Data Entry Request Form.

- Move the new award paperwork form the yellow folder to a brown folder. Refer to **SOP 2.00 - New Account Files**.

- Give file and Database Entry Form to Database Enterer to update information in databases. Refer to **SOP 11.00 - Records Management** for details on database entry and update.

- After file is returned by the Database Enterer, verify data entry in the databases and forward file to Student Assistant for scanning award file documents into the InfoEd database. Refer to **SOP 11.00 - Records Management** for details on scanning and posting into the InfoEd database.

IV. **Date of Last Update:** January 7, 2008
SOP 2.00  New Award File

I.  **Purpose:** To create a file for a new award.

II.  **Associated Forms/Systems/Regulations:**

    Forms- New Account Form Request (NAR)

III. **Procedure:**

    ➢ Once New Account Request (NAR) is processed and scanned/posted into Paradocs:
      o Retrieve a brown folder from research supplies cabinet.

      o Print a label with the following information (this information can be retrieved from the NAR) and place the label on the brown folder tab:
        ▪ PI (Last Name, First Name), followed by FAMIS account number on far right side
        ▪ Name of Project
        ▪ Award Amount
        ▪ Start Date and End Date
        ▪ Sponsor Name

      o Sort documents and place them in the Award File in the following arrangement:
        ▪ Front Left – for internal documents
          • NAR set
          • Database Entry Requests
          • Project Summary
          • Other internal office documents
        ▪ Front Right – for proposal and proposal-related documents
          • Proposal
          • Proposal Routing form
          • Proposal Data Entry Sheet printed from Access database
          • Restricted Research form
          • Sponsor submission Request for Proposal, guidelines, etc.
        ▪ Back Left – for award notice, contract, amendments, etc.
          • Contract/Grant documents from sponsor
        ▪ Back Right – for miscellaneous reports, communications, emails, etc.
          • Miscellaneous documents, such as
            o Campus/sponsor emails
            o Budget Change Forms
            o Submitted reports
IV. **Date of Last Update:** January 7, 2008
SOP 3.00  FAMIS Automatic Invoice Monthly Distribution

I. Purpose: To sort and distribute monthly FAMIS automatic invoices to appropriate departments that handle invoicing for grant and contract accounts.

II. Associated Forms/Systems/Regulations:

Forms- FAMIS automatic invoices

Systems- FAMIS

III. Procedure:

FAMIS automatic invoices are produced by FAMIS after the close of each month in the FAMIS accounting system for every grant or contract account that was noted on the Compliance Checklist to have FAMIS automatic invoices processed. When produced each month, these invoices are automatically posted in FAMIS and include the previous month’s activity registered in FAMIS.

The Accountant I organizes and sorts the automatic invoices by following these steps:

➢ Receive automatic invoices from TAMUCC Accounting Department every month after month’s close out process.

➢ Sort invoices by invoice number (all automatic invoice numbers begin with R0).

➢ Add the automatic invoices produced for the month by adding them to the Invoice Log by noting the invoice number, FAMIS account number, and the department that handles the billing for that account for future reference.

➢ Verify that all invoices for the month are accounted for by obtaining the first and last invoice number for the month from FAMIS screen 637.

➢ Separate invoices by the department that handles each of them (Research Office, TCOON, CTCS, HRI, Btucher, Etc.)

➢ For invoices handled by departments other than the Research Office:
  o Make copies of invoices
  o Give copies to Scanning Assistant for:
    ▪ Scanning and uploading into InfoEd database
    ▪ File copies of invoices in appropriate departmental invoice binder:
      • File in account section separated by tabs
• Place a check by the invoice on the Invoice Log in the front of the binder; if invoice is not listed in the log, write it on the corresponding line and place a check.
  o Send original invoices to their respective department.

➢ For invoices handled by the Research Office:
  o Distribute the invoices handled by the Research Office to the Accountant I, Accountant II, and Sr. Grants & Contract Administrator based on the departments each of them handles.
  o Keep the invoices in a folder and pull them as needed for invoice preparation.

IV. Date of Last Update: January 7, 2008
SOP 4.00  Invoicing for Reimbursement

I. **Purpose:** To create invoices for awards that require reimbursement through invoicing.

II. **Associated Forms/Systems/Regulations:**

   - **Forms:** Master Invoice Format, sponsor special format templates
   - **Systems:** FAMIS, FAMIS Canopy, Paradocs

III. **Procedure:**

   Although the preferred method of invoicing is by using the automatic invoices generated by FAMIS, some sponsors require their own invoice templates or formats. This requires manual invoicing.

   Manually-prepared invoices are assigned an invoice number by the Research Office. The invoice numbers begin with “G,” followed by the fiscal year, and a consecutive number (i.e. G060045, G060046, etc.) Use the Invoice Log to get the next invoice number available. Once the invoice is mailed, record the sponsor name, amount, and FAMIS account number in the Invoice Log.

   **Invoice Preparation**

   Each Post Award Accountant and the Sr. Grants & Contract Administrator from the Research Office is responsible for awards from certain departments and colleges. Their responsibilities include the preparation of invoices and providing support documentation for the invoices when required. They are also responsible for keeping records, copies of invoices, and an auditable trail of the invoices.

   In general, the procedure for preparing invoices is as follows:

   ➢ Prepare each invoice according to each award’s due dates and/or deliverables. All invoice information and payment instructions should be in the award notice or contract. If not, check the sponsor regulations.

   ▪ Maintain an electronic folder that includes an Invoice Summary Recap and every manual invoice produced for the award. These files can be saved separately for each invoice for easy retrieval.
   ▪ Open the last invoice file and update the information such as date, invoice number, amount, and any other information.
   ▪ If the invoice is a FAMIS automatic invoice, verify that the invoice includes allowable charges and are reimbursable under the award contract.
   ▪ If FAMIS automatic invoice is incorrect:
- Void the FAMIS automatic invoice and assign a manual invoice number for a new invoice.
- Once the manual invoice has been sent to the sponsor, send a copy of the manual invoice the TAMUCC Accounts Receivable Department for posting in FAMIS.
- Send a copy of the voided FAMIS automatic invoice to the Accountant in the TAMUCC Accounting Department who works closely with the TAMUCC Accounts Receivable Department for posting in FAMIS.

- If FAMIS automatic invoice is correct and/or if a manual invoice will be created:
  - Note: If the FAMIS automatic invoice is correct but a sponsor's special invoice format is needed, the same invoice number listed on the FAMIS automatic invoice will be used. No new invoice number will be assigned.
  - Note: If the FAMIS automatic
  - Enter invoice information in the Invoice Summary Recap file of the account's electronic folder.
  - Save the file with a new file name that includes the month/year of the recent invoice.
  - Verify that the Invoice Summary Recap matches account in FAMIS at the end of the month's invoice.
  - Attach support documentation of each of the expenditures, if needed.
  - Attach an index or summary of the expenditures for the month, if needed.
  - Prepare sponsor's special invoice format, if needed. (A special format template will usually be included in the award notice, contract, or supplemental information. If not, check with sponsor.)
  - Sign and date the invoice.
  - If the sponsor requires a certification letter (a letter signed by the PI or an authorized organizational representative indicating that all expenditures being submitted for reimbursement are true and accurate) with the invoice:
    o Print certification letter with updated information (A certification letter template will usually be included in the award notice or contract.)
    o Send certification letter to appropriate individual for signature. Keep a copy of the certification letter.
    o Once the signed certification letter is received, make a copy and attach to file copy.
  - Before mailing the complete package to the sponsor, make one set of copies for the file. Include in the file copy an Invoice Summary Recap and any internal notes and calculations.
- Mail original invoice to sponsor (do not include internal notes or forms).
- Give copy of invoice to Scanning Assistant to:
  - Scan.
  - Upload into InfoEd database.
  - File in appropriate Invoice Binder.

IV. **Date of Last Update:** January 7, 2008
SOP 5.00    Budget Amendments

I.     **Purpose:** To update the budget information in the FAMIS account in FAMIS.

II.    **Associated Forms/Systems/Regulations:**

   **Forms:** TAMUCC Budget Change Document Form Master, Database Entry Request

   **Systems:** FAMIS

III.   **Procedure:**

There are two ways of amending a budget in a FAMIS account:

- Using a TAMUCC Budget Change Document: Suitable for budget amendments that require additional budget to the current FAMIS account budget.
- DBR (FAMIS online budget change): Suitable for the reallocation of funds between budget pools only.

**Completing a Budget Change Document**

- Open the Budget Change Document form Master file. (Available at the TAMUCC Budget department’s website at [http://falcon.tamucc.edu/~budget/](http://falcon.tamucc.edu/~budget/). Also available in the “Post Award Forms” folder in the I drive.)
- Save a copy of the file to your computer. Do not fill out the form in the original file.
- Enter the form with the following information:
  - Date
  - Account number
  - Responsible Person
  - Check the appropriate explanation/type:
    - Budget transfer between pools: now done as a DBR online in FAMIS, screen 520; refer to the TAMUCC Budget Department DBR instructions for this type of budget modification.
    - Budget Transfer: For budget transfers from one FAMIS account to another FAMIS account.
    - Budget Revision: For adding or decreasing budget due to amendments, additional awards, or corrections.
    - Enter explanation including amendment number and reason for revision of budget.
o Enter amounts for each budget category requiring revision. Revenue additions are reflected as negative amounts, and revenue decreases are reflected as positive amounts. Expenditure additions are reflected as positive amounts, and expenditure decreases are reflected as negative amounts.

o When entering additional budget such as an additional award, or when decreasing the total account budget, entries will be made to both the revenue and expenditure categories. In these cases, make sure the total of all budget amounts equal zero.

o When transferring budget between expenditure budget categories only, the total of all budget amounts equal zero.

o Enter your name in the line titled “Account Responsible Person” and date it.

o Print form and sign it.

➢ Make a copy of the Budget Change Document and give to Scanning Assistant for scanning and filing in the award file.
➢ Send original to the TAMUCC Budget Department.
➢ Review FAMIS account periodically to ensure that the budget change was entered in FAMIS by checking screens 34 and 47 (or screens 74 and 76 for support accounts). If reasonable time has passed and budget entry has not been entered in FAMIS, follow up with the TAMUCC Budget Department.
➢ If the total budget for the award was increased or decreased, prepare a Database Entry Request to update the amount awarded in the Access database and the InfoEd database. Attach Database Entry Request to the award file and give to Database Enterer. After the entry is made in both databases, verify that the entries were made in the databases. Initial the Database Entry Request and place in the award file.

**DBR (FAMIS online budget change)**

A budget amendment can be done through the FAMIS system when the amendment requires only a reallocation of funds between expenditure budget pools.

➢ Go to FAMIS screen 520 to initiate a DBR budget change. Complete the information according to the TAMUCC Budget Department DBR instructions. These instructions provide details on how to fill out each field and route for approval.
➢ A document number will be generated by FAMIS and displayed at the top of screen 520 before it is routed. Record the DBR number in the Budget Change Log, reason for budget change, and date.
➢ Approval notice of the DBR budget change will arrive in your FAMIS inbox through FAMIS Canopy.
➢ Review FAMIS account periodically to ensure that the budget entry was processed in FAMIS by checking screens 34 and 47 (or screens 74 and 76 for support accounts). If reasonable time has passed and the budget entry has not been processed in FAMIS, follow up with the TAMUCC Budget Department.

IV. **Date of Last Update**: January 7, 2008
SOP 6.00 Drawdowns

I. **Purpose:** To verify that all awards eligible for reimbursement through a sponsor online drawdown system are accounted for and reimbursed in a timely manner.

II. **Associated Forms/Systems/Regulations:**

   **Forms:** Drawdown List

   **Systems:** FAMIS

III. **Procedure:**

When an award is eligible for reimbursement through a sponsor online drawdown system, it needs to be monitored in order to ensure that the funds are being drawn in a timely manner. Information and instructions on how to perform the drawdown will be available in the award notice or contract or sponsor regulations.

The TAMUCC Accounting Department performs the sponsor online drawdowns on all awards periodically and posts the cash reimbursements for each account in FAMIS as revenue.

The Research Office keeps a list of all grant and contract accounts with drawdowns which is updated on the 15th of every month. This list is sent to the TAMUCC Accounting Department to ensure that all drawdown awards are accounted for.

Whenever an award is made and is eligible for drawdowns, it is added to the Drawdown List with the following information:

- Date Added to List (or Date of Change of Information to Project)
- Grants Accountant: Post Award Accountant responsible for the Award
- FAMIS Account Number
- FAMIS Support Account Number (If applicable)
- Project Name
- Sponsor
- Start Date
- End Date
- Last Day to Drawdown: This information will be available in the award notice, contract, or sponsor regulations.
- Total Direct Costs
- Total Indirect Costs (F&A)
- Total Award
- PI
Comments (optional)

Use FAMIS screen 23 to verify the last date of a Draw down for any award account. Follow up with the TAMUCC Accounting Department when accounts have not been drawndown.

IV. Date of Last Update: January 7, 2008
I. **Purpose:** To approve documents routed through FAMIS.

II. **Associated Forms/Systems/Regulations:**

   **Systems:** FAMIS, FAMIS Canopy

III. **Procedure:**

When a grant or contract account requires any of the following documents to be issued, the routing path of these documents will require the approval of a Post Award Accountant from the Research Office. The types of documents that will require the approval of a Post Award Accountant from the Research Office are:

- EPA (Electronic Payroll Action)
- Requisition
- DBR-Budget Amendment

Documents routed for approval are based on the FAMIS department code. When a document is routed for approval to the Research Office, the document will appear in the accountant’s FAMIS Canopy in-box that handles that particular department. FAMIS Canopy can be set up to alert the Post Award Accountant by email when a new document arrives in his/her FAMIS in-box. For instructions on how to set up the email alerts, see the FAMIS Canopy manual available at the TAMUCC Accounting Department. FAMIS will also alert of the existence of documents in the in-box upon logging in to the system.

FAMIS incoming documents are to be opened, reviewed, and approved or rejected.

Follow these steps to review FAMIS documents:

- Login to FAMIS Canopy using the FAMIS ID/Password: Go to the following link to access FAMIS Canopy: [https://apps2.sago.tamus.edu/CanopyTwo/](https://apps2.sago.tamus.edu/CanopyTwo/)

- From the home page, select “Routing” from the menu and click on “Inbox” from the drop down menu at the top of the page.

- A list of documents pending approval will be displayed. Select any document by clicking on the document number.
  
    - Before approving, if the document is new:
      - Verify the grant or contract account has budget/funds available
• Verify that the expenditure is allowable under the grant or contract; check the regulations if necessary.
• If the document is an EPA:
  • Verify that the time period of employee being paid is within the project time period.
  • Verify that the salary is reasonable and consistent with the employee’s base salary.

  o If the document is a previously routed document in process, wait until it is approved to discard

Follow these steps to approve or reject a document:

➤ If the document is ready for approval:
  o Select “Approve” in the “Action” field in the document display, and click “Ok” when a dialog box appears requesting confirmation.
  o Print a copy for the award file.

➤ If there is a concern or question regarding the document:
  o Call the business coordinator or document creator with any concerns or questions you may have.
  o Once your concerns or questions are satisfied and the document is ready for approval:
    ▪ Make a note on EPA routing notes.
    ▪ Approve the document and print a copy for the award file.
  o If your concerns or questions are not satisfied and/or the document cannot be approved:
    ▪ Make a note on EPA routing notes.
    ▪ Reject the document and print a copy for the award file.

IV. Date of Last Update: January 7, 2008
SOP 8.00 Verify and File Invoices

I. **Purpose:** To verify that all invoices created for the current month are:
   a. Correctly posted in FAMIS
   b. Correctly recorded in the Invoice Log
   c. Correctly filed in the invoice binders

II. **Associated Forms/Systems/Regulations:**

   **Systems**- FAMIS; Invoice Log Book

II. **Procedure:**

This procedure should be completed every month before updating the Outstanding Accounts Receivable Listing (SOP 9.00).

Complete this procedure by following these steps.

➢ Pull the Invoice Log Book for the current fiscal year.

➢ Gather invoice copies and support processed for the previous month.

➢ Taking **ONE INVOICE AT A TIME:**
   o Verify that the invoice information is recorded in the Invoice Log Book accurately:
     ▪ Invoice #
     ▪ Sponsor
     ▪ Date
     ▪ Amount
     ▪ Account #
   o Verify that the invoice is listed in FAMIS accurately:
     ▪ Verify the following information in FAMIS on screen 635:
       • Invoice #
       • Name (should be sponsor)
       • FAMIS Account #
       • Date
       • Amount
       • If the invoice has been paid, highlight the invoice number in yellow in the Invoice Log Book.
     ▪ Verify in FAMIS on screen 9 that the proper “Billing Revenue Object Code” was used (found on bottom of invoice).
   o Punch three-ring binder holes in the invoice and its supporting documentation and file these documents in the corresponding Invoice Binder by numerical invoice number.
The Invoice Binders are in numerical order and have a divider (with invoice numbers) every 20-25 invoices for easier access. When binder is full, create a new binder, and label it with the first and last invoice number to be contained in the new binder.

When an invoice is paid and a copy of the check and/or the deposit slip is available:

- Locate the invoice in Invoice Binders and on the front page of the invoice write:
  - “Paid”
  - Check #
  - Date
  - Amount

- Attach the copy of the check, deposit slip, and deposit receipt from the TAMUCC Business Office to the invoice in the Invoice Binder. Find the invoice number listed by invoice number (by fiscal year) in the Invoice Log Book. If the invoice is paid in full, highlight in yellow the invoice line item and write on the side “paid in full”. If the invoice is not paid in full, on the side of the invoice line item, write “paid $xxxx” indicating the partial amount paid.

IV. **Date of Last Update:** January 7, 2008
SOP 9.00 Schedule of Accounts Receivable Outstanding

I. **Purpose:** To update the Schedule of Accounts Receivable Outstanding.

II. **Associated Forms/Systems/Regulations:**

   **Forms:** Schedule of Accounts Receivable Outstanding

   **Systems:** FAMIS (screen 637), Invoice Log Book

III. **Procedure:**

Follow these steps to update the Schedule of Accounts Receivable Outstanding:

- In Excel, open the most recent Schedule of Accounts Receivable Outstanding.
  - Save a new copy of the file using the current date as part of the new filename.
  - Change cell A2 of the file to the current date.

- Go through the list of outstanding invoices and check in FAMIS on screen 635 to see if invoice has been paid.
  - If paid:
    - Remove the invoice from the schedule. (Delete row)
    - Find invoice in the Invoice Log Book and highlight with a yellow highlighter.
  - If not paid, leave item on the schedule.

- Add updated information to list:
  - Re-sort the schedule by invoice number. Delete any “grouped totals;” these will be re-set when completed.
  - Pull the Invoice Log Book, for invoice numbers not highlighted:
    - Look in FAMIS on screen 635 to see if they have been paid.
    - If paid, highlight with a yellow highlighter the invoice line item and verify that it is not listed in the Schedule of Accounts Receivable Outstanding.
    - If not paid nor listed, list the invoice item in the Schedule of Accounts Receivable Outstanding with the following information:
      - Invoice #
      - Sponsor
      - Date of invoice
      - Amount
      - FAMIS account number
      - FAMIS account name
• Department
• Responsible Person (PI)

➢ Copy the formula on the column titled "# Days Old" for the new items added to the schedule.

➢ Sort schedule:
  o Sort invoices in the following sequence: by sponsor, FAMIS account number, invoice number.
  o Add two rows between sponsor groupings.
  o Sub-total each sponsor grouping.
  o Average the number of days old for each sponsor grouping.

➢ Calculate total:
  o Create a total of each of the sponsor groupings.
  o Average the number of days old for each sponsor grouping.
  o Change the format on invoices over 90 days old (Bold & Red)
    ▪ For invoices that are over 90 days outstanding, Post Award Accountant will first call the department (followed by sponsor, if necessary) to check on status of invoice payment.

➢ Print the schedule:
  o Format the schedule to print "landscape."
  o For delinquent sponsors that want a list of their outstanding invoices, copy their section of outstanding invoices to a separate filename for emailing purposes to the sponsor.

➢ Post Award Accountant will keep a comprehensive invoice list which is compiled from FAMIS screen 637 and Invoice Log Book. The report is checked weekly for payments or voided invoices shown on FAMIS screen 635. When paid or voided, they are highlighted on master list. From this list, a monthly report showing the number of days over due is prepared and sent to the Associate Vice President and Comptroller. This list is grouped by department. Each invoice is posted to the column showing number of days invoice is overdue. Each column shows percentage of total due.

IV. Date of Last Update: April 24, 2008
SOP 10.00 Monthly Review of Grant and Contract Accounts

I. **Purpose:** To perform a monthly budget review of all grant and contract accounts in FAMIS. This procedure will identify accounts that are over budget or under budget and take into account their project end date. Accounts with budget issues can be addressed with the Principal Investigator or the Business Coordinator.

II. **Associated Forms/Systems/Regulations:**

- **Forms:** FBMR061 TIPS/FAMIS Reports
- **Systems:** FAMIS

III. **Procedure:**

- The Accountant in the TAMUCC Accounting Department will send two monthly FBMR061 TIPS/FAMIS reports via email to each of the following employees: Sr. Grants & Contract Administrator, Accountant II, and Accountant I. The FBMR061 reports are produced on a monthly basis and consist of all open award accounts in FAMIS. The first report is a revenue report, and the second report is an expenditure report. Both reports indicate budget available. Each report sent to each of the Post Award individuals includes only the award accounts in FAMIS pertaining to their departments they oversee. See Appendix C for FAMIS Departmental Listing by Grant Accountant.

- As these reports are received, Post Award employees will review both the revenue and expenditure reports to identify any accounts with budget discrepancies and handle appropriately.

IV. **Date of Last Update:** January 7, 2008
SOP 11.00  Project Closeout

I. **Purpose:** To process project award closeout.

II. **Associated Forms/Systems/Regulations:**

   **Forms:** Project Closeout Checklist

   **Systems:** FAMIS, Access database, InfoEd database

III. **Procedure:**

   ➢ On a monthly basis, print a “Projects Ending Report” in the Access and InfoEd database systems for the upcoming three months. The queries/reports are saved in both databases.
     
     o In the Access database, the query is called “List of Projects Ending.” Use this query to request the report. The query will prompt for the beginning date for the period of the report and the ending date of the period of the report. Enter the beginning and ending dates for the report, and the report will appear on your browser. Print report.
     
     o In the InfoEd database, go to “Proposals,” “Reporting Tool,” and “Get Report.” The report query and form will pop up. Enter the ending date for the period of the report.
     
     o Reconcile both reports to be sure that all ending projects are accounted for between both database systems.
     
     o Identify awards that are pending extensions or have been extended. Make appropriate ending date changes in the Access database, the InfoEd database, and FAMIS if necessary. Track all other projects once end dates expire.
     
     o Send an email to each Principal Investigator, copying their Business Coordinators or their Administrative Assistants, reminding them of their upcoming projects ending. Address the following items:

       ▪ Any extensions pending or need to be requested?
       ▪ Final date for purchases and encumbrances?
       ▪ Due date for required reports?

   ➢ On the first of each month, retrieve all project files from the Open Awards file cabinet that have ended for the previous month.

   ➢ Attach a Project Closeout Checklist form to the front of each project file that has expired.

   ➢ The following Project Closeout Checklist fields should be filled in:
- Project Title- Title of project account listed in the award file and on the FAMIS account.
- PI- refers to Principal Investigator; the name of Principal Investigator listed in the award file and as responsible person on the FAMIS account.
- Account #- FAMIS account number.
- Access/InfoEd #- The counter number for the award as listed in the Access database or the institutional number for the award as listed in the InfoEd database. Both numbers should be the same. If not, list both numbers.
- Project Start Date- The date the project started; indicated in the award file.
- Project End Date- The date the project Ended; indicated in the award file.

➢ The following Project Closeout Checklist items are checked off as these items are complete:

- Encumbrances- This item is checked when all encumbrances in the FAMIS account have been paid and/or liquidated.
- Reimbursement/Billing- These items are checked when all invoices are complete and when all reimbursement funds have been received.
- Reporting- These items are checked when the required reports are completed and copies are placed in the award file. If some of these reports are not required, indicate “N/A” on the line item by the appropriate report type.
- EPA’s/Personnel- These items are checked when all salary encumbrances in the FAMIS account have been paid and/or liquidated and all personnel have been moved off of this account.
- Time and Effort Reports- This item is checked when it has been verified that all time and effort reports for the period of the award have been certified and on file in the Research Office.
- F&A- This item is checked when it has been verified that the total facilities and administrative costs charged to the FAMIS account has been calculated and posted correctly. If there was no F&A for this account, indicate “N/A.”
- Cost Sharing/Matching- This item is checked when it has been verified that all required cost sharing/matching has been accounted for and documented in the award file. Any cost sharing/matching reports must be placed in the award file.
- Equipment- This item is checked if there was equipment purchased and if title of equipment is to vest with TAMUCC. If title does not vest with TAMUCC, indicate in the space provided to whom title is vested. If there was no equipment purchased, indicate “N/A.”
Grants/Contracts Database- This item is checked when the project has been entered as closed in the Access and InfoEd database systems.

Freeze/Delete Account- This item is checked when the account has been frozen and deleted in FAMIS.

- Once all accounting related items listed in the checklist above (Encumbrances, Reimbursement/Billing, EPA's/Personnel, and F&A) have been checked, the FAMIS general ledger account that ties to the subsidiary ledger account (the six-digit 6xxxxx account number most commonly referred to for the award and used in FAMIS; it contains all revenue and expenditure items) must be checked to ensure that the cash and fund balance are zero. To do this, go to FAMIS screen 18-General Ledger Summary, type the general ledger account number, and hit enter. The general ledger account number is the FAMIS subsidiary account number with a zero added to the front of the number and the last number removed.

- If the cash and fund balances are zero, the account is ready to be frozen and deleted. To do this, send an email to the Accountant in the TAMUCC Accounting Department who handles this account and ask that the accounts (both subsidiary ledger and general ledger account numbers) be frozen and deleted.

- If the general ledger account does not have a zero cash and fund balance, the account must be reconciled and identified as to why the account has not zero-ed out. The account cannot be frozen and deleted until the cash and fund balances are zero.

Closeout Certification- This item is signed by the Post Award Accountant handling the file for closeout. Once all items on the Project Closeout Checklist are complete, signature and date are made on the form.

Once the Project Closeout Checklist is complete, the checklist and all documents in the brown award file and removed and transferred to a yellow folder. Make a label similar to the one on the brown folder and attach to the yellow folder. File the yellow folder with all documentation in the Closed Awards file cabinet.

IV. Date of Last Update: January 7, 2008
SOP 11.01 Residual Balance Transfer

I. **Purpose:** To transfer remaining balances in fixed price project accounts that have expired to a residual balance account.

II. **Associated Forms/Systems/Regulations:**

   **Forms:** New Account Request Form, Fixed Price/Residual Closure Form

   **Systems:** FAMIS, Access database, InfoEd database

III. **Procedure:**

   ➢ When following SOP 11.00 Project Closeout, there may be some project accounts expiring that were fixed price projects. If those project accounts have remaining balances, their remaining balances will need to be moved to a residual balance account.

   ➢ Residual balance accounts are set up by principal investigator name. When a Principal Investigator has a fixed price project and it ends with a remaining balance, the Post Award Accountant checks in FAMIS to see if that principal investigator has a residual balance account established under their name. If not, a New Account Request Form is completed and sent to the appropriate Accountant for set up. If the Principal Investigator has a residual balance account already set up, then the remaining balance in the expiring fixed price account will be transferred to the residual balance account. Principal Investigators will only have one residual balance account at a time where remaining balances from all fixed price accounts are transferred to.

   ➢ The Fixed Price/Residual Closure Form is completed by entering the fixed price project account number that is expiring, along with the balance to be transferred. If the remaining balance is greater than 25% of the original award, a justification by the Principal Investigator will need to be attached to the form. This justification must address why there was more than 25% of the original award remaining in the account. The form also requires that the Principal Investigator’s residual account number be listed.

   ➢ The Fixed Price/Residual Closure Form must be signed by the Principal Investigator and the Dean of the College. The Associate Vice President and Comptroller has final approval on the form, which is then routed to the appropriate Accountant in the Accounting Department for processing.
Upon residual balance transfer, a request can be made to the appropriate Accountant in the Accounting Department to close (freeze and delete) the fixed price project account in the FAMIS system.

IV. Date of Last Update: April 24, 2008
SOP 12.00  Records Management

I. **Purpose:** To maintain updated records for every award in the electronic databases and in the award files.

II. **Associated Forms/Systems/Regulations:**

   - **Forms:** Database Entry Request
   - **Systems:** FAMIS, Access database, InfoEd database

III. **Procedure:**

   In order to maintain updated information in the databases and in the award files, every award should be in each of the following locations:

   - A hard copy file containing all information and documents for the award (refer to SOP 2.00 - Creating a New Award File for arrangement of documents within the file).
   - A record in the Access database.
   - A record in the InfoEd database and all documents in the file in an electronic version attached to this record.

**Adding documents to a file**

Whenever a document is added to an award file:

- Write the account number and the document category (see below) in the upper right corner of the document.
- Document is placed in the Scanning Assistant's in-box.
- Scanning Assistant will scan the documents into a pdf file, upload the document to the InfoEd database, and file the hard copy in the award file. (Refer to InfoEd manual for file naming and uploading instructions.)

All documents must be scanned and uploaded in the InfoEd database using the following document categories:

1. Proposal Routing form
2. Proposal
3. Notice of Award/Contract
4. New Account Form/Compliance Checklist
5. Project Summary Sheet
6. Restricted Research Form
7. Database Data Entry Forms
8. Invoices
9. Purchase Orders Approved  
10. Payroll Documents Approved  
11. Interdepartmental Transfer (IDT’s)  
12. Voucher Create Forms Approved  
13. Travel Vouchers Approved  
14. Other Documents Approved  
15. Budget amendments  
16. No-cost Extensions  
17. Sub-Award/Sub-Contracts  
18. Financial Reports  
19. Cost Sharing Schedules & Reports  
20. Progress Reports  
21. Other Miscellaneous Reports  
22. Correspondence & Notes  
23. Miscellaneous Items  
24. Residual Closure Form  

**Entering information in the Databases (Access and InfoEd)**

Use the Database Entry Request form to enter or update information in the Databases. See SOP 1.00 Set up a New FAMIS Grant/Contract Account for instructions on how to fill out this form.

Refer to the InfoEd manual for specifics on the data entry into the InfoEd database.

**Entering Information for New Accounts**

If the Database Entry Request form is being filled out for a new account, indicate what documents are in the folder in the “New Account Check off” at the bottom of the Database Entry Request form. Continue checking off on the documents as they are filed.

The rest of the fields at the bottom of the form will be checked off when:

- The FAMIS account number is emailed to the PI and Business Coordinator.
- After verifying all the entries in the database are correct (after returning file from Database Enterer).
- After a Project Summary is done and filed or the equivalent information is entered in the InfoEd database fields.

After the file is returned from the Database Enterer, code each document according to the document category and give the complete file to the Scanning Assistant. Documents will be scanned, uploaded, and placed in the award file. Subsequent documents will be coded and scanned separately.
Updating Existing Awards in the Databases

If the Database Entry Request form is being filled out to update the information in the databases to an existing award, enter initials and date in the line “Other” and give to Database Enterer. After the file returns from the Database Enterer, verify the information entered in each database is correct. If correct, place a check on the line for each of them in the Database Entry Request form. If there is one or more incorrect items entered into the databases, indicate it on the Database Entry Request form and return to Database Enterer to correct entry.

For updates or corrections of information in FAMIS:

- Print the FAMIS screen where information to be modified appears and indicate the change. Most of the information for an account appears in FAMIS on screens 6 and 9.
- Scan the print out and email to the appropriate accountant in the TAMUCC Accounting Department requesting the modification.
- Include backup documents or information supporting the modification, such as an extension notice or an additional award notice.

IV. Date of Last Update: January 7, 2008
SOP 13.00 Conflict of Interest (COI)

I. **Purpose:** To process conflict of interest issues on grant and contract awards.

> The Conflict of Interest Review Committee (CIRC) is responsible for reviewing any actual or potential conflicts of interest that may arise due to a financial or other personal interest of an investigator. The Associate Vice President for Research and Scholarly Activity conducts an initial review of all financial disclosures to determine if any disclosed Significant Financial Interest could affect the design, conduct, or reporting of the proposed sponsored project. If the initial determination is made that there may be a potential conflict of interest covered by TAMUS Regulation 15.01.03 Conflict of Interest in the Design, Conduct and Reporting of Sponsored Research and Educational Activities, the investigator will be notified and the Disclosure Packet will be referred to the CIRC.

II. **Associated Forms/Systems/Regulations:**

**Forms** - Conflict of Interest Log Sheet; Conflict of Interest Form

**Regulations** - TAMUS Regulation 15.01.03 Conflict of Interest in the Design, Conduct and Reporting of Sponsored Research and Educational Activities

III. **Procedures:**

> When a conflict of interest (COI) issue is discovered, a letter of justification, a completed Conflict of Interest Form, and any other supporting documentation is requested from the Principal Investigator describing the conflict of interest issue and any other related information.

> In the COI notebook and from the Conflict of Interest Log, issue the next consecutive COI issue number.

  - COI Issue number-consecutively numbered in the following format: FY-XXX where FY is the fiscal year and XXX is in number order (001, 002, 003, and so forth).
  - Date
  - Database Project Number-number assigned by Access and InfoEd databases to the award this COI issue pertains to.
  - Project Name-title of award to which this COI issue pertains to.
  - Project Account Number-FAMIS account number of award to which this COI issue pertains to.
  - Contact- normally will be the Principal Investigator’s name.
Upon receipt of the letter of justification, Conflict of Interest Form, and other supporting documentation, contact the CIRC members and schedule a meeting for the COI item to be reviewed. The letter of justification, Conflict of Interest Form, and other supporting documentation can be scanned, saved as a pdf document, and emailed to the CIRC members.

Upon review and recommendations by the CIRC committee, the COI Form is completed in the section titled “COI Committee Recommendation.”

The COI form is routed for signatures by each of the committee members.

The original copy of the COI form is placed in the COI notebook binder.

A copy of the Conflict of Interest Form is sent to the Principal Investigator for their records.

IV. Date of Last Update: January 7, 2008
SOP 14.00 Subawards/Subcontracts

I. Purpose: To create subawards and subcontracts.

II. Associated Forms/Systems/Regulations:

Forms- Subawards/Subcontracts Log; Intrasytem Cooperation Contract; TAMUCC Contract form, Non-FDP Subaward form, Non-FDP Subaward Amendment form

III. Procedure:

➢ Normally, the Pre-Award Department, Principal Investigator, or Business Coordinator/ Administrative Assistant will notify the Post Award Department that a subaward or subcontract needs to be created in conjunction with a grant or contract awarded to TAMUCC.
   o Subawards are issued when a portion of the research or substantive effort of the prime award is transferred to another institution or organization. Normally, the terms and conditions of the prime award (grant or contract) are also transferred to the subawardee. When subawards are issued, the following form is used: Non-FDP Subaward form. For any amendments that need to be issued on a current subaward, use the Non-FDP Subaward Amendment form.
   o Subcontracts are issued when the purpose of obtaining supplies, materials, or services. When subcontracts are issued, the following forms are used: Intrasytem Cooperation Contract (between TAMUCC and other TAMUS institutions) or TAMUCC Contract form.

➢ In the “SUBS” notebook binder, fill in the next line available on the Subawards/Subcontracts Log Sheet in order to assign the subaward/subcontract a reference number. The required fields to be completed in the Subawards/Subcontracts Log are as follows:
   o Subaward/Subcontract number-consecutively numbered in the following format-“FY-XXX” where FY is the fiscal year and XXX is in number order (001, 002, 003, and so forth).
   o Date- date issuing the subaward/subcontract.
   o Database Project Number-number assigned by Access database to the award this subaward/subcontract pertains to.
   o Project Name-title of award to which this subaward/subcontract pertains to.
   o Project Account Number-FAMIS account number of award to which this subaward/subcontract pertains to.
   o Subaward/Subcontract to: Organization- organization name to whom the subaward/subcontract is being made to.
Contact- university department contact name.
Amount- amount of the subaward/subcontract.

- Pull up appropriate subaward or subcontract form depending upon the subawardee/subcontractee.
  - For subcontracts between TAMUCC and other Texas A&M University System (TAMUS) parts, use the Intrasystem Cooperation Contract. The Intrasystem Cooperation Contract can be found at the following TAMUS website address: https://tamus.edu/offices/budgets-acct/contracts/general-cooperation-contracts.html.
  - For subcontracts between TAMUCC and other agencies not within TAMUS, use the TAMUCC Contract form. This form can be found at the following website address: http://falcon.tamucc.edu/~finserv/contract/Forms/Form%208%20Contract%20Agreement%20Form.doc
  - Print 2 (two) original copies of the contracts.

- The Associate Vice President for Research and Scholarly Activity signs both originals. For the subaward forms, the only signature required is the Associate Vice President for Research and Scholarly Activity. For the subcontract forms, both the Associate Vice President for Research and Scholarly Activity and the Purchasing Director signs the originals.
- With an attached cover letter, send both originals to the subawardee/subcontractee for their representative’s signature; request 1 (one) original to be returned.
- Upon receipt of the original signed contract, make a copy to place a copy in the associated award brown file. Place the original contract in the SUBS notebook.
- Scan a copy of the contract in Adobe Acrobat and electronically attach the contract to the associated award in the InfoEd system. Send an electronic copy of the contract to the Principal Investigator and Business Coordinator/Administrative Assistant.

**IV. Date of Last Update:** January 7, 2008
SOP 15.00 TAMUCC Research Enhancement-University-Level

I. **Purpose:** To coordinate the TAMUCC Research Enhancement-University-Level Program.

II. **Associated Forms/Systems/Regulations:**

**Forms:** Research Enhancement Request for Proposal Memo; Research Enhancement Log Sheet, Research Enhancement Application and Guidelines

**Regulations:** TAMUCC Rule 15.01.01.C1 Administration of Research Enhancement Program; TAMUCC Rule 12.01.99.C1.04 Descriptions of Teaching, Scholarship, and Service

III. **Procedure:**

➢ In January, update the Research Enhancement Request For Proposal (RFP) memo issued by the Associate Vice President for Research and Scholarly Activity with correct dates.
  o Set up a date and time for a Research Enhancement Panel Workshop; this date and time will be listed on the memo. This workshop will involve a panel of approximately four current and/or previous Research Enhancement University-Level committee members. This workshop is usually scheduled in one of the University Center conference rooms.
  o Set up a deadline date for Research Enhancement proposals to be submitted to the Senior Grants and Contract Administrator (person coordinating the TAMUCC Research Enhancement University-Level Program).

➢ Make 500 copies of the RFP memo on colored paper.
  o Send 100 copies to each of the College Dean’s offices for distribution in the faculty boxes
  o Scan the memo and email the memo to each of the business coordinators so they can be distributed electronically to all faculty within each college.
  o Have TAMUCC Office of Graduate Studies and Research Webmaster update the Research Enhancement -University-Level section of the TAMUCC Research Office website with the current RFP and the current Research Enhancement application and instructions (in word and pdf versions). The website also has website links to the TAMUCC rules listed above in the Regulations section.
  o Submit RFP information and link to the Research Enhancement-University-Level website to the TAMUCC Campus Announcements
for placing a listing in the next issue of the weekly Campus Announcements.

- When Research Enhancement proposals are received, one hardcopy and one electronic copy are received.
  - As Research Enhancement proposals are received, verify that the principal investigator submitting the proposal has satisfactorily completed final reports on any previous Research Enhancement awards received. This can be verified by checking the “Research Enhancement Database.”
  - If the principal investigator has satisfactorily completed final reports for any previous Research Enhancement awards, their proposal can be entered on a Research Enhancement Log Sheet and issued the next consecutive proposal number.
    - Fiscal Year-fiscal year to which the proposal is being submitted for
    - Proposal Number-consecutively assigned number
    - Principal Investigator Name
    - College-name of college that Principal Investigator belongs to
    - Department-name of department within the college that the Principal Investigator belongs to
    - Submitted Amount-amount requested in proposal
    - Awarded Amount-amount left blank until proposals are awarded
    - Project Title-title of project
    - Final Report?-to be completed if proposal is awarded and after the fiscal year and award is over once final report is submitted
  - The proposal number assigned is written on the top right hand of the proposal hardcopy and filed.
  - A sub-folder labeled “Research Enhancement FY#” is created in the “Research Enhancement” folder; the electronic copy of each proposal is saved in the “Research Enhancement FY#” sub-folder within the “Research Enhancement” folder.
    - Each electronic proposal is saved with the following file name: (Proposal #) (PI name) (i.e., 17Smith).

- After all proposals are received, scan each of the electronic proposals in Microsoft Word to see if the Principal Investigator’s name was within any part of the document; if so, remove the name and resave the file.

- Schedule the first Research Enhancement committee meeting with the 10 committee members, the Associate Vice President for Research and Scholarly Activity, and the Senior Grants and Contract Administrator/Research Enhancement Coordinator.

- After proposal due date, send “Research Enhancement FY#” folder to TAMUCC Campus Copies to make 12 sets of copies of each proposal for handing out to each of the Research Enhancement committee members at the first Research Enhancement committee meeting.
➢ Make a proposal packet for each of the 10 committee members, the Associate Vice President for Research and Scholarly Activity, and the Senior Grants and Contract Administrator/Research Enhancement Coordinator; proposal packet to include the following:
  o One hardcopy of each proposal
  o Spreadsheet of list of proposals with principal investigator names removed
  o Copy of University Rule 15.01.01.C1.01 Administration of Research Enhancement Program
  o Copy of University Rule 12.01.99.C1.04 Descriptions of Teaching, Scholarship, and Service
  o Copy of Research Enhancement RFP memo
  o Copy of Research Enhancement application and guidelines
  o Meeting agenda
  o Copy of ratings sheet

➢ On the day before the first Research Enhancement committee meeting, send a reminder email to all committee members and Associate Vice President for Research and Scholarly Activity regarding the first Research Enhancement committee meeting.

➢ At the first Research Enhancement committee meeting, hand out proposal packets to each of the committee members, Associate Vice President for Research and Scholarly Activity, and Senior Grants and Contract Administrator/Research Enhancement Coordinator; meeting will include the following:
  o Due date of ratings sheets to Senior Grants and Contract Administrator/Research Enhancement Coordinator is identified.
  o Associate Vice President for Research and Scholarly Activity will review the Research Enhancement rules.
  o Date of next committee meeting is set to discuss and select Research Enhancement proposal awards is identified.

➢ When the ratings sheets are submitted to Senior Grants and Contract Administrator/Research Enhancement Coordinator, all ratings are averaged to create one spreadsheet of average ratings by proposal; ratings and proposals are ranked from highest to least average rating.

➢ The accumulated average ratings sheet is be emailed electronically to all committee members and Associate Vice President for Research and Scholarly Activity.

➢ On the day before the second Research Enhancement Committee Meeting, send a reminder email to all committee members and Associate Vice President for Research and Scholarly Activity regarding the second Research Enhancement committee meeting.

➢ At the second Research Enhancement committee meeting, give a hardcopy of the accumulated average ratings sheet to each committee member, Associate Vice President for Research and Scholarly Activity, and Senior Grants and Contract Administrator/Research Enhancement Coordinator.
➢ The committee members and Associate Vice President for Research and Scholarly Activity will go down the list of ranked proposals, discuss each proposal, and determine which proposals are to be awarded.
➢ After the meeting, make copies of budget pages for the proposals that were designated to be awarded.
➢ Revise budgets for adjustments to awarded amounts.
➢ On the spreadsheet list of research enhancement proposals, fill in the awarded amount for those proposals that were awarded.
➢ Create and distribute awarded land rejection letters to Principal Investigators and others as follows:
  o Awarded letters will be copied to Dean and Provost.
  o Rejection letters will be copied to Dean.
  o Keep copies of each of the letters for the file.
➢ Create a spreadsheet of the support account numbers to be set up for next fiscal year of awarded proposals and budgeted amounts for Research Enhancement.
  o This spreadsheet will include both college-level and university-level research enhancement distributions. For Research Enhancement College-Level distributions, See SOP16.00 Research Enhancement-College-Level.
  o Any residual not distributed from the university-level portion of research enhancement should be dumped in the Associate Vice President for Research and Scholarly Activity’s research enhancement support account.
  o Note: create this spreadsheet after the college-level research enhancement has been calculated; see SOP 16.00 Research Enhancement-College-Level.
  o Send electronic copies of spreadsheet to TAMUCC Budget Office and each of the college business coordinators.

IV. **Date of Last Update:** January 7, 2008
SOP 16.00 TAMUCC Research Enhancement-College-Level

I. **Purpose:** To calculate and distribute the TAMUCC Research Enhancement-College-level funds to the five colleges.

II. **Associated Forms/Systems/Regulations:**

Regulations – TAMUCC Rule 15.01.01.C1 Administration of Research Enhancement Program

III. **Procedure:**

- This is to be completed between March and April of each year.
- Email the Senior Reporting Analyst in the TAMUCC Planning and Institutional Effectiveness for the number of total tenured and tenure-track faculty in each of the colleges for the previous fall semester.
- Once these numbers are received, calculate the percentages of total tenured and tenure-track faculty for the university.
- Update the Research Enhancement College-level memo sent by the Associate Vice President for Research and Scholarly Activity to include the revised amount of college-level Research Enhancement funding by college.
- Of the total $110,000 of Research Enhancement funds, 60% ($66,000) goes to university-level funding and 40% ($44,000) goes to college-level funding.
  - For college-level funding, half of the $44,000 ($22,000) is distributed evenly among the five colleges at $4,400 each.
  - The remaining $22,000 is divided up among the colleges based on the percentages of total tenured and tenure-track positions by college.
- The Associate Vice President for Research and Scholarly Activity signs off on the memo.
- Make copies and distribute to the college deans and business coordinators.
- Keep a copy of the memo for the file.
- **Note:** the college-level amounts to be distributed for each college will be included on the spreadsheet of support account numbers for the upcoming fiscal year (See SOP 14.01 for Research Enhancement-University-Level).

IV. **Date of Last Update:** January 7, 2008
SOP 17.00 Restricted Research Annual Awards Report

I. **Purpose:** To prepare the Annual List of Restricted Research Awards to the Texas Higher Education Coordinating Board (THECB)

II. **Associated Forms/Systems/Regulations:**

III. **Procedure:**

- This report is submitted to the Texas Higher Education Coordinating Board annually each June.
- In the InfoEd Database system, pull up the report titled “Restricted Research Report” to run.
- In the report query and depending upon the period of data needed, adjust the parameters prior to running the report, such as the date range.
- Print the InfoEd report.
- Complete the Texas Higher Education Coordinating Board report format as specified and sent by the Texas Higher Education Coordinating Board representative.
- Send an electronic copy by email to the appropriate Texas Higher Education Coordinating Board representative.
- Send an electronic copy (with FAMIS account numbers listed for each award) by email to the appropriate Accountant handling this in the Accounting Department.
- Print a copy of the report and place the copy in the Restricted Research notebook binder.

IV. **Date of Last Update:** January 7, 2008
SOP 18.00 Monthly Award Count Report

I. **Purpose:** To prepare the monthly Award Count Report.

II. **Associated Forms/Systems/Regulations:**
   - Systems- InfoEd Database System

III. **Procedure:**
   - This report must be prepared on the 15th of each month.
   - This report is prepared and submitted to the Associate Vice President for Research and Scholarly Activity with the Monthly Facilities and Administrative Costs Report.
   - Open the InfoEd system under the link of proposals to see the number of awarded proposals on the 15th day of the month.
   - Open the Monthly Award Count file and enter the number of awarded proposals for the month.
   - Print the graph.
   - Keep a copy of the graph in the file.
   - Attach a copy of the graph with the Monthly Facilities and Administrative Costs Report for the Associate Vice President for Research and Scholarly Activity.

IV. **Date of Last Update:** January 7, 2008
SOP 19.00 Facilities and Administrative (F&A) Monthly Report

I. **Purpose:** To prepare the monthly Facilities and Administrative Costs Report for the Associate Vice President for Research and Scholarly Activity.

II. **Associated Forms/Systems/Regulations:**

    Forms- F&A Costs Report; F&A Received Report; F&A Income FY07

    Systems- Texas A&M University System FAMIS/MOBIUS

III. **Procedure:**

> Log in to the FAMIS Canopy system by using your FAMIS userid and password. From the menu, select FRS and transactions. Type in the FAMIS account number 225000. In the fields titled “Months” and “Thru”, select the month of which you are preparing the report for. For example, if you are preparing the F&A Costs Report for the month of May. Select the month of May for both the “Months” and “Thru” fields.

> When the information appears on the screen, click the Download button so that you can receive this information on an excel spreadsheet. A box will appear asking you to save the information. Once saved, you will be able to retrieve this information on an excel spreadsheet.

> In Microsoft Access, open the file titled “F&A Costs Report.” Update the database by adding in the current month’s indirect cost/F&A amounts credited to FAMIS account # 225000. Print the report.

> In Microsoft Excel, open the file titled “F&A Received”. Under the tab labeled “Data”, enter the total amount from the Microsoft Access file into the “F&A Received” spreadsheet under the appropriate month. Print the report.

> Go to the tab labeled “Graph”. Ensure that the graph includes the current month’s F&A. Print the graph report.

> In Microsoft Excel, go the file labeled “F&A Income FY07”. Enter in the total amounts of F&A by department from the “F&A Costs Report”. The graph will create. Print the report.

> Put together all the reports in the following order:

    o Cumulative F&A Revenue by Month (graph)
    o F&A Income FY07 (detail and graph)
    o F&A Received (spreadsheet)
    o FAMIS Account # 225000 Detail from Texas A&M University System FAMIS/MOBIUS for the month (spreadsheet)
    o F&A Costs Report (from Microsoft Access)

IV. **Date of Last Update:** January 7, 2008
SOP 20.00 Time and Effort

I. **Purpose:**

   To print and distribute all Time and Effort Certification Reports to Principal Investigators for all awarded grants and contracts.

II. **Associated Forms/Systems/Regulations:**

   Forms- FBPR071 FAMIS Report; Tally Sheet of Certified Time and Effort Reports; Time and Effort Memo

   Systems- Texas A&M University System FAMIS/Mobius; FAMIS

   Regulations- Office of Management and Budget (OMB) Circular A-21-Cost Principles for Educational Institutions; TAMUS Regulation 15.01.01 Administration of Sponsored Programs-Research and Other

III. **Procedure:**

   Printing and Distributing Monthly Time and Effort Reports:

   ➢ Via the internet, access the Texas A&M University System FAMIS/Mobius system at [http://mobius.tamu.edu](http://mobius.tamu.edu). Click on the reports labeled "FBPR071."

   ➢ Search for the FBPR071 Batch Report with the most recent date. Normally, monthly FBPR071 batch reports are produced within the first few working days of the following month. (For example, the FBPR071 Report for January is run during the first few days of February. Thus, the FBPR071 report will have a date of February xx.) Highlight and click on enter to pull up a particular batch of reports.

   ➢ Before printing the Time and Effort Reports, be sure to set the printer specifications to landscape. Print the reports.

   ➢ Remove all Time and Effort Reports that are not actual grant or contract accounts. To do this, refer to the current Tally Sheet of Certified Time and Effort Reports and by looking up the FAMIS account numbers in FAMIS. Shred the reports that are not actual grant or contract accounts.

   ➢ For the actual Time and Effort Reports to be certified, update the Tally Sheet of Certified Time and Effort Reports under the fiscal year and month for which you are working with.
     - To do this for each Time and Effort Report, place an “X” by each FAMIS account number, under the appropriate month’s column.
If there is a report which is not listed on the Tally Sheet, add a line item for the FAMIS account to the Tally Sheet.

- Shade (in black) all month’s cells prior to the current month so that it is indicated that there were no reports for the previous months.
- Place an “X” on the current month’s column.
- Shade (in black) the current month’s column for the accounts which did not have Time and Effort Reports for the current month.
- Remove all “Xs” placed on the current month’s column.
- On the previous month’s column, highlight (using assorted colors) those cells which do not have “Xs” in order to designate the Time and Effort Reports that have not been certified and received.

- Update the monthly Time and Effort Memo with current date and due date for the new Time and Effort Reports to be sent. Print it. Sign it.
- Alphabetize the Time and Effort Reports by Responsible Person.
- Mail each Business Coordinator a copy of the Time and Effort Memo and their Time and Effort Reports.

Tallying Certified Time and Effort Reports:

- As Time and Effort Reports are returned certified, identify the accounts in the Tally Sheet. Place an “X” in the month’s column indicating that the Time and Effort Reports have been returned certified. File the reports in the Time and Effort Report notebook binders by fiscal year, then month, then by Responsible Person.

Schedule of Outstanding Time and Effort Reports:

- Each month, the Post Award Accountant II is responsible for updating the Schedule of Outstanding Time and Effort Reports. This report is a schedule by month of all outstanding (not certified and returned to the Post Award Office) Time and Effort Reports prior to the current month of reports due. This report serves both as an internal and external document used to inform appropriate personnel (Post Award Administration, College Deans, and Business Coordinators) of all Time and Effort Reports outstanding.

Outstanding Time and Effort Reports:

- For Time and Effort Reports that are delinquent at the time of the next month’s mailing, make copies of delinquent reports and include them in the current month’s envelope.
- For Time and Effort Reports that are delinquent 30 days past the due date, each college dean (and copy to their college-level Business Coordinator) will receive a copy via email of the current Schedule of Outstanding Time and Effort Reports.

IV. **Date of Last Update:** April 23, 2008
SOP 21.00 Grantswire Listserv Distribution

I. **Purpose:** To distribute weekly Grantswire weekly funding opportunities newsletter to individuals participating in the Grantswire listserv.

II. **Associated Forms/Systems/Regulations:**

   Microsoft Office Outlook (TAMUCC email system)

III. **Procedure:**

   ➢ Receive weekly Grantswire newsletter via email from Thompson Publishing.
   ➢ Copy and paste the entire Grantswire newsletter to a word document. Save the word document in a special folder created for Grantswire newsletters; file name titled with date for easy reference.
   ➢ In the word document, remove the red error messages next to each of the funding opportunity website links.
   ➢ Resave the document.
   ➢ Convert the document to a pdf document and resave also to Grantswire newsletter folder.
   ➢ Go to Microsoft Outlook email system and create a new email. Address email to: grants@listserv.tamucc.edu. In the subject line, type “Grantswire” followed the date of the Grantswire newsletter. Attach the pdf version of the Grantswire newsletter.

IV. **Date of Last Update:** January 7, 2008
SOP 22.00 Cost Sharing Report (Annual)

I. **Purpose:** To prepare an annual cost sharing report. To be completed in March of each year. Submitted to the Director of Budget.

II. **Associated Forms/Systems/Regulations:**

- **Forms**- Annual Cost Share Report
- **Systems**- FAMIS, Access database, InfoEd database

III. **Procedure:**

- Run a report in the Access database and in the InfoEd database of all projects with cost sharing that will be continuing into the next fiscal year.
- Reconcile both reports from both databases.
- Create a report with the following fields for each of the projects that will be listed that will be continuing into the next fiscal year.
  i. Confirmed/highly likely/maybe- select one of these depending upon the likelihood of the project running through next fiscal year.
  ii. PI Last Name- Principal Investigator’s last name.
  iii. PI First Name- Principal Investigator’s first name.
  iv. Account Number- FAMIS account number.
  v. Project Title- Project title of the account.
  vi. Originating Sponsor-The name of the originating sponsor.
  vii. Pass-Through Sponsor- The name of the pass-through sponsor, if there is one.
  viii. Total Awarded by Sponsor- Total amount awarded by the sponsor.
  ix. Est. FYXX portion- The estimated amount of the awarded amount that will roll over into the next fiscal year.
  x. Awarded Project Period Start Date- The start date of the project.
  xi. Awarded Project Period End Date- The end date of the project.
  xii. TAMUCC Cost-Sharing (Actual $; not in-kind)- The amount of actual cost-sharing dollars to be budgeted in the next fiscal year. A small letter is listed next to the amount with a detail recap shown at the bottom of the report.
At the bottom of the spreadsheet, complete a section titled “Cost Sharing Details and Notes” to identify the details by description of the cost sharing to be accounted for. The amount to be cost shared for the upcoming fiscal year is listed, plus the current fiscal year FAMIS account number from which cost sharing was applied from is also listed.

IV. **Date of Last Update:** April 24, 2008
Appendix A – TAMUCC Research Office Contacts

**Dr. Harvey Knull**
Dean of Graduate Studies and
Associate Vice President for Research and Scholarly Activity
(361) 825-2577
Harvey.knull@tamucc.edu

**Renee Gonzales, CRA**
Compliance Officer
(361) 825-2497
Renee.gonzales@tamucc.edu

**Laura Leal Rosales, CRA**
Senior Grants & Contracts Administrator
(361) 825-3882
Laura.rosales@tamucc.edu

**Jennifer “Jenny” Quick**
Accountant II
(361) 825-2299
Jennifer.quick@tamucc.edu

**Pamela Villafuerte-Langford**
Accountant I
(361) 825-3885
Pamela.villafuertelangford@tamucc.edu
Appendix B - FAMIS Departmental Listing by Grant Accountant

Sr. Grants & Contract Administrator-Laura Rosales
AVPSP    Associate Vice President for Special Projects
ENRL     Enrollment Management
LIBR     Library
SSS      Student Support Services
T5COP    Title V Cooperative Grant
TITL5    Title V
TRIO     Upward Bound
UNOR     Community Outreach

Accountant II-Jennifer “Jenny” Quick
ARTS     College of Arts and Humanities
EDAD     College of Arts and Humanities
EDCI     Education - Curriculum & Instruction
EDCS     Education - Counseling
EDGC     Education - Garcia Center
EDSS     Education - Special Services
EDTE     Education - Teacher Education
EDUC     College of Education
LEP      Education - LEP Grant
PAC      Performing Arts Center
PEICS    Education - PEICS Grant
SEG      Science Education Grants

Accountant I-Pamela Villafuerte-Langford
BLUC     Blucher Institute
CAMSS    Computing and Math Sciences
CLST     College of Science & Technology
CTCS     Center for Coastal Studies
HART     Harte Research Institute
LSCI     Life Sciences
MAST     Math & Statistics
NSNG     Nursing Outreach
PENS     Physical & Environmental Sciences
TCON1    TCOON Other Projects City, Etc.
TCOON    Texas Coastal Ocean Observation Network
WATR     Water Resource Center
## Appendix C - List of Departments by Accountant in TAMUCC Accounting Department

**As of 1/14/08**

### Assistant Comptroller & Director of Accounting - Becky Turner (2772)

<table>
<thead>
<tr>
<th>Department/Office</th>
<th>Phone Number</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art Museum</td>
<td>826-2772</td>
<td>Susan Deveaux</td>
</tr>
<tr>
<td>Budget</td>
<td>826-2772</td>
<td>Ken Wedgeworth</td>
</tr>
<tr>
<td>Comptroller</td>
<td>826-2772</td>
<td>Nora Sai</td>
</tr>
<tr>
<td>Executive Vice President for Finance &amp; Administration</td>
<td>826-2772</td>
<td>Liz Gonzalez</td>
</tr>
<tr>
<td>Fiscal Affairs</td>
<td>826-2772</td>
<td>Nora Sai</td>
</tr>
<tr>
<td>Payroll</td>
<td>826-2772</td>
<td>Nora Sai</td>
</tr>
<tr>
<td>President</td>
<td>826-2772</td>
<td>Alpina Jessop</td>
</tr>
</tbody>
</table>

### Assistant Director of Accounting - Grace Huang (5571)

<table>
<thead>
<tr>
<th>Department/Office</th>
<th>Phone Number</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Vice President for Academic Affairs</td>
<td>826-5571</td>
<td>Darrelle Williams</td>
</tr>
<tr>
<td>Associate Vice President for Special Projects</td>
<td>826-5571</td>
<td>Jo Ann Dittrich</td>
</tr>
<tr>
<td>College of Liberal Arts</td>
<td>826-5571</td>
<td>Jan Beyer</td>
</tr>
<tr>
<td>Clearinghouse for Mexican-American Research</td>
<td>826-5571</td>
<td>Rebecca Mendez</td>
</tr>
<tr>
<td>Dean of Graduate Studies</td>
<td>826-5571</td>
<td>Dina Keisler</td>
</tr>
<tr>
<td>Discovery 4</td>
<td>826-5571</td>
<td>Sandra Kurekra</td>
</tr>
<tr>
<td>Distance Education 3</td>
<td>826-5571</td>
<td>Terri Cardona</td>
</tr>
<tr>
<td>Faculty Renaissance Center</td>
<td>826-5571</td>
<td>Norma Cantu</td>
</tr>
<tr>
<td>Graduate Education Research &amp; Scholarly Activity</td>
<td>826-5571</td>
<td>Norma Cantu</td>
</tr>
<tr>
<td>Performing Arts Center</td>
<td>826-5571</td>
<td>Christine Stilten</td>
</tr>
<tr>
<td>Provost Academic Vice President</td>
<td>826-5571</td>
<td>Norma Cantu</td>
</tr>
<tr>
<td>SACB Accreditation</td>
<td>826-5571</td>
<td>Norma Cantu</td>
</tr>
<tr>
<td>TIF HE3</td>
<td>826-5571</td>
<td>Norma Cantu</td>
</tr>
<tr>
<td>Vice President of Academic Affairs</td>
<td>826-5571</td>
<td>Norma Cantu</td>
</tr>
<tr>
<td>Visual and Performing Arts</td>
<td>826-5571</td>
<td>Della Gunning</td>
</tr>
</tbody>
</table>

### Accountant II - Ida Moreno (2142)

<table>
<thead>
<tr>
<th>Department/Office</th>
<th>Phone Number</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advising &amp; Transition Center</td>
<td>826-2142</td>
<td>Lisa Anchola</td>
</tr>
<tr>
<td>Ad/Dean of Students</td>
<td>826-2142</td>
<td>Lettie Hernandez</td>
</tr>
<tr>
<td>Ad/Dean of Students</td>
<td>826-2142</td>
<td>Angela Walker</td>
</tr>
<tr>
<td>Bookstore</td>
<td>826-2142</td>
<td>Lettie Hernandez</td>
</tr>
<tr>
<td>Campus Housing</td>
<td>826-2142</td>
<td>Kim Miller</td>
</tr>
<tr>
<td>Career Planning</td>
<td>826-2142</td>
<td>Lettie Hernandez</td>
</tr>
<tr>
<td>College of Business</td>
<td>826-2142</td>
<td>Joanie Franke</td>
</tr>
<tr>
<td>Counseling &amp; Student Development</td>
<td>826-2142</td>
<td>Lettie Hernandez</td>
</tr>
<tr>
<td>Dean of Students</td>
<td>826-2142</td>
<td>Lettie Hernandez</td>
</tr>
<tr>
<td>Director of Housing</td>
<td>826-2142</td>
<td>Lettie Hernandez</td>
</tr>
<tr>
<td>Disabled Student Services</td>
<td>826-2142</td>
<td>Lettie Hernandez</td>
</tr>
<tr>
<td>Enrollment Management</td>
<td>826-2142</td>
<td>Lettie Hernandez</td>
</tr>
<tr>
<td>Faculty Senate</td>
<td>826-2142</td>
<td>Christine Stilten</td>
</tr>
<tr>
<td>Health Services</td>
<td>826-2142</td>
<td>Lettie Hernandez</td>
</tr>
<tr>
<td>Physical Plant</td>
<td>826-2142</td>
<td>Mary Ann Brooks</td>
</tr>
<tr>
<td>Postal Services</td>
<td>826-2142</td>
<td>Kim Miller</td>
</tr>
<tr>
<td>Print Shop/Copy Shop</td>
<td>826-2142</td>
<td>Della Gunning</td>
</tr>
<tr>
<td>Records</td>
<td>826-2142</td>
<td>Della Gunning</td>
</tr>
<tr>
<td>Recreational Sports</td>
<td>826-2142</td>
<td>Lettie Hernandez</td>
</tr>
<tr>
<td>Recurring &amp; Admissions</td>
<td>826-2142</td>
<td>Lettie Hernandez</td>
</tr>
<tr>
<td>Student Activities</td>
<td>826-2142</td>
<td>Lettie Hernandez</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>826-2142</td>
<td>Lettie Hernandez</td>
</tr>
<tr>
<td>Telecommunications</td>
<td>826-2142</td>
<td>Lettie Hernandez</td>
</tr>
<tr>
<td>University Center - Operations</td>
<td>826-2142</td>
<td>Lettie Hernandez</td>
</tr>
<tr>
<td>University Center - Retail</td>
<td>826-2142</td>
<td>Lettie Hernandez</td>
</tr>
<tr>
<td>University Center - Scheduling</td>
<td>826-2142</td>
<td>Lettie Hernandez</td>
</tr>
<tr>
<td>University Services</td>
<td>826-2142</td>
<td>Kim Miller</td>
</tr>
<tr>
<td>University Services - Sandollar</td>
<td>826-2142</td>
<td>Della Gunning</td>
</tr>
<tr>
<td>Veteran's Affairs</td>
<td>826-2142</td>
<td>Della Gunning</td>
</tr>
</tbody>
</table>

### Accountant II - Lisa Garza (3862)

<table>
<thead>
<tr>
<th>Department/Office</th>
<th>Phone Number</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advancement Services</td>
<td>826-3862</td>
<td>Aurora Gomez</td>
</tr>
<tr>
<td>Community Outreach</td>
<td>826-3862</td>
<td>Della Gunning</td>
</tr>
<tr>
<td>Development Office</td>
<td>826-3862</td>
<td>Della Gunning</td>
</tr>
<tr>
<td>Facilities Planning and Construction</td>
<td>826-3862</td>
<td>Nora Sai</td>
</tr>
<tr>
<td>Marketing &amp; Communications</td>
<td>826-3862</td>
<td>Nora Sai</td>
</tr>
<tr>
<td>Public Affairs</td>
<td>826-3862</td>
<td>Nora Sai</td>
</tr>
<tr>
<td>Publications</td>
<td>826-3862</td>
<td>Nora Sai</td>
</tr>
<tr>
<td>Vice President for Institutional Advancement</td>
<td>826-3862</td>
<td>Nora Sai</td>
</tr>
</tbody>
</table>

### Accountant II - Shalley Knight (5874)

<table>
<thead>
<tr>
<th>Department/Office</th>
<th>Phone Number</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advancement Services</td>
<td>826-5874</td>
<td>Nora Sai</td>
</tr>
<tr>
<td>Community Outreach</td>
<td>826-5874</td>
<td>Nora Sai</td>
</tr>
<tr>
<td>Development Office</td>
<td>826-5874</td>
<td>Nora Sai</td>
</tr>
<tr>
<td>Facilities Planning and Construction</td>
<td>826-5874</td>
<td>Nora Sai</td>
</tr>
<tr>
<td>Marketing &amp; Communications</td>
<td>826-5874</td>
<td>Nora Sai</td>
</tr>
<tr>
<td>Public Affairs</td>
<td>826-5874</td>
<td>Nora Sai</td>
</tr>
<tr>
<td>Publications</td>
<td>826-5874</td>
<td>Nora Sai</td>
</tr>
<tr>
<td>Vice President for Institutional Advancement</td>
<td>826-5874</td>
<td>Nora Sai</td>
</tr>
</tbody>
</table>
Appendix C - List of Departments by Accountant
In TAMUCC Accounting Department - Continued

<table>
<thead>
<tr>
<th>Accountant I: Rolando Castorena (2140)</th>
<th>Accountant II: Tamara Freed (2175)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletics</td>
<td>ATLH Ed Rosales</td>
</tr>
<tr>
<td>University Campus Security</td>
<td>UNCS Lita Ramirez</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Bursar</td>
<td>BURS Susan Mitchell</td>
</tr>
<tr>
<td>Center for Academic Success &amp; Advising</td>
<td>CASA Lisa Canocho</td>
</tr>
<tr>
<td>Center for Professional Development</td>
<td>CPD7 Esmer Teran / Gilda Ramirez</td>
</tr>
<tr>
<td>College of Education</td>
<td>EDUC Esmer Teran / Gilda Ramirez</td>
</tr>
<tr>
<td>College of Education - Professional Studies</td>
<td>EDPIS Esmer Teran / Gilda Ramirez</td>
</tr>
<tr>
<td>Computing Services</td>
<td>CSC Jeanne Williams</td>
</tr>
<tr>
<td>Core Curriculum</td>
<td>CORE Steve Schwerien</td>
</tr>
<tr>
<td>Early Childhood Development Center</td>
<td>ECDG Esmer Teran / Gilda Ramirez</td>
</tr>
<tr>
<td>Education - Counseling</td>
<td>EDCS Esmer Teran / Gilda Ramirez</td>
</tr>
<tr>
<td>Education - Curricular &amp; Instruction</td>
<td>EDCI Esmer Teran / Gilda Ramirez</td>
</tr>
<tr>
<td>Education - Institutional</td>
<td>EDG3 Esmer Teran / Gilda Ramirez</td>
</tr>
<tr>
<td>Education - Garcia Center</td>
<td>EDGN Esmer Teran / Gilda Ramirez</td>
</tr>
<tr>
<td>Education - Microbiology</td>
<td>EPGS Esmer Teran / Gilda Ramirez</td>
</tr>
<tr>
<td>Education - Teaching &amp; Learning Center</td>
<td>EPGS Esmer Teran / Gilda Ramirez</td>
</tr>
<tr>
<td>Education Center for Math &amp; Science</td>
<td>EPGS Esmer Teran / Gilda Ramirez</td>
</tr>
<tr>
<td>Electronic Maintenance</td>
<td>EPGS Esmer Teran / Gilda Ramirez</td>
</tr>
<tr>
<td>Equal Opportunity, Employee Relations, Training &amp; Development</td>
<td>EPGS Esmer Teran / Gilda Ramirez</td>
</tr>
<tr>
<td>Human Resources</td>
<td>EPGS Esmer Teran / Gilda Ramirez</td>
</tr>
<tr>
<td>International Programs</td>
<td>EPGS Esmer Teran / Gilda Ramirez</td>
</tr>
<tr>
<td>Library</td>
<td>LIR Charles Vasquez</td>
</tr>
<tr>
<td>Library Technical Services</td>
<td>LIR1 Charles Vasquez</td>
</tr>
<tr>
<td>Media Services</td>
<td>MC9V Jeanne Williams</td>
</tr>
<tr>
<td>Microcomputer Services</td>
<td>MC9V Jeanne Williams</td>
</tr>
<tr>
<td>National Split Control School</td>
<td>NSCS Van Trevino</td>
</tr>
<tr>
<td>Pell Grants and other student Federal Aid grants from Financial Aid</td>
<td>PURC Jane Juan Dearte</td>
</tr>
<tr>
<td>Purchasing</td>
<td>PURC Jane Juan Dearte</td>
</tr>
<tr>
<td>Safety</td>
<td>SAFE Van Trevino</td>
</tr>
<tr>
<td>SIS &amp; Banner</td>
<td>SIS Jeanne Williams</td>
</tr>
<tr>
<td>Staff Advisory Council</td>
<td>SAC ** Changes yearly **</td>
</tr>
<tr>
<td>Testing Center</td>
<td>TSTG Judith Penelas</td>
</tr>
<tr>
<td>Tutoring and Learning Center</td>
<td>URCN Jason Dubose</td>
</tr>
<tr>
<td>Women's Center</td>
<td>VOCTR Rhonda Willman</td>
</tr>
<tr>
<td>Broder Institute</td>
<td>BLUC Dee Lgder</td>
</tr>
<tr>
<td>Center for Capital Studies</td>
<td>CTCG Jill Sutton / Isabel Chapa</td>
</tr>
<tr>
<td>Center for Statistical Quality &amp; Information Services</td>
<td>CSQS Gia Biloquist</td>
</tr>
<tr>
<td>Coastal Bend Health Education Center</td>
<td>CBHE Starn Flores (Part 23 - TAMU Health Sci Ctr)</td>
</tr>
<tr>
<td>College of Nursing</td>
<td>NSNG Elva Martinez</td>
</tr>
<tr>
<td>College of Science &amp; Technology</td>
<td>CLST Gia Biloquist</td>
</tr>
<tr>
<td>computing and Math Sciences</td>
<td>CAMS Gia Biloquist / Greta Clashe</td>
</tr>
<tr>
<td>Computer Science &amp; Technology</td>
<td>CSCI Gia Biloquist / Greta Clashe</td>
</tr>
<tr>
<td>Geosystems/GeOSIS/SPS</td>
<td>GIS1 Gia Biloquist</td>
</tr>
<tr>
<td>Harree Research Institute</td>
<td>HARH Gia Sattin / Isabel Chapa</td>
</tr>
<tr>
<td>Indirect Cost - Title V</td>
<td>TVDC Andres Garcia / Laura Rosales</td>
</tr>
<tr>
<td>Life Sciences</td>
<td>LSC Gia Biloquist</td>
</tr>
<tr>
<td>Math &amp; Statistics</td>
<td>MAST Gia Biloquist / Susan W.</td>
</tr>
<tr>
<td>Physical &amp; Environmental Sciences</td>
<td>MATH Gia Biloquist / Susan W.</td>
</tr>
<tr>
<td>Physical &amp; Life Science</td>
<td>PEGS Gia Biloquist / Edith W.</td>
</tr>
<tr>
<td>Science Education Grants</td>
<td>PALES Gia Biloquist</td>
</tr>
<tr>
<td>Student Support Services</td>
<td>SEG Gia Biloquist</td>
</tr>
<tr>
<td>TCCOM</td>
<td>SSS Andres Garcia / Laura Rosales</td>
</tr>
<tr>
<td>TCCOM Other Projects, Inc</td>
<td>TCCON1 Monic Walker / Sam Garcia</td>
</tr>
<tr>
<td>Title 3 Activity 2</td>
<td>TDA2 Andres Garcia / Laura Rosales</td>
</tr>
<tr>
<td>Title V</td>
<td>TITLES Andres Garcia / Laura Rosales</td>
</tr>
<tr>
<td>Title V Cooperative Group</td>
<td>TSCOP Andres Garcia / Laura Rosales</td>
</tr>
<tr>
<td>Upward Bound</td>
<td>TRIO Andres Garcia / Laura Rosales</td>
</tr>
<tr>
<td>Water Resource Center</td>
<td>WATR Gail Bullin / Isabel Chapa</td>
</tr>
</tbody>
</table>
## Appendix D - Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR</td>
<td>Accounts Receivable</td>
</tr>
<tr>
<td>ARTS</td>
<td>College of Arts and Humanities</td>
</tr>
<tr>
<td>AVPSP</td>
<td>Associate Vice President for Special Projects</td>
</tr>
<tr>
<td>BLUC</td>
<td>Conrad Blucher Institute for Surveying and Science</td>
</tr>
<tr>
<td>BLUC</td>
<td>Blucher Institute</td>
</tr>
<tr>
<td>CAMS</td>
<td>Computing and Math Sciences</td>
</tr>
<tr>
<td>CC</td>
<td>Compliance Checklist</td>
</tr>
<tr>
<td>CFDA</td>
<td>Catalog of Federal Domestic Assistance</td>
</tr>
<tr>
<td>CLST</td>
<td>College of Science &amp; Technology</td>
</tr>
<tr>
<td>Co PI</td>
<td>Co Principal Investigator</td>
</tr>
<tr>
<td>CTCS</td>
<td>Center for Coastal Studies</td>
</tr>
<tr>
<td>CTCS</td>
<td>Center for Coastal Studies</td>
</tr>
<tr>
<td>DNR</td>
<td>Division of Nearshore Research</td>
</tr>
<tr>
<td>EDAD</td>
<td>College of Arts and Humanities</td>
</tr>
<tr>
<td>EDCI</td>
<td>Education - Curriculum &amp; Instruction</td>
</tr>
<tr>
<td>EDCS</td>
<td>Education - Counseling</td>
</tr>
<tr>
<td>EDGC</td>
<td>Education - Garcia Center</td>
</tr>
<tr>
<td>EDSS</td>
<td>Education - Special Services</td>
</tr>
<tr>
<td>EDTA</td>
<td>Education - Teacher Education</td>
</tr>
<tr>
<td>EDUC</td>
<td>College of Education</td>
</tr>
<tr>
<td>ENRL</td>
<td>Enrollment Management</td>
</tr>
<tr>
<td>EPA</td>
<td>Electronic Payroll Action</td>
</tr>
<tr>
<td>F&amp;A</td>
<td>Facilities and Administrative Costs</td>
</tr>
<tr>
<td>HART</td>
<td>Harte Research Institute</td>
</tr>
<tr>
<td>HART</td>
<td>Harte Research Institute</td>
</tr>
<tr>
<td>HRI</td>
<td>Harte Research Institute</td>
</tr>
<tr>
<td>IDC</td>
<td>Indirect Cost</td>
</tr>
<tr>
<td>IDT</td>
<td>Intra Departmental Transfer</td>
</tr>
<tr>
<td>LEP</td>
<td>Education - LEP Grant</td>
</tr>
<tr>
<td>LIBR</td>
<td>Library</td>
</tr>
<tr>
<td>LSCI</td>
<td>Life Sciences</td>
</tr>
<tr>
<td>MAST</td>
<td>Math &amp; Statistics</td>
</tr>
<tr>
<td>MTDC</td>
<td>Modified Total Direct Cost</td>
</tr>
<tr>
<td>NAR</td>
<td>New Account Request</td>
</tr>
<tr>
<td>NSNG</td>
<td>Nursing Outreach</td>
</tr>
<tr>
<td>PAC</td>
<td>Performing Arts Center</td>
</tr>
<tr>
<td>PEICS</td>
<td>Education - PEICS Grant</td>
</tr>
<tr>
<td>PENS</td>
<td>Physical &amp; Environmental Sciences</td>
</tr>
<tr>
<td>PI</td>
<td>Principal Investigator</td>
</tr>
<tr>
<td>S&amp;W</td>
<td>Salaries &amp; Wages</td>
</tr>
<tr>
<td>SEG</td>
<td>Science Education Grants</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
</tr>
<tr>
<td>-------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>SSS</td>
<td>Student Support Services</td>
</tr>
<tr>
<td>SWB</td>
<td>Salaries, Wages and Benefits</td>
</tr>
<tr>
<td>T5COP</td>
<td>Title V Cooperative Grant</td>
</tr>
<tr>
<td>TCON1</td>
<td>TCOON Other Projects City, Etc.</td>
</tr>
<tr>
<td>TCOON</td>
<td>Texas Coastal Ocean Observation Network</td>
</tr>
<tr>
<td>TCOON</td>
<td>Texas Coastal Ocean Observation Network</td>
</tr>
<tr>
<td>TDC</td>
<td>Total Direct Cost</td>
</tr>
<tr>
<td>TITL5</td>
<td>Title V</td>
</tr>
<tr>
<td>TRIO</td>
<td>Upward Bound</td>
</tr>
<tr>
<td>UNOR</td>
<td>Community Outreach</td>
</tr>
<tr>
<td>WATR</td>
<td>Water Resource Center</td>
</tr>
</tbody>
</table>
### Appendix E – Commonly Used FAMIS Screen Numbers

<table>
<thead>
<tr>
<th>Screen Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Account Information</td>
</tr>
<tr>
<td>9</td>
<td>Account Attributes</td>
</tr>
<tr>
<td>21</td>
<td>Open Commitments by Account</td>
</tr>
<tr>
<td>23</td>
<td>Transactions by Object Code by Account</td>
</tr>
<tr>
<td>29</td>
<td>Search by Account, PI, Title or Department</td>
</tr>
<tr>
<td>34</td>
<td>Budget by Category Pool by Account</td>
</tr>
<tr>
<td>46</td>
<td>Monthly Transactions by Account</td>
</tr>
<tr>
<td>61</td>
<td>Open Commitments by Support Account</td>
</tr>
<tr>
<td>74</td>
<td>Budget by Category by Support Account</td>
</tr>
<tr>
<td>76</td>
<td>Monthly Transactions by Support Account</td>
</tr>
<tr>
<td>168</td>
<td>Document Information by Document Number</td>
</tr>
<tr>
<td>278</td>
<td>Voucher Information by Voucher number</td>
</tr>
<tr>
<td>634</td>
<td>Invoices by Account</td>
</tr>
<tr>
<td>635</td>
<td>Invoice Information by Invoice Number</td>
</tr>
<tr>
<td>637</td>
<td>Invoice list by Invoice number</td>
</tr>
<tr>
<td>806</td>
<td>Department Name by Department Acronym</td>
</tr>
</tbody>
</table>