Tuesday, February 13, 2018

Cayuse 424 Q&A

Bring any and all questions you may have!

Megan Dietrich, Client Advocacy & Education Specialist

1. Time-saving tip - review and update, as needed, people profiles in Cayuse for PIs and Key Personnel who will be listed on an application before adding them to the application. This way your application pulls in correct and complete person information.

2. A standalone Cayuse subaward proposal (that we can export upon completion and send to a fellow Cayusing pass through entity to be imported into their prime proposal) is initiated through the Proposals tab, + Create Proposal feature.

3. If Stanford will be a subrecipient on a grants.gov proposal, and the pass-through entity uses Workspace, we can follow the instructions outlined here.

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Do you know what happens with the unused prior year funding after the financial report is submitted to NIH?

Learn the differences between de-obligation, restriction and carry-over funding on a NIH grant. Heather Diep, Senior Research Accountant; Judy Kong, Research Accountant; and Hai Nguyen, Research Accountant

1. De-obligation: After the final financial report is submitted and at closeout, the remaining unspent balance will be de-obligated and returned to NIH.

2. Restriction (U, T, and P grants): After the annual financial report is submitted, the remaining unspent balance of that year will be restricted. In order to use the funds, the PI will need to request carryover to the next budget year. If NIH approves, then a Notice of Award (NOA) will be issued to release the restricted funds for use in the next budget year.

3. Carryover:
   • If the award has automatic carryover, then there is no restriction on the unobligated balance.
   • However, if the carryover balance is significant (more than 25 percent of the award), then NIH reserves the right to limit the automatic carryforward amount. Therefore, it is imperative to inform the NIH specialist of the following:
     ✓ The amount of funds requested for the carryover;
     ✓ An explanation of why the funds were not used;
     ✓ The plan for the use of the carryover funds (must attach budget or list the items); and
     ✓ The programmatic justification for why the funds are needed for carryover.

NOTE: The Financial Status Report (FSR) must be submitted by Office of Sponsored Research before carryforward request can be considered by NIH.