



2023-2024 Seed Grant Financial Administration Procedures & Spending Policy

Fiscal Administrator Responsibilities:

- Responsible for any hiring actions, procurement or payment processing associated with this project following applicable University policies and procedures.
- Work with project lead to add/transfer/reconcile expenses in UW fiscal systems. Work with project lead to keep shared project budget spreadsheet supplied by grantor updated with actual spending and invoices/receipts.
- Ensure that the project does not overspend. Projects / departments are responsible for overages.

Project Lead Responsibilities:

- Coordinate with departmental fiscal administrator on purchasing or hiring to be undertaken.
- Update the budget spreadsheet supplied by grantor.
- Keep invoices / receipts in project folder supplied by grantor - this will help with coordinating spending/tracking between the Fiscal Administrator, Project Lead, and Resilience Lab/CSF groups.

Communication between Project Lead and Fiscal Administrator:

- Ensure all expenses are allowable and approved by the fiscal administrator *prior* to incurring the expense.
- Reimbursements are not recommended. We encourage you work with your department to make any purchases / payments through your department using a departmental credit card and/or UW fiscal system (Ariba).
- Payments to individuals, whether as honoraria or payroll, are subject to numerous rules. *Do not* make commitments to individuals until you are certain their individual circumstances allow for payment.

Other Items:

- **10% Scope Change:** If there is a line-item change that is greater than 10% of the total budget, please let CSF know in advance.
- **New Line Items:** If funding is moved from an existing budget category or line item to a newly created category or line item, please request approval in advance.

Budget Setup:

For grants funded by UW Resilience Lab:

- Funding will be transferred to the home department of the grant recipient to be monitored by the home department's fiscal administrator.
- Funding is gift funds, so a gift budget must be available to make the transfer. Contact UW Resilience Lab if this is not an option. It is expected that all funds be used. A brief final report of how the funding was used along with the shared updated budget spreadsheet will provide transparency regarding fund usage.

For grants funded by CSF:

- A 16- prefix budget will be set up in the org code of the home department of the grant recipient to be monitored by the home department's fiscal administrator. Contact CSF if this is not an option.
- Any unspent balance goes back to CSF and is awarded to other projects unless an alternative use of funds is proposed by the project team.

Funding Restrictions/Allowable Uses:

For grants funded by UW Resilience Lab:

- Funding cannot be used for time and labor expended by UW faculty working unless it is outside the scope of regular faculty duties.
- Funding can be used for the purchase of gift cards as compensation to research subjects or participation in focus groups/activities. However, social security numbers and other personal identification *must* be collected from anyone receiving a gift card in accordance with [UW Tax Office policy](#). If a recipient does not have a social security number, they can choose an item of swag from the University Bookstore to be purchased for them as a thank you.
- Funding can be used for the purchase of food or drink as part of an activity or event.
- Line-item requests for travel funding are not encouraged, but will be considered on a case by case basis.
- Funding can be used to compensate students and non-faculty staff for their time according to applicable Workday requirements and state/federal rules.
- Funding can be used for purchasing materials related to the project.

For grants funded by CSF:

- Funding cannot be used for time and labor expended by UW faculty working unless it is outside the scope of regular faculty duties.
- Funding cannot be used for the purchase of gift cards or other forms of compensation to research subjects. While we encourage compensating research subjects for their time, this must come from another funding source. In general, funds cannot be used for food, drinks, or salable merchandise as part of project budgets. Some exceptions may be granted. Line-item requests for travel funding are not encouraged, but will be considered on a case by case basis.
- Funds shall not be used for research projects unless such projects include an actionable component.

- Funds can be used to compensate students and non-faculty staff for their time according to applicable Workday requirements and state/federal rules.
- Preference will be given to projects that clearly explain the project tasks to be completed during any paid time funded. In addition, it is strongly encouraged that projects include in their budgets any available information that explains and justifies the requested amount of paid time funded by the CSF.
- Funds can be used for purchasing materials related to the project. Please consider environmental sustainability when making material requests.