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CHANCELLORS


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INCIDENTAL EXPENSES REQUIRING PRIOR AUTHORIZATION BY EXTERNAL AGENCIES SPONSORING PROJECTS OR PROGRAMS AT THE UNIVERSITY OF PUERTO RICO

As result of the interaction between the UPR and NSF regarding the compliance of the Corrective Action Plan, we were informed by the reference agency that the reimbursement request for incidental payments were not always previously approved by the Division of Grants and Agreements, as required by NSF policy.

To effectively address the above finding, the following guidelines are issued:

- The campus and their chancellors shall require all personnel involved in the administration and management of projects or programs sponsored by external agencies, to perform a thorough and detailed review of the terms and conditions contained in the "Grants" or "Notice of Grants Agreements" sent by external sponsors, compared with the budgets submitted and approved by external agencies currently under their responsibility, especially NSF. They should pay special attention to any payment or incidental expenses included in the proposed project or program. If the analysis reveals the need to require authorization of the agency for obligation and billing of such payment, the responsible official must request it immediately. If any doubts arise regarding the nature of the task and cost, they should contact officers in the concerning specialized divisions of the agencies. In NSF this corresponds to the "Division of Grants and Agreements".
- The personnel involved in the administration and management of projects or programs should refer to the new Handbook of Policy and Procedures for Sponsored Programs at the UPR, in its sections: "Award Terms and Conditions" and, "Prior Approvals".

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