

FAQs for Awards

Scripps College recognizes the importance of government awards for faculty and institutional research programs and is committed to offering budget support. The following FAQs may assist investigators in complying with federal, state, or local agency spending guidelines as well as internal Scripps College policies.

Please reach out to the Post Award Grant Specialist (postaward@scrippscollege.edu) with any questions related to this FAQ.

1. What types of costs can I charge to my award?

Faculty are responsible for ensuring that charges to their grants are allowable and consistent with sponsor rules and regulations and as per the approved budget on the notice of award. As per the Federal Office of Management and Budget's [Uniform Guidance 2 CFR 200 Subpart E – Cost Principles, section 200.403 to 200.405](#) talks about costs being necessary and reasonable for the performance of the federal award. It should also be consistent with our Scripps College internal policies and procedures. Costs should be adequately documented and incurred during the approved budget period.

2. How do I initiate grant expenses in Workday?

To ensure that salaries, supplies, and equipment can be purchased in a timely fashion, faculty are advised to assign charges to the appropriate categories in their budgets. The grant worktag set up for the award in our financial system Workday will need to be used for all costs incurred. This worktag will be communicated to the PI when the award is set up in Workday by the Post Award Grant Specialist.

3. Can I do budget adjustments on my award?

Moving funds between spending categories post award may require justification, and in some cases government agency approval. It will also depend on the award terms and conditions.

4. What if I have deviations from the original spending plan?

We recognize that deviations from the original spending plan, as approved by the funding agency, may become necessary. In such a case, it is recommended that the investigator contact the Post Award Grant Specialist before incurring the charges. We may need to get sponsor approval for requesting costs not on the original budget. For example, buying a piece of equipment which was not on the originally approved sponsor budget.

5. How do I spend the grant funds by the end of the award?

Scripps recognizes that research requirements dictate when funds are spent. To reduce the likelihood of government audits, faculty are advised that certain spending patterns, while entirely justifiable, may draw the attention of auditors. Timing issues such as zero-spending for a length of time, substantial spending at one time, and in particular, substantial spending near the expiration date of a grant, may be seen as “red flags” by auditors. In these cases, the PI is advised to document the spending schedule clearly. Generally, when possible, charges should be made throughout the course of the grant period, in accordance with the approved budget.

6. Do I need to submit Reports to the Sponsor?

If the terms and conditions of the award require reports to be submitted, they should be promptly submitted. The PI is responsible for the progress reports. For private Scripps awards, the report is submitted by the Director of Foundation, Corporate and Government Relations. Business Affairs will submit the financial reports. All reports should be submitted on time to the sponsor. At the end of the grant period after all the reports are submitted to the sponsor, the award will be closed out in Workday.

7. Where can I find the available balance on my grant funds?

There is a report available in Workday called “SCR Federal/Non Federal Budget to Actuals Grant Drill Down Report”. PIs have access to this report. This report provides grant balances in real time with the option to click on each expense line and get details on the individual expense. Please contact the Post Award Grant Specialist with any questions on this report and for a training session on how to access/run this report in Workday.

8. Do I need to think about vacation accrual/payout for personnel working and who are being charged to my grant?

Staff positions like lab technicians, graduate research assistants working and paid from grants need to be encouraged to take their vacation time, which is accrued every month. If they do not take vacation time which has been accrued and they either terminate or the grant ends, there will be a vacation payout from the grant. This is as per CA law. This will need to be kept in mind as this is usually not budgeted for on the grant.

9. Do I need to take the Financial Conflict of Interest training?

Faculty working on federal grant proposals (NIH, NSF) must complete training on the FCOI policy and need to complete the Significant Financial Interest Disclosure form annually. Please refer to the FCOI policy on our website for more information.

Please see below the link to our Grant Related Policies and Guidelines, which includes the FCOI policy.

<https://www.scrippscollege.edu/academics/research-opportunities/grant-related-policies-and-guidelines>

10. Link to Federal Policies and Regulations Uniform Guidance 2 CFR 200

<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1>