# What Forms Should I use?
## Time and Effort Documentation, Hospitality, Underwrite, New Grant Notification, COI

A. **Time and Effort Documentation**
The Time and Effort Sheet documents all personnel costs to be reimbursed with the grant or claimed as matching funds. ALL individuals whose time/salaries are being counted towards the grant shall complete this form for each pay period. Record the number of hours spent on the grant tasks on the Time and Effort Sheet. After both the individual and supervisor sign the form, file it with your grant records and then submit it with the reimbursement request. Volunteers may also use a variation of this form.

B. **Hospitality Request Form**
Complete the Hospitality Request Form for all hospitality-related expenses. This form should be completed online, printed, and signed by the required approvers at least 2 weeks prior to incurring the hospitality expense.

C. **Underwrite**
An underwrite is used when an award is delayed and the department wants to charge expenses to the proper account up front instead of using a department account and then transferring charges when the award is received. Auditors continue to give cost transfers close scrutiny. By setting up an underwritten account the department and the Office of Research Administration can ensure the proper fiscal management of the expenditures.

Authorization by the account fiscal officer (or delegate) of the underwriting account is required. Each school or unit sets the routing and approval requirements for its underwriting process.

D. **New Grant Notification**— Please sent the information listed below to the following people when you receive your new grant award. Department Chair or Supervisor and Marianne Milich
The new account number for the (name of your grant) for dates (start date – end date) for the (name of your program) will be (Grant #). Please make note of this important change in your records for the (name of your program).

All invoices or expenses should be billed to this new account number starting on (start date). It is imperative that this new account number be used to avoid any confusion. Thank you for your support with this matter. If you have any questions, please feel free to contact me at (your telephone number).

E. **Conflict of Interest Form**-The Research-Related Conflict of Interest Disclosure Form is an electronic document that allows researchers to:
- Update disclosed interests annually,
- Report any new interests, new research projects or sponsored programs that relate to existing financial interests.
- Documents must be submitted electronically by the last day in September.

# Grant Application Training

The Office of Sponsored Programs has launched an one-hour Grant Application Training open to all faculty and staff that covers the following topics:

**Register at:**
https://www.iun.edu/~grants/training_reserve/training_reserve.shtml

## What Forms Should I use?
Date: Wednesday,  February 15, 2012
Time: 7:30-8:30 a.m.
Location: Hawthorn Hall 243

## What Forms Should I use?
Date: Wednesday, February 15, 2012
Time: 11:30-12:30 p.m.
Location: Hawthorn Hall 243

## Funding through Pivot (formerly Community Of Science)

CONTACT TJ Stoops, tkstoops@iun.edu, your Pivot Campus Liaison.

The Office of the Vice Provost for Research at IU Bloomington and the IUPUI Office of the Vice Chancellor for Research are pleased to announce the availability of Pivot (formerly COS), a comprehensive, editorially maintained database of funding opportunities combined with a unique database of 3 million pre-populated scholar profiles.

Pivot gives Research Administrators at IU Northwest the edge to bring together the right research opportunities, funding, and people quickly and easily. It provides global and local connections that strengthen research by exploring new avenues for funding and collaboration for faculty, staff researchers, and graduate students.

Pivot now have several videos on You Tube.  New videos will be added weekly and you can access those here:  www.youtube.com/proquestpivot.  A list of our upcoming webinars and recordings for **researchers and faculty** may be seen on the COS Pivot **Webinar** Page.

## External Collaborators

When working with another institution or agency as a subcontractor, the following items are required:
1. Letter of support from authorizing official from that institution or agency
2. A Complete Budget
3. A budget justification
4. A Scope of Work Statement
5. Documentation of the Facilities and Administration (F&A) rate from that institution