Tips, tricks, and advice	Help is there, but where?	Whose responsible	I don't like payroll cost transfers	Working with researchers
100 Percentage of time that your effort report can not exceed after including all activities (state, federal, cost share, and other activities). ⋯ What is 100%?	**100** This email address can get you in touch with the unit that handles index set ups, award modifications, and sponsor prior approvals. ⋯ What is postaward@uidaho.edu?	**100** The Office of Sponsored Programs (OSP) website has this to assist you with figuring out who is responsible for what. ⋯ What is the roles and responsibilities matrix? Located here: https://www.uidaho.edu/research/faculty/manage-award	**100** The best way to avoid payroll cost transfers (PCTs) in general. ⋯ What is proactively manage your grant budgets and personnel? Other answers may be acceptable.	**100** The most important thing that you can do as a Departmental Grant Administrator (DGA) to have a successful working relationship with PIs. ⋯ What is regular communication? Other answers may be acceptable.
200 This unique nine-character number is used to identify your organization and allows the federal government to track how federal money is allocated. ⋯ What is a DUNS number?	**200** The OSP website has these to assist you with developing a proposal budget. ⋯ What is budget templates? Located here: https://www.uidaho.edu/research/faculty/resources/forms	**200** This individual is UI's Authorized Organizational Representative. ⋯ Who is Deborah Shaver?	**200** Reduce payroll cost transfers by routinely running and reviewing this report. ⋯ What is Argos Detailed Payroll Report (V)?	**200** Providing these to your PI on a regular basis will assist the PI with managing their funds throughout the award. Good components of this will contain a current funding balance, a spending plan and an estimate of remaining funds when the spending plan is applied. ⋯ What are budget projections?

300	300	300	300	300
Requires that a U.S. flag air carrier must be used even when a lower cost or more convenient airfare is available through a foreign air carrier (some exceptions apply).	Clicking on a '?' on the right hand side of a section in VERAS gives you this.	The individual responsible for the research being conducted and for any technical reports.	The most important individual to work with regularly to ensure personnel are correctly being paid on the award funds. Set up regular communications (meetings or emails) with this individual. Maybe once every couple of months, once a semester or some other regular time frame.	It is recommended to do this when a faculty member refuses to comply with the proposal requirements?
What is the Fly America Act?	What is additional information on the associated section?	What is the Principal Investigator?		What is document your efforts to encourage compliance with the proposal in an email to both of you?
			What is the PI?	

400	400	400	400	400
Funding has been assured, but we are waiting on an official sponsor award notification. This will provide some funding so the PI can get started working on their project.	This team offers PI proposal development services such as funding searches, concept paper development, resubmission strategies, proposal narrative reviews, proposal package reviews, and coordination of large interdisciplinary proposals are available centrally.	The PI wants separate budgets for each co-PI. This person is responsible for assisting with the set-up and this is when it should be requested.	This monthly report is provided in VandalWeb for PIs. It itemizes all grant expenses including personnel costs. You should emphasize to your PI the importance of them reviewing these monthly reports. Let your PI's know that they should then inform you timely if they have current or future changes on who is paid and how much of their effort is to be paid from the	It is important to work closely with a PI towards the end of the award (90 days). Budget management and communication needs to increase so all involved can be successful in this process.
What is an early budget setup? The form and process can be found here: https://www.uidaho.edu/research/faculty/manage-award/faqs/prior	What is Research Faculty Development Team?	What is the Departmental Grants Administrator (in collaboration with the PI) and ideally this would be identified at the proposal phase, but if not then at the notice of award phase when OSP formally notifies the DGA and		What is award close out?

		PI of a new award and asks for a budget budget breakdown?	award. What is the itemized expenditures by grant code report (FWRITEM)?	
500 We love acronyms, but what does the acronym stand for? NCTE What is no cost time extension?	**500** This is where you can find info such as fringe benefit rates, UI's DUNS#, UI"s legal name and address and lots of other proposal info. What is the OSP Rates, Forms and Resources webpage? Go to https://www.uidaho.edu/research/faculty/resources	**500** This is the person that has the authority to negotiate the terms of a sponsored project contract/subaward? What is an OSP Contract Review Officer?	**500** The PI just won't inform me of personnel changes. No amount of communication seems to help. Please help with some ideas. Various answers are acceptable. Some ideas may be: -set up a recurring system that reminds PIs to notify you of changes each pay period. For example set up an email distribution list of your unit's PIs and then set up recurring email reminders that would go out to them informing then that your EPAF deadline is in a few days and they should contact you immediately if they have any personnel changes needed this payroll period. Provide	**500** Contemplate visiting with these individuals if you have a faculty member pushing for a questionable solution or practice. They are there to support you. What is a department chair, college/unit leadership, OSP or the Ombudsman?

			period. Provide example of such changes. -set up meetings every couple of months with the PI to review the spending plan for personnel for the next few months.	