



# FREQUENTLY ASKED QUESTIONS

UNIVERSITY OF CENTRAL FLORIDA

FINANCE AND ACCOUNTING

## CONTRACTS & GRANTS

### FREQUENTLY ASKED QUESTIONS ABOUT CONTRACT AND GRANTS

**Q: What is Contracts and Grants (C&G)?**

**A:** Contracts and Grants, within Finance and Accounting, provides financial reports, generates invoices, and collects outstanding receivables for sponsored research projects.

**Q: What is the difference between pre-award and post-award activities?**

**A:** Pre-award activities include all activities that occur **prior** to the University accepting a grant award. The pre-award grant process is administered by the Office of Research & Commercialization (ORC). More information can be obtained from ORC website at <http://www.research.ucf.edu/research.html>

Post-award begins when the University accepts a grant award; C&G participates in the post-award grant process.

**Q: What is a fixed price award?**

**A:** A fixed price award is a type of agreement whereby payment is not based on actual cost expended, but upon a mutually agreed upon, predetermined price and payment schedule.

**Q: What is a cost reimbursable award?**

**A:** Cost-reimbursable awards provide for payment of allowable incurred costs to the extent prescribed in the agreement. Requests for cost reimbursements are most likely accomplished through either drawing down funds via letter of credit or invoicing.

**Q: What are direct costs?**

**A:** Direct costs are costs that can be clearly identified to a specific project, for example: direct costs include salaries, supplies, contractual services, equipment, travel and communication.

**Q: What are indirect costs?**

**A:** Indirect costs, also known as overhead, are a facilities and administrative charge. The amount charged is based upon a rate that reflects the University's negotiated and federally approved rate.

**Q: What is my projects' available balance?**

**A:** Available balance is calculated as follows:

Available Balance = Project Budget - Life to Date Expenditures - Encumbrances



# FREQUENTLY ASKED QUESTIONS

UNIVERSITY OF CENTRAL FLORIDA

FINANCE AND ACCOUNTING

## Q: What are MTDC and TDC?

**A:** Modified Total Direct Cost (MTDC) is calculated by subtracting the cost of equipment, student tuition, and subcontract costs in excess of the first \$25,000 from the project's total direct costs. Facilities and administrative costs are calculated as a percentage of MTDC.

Total Direct Cost (TDC) is the sum of all clearly identifiable costs related to a specific project such as instructional activity or other institutional activity. General categories of direct costs include, but are not limited to: salaries and wages, fringe benefits, subcontract expenses, equipment, travel expenses, consultant expenses, supplies and student tuition.

## Q: Whom should I contact if I have post award grant question?

**A:** For contract-related questions, contact the Office of Research and Commercialization. For financial questions, contact the appropriate person below:

Project Type	Name	Phone	Email
<b>Federal:</b>			
Cost Reimbursable/Draw	Yelitza Burleson	407-882-1083	yelitza.burleson@ucf.edu
Cost Reimbursable/Draw	Maureen Landgraf	407-823-3527	maureen.landgraf@ucf.edu
Cost Reimbursable/Draw	Lily Lindauer	407-823-4574	lily.lindauer@ucf.edu
<i>Please include Yelitza, Maureen &amp; Lily on all communications related to Federal Cost Reimbursable awards.</i>			
Fixed	Sonia Rivera-Velez	407-882-1056	sonia.riveravelez@ucf.edu
<b>State:</b>			
All except FL Department of Educ	Kay Murray	407-882-1009	kay.murray@ucf.edu
FL Department of Education only	Thomas Logsdon	407-882-1046	thomas.logsdon@ucf.edu
<b>Private:</b>			
Institutes - Cost Reimbursable	Thomas Logsdon	407-882-1046	thomas.logsdon@ucf.edu
Institutes - Fixed Price	Sonia Rivera-Velez	407-882-1056	sonia.riveravelez@ucf.edu
Colleges - Cost Reimbursable	Maribel Villanueva	407-882-1106	maribel.villanueva@ucf.edu
Colleges - Fixed Price	Anthony Urse	407-823-4574	anthony.urse@ucf.edu
<b>New department/project setup:</b>	Esther D'Silva	407-882-1008	esther.dsilva@ucf.edu
<b>650 Budget Modifications:</b>	Lily Lindauer	407-823-4574	lily.lindauer@ucf.edu



# FREQUENTLY ASKED QUESTIONS

UNIVERSITY OF CENTRAL FLORIDA

FINANCE AND ACCOUNTING

**Q: When can a project be financially closed and inactivated in the financials?**

**A:** Projects are closed in UCF Financials when: the project has reached or passed its end date; there are no extensions pending; all valid expenditures have been invoiced; and revenue has been collected.

**Q: How can a project have an active status when it was previously closed and inactive?**

**A:** Inactive projects are sometimes activated to post accumulated depreciation if there is property that has not been transferred. ORC coordinates with the Property Department to transfer the asset.

**Q: What documentation needs to be provided to the cost centers after grants have ended so that additional charges are not made?**

**A:** Each department or institute needs to coordinate with the cost centers when projects have ended. Departments or institutes should have the cost center remove the project from their charge list.

**Q: What do I do when payroll charges are made to a project that has ended?**

**A:** Departments or institutes need to notify the payroll department using the Personnel Action Form (PAF) when employees have been moved to another project or department.

**Q: When and how are overhead charges posted to a project in UCF Financials?**

**A:** An overhead allocation program is run at the end of the month to charge earned overhead on expenditures that have posted to projects that month.