



ADDY TIPS



Helpful Information for Sponsored Research Requisitions

This Addy Tip is designed to help users identify changes in creating a Sponsored Research Requisition. This tip is broken down into 4 sections:

- **Consulting Agreements for Projects**
- **Subcontracts for Projects**
 - **Subcontracts for Projects having a start date prior to 7/1/17**
 - **Subcontracts for Projects having a start date of 7/1/17 or after**
- **Publication (Printing & Copying) Charges on Sponsored Awards**
- **Standard Comment Required for Requisitions with Federally Funded Projects**

Consulting Agreements for Projects

For all projects, regardless of the projects start date, a change in category and account code is required. The category that should be used is:

99003009 – ORC Consulting Svc Agreement, with the new account code of 713957
(CONSULTING SVC AGMT-RESEARCH)

Subcontracts for Projects

Subcontracts for Projects having a start date prior to 7/1/17:

For continuing projects with start dates prior to 7/1/17, the existing category and account code should continue to be used:

99003001 - ORC SubContractor Fees with existing account code 713956 (SUBCONTRACTOR AGRMNT RESEARCH)

Subcontracts for Projects having a start date of 7/1/17 or after:

For projects with a start date of 7/1/17 or later, a change in category and account code is required.

The categories that should be used are as follows:



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99003007 – ORC SubContr With OH, with the new account code of 713958 (SUBCONTR AGMT s.t. OH-RESEARCH). This should be selected if overhead should be assessed on the service being procured.

99003008 – ORC SubContr Without OH, with the new account code of 713959 (SUBCONTR AGMT not s.t. OH-RSCH). This should be selected if overhead should not be assessed on the service being procured.

In some instances, both purchasing categories (and account codes) may need to be selected on a requisition.

Publication (Printing & Copying) Charges on Sponsored Awards

A new account code has been created for Publication (printing and copying) charges on sponsored awards. Continue to use the appropriate category for printing or photocopy (**82121500** or **82121700**) but change the account code to the sponsored research printing and copying account code **723111 – Research Printing & Copying**.

In order for this account code to be used on your requisition, the printing should be directly related to the award Scope of Work.

Standard Comment Required for Requisitions with Federally Funded Projects

A standard Comment Type **C&G**, Standard Comment **G001 – Federal Contract Funding** must be added and completed on any requisition using a project that is either directly or indirectly (Federal Flow Through) being funded by a federal contract.

Add a line comment to the requisition pulling in this standard comment and answer the question:

Is the funding for this order directly or indirectly from a federal contract? (Check One) _____ Yes _____ No

If Yes, This procurement is subject to the General Provisions and Certifications for Government Contracts a copy of which is available at the following link:

<https://procurement.ucf.edu/guidelines-procedures/>.



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Failure to include the standard comment C&G/G001 on a requisition when the funding for the order is either directly or indirectly coming from a federal contract may put the University at risk for an audit related to improper flow down of federal regulations to vendors.

Note: For assistance determining federal contracts, please search the project number using **PARIS** at the following link: <https://paris.research.ucf.edu>.

If the answer is Yes, the **Send to Vendor** check box **MUST** be selected to notify the supplier of these additional purchasing terms and conditions.