



OFFICE OF RESEARCH & COMMERCIALIZATION

Memorandum

To: Research faculty and investigators

From: M.J. Soileau, Vice President for Research & Commercialization

Date: April 19, 2012

Subject: Guidelines for Charging Summer Semester Salary to Sponsored Grants and Contracts

*Approved. MJS
4-20-12*

Federal regulations prohibit proposal preparation costs (salary charges) to be assigned to sponsored projects. Federal agencies have issued numerous audit findings to universities resulting in significant financial findings, disallowed costs and stricter oversight. To ensure the university follows Federal regulations and to eliminate any potential audit findings the following guidelines for charging Summer semester salary to sponsored grants and contracts are in effect.

Please contact Doug Backman, Compliance Office, at 407-882-1168 (dbackman@ucf.edu) if you have any questions.

Enclosure

Cc: Dr. Waldrop, Provost
Rhonda Bishop, Chief Compliance & Ethics Officer
Amy Voelker, Director, University Audit