

EXPANDED AUTHORITY- BUDGET CHANGES, AWARD COSTS AND NO-COST EXTENSIONS

<i>Topic</i>	<i>Category:</i>	<i>Policy No:</i>	<i>Effective Date:</i>	<i>Page No:</i>
Sponsored Award Administration Management	Expenditures	5.100.06	12/26/2014	Page 1 of 2

Purpose: Several federal agencies have adopted expanded authority policies that are intended to reduce overhead costs, increase research productivity, and reduce paperwork. BTI has established this policy to identify the processing of pre-award costs for sponsored programs funded by various federal agencies.

Policy:

1. It is the policy of the Boyce Thompson Institute for Plant Research (BTI) that expanded authority is used only when allowed by the sponsor and for changes that are necessary for the completion of the project within its original scope and original total Budget.
2. Expanded authority is the authority granted to BTI that waives the prior approval requirements by a sponsoring agency.
3. Expanded authorities generally allow considerable latitude in how funds are expended, so long as the expenditures are reasonable, allocable to the project and allowable.
4. Expanded authority may be used, subject to its applicability to the sponsored project, under the following circumstances:
 - Budget Changes.
 - Departments may only request changes in:
 - Reallocation of budget line items. Requests for re-budgeting must be documented in a memo to the Vice President of Research Administration.
 - Pre-Award Costs.
 - No-Cost Extensions.
5. Pre-Award setup and costs limited to 90 days prior to start date of award. The following are examples of changes **not covered** under expanded authority in which principal investigators / project directors are required to obtain written agency approval to do any of the following:
 - Additional federal funding.
 - Carryover of unobligated funds from one budget period to another within a project period.
 - Extension of the budget or award period with or without additional funds.
 - Equipment purchases and capital expenditures.
 - Writing subcontracts greater than \$25,000.
 - Building construction changes.
 - Changes in the F & A (indirect) rate.
 - Changes in the scope of work.
 - Change in objective or emphasis of the project.
 - Applying a new technology.
 - Transferring substantive programmatic work to a third party.
 - Absence of the approved Principal Investigator (PI) for more than three months or a 25 percent reduction in time devoted to the project.

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Sponsored Award Administration Management	Expenditures	5.100.06	12/26/2014	Page 2 of 2

- Change of PI
- Change of key personnel.
- Change of grantee institution or recipient institution name.
- Alternative use of salary support due to receipt of research development award.
- Indemnification against third parties.
- Applicable restrictions on the Notice of Grant Award.
- Modification of the project budget is required when expending for a new direct cost line item that was not in the original budget, or to modify the objectives, increase funding levels, or extend the time frame of the award.

6. Pre-Award Costs:

- Normally, expenditures may not be charged against sponsored programs before the effective date of a sponsored program agreement.
However, some federal agencies allow requests for pre-award expenditures to be reviewed and approved within BTI.
- Approval may be granted for expenditure of funds up to 90 days prior to the expected start date of a new grant or cooperative agreement under circumstances when advance funding must be necessary for the effective and economical conduct of the project.
- Pre-award costs will not be approved without approval of the Vice President for Finance Administration.
- For circumstances when BTI is not authorized to approve pre-award costs for other agencies, it may be possible for the Business Office to set up a pending account for awards which have passed the start date, but for which the award document has not yet been received or fully executed.
- Requests for pre-award costs must be documented in a memo to the Vice President of Finance Administration.

12. No-Cost Extensions:

- BTI can grant a single no-cost extension of time up to 12 months.
- The request must be submitted to the Business Office 45 days prior to the expiration date of the project.
- The Business Office must notify the agency within 30 days of the extension and prior to the expiration date of the project