

# SUBJECT MATTER EXPERT

GRANT REVIEW 101 – COMPETITIVE GRANTS



## GRANT REVIEW SERIES

- 8/20 The Foundation
- 9/17 Awards Management I
- 10/15 Awards Management II
- 11/19 Advanced Topics
- 12/17 CGO Topics

## BUSINESS CENTER

### MISSION STATEMENT

The CAFE Business Center is a support unit dedicated to providing customer service and facilitating financial and human resources activities within the College.

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## OVERVIEW

- This is the first in a series of grant trainings provided to CAFE departments
- This class provides a general overview of competitive grants and the roles of various individuals and offices involved in the grant process, as well as a review of the PADR and GMGRANTD as they relate to the grant proposal

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## OBJECTIVE

- To provide Business Officers with basic, general, and relevant information regarding competitive grants
- Discuss and provide an understanding of the Business Officer role as well as other supporting roles in the award management process

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## ROLES AND RESPONSIBILITIES

- E-1-3 Fiscal Roles and Responsibilities
- Section IV.E – Fiscal Responsibilities of Administrators
  - Departmental business officer shall be knowledgeable, responsible, and accountable for the fiscal transactions of their units or projects. To ensure that strong internal controls are in place.

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## GRANT REVIEW 101 - CONTENT

- Sponsored Project Definition
- Award Types
- Agreement Types
- OSPA vs. RFS
- College and Department Roles
- eIAF/E-Account
- The PADR
- GMGRANTD
- Scope Account
- Sub-awards

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## ACRONYMS AND ABBREVIATIONS

- **ADR** – Associate Dean for Research; provides administrative oversight and support for a wide range of research activities
- **BO** – Business Officer; responsible for a department’s financial management, business operations, and human resource administration functions
- **BUDRULE** – Budget Rules; used when addressing sponsored projects. Examples are budrule4 for federal or federal flow through funding projects, budrule5 for state, foundation, or other restrictively funded projects, and budrule9 pertaining to industry, clinical trials and other less restrictively funded projects
- **CAS Items** – Cost Accounting Standards Items; Standards to ensure uniformity and consistency in the measurement, assignment and allocation of costs; for financial and oversight purposes these are GL’s that are generally unallowable on a sponsored project
- **CGO** – College Grants Officer; College Grant Officers assist with a multitude of duties from the proposal period through the grant management period and along with your departmental Business Analyst should be considered as the first contacts for any and all grant related questions and issues for your department
- **eIAF** – Electronic Internal Approval Form; The eIAF is an internal approval form used by OSPA to gather various information before a proposal may be submitted to apply for a grant

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## ACRONYMS AND ABBREVIATIONS

- **F&A** – Facilities and Administrative Costs; F&A costs are real expenses incurred by the university in support of sponsored projects, but which by federal regulation cannot be charged directly to a specific grant, contract, or other sponsored agreement. F&A costs stem from the institutional need to maintain a shared infrastructure that supports the research and scholarly activities of all investigators. F&A costs are divided into facilities costs (e.g. building depreciation, operation and maintenance, utilities) and administrative costs (e.g. sponsored projects administration, purchasing, accounting, legal services)
- **FA** – Financial Administrator; RFS employee that serves as a liaison between sponsors, department personnel and principal investigators and provide accurate real-time invoicing, reporting, and financial guidance
- **FES** – Faculty Effort System; Used for the entry of payroll distribution for regular and full-time faculty
- **FPR** – Fixed Price Residual; Unrestricted cost center to be used in support of the enrichment of academic and research programs. An FPR will be established under the PI. Fund Balance will automatically carry forward at the end of each fiscal year
- **IP** – Intellectual Property; Intellectual property (IP) is the tangible or intangible results of research, development, teaching, or other intellectual activity. IP is any innovation or discovery conceived or developed by faculty, staff or students using University resources
- **JV** – Journal Voucher; SAP document used to record an internal transaction between funds, cost centers, WBS elements, or internal orders

## ACRONYMS AND ABBREVIATIONS

- **OSPA** – Office of Sponsored Projects Administration; OSPA administers extramural grants and contracts awarded through the University of Kentucky Research Foundation. Services available to University faculty and staff include: advice and assistance with budget preparation and other administrative requirements of proposals; review, negotiation and acceptance of awards; information regarding sponsor policies and regulations; preparation of subcontract documents
- **PADR** – Project Account Data Record; When a PI receives an award for a sponsored project from a source outside of UK, OSPA will set up an account against which a PI and his/her department staff will post project expenses. OSPA generates a "PADR," or Project Account Data Record, for the initial account setup. Each time OSPA changes the account, the Research Administrator generates a new PADR. They are numbered sequentially. All PADRs are distributed to the Principal Investigator (PI), any co-Investigators (co-Is) and Business Officer
- **PI** – Principal Investigator; A PI is the primary individual responsible for the preparation, conduct, and administration of a research grant, cooperative agreement, training or public service project, contract, or other sponsored project in compliance with applicable laws and regulations and institutional policy governing the conduct of sponsored research. The PI has primary Stewardship of Research Data on behalf of the University and bears primary responsibility for the overall conduct of the Sponsored Research or scholarly activity
- **RA** – Research Administrator; An OSPA employee that performs various administrative, maintenance, compliance, review, and oversight tasks for a sponsored program

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## ACRONYMS AND ABBREVIATIONS

- **RFS** – Research Financial Services; used to be known as SPA. Oversees the financial reporting and compliance requirements of all externally sponsored projects. The primary goal of RFS is to facilitate the management of funds provided to the university by outside entities, in compliance with relevant guidelines, for the purpose of continuing research. Serves as liaison between sponsors, department personnel and PIs and provide accurate real-time invoicing, reporting, and financial guidance.
- **SAP** – Systems, Applications and Products Software; The University's current business application software
- **UKRF** – University of Kentucky Research Foundation; UKRF serves as the university's agent in the receipt of all external grants and contracts, intellectual property income and other designated income; oversees the protection, development, and commercialization of intellectual properties; and manages special cooperative agreements
- **VPR** – Vice President of Research; The VPR provides programs and services to support UK faculty, staff and students in grant development and submission, compliance and regulatory affairs, development of intellectual property and in highlighting their research achievements. This includes oversight and guidance of 13 multidisciplinary research centers and seven service core facilities
- **WBS (element)** – Work Breakdown Structure Cost Object; These cost objects begin with “2”, “3”, or “4” and consist of a total of 10 digits. A WBS element reflects budgets, revenues, expenditures, recharges and transfers for land grants, grants and capital projects respectively

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## SPONSORED PROJECT

- Defined as an activity that is sponsored, or funded by an external organization, such as a federal, state, or private organization or agency
- The Characteristics of a sponsored project include
  - Specific scope of work
  - Financial accountability and/or reporting
  - Specific Period of Performance
  - Deliverables

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## GRANT VS GIFT

### ■ Differences between Grants and Gifts

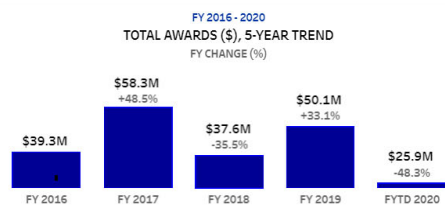
- Deliverables vs Donor Stipulations
  - Products
  - Intellectual Property
  - Financial Reports/Progress Reports
- Grants are more stringent on performance periods
- Will oftentimes have a set budget
- F&A

- If questioning grant or gift, gather as much information as possible from the PI/Faculty member and confer with CGO and Business Analyst to make a determination. The CGO and BA will work with the Research office if further clarification is needed.



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## CAFE SPONSORED PROJECTS AWARDS



**FY 2018 - 2020**  
COMPOUND ANNUAL GROWTH RATE OF FUNDING SOURCES

	FY 2018	FY 2019	FYTD 2020	Change (%)
Federal Government	\$16,869,853	\$19,253,037	\$10,654,829	-20.5%
State Government	\$11,387,619	\$21,182,682	\$9,564,859	-8.4%
Industry	\$3,429,222	\$3,649,829	\$1,321,492	-37.9%
Nonprofit	\$2,243,319	\$2,640,667	\$2,136,621	-2.4%
Other	\$3,674,942	\$3,339,960	\$2,199,923	-22.6%
<b>Total</b>	<b>\$37,604,955</b>	<b>\$50,066,175</b>	<b>\$25,877,724</b>	<b>-17.0%</b>

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## AWARD TYPES

- Grant
- Cooperative Agreement
- Contract

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## AWARD TYPES - GRANT

- An assistance mechanism awarded to an organization for the conduct of research or other program to accomplish a public purpose as specified in an approved proposal
  - Project normally is conceived, and details are defined by the PI
  - Sponsor is not significantly involved in the conduct of the project
  - PI retains scientific freedom and greater flexibility in management of project
  - Results are not guaranteed, “best efforts” only

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## AWARD TYPES - COOPERATIVE AGREEMENT

- An assistance mechanism similar to a grant, and subject to grant regulations, but sponsor is substantially involved in research activities once award is made
  - Project idea may originate with either the sponsor or the grantee Details are often developed jointly
  - PI retains scientific freedom
  - Results are not guaranteed, “best efforts” only

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## AWARD TYPES - COOPERATIVE AGREEMENT EXAMPLE

Award Face Sheet				Agency Control No.	48327
Type of Instrument Non-Assistance Cooperative Agreement			Authority 7 U.S.C.3318(b)		
Agreement Number/FAIN 58-5042-8-003	Type of Action New	Correction N	CFDA No. 10.001		
Period of Performance Start 05/01/2018		End 04/30/2019	(Reserved)		
Total Federal Amount \$809,341.00	Federal Amount Obligated by This Action \$809,341.00		Indirect Cost Rate 0.00%		
Non-Federal Entity/ Federal Agency (Legal Name and Address)					

### THE COOPERATOR AGREES TO:

1. Work closely with ARS in planning and conducting the research outlined below.
2. Commits to conducting the research as agreed to and assigned to UK researchers approved National Program (NP) 215 Project Plan entitled "Sustainable Forage-Base Transition Zone" and the NP 101 Project Plan entitled "Optimizing the Biology of the

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## AWARD TYPES - CONTRACT

- A procurement mechanism whose purpose is to acquire a product or service
  - Will always include a scope of work and deliverables
  - Represents a legal obligation for the contractor, terms and conditions include legal remedy for breach
  - Little freedom for PI, contracts usually have more detailed and stringent technical requirements as well as how funding may be used
  - Be aware of budget needs for University fees (Environmental Charge-639305)



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## AWARD TYPES - CONTRACT EXAMPLE



Frederick

AGREEMENT NO. 11XS031

### INTRODUCTION

This Agreement, effective upon signature of SAIC-Frederick, Inc., is made between SAIC-Frederick, Inc. (hereinafter known as "SAIC-F"), a subsidiary of SCIENCE APPLICATIONS INTERNATIONAL CORPORATION, a Delaware corporation with offices in Frederick, MD, and University of Kentucky, Research Foundation (hereinafter known as "Subcontractor"), a. **The effort to be performed by Subcontractor under this Subcontract will be part of SAIC-F's Prime Contract HHSN261200800001E that has been issued by The National Cancer Institute, Frederick MD. The provisions and clauses contained herein are influenced by and reflect the relationship of the parties in that contract, which was awarded and is administered under the provision of the Federal Acquisition Regulation (FAR). There is no privity of contract between the Subcontractor and the Government.**

### J.3.a. Report Delivery Schedule

Prior to award, a delivery schedule shall be established and incorporated into the Task Order. This schedule will identify the report deliverable, the recipient, and the timing of the submissions.

If the Subcontractor becomes unable to deliver the required reports and/or deliverables described above at the time points specified, the Subcontractor shall give the SAIC-Frederick, Inc. Contracting Officer immediate written notice of anticipated delays with reasons therefore.

### II. General Description of the Requirement

The Subcontractor shall furnish the necessary management oversight and personnel for the performance of laboratory animal support services. The Subcontractor will be responsible for providing Immunological assays performed on equine samples. It is necessary for the subcontractor to have experience and well-established methods and principles for performing assays such as HAI and plaque assays on equine samples.

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## AGREEMENT TYPES

- Cost Reimbursement Agreement
- Fixed Price Agreement
- No Refund

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## AGREEMENT TYPES - COST REIMBURSABLE AGREEMENT

- Any unused funds must be returned regardless of how payments are made-no residual
- “total estimated cost” or “not to exceed amount” language in award language. Payments are usually based on costs as they are incurred
- Generally billed by RFS on a monthly or quarterly basis

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## AGREEMENT TYPES - FIXED-PRICE AGREEMENT

- When costs can be estimated reasonably accurately
- “Total Price” language, payments usually based on milestones or deliverables
- Preferred method of contracting by fed gov’t, as it is the greatest incentive to control costs
- Departments are responsible for over-expenditures
- Depending on the payment schedule, RFS will reach out to the PI to check on milestone completion
- Other times, RFS sends out invoices on a pre-determined schedule
- Should funds be left over \$1,000, department may have a residual

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## FIXED PRICE RESIDUAL PROCESS

- RFS will notify OSPA if more than \$1,000 of program support residual balance remains. The following are required:
  - (a) The Principal Investigator (PI) charged his/her effort to the WBS;
  - (b) Full F&A was charged to the WBS. If a temporary waiver of F&A costs has been approved, the full applicable F&A rate will be charged up to the remaining account balance;
  - (c) No project costs were cost shared; and
  - (d) If a significant balance remains, a justification has been provided by the PI and approved by the Director of OSPA.
- Unrestricted cost center (1023\*) to be used in support of the enrichment of academic and research programs, established under the PI (ex. FPR-Houtz)
- Fund Balance will automatically carry forward at the end of each fiscal year
- <https://www.uky.edu/regis/sites/www.uky.edu.regis/files/files/ar/ar7-3.pdf>

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## AGREEMENT TYPES - NO REFUND

- Generally paid up front
- Cost Reimbursement
- Sponsor generally does not want a refund of unused funds
- If balance remains, contact CGO for options:
  - Request no cost extension until award is spent
  - Approve a new scope of work

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## POP QUIZ



Quiz Time

Let's have  
some fun!

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## POP QUIZ

- What are some primary differences between grants and gifts?
  - Deliverables
  - Performance Period
  - Budget
  - F&A

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## TRUE OR FALSE:

- With a cost reimbursement award, any unused funds may be kept by the department at the end of the project
  - FALSE! Any unused funds must be returned to the sponsor.

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## OFFICE OF SPONSORED PROJECTS ADMINISTRATION (OSPA)

- Grant and contract specialists, institutional official signature and approval
  - College Grants Officers (CGO's) and Research Administrators (RA's)
  - Review proposals for compliance with internal policies and external guidelines, submission of proposals
  - Point of contact between Sponsor and PI
  - Conflict of Interest Management
  - Negotiates terms of contracts or awards
  - Legal Acceptance of agreements
  - Determines WBS element attributes
  - Budget revisions, prior approvals, changes in dates, scope of work, subcontracting

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## OSPA WEBSITE

**What We Do At OSPA**

OSPA administers extramural grants and contracts awarded through the University of Kentucky Research Foundation. Services available to University faculty and staff include: advice and assistance with budget preparation and other administrative requirements of proposals; review, negotiation and acceptance of awards; information regarding sponsor policies and regulations; preparation of subcontract documents.

[About Us](#)

- <https://www.research.uky.edu/office-sponsored-projects-administration>

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## OSPA: CGO RESPONSIBILITIES

- First stop before contacting sponsor, OSPA, or RFS
- Assist Investigators with proposal submissions within sponsor guidelines and UK Cost Policy
- Advise PI in sponsor guideline interpretation and compliance
- Review and approve eAFs
- Provide budgetary management assistance and guidance to PI and department staff
- Facilitate resolution of accounting problems
- Review budget revisions for justification, sponsor guidelines and UK costing policies
- Answer questions regarding expenditures (allowable, allocable, and reasonableness)
- Advise on sub-agreement requests and using the online system to request and amend sub-agreements
- Interpret correspondence from sponsor, OSPA, RA, or RFS to departments and PIs
- Find your CGO
  - [https://cafebusinesscenter.ca.uky.edu/files/cafe\\_unit\\_assignments\\_edits\\_2020.pdf](https://cafebusinesscenter.ca.uky.edu/files/cafe_unit_assignments_edits_2020.pdf)

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## OSPA: RA RESPONSIBILITIES

- Submit proposals to sponsors
- Obtain institutional signatures when required
- Review awards when received
- Request new accounts and account revisions from RFS
- Submit budget revisions to sponsor for approval when required
- Request no cost extensions from the sponsors
- Review requests for change in justifications, determine level of authority required, forward to sponsor or process
- Contact PI/Business Officer/CGO regarding delinquent technical reports; contact RFS regarding delinquent financial reports
- Prepare sub-agreement and send to other universities or non-profits who are involved with the project

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## RESEARCH FINANCIAL SERVICES (RFS)

- Responsible for accounting and financial reporting of sponsored projects
- RFS creates the sponsored projects and controls the status of the award in SAP
- Reviews expenditures throughout the life of the award
  - More in depth review 60 days prior to budget end date
  - Complete review during closeout process
- The financial administrator (FA) is the primary point of contact for this office

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## RFS WEBSITE

University Financial Services myUK

Home / Service Areas and Leadership / Research Financial Services

### Research Financial Services

Location: 337 Peterson Service Building

<https://www.uky.edu/ufs/research-financial-services>

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## RFS RESPONSIBILITIES

- Establish new WBS elements in SAP when prompted by OSPA
- Prepare and submit invoices to sponsors for reimbursement of expenses
- Prepare and submit standard, federal financial reports to sponsors as required
- Collect information and report cost sharing to sponsors as required
- Review all cost transfers to and from WBS elements
- Provide guidance to principal investigators & business officers regarding corrective actions needed
- Prepare and submit final financial reports to sponsors
- Maintain database of accounts receivable
- Manages invoice payments
- PI\_report sent directly to PI by RFS

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## FINANCIAL ADMINISTRATOR VS. RESEARCH ADMINISTRATOR

### Financial Administrator (RFS)

- Finances
  - Submits invoices and/or financial reports to sponsor
  - Monitors grants for financial compliance.
  - JVs are handled through RFS

### Research Administrator (OSPA)

- Award/Programmatic
  - Negotiates and Receives Awards
  - Contact for budget revisions, modifications to award, and no-cost extensions
  - Approve online reports for Federal Sponsors

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## COLLEGE AND DEPARTMENT ROLES

- Principal Investigator
  - Management of sponsored project ultimately resides with the PI
  - Responsible for financial oversight of award
  - Certifies Sub-award invoices
  - Certifies Payroll charges
  - Meet deliverable requirements set forth in award
- Business Officer
  - Responsible for reconciling expenses on a monthly basis
  - Responsible for correcting errors in a timely fashion
  - Responsible for providing additional financial reports to PIs
  - Financial Oversight of departmental funding sources

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## COLLEGE AND DEPARTMENT ROLES (CON'T)

- Business Analyst
  - Provide general guidance and oversight
  - Assist business officers as needed in their management of awards
  - Training Resources
  - College Level Report
  - Distributes AVC Rollup Report and reviews for potential issues
  - Reviews cost transfers (JVs) prior to sending to RFS

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## COLLEGE AND DEPARTMENT ROLES (CON'T)

- CGO
  - First stop before contacting sponsor, OSPA, or RFS
  - Assist Investigators with proposal submissions
  - Advise PI in sponsor guidelines interpretations and compliance
  - Provide budgetary management assistance and guidance to PI and staff
  - Review Budget Revisions
  - Answer questions regarding expenditures (allowable, allocable, and reasonableness)



\* post-award grant management questions, copy both Business Analyst and CGO

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## COLLEGE AND DEPARTMENT ROLES - REVIEW QUESTIONS



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## WHO YA GONNA CALL?

- Example: You run a GMAVC overview report and see lightening bolts indicating there's no budget line for some of your expenditures.

### **Who ya gonna call?**

Answer: Both Business Analyst and CGO

- Example: You feel that your department may not be in compliance with something regarding a grant and your PI is in disagreement with you.

### **Who ya gonna call?**

Answer: Both Business Analyst and CGO

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## WHO YA GONNA CALL?

- Example: You have a question regarding what kind of backup documentation you need for a JV.

### **Who ya gonna call?**

Answer: Business Analyst

- Example: You have a question regarding how much effort an individual is working on a project.

### **Who ya gonna call?**

Answer: PI and CGO

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## EIAF (ELECTRONIC INTERNAL APPROVAL FORM)

- eIAF, is a necessary part of submitting a final proposal and receiving an award for any sponsored project
- eIAFs must be received by OSPA at least three business days prior to the sponsor's published deadline
  - Agriculture - 5 days (includes OSPA's 3 day rule)
  - <https://www.research.uky.edu/office-sponsored-projects-administration/policies-procedures>

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## EIAF (ELECTRONIC INTERNAL APPROVAL FORM)

- Processed through MyUK
- Initiated by department (PI, BO)
- Department Chair and College ADR Approval of Project

The screenshot displays the myUK system interface. At the top, there is a navigation bar with various menu items. A red circle highlights the 'Workflow' menu item, with a '2' next to it. Another red circle highlights the 'Enterprise Services' menu item, with a '1' next to it. On the left side, there is a 'Detailed Navigation' menu where 'OSPA eIAF Form' is highlighted with a red circle and a '3' next to it. The main content area is titled 'Internal Approval Overview' and contains a search bar with the following filters: eIAF, Version, Status, Created By, and Create Date (From/To).

- <https://www.research.uky.edu/uploads/eiaf-quick-reference>

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## E-ACCOUNTS

- What they are
  - Also known as: Pre-Award Account
  - An account set up in advance of receiving a finalized sponsored project award notice and for the work to commence
- Why you need them
  - Allows PIs to begin scope of work
  - Allows for salaries and other charges to charge the grant
  - Helps avoid journal vouchers and retro-active payroll adjustments once award is received
- Who initiates them
  - PI will complete a Request for Revision/Action form with a statement of responsibility for the costs incurred in the event the award is not funded
  - Department Chair signs the Request for Revision/Action Form and sends to CGO
- Established, Award Pending
  - Set up for a period of 90 days, with a pro-rated budget
  - Department responsible for expenses if sponsor decides to not fund project

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## PADR - PROJECT ACCOUNT DATA RECORD

- Generated by OSPA
- PADR I - generated when account is created in SAP
- PADR I - contains breakdown of budget and award documentation
- Budget broken down by Sponsored Class
- Additional PADRs are generated when the budget changes or other account attributes are changed
- Remarks section has info from sponsor and OSPA for Principal Investigator; key information on responsibilities may be included
- Sent to PI and Co-PIs and their respective Business Officers and the PI's CGO

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# SAVING & STORING PADR'S ELECTRONICALLY

Entomology 81080 > Harper\_Carl > Harper 3200002544

Name	Date modified	Type	Size
Harper_Carl_3200002544_PADR1	6/7/2019 1:56 PM	Adobe Acrobat D...	1,020 KB



6/7/2019 PADR\_1 Office of Sponsored Projects Administration Project Account Data Record

1. Account 3200002544 Awarded	6. Sponsor 1000400821 Slow the Spread Foundation	11. Principal Investigator Carl Harper Entomology S-321 Agriculture Science Center North carl.harper@uky.edu P - 8592183376 F - 8592573807 Z - 40546																																							
2. MS# 201903141902	7. Sponsor ID: 7a. Code 6001 19-01-03 19-DG-11083150-004	12. Project Period Start: 01/01/19 End: 06/01/20																																							
3. Research Administrator Greg Hutton p - 257-8311 f - 323-1060 gha225@uky.edu	8. Project Title Monitor Gypsy Moth Populations for Gypsy Moth Slow the Spread Program	13. Budget Period Start: 01/01/19 End: 06/01/20																																							
4. Financial Administrator Blair Robinson bro262@uky.edu 257-5419	4a. CGO Betty Newsom 257-7291 bnnewsom@uky.edu	14. Award Type Cost Reimbursement Agreement																																							
5. Project History 3200001872	9. CFDA 10.664	15. Indirect Cost Information Overhead Rate 15 %																																							
10. Resp. Unit 81080 Entomology	16. Budget Information Prime Account BudRule: 4	18. Source of Funds																																							
<table border="1"> <thead> <tr> <th>Sponsor Class</th> <th>Revision</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>E811000 Direct Salary &amp; Benefits</td> <td>12513</td> <td>12513</td> </tr> <tr> <td>E550011 Travel-Domestic</td> <td>6000</td> <td>6000</td> </tr> <tr> <td>E530300 Direct Current Expenses</td> <td>19748</td> <td>19748</td> </tr> <tr> <td>E900020 FAA Costs</td> <td>5739</td> <td>5739</td> </tr> <tr> <td>Total Direct (R415000)</td> <td>\$38,261</td> <td>\$38,261</td> </tr> <tr> <td>Total Indirect (R475000)</td> <td>\$5,739</td> <td>\$5,739</td> </tr> <tr> <td>Total</td> <td>\$44,000</td> <td>\$44,000</td> </tr> </tbody> </table>		Sponsor Class	Revision	Amount	E811000 Direct Salary & Benefits	12513	12513	E550011 Travel-Domestic	6000	6000	E530300 Direct Current Expenses	19748	19748	E900020 FAA Costs	5739	5739	Total Direct (R415000)	\$38,261	\$38,261	Total Indirect (R475000)	\$5,739	\$5,739	Total	\$44,000	\$44,000	<table border="1"> <thead> <tr> <th></th> <th>Revision</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>New funds, current period</td> <td>44,000.00</td> <td>44,000.00</td> </tr> <tr> <td>Carry fwd, prior periods</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>Project Fees and other income</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>Total Project Commitments</td> <td></td> <td>44,000.00</td> </tr> </tbody> </table>		Revision	Amount	New funds, current period	44,000.00	44,000.00	Carry fwd, prior periods	0.00	0.00	Project Fees and other income	0.00	0.00	Total Project Commitments		44,000.00
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# PADR (PAGE 1)

- Box 1-WBS element/Status
- Box 3-Research Administrator
- Box 4-Financial Administrator
- Box 4a-CGO
- Box 11-Principal Investigator
- Box 12 and 13-Budget and Project Period
- Box 14-Award Type
- Box 16-Bud Rule and Budget by Sponsored Class

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4. Financial Administrator Blair Robinson bro262@uky.edu 257-5419	4a. CGO Betty Newsom 257-7291 bnnewsom@uky.edu	14. Award Type Cost Reimbursement Agreement																																							
5. Project History 3200001872	9. CFDA 10.664	15. Indirect Cost Information Overhead Rate 15 %																																							
10. Resp. Unit 81080 Entomology	16. Budget Information Prime Account BudRule: 4	18. Source of Funds																																							
<table border="1"> <thead> <tr> <th>Sponsor Class</th> <th>Revision</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>E811000 Direct Salary &amp; Benefits</td> <td>12513</td> <td>12513</td> </tr> <tr> <td>E550011 Travel-Domestic</td> <td>6000</td> <td>6000</td> </tr> <tr> <td>E530300 Direct Current Expenses</td> <td>19748</td> <td>19748</td> </tr> <tr> <td>E900020 FAA Costs</td> <td>5739</td> <td>5739</td> </tr> <tr> <td>Total Direct (R415000)</td> <td>\$38,261</td> <td>\$38,261</td> </tr> <tr> <td>Total Indirect (R475000)</td> <td>\$5,739</td> <td>\$5,739</td> </tr> <tr> <td>Total</td> <td>\$44,000</td> <td>\$44,000</td> </tr> </tbody> </table>		Sponsor Class	Revision	Amount	E811000 Direct Salary & Benefits	12513	12513	E550011 Travel-Domestic	6000	6000	E530300 Direct Current Expenses	19748	19748	E900020 FAA Costs	5739	5739	Total Direct (R415000)	\$38,261	\$38,261	Total Indirect (R475000)	\$5,739	\$5,739	Total	\$44,000	\$44,000	<table border="1"> <thead> <tr> <th></th> <th>Revision</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>New funds, current period</td> <td>44,000.00</td> <td>44,000.00</td> </tr> <tr> <td>Carry fwd, prior periods</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>Project Fees and other income</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>Total Project Commitments</td> <td></td> <td>44,000.00</td> </tr> </tbody> </table>		Revision	Amount	New funds, current period	44,000.00	44,000.00	Carry fwd, prior periods	0.00	0.00	Project Fees and other income	0.00	0.00	Total Project Commitments		44,000.00
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Total Project Commitments		44,000.00																																							

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## PADR REMARKS

6/7/2019 PADR 1 Office of Sponsored Projects Administration Project Account Data Record  
 19. Remarks Account 3200002544

**PADR 1: To establish account per receipt of fully executed agreement GLH 06/6/2019**

The award issue date for this account is 05/29/2019, so the funds in this account are subject to the administrative requirements and cost principles of the Uniform Guidance (2 CFR 200) and the sponsor's implementation of the Uniform Guidance.

**Progress Reports:**

The cooperator agrees to submit to the GM STS Foundation representative yearly accomplishment reports on program activities outlined in the Work Plan and Financial Plan. The progress report should include information that compares actual accomplishments to the goals or targets established in the application narrative. Where outputs are quantifiable, such data should be related to cost data for computation or unit costs. If applicable, cooperator should give reasons why the established goals or targets were not achieved. Finally, pertinent information including, where appropriate, analysis and explanation of cost overruns or high unit costs.

The subrecipient shall submit annual performance reports 45 days after the period ended December 31. The final performance report shall be submitted with the subrecipient's final payment request, or separately, but not later than 45 days from the expiration date of the award.

**Specifically:**

Annual performance report due on or before February 14, 2020  
 Final performance report due on or before July 15, 2020

Funding under this program is not available for reimbursement of equipment purchases.

All reports are to be submitted to:

- Remarks Page will provide a history of changes, as well as important information for the PI and department business officer

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## PADR CHANGES AND BUDGET REVISIONS

1/23/2020 PADR 6 Office of Sponsored Projects Administration Project Account Data Record  
 19. Remarks Account 3200001

PADR 6: To modify the budget per department request. GLH 01/23/2020

PADR 5: To modify the budget per department request. GLH 02/15/2019

PADR 4: To modify budget and extend the account per the sponsor amendment (Effective date of the amendment is 08/24/2018). 09/20/2018 GLH

PADR3: To modify the budget beginning date to match project beginning date 09/20/2017 GLH 09/20/2017

PADR 2: To modify budget to add funds and extend the end date & FFR date per the sponsor amendment. 09/05/2017 GLH 09/14/2017

PADR 1: To establish account per receipt of NOA from NC State on 12/05/16. BAM 12/06/16

questions please contact your ospa RA Brett McCourt, brett.mccourt@uky.edu or 7-9420

\*\*PI Notes\*\*

NEW		10.309	
10. Resp. Unit	81080	Entomology	
16. Budget Information	Prime Account		
BudRule:	4		
Sponsor Class	Revision	Amount	
E511000 Direct Salary & Benefits	-3318	103149	
E530011 Travel-Domestic	0	15000	
E530300 Direct Current Expenses	0	77820	
E537110 Graduate RA tuition	3318	24818	
E590020 F&A Costs	0	62271	
<b>Total Direct (R415000)</b>	\$0	<b>\$220,787</b>	
<b>Total Indirect (R475000)</b>	\$0	<b>\$62,271</b>	
<b>Total</b>	\$0	<b>\$283,058</b>	

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## PADR (PAGE 3)

- Provides billing and financial information for RFS.

6/7/2019 PADR 1 Office of Sponsored Projects Administration Project Account Data Recd  
 20. Other Account 32000001

Billing Rule: RRB-Non Letter of Credit(0001 )  
 Final Fiscal Report: 07/15/2020  
 Functional Area: 0220  
 IDC Rule: Calculate at Payment(0001)  
 LOC Type: Unknown  
 LOC Number:  
 Method of Payment: CASH/CHECK  
 External Fund: 0226000050  
 Life Cycle: AW  
 User Status: E0003  
 Award Received: Y  
 Is Arra:

Sponsor Program	Id
81080-0220	1

Fiscal Report Format	Frequency	Due Date	Id
08 SF 425 Fed Financial Report	ANNL		1
09 STD Form 270	MON		2

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## COST SHARE INFORMATION SHEET

- Cost Share is any appropriate costs that are not being funded by the sponsor
- Will indicate whether cost share is reportable or not, as well as detailing the proposed cost share

### Cost Sharing Information Form PADR 1

Date: June 07, 2019 PI: Harper, Carl  
 Account: 3200002544 UKRF/MIS #: 201903141902 Fund: 0011890300  
 Title: Monitor Gypsy Moth Populations for Gypsy Moth Slow the Spread Program  
 Sponsor: Slow the Spread Foundation

The above referenced account has a cost sharing obligation which must be documented in accordance with University of Kentucky Cost Sharing Guidelines. Cost sharing was either committed in the proposed budget or is a result of the actual award totaling less than the proposed budget. Details are outlined below.

- This sponsored project includes a requirement to report cost sharing directly to the sponsor.
- Faculty effort is committed as cost sharing and must be documented through the Faculty Effort System.

Sponsored Project Accounting Reporting Details  
 F & A Rate: 15 % Base: 1 Func. Area: 0220 Is Off Campus: N Budget Rule: 4

#### PROPOSED COST SHARING COMMITMENT Completed by Office of Sponsored Projects Administration (OSPA)

Method	Budget Detail	Percent	Year	Amount	Matching Funds
Dept	Tech surveyor @ 17.42%			\$9,064.00	
Facilities & Administration	Unrecovered F&A			\$24,988.00	
Faculty Effort System	██████████ @ 26%			██████████	
Direct: \$30,023.00		Total:		\$55,011.00	

OSPA Research Administrator: Greg Halton Phone: 257-8311  
 Email: gth225@uky.edu  
 Remarks: Cost share is effort and unrecovered F&A GLH 06/08/2019

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# AWARD DOCUMENT

**STS** Slow the Spread of the Gypsy Moth  
Slow the Spread Foundation, Inc.

143 Fawnbrook Court  
Four Oaks, NC 27524  
Telephone: 919-625-2684  
Internet: www.gmoats.org

May 28, 2019

Ms. Kim C. Carter, Associate Director  
University of Kentucky Research Foundation  
S-225 Ag Sci Cr - N  
Lexington, KY 40546-0091

Dear Ms. Carter:

RE: Subaward to the University of Kentucky from the Gypsy Moth Slow the Spread Foundation, Inc.

On behalf of the Gypsy Moth Slow the Spread Foundation, Inc., it is my pleasure to inform you that your state's request for funding to carry out planned trapping and treatment activities as part of the Gypsy Moth Slow the Spread program for the period January 1, 2019 through June 1, 2020 has been fully approved. This funding is being made available to you as a subaward under a federal grant with the USDA Forest Service.

Federal Grant Number: 19-DG-11083150-004  
Awarded: April 11, 2019  
Awarded Amount: Federal Funds \$5,384,682.00  
Applicant \$1,798,228.00  
Total Funding \$7,182,910.00

Period of Performance: October 1, 2018 – September 30, 2020

Specific information pertaining to the subaward for University of Kentucky includes:

Subaward ID (GM STS Foundation Grant ID): 19-01-03

Subaward Funding: Federal Funds \$44,000.00  
Applicant \$55,011.00  
Total Funding \$99,011.00

Subaward Requests for Payments (SF-270) are preferred to be submitted **monthly**, but are required quarterly. All Requests for Payments received must be supported with backup documentation broken down as (salaries, fringe, travel, supplies, etc.). Subaward Financial Status Reporting and Performance Report: The subrecipient must submit a **Federal Financial Report (SF-425)** and a Performance Report **annually**. These reports are due 45 days after the reporting period ending

December 31, in accordance with 2 CFR 200.301. The final SF-425 must be submitted either with the final payment request or no later than 45 days after the expiration date of the award. Specifically, for this subaward the Federal Financial Reports and Performance Reports must be submitted as follows:

- a. Annual SF-425 and Performance reports are due on or before February 14, 2020.
- b. **Final SF-425 and final Performance reports are due on or before July 15, 2020.**

The subrecipient shall perform all actions identified and funded in application/modification narratives within the performance period identified in the award. In accordance with 2 CFR 200.301, reports shall be submitted with the subrecipient's final payment request or separately, but not later than 45 days from the expiration date of the award.

Questions concerning this subaward may be directed to:

Georgia Brock  
143 Fawnbrook Court  
Four Oaks, NC 27524  
Phone: (919) 625-2684  
Email: gbrock0615@gmail.com

APPROVAL: [Signature] Date: June 1, 2019  
Title: Vice President/ Treasurer  
Gypsy Moth Slow the Spread Foundation, Inc.

ACCEPTANCE: [Signature] Date: [ ]  
Title: Associate Director

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# AWARD BUDGET

1 Year Grant

Year 1 (2019-2020)

Year 1 Cost Share

	Months Charged to Project	Month Effort Cost Shared	Institutional Base Salary	Salary Requested	Fringe Benefits	Total Requested from Sponsor	Total Cost Shared	Salary	Fringe Benefits	Total Cost Share	
26% (employee+family)	0.00	3.12	\$56,562	\$0	\$0	\$0	\$20,959	\$14,706	\$6,252.92	\$20,959	
See this for calculation formula w/o B34	0.00	0.00	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
(employee + child)	2.91	2.09	\$35,532	\$8,607	\$3,906	\$12,513	\$9,064	\$6,188	\$2,875	\$9,064	\$
See this for Loan calculation formula	0.00	0.00	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$
Graduate Student	0.00	0.00	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$
Surveyor	0.00	0.00	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$
Surveyor	0.00	0.00	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$
<b>Total Personnel</b>				<b>\$8,607</b>	<b>\$3,906</b>	<b>\$12,513</b>	<b>\$30,023</b>	<b>\$20,895</b>	<b>\$9,128</b>	<b>\$30,023</b>	
Equipment						\$0					
Supplies						\$316					
Travel						\$6,000					
Publication Charges						\$0					
Contract Surveyors @ \$28/trap				\$ 28.00	694	=	\$19,432				
Tuition				Cost/trap	No. of traps	\$0					
Total Direct Costs						\$38,261	\$30,023				
Indirect Costs	15.0%					\$5,739	\$24,988	Unrecovered Indirect			
Total Costs						\$44,000	\$55,011	Fed Direct	\$38,260.87		
								State Direct	+ \$30,022.67		

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## DISPLAY GRANT: GMGRANTD

Use transaction GMGRANTD to display a grant number.

Grant Number (WBS Element) – Box I on PADR

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## DISPLAY GRANT: GENERAL DATA TAB

The General Data tab contains information such as sponsor, PI name and budget period.

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## DISPLAY GRANT: RESPONSIBILITIES TAB

The Responsibilities tab contains all responsible persons and/or positions associated with the administrative, business or technical aspects of the grant.

Resp.	Description	Type	Object type	ID	Name	Valid from	Valid to
AA	Administrative Assistant - OS	US	User	TRO252	Tanisha B Roussos	01/01/2019	07/15/2020
BA	Business Administrators-Depa	US	User	TSDA228	Tymory S Stanton	01/01/1900	12/31/9999
CGO	College Grants Officer	US	User	BNEWS08	Trella G Newsom		2020
FA	Financial Administrator - RFS	US	User	BRO262	Blair A Robinson		9999
FO	Fiscal Officer - College	US	User	SSEP01	Susan Campbell	01/01/1900	12/31/9999
PI	Principal Investigator	P	Person	00001224	Carl W Harper		2020
PI	Principal Investigator	US	User	CHARPER	Carl W Harper	01/01/1900	07/15/2020
RA	Research Administrator - OS	US	User	SEHA225	Gregory L Hatton		2020
RC	Receivable Coordinator - RFS	US	User	SMORGAN	Sandra B Morgan	01/01/2019	12/31/9999

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## DISPLAY GRANT: AWARD TAB

The award tab contains the BudRule (Budget Rule) which indicates how the budget is controlled in the system.

Relationship of the sponsored class to the budget is dependent upon the Budget rule assigned to the grant.

Bud Rule	Budget Rule Text
4	Fed or Fed-flow thru
5	Sponsor restricted
9	Sponsor unrestricted
A	Ag Fed Approp

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## DISPLAY GRANT: DIMENSIONS TAB

The Dimensions tab contains external and internal funds used to record expenses and revenues associated with each grant.

External Fund- where sponsor expenses are captured for billing purposes. Sponsor funds begin with 0226\*

Internal Fund (Cost Share) – where cost share expenses are captured for billing purposes. Cost Share funds begin with 001189\*

Fund	IDC Recovery	Cost Sharing	Prog Income	GM Fund Type	Description
0011092100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Internal	RES UKRF
0011890300	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Internal	PROVOST COST SHARE
0226000050	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	External	Found/Nonprofit UKRF

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## DISPLAY GRANT: COST SHARE TAB

The Cost Share tab contains the cost share method, validity dates, associated cost centers, reporting frequency, and reportable information.

Met	CS Method Text	Repor	Description	Percent	YR Amount Proposed	Grant	Cost Center	Freq	Amount
DEPT	DEPARTMENTAL COST...	<input checked="" type="checkbox"/>	Tech surveyor	17.42	9,064.00		1013623032		
F&A	FACILITIES & ADMI...	<input checked="" type="checkbox"/>	Unrecovered F&A		24,988.00				
FES	FACULTY EFFORT SY...	<input checked="" type="checkbox"/>	Harper	26.00	20,959.00		1013623032		

Total Proposed 55,011.00      Total Spent 0.00

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## DISPLAY GRANT: REFERENCE TAB

The Reference tab contains the external reference which is used to store the sponsor's generated identification number. Also contains the internal reference 12 digits number assigned by OSPA, also known as the MIS # in box 2 of the PADR.

Grant: 3200002544 MONITOR GYPSY MOTH POPULATIONS FOR GYPSY MOTH SLOW THE SPREAD PROGRAM

Deletion Indicator: CCO Award: CCO Award

Reference

External Reference: 19-01-03 (Box 7 PADR)

CFDA Number: 10.664 Cooperative Forestry Assistance

FAIR: 190611083150004

Sponsor Id

Sponsor Id 1: 19-DG-11083150-004 (Box 9 PADR)

Sponsor Id 2: (Box 7 PADR)

Sponsor Id 3:

Grant Recipient Data

Internal Reference: 201903141903 (Box 2 PADR)

Financing

Funding Origin:

Include Federal Funds

Include Federal Funds

LOC Document Number:

LOC Purged Amount: 0.00

LOC Purged Date:

Cash Reference:

ARRA Cash Reference:

Funding Reference

Funding Reference	Flow-Thru Agency 1	Flow-Thru Agency 2	Flow-Thru Agency 3	Flow-Thru Agency 4	Flow-Thru Agency 5	Flow-Thru Agency 6
Funding Reference 1	1000100032	Department of Agriculture				
Funding Reference 2	1000100032	Department of Agriculture				
Funding Reference 3	1000100032	Department of Agriculture				
Funding Reference 4						
Funding Reference 5						
Funding Reference 6						

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## DISPLAY GRANT: REPORTING TAB

The reporting tab contains all information required for reporting including the fiscal report frequency and the date of the final fiscal report. Retention date – how long to keep and when to destroy

Grant: 3200002544 MONITOR GYPSY MOTH POPULATIONS FOR GYPSY MOTH SLOW THE SPREAD PROGRAM

Deletion Indicator: CCO Award: CCO Award

Reporting

Fiscal Report Final Date: 07/15/2020 (Page 3 of PADR)

Fiscal Rpt Freq	Fiscal Rpt Freq	Fiscal Rpt Due Dt	Fiscal Rpt Documenta	Sponsor Specific Invoice
08	ANNU	07/15/2020	<input type="checkbox"/>	
09	MONTH	03/31/2020	<input type="checkbox"/>	

ROE Final Expense: 0.00

ROE Final Mailed Date:

Commons Acceptance Date:

Closed Date:

Retention Period: 0

Retention Date:

Audit Date

Restricted Account

Include in LSOS

ROE Final Comp By:

ROE Submitted Date:

ROE Revision Date:

ROE Revision Number: 0

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## SCOPE ACCOUNTS

- Subaccounts
- Used to segregate projects under prime account
- Can be with other departments/colleges in the University
- Account numbers will start with 321\* or 3049\*
- Zprime T-Code

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## SUBAWARDS

- Subrecipient
  - An entity outside of the University who will perform a portion of the actual scope of work
  - Integral to part of the project and accepts responsibility for a portion of the project
  - Usually in the original proposal as a collaborating institution
- Consultant
  - Individual or other entity outside the university that possesses specialized expertise
  - They give professional advice, make recommendations or address a specific problem, but have very little or no responsibility for overall project effort
- Both relationships require a formal written agreement before work may begin

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## QUESTIONS?



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## RESOURCES

- VPR Office
  - <https://www.research.uky.edu/vice-president-research>
  
- OSPA
  - <https://www.research.uky.edu/office-sponsored-projects-administration>
  
- RFS
  - <https://www.uky.edu/ufs/research-financial-services>
  
- College Grant Resources
  - <https://cafebusinesscenter.ca.uky.edu/grant-resources>

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## BUSINESS CENTER CONTACTS

■ Catherine Anderson – College Business Analyst Sr	7-7241	<a href="mailto:catherine.anderson@uky.edu">catherine.anderson@uky.edu</a>
■ Susan Campbell – Finance Director	7-5934	<a href="mailto:susan.c@uky.edu">susan.c@uky.edu</a>
■ Andrew Gehring – College Business Analyst Lead	3-4499	<a href="mailto:andrew.gehring@uky.edu">andrew.gehring@uky.edu</a>
■ Kim Hall – College Grants Officer Sr	7-7568	<a href="mailto:kim.hall@uky.edu">kim.hall@uky.edu</a>
■ Kim King – Administrative Financial Services Assistant	7-7143	<a href="mailto:skking1@uky.edu">skking1@uky.edu</a>
■ April Lyons – College Business Analyst Principal	7-4254	<a href="mailto:april.lyons@uky.edu">april.lyons@uky.edu</a>
■ Betty Newsom – College Grants Officer Sr	7-7291	<a href="mailto:bnewsom@uky.edu">bnewsom@uky.edu</a>
■ Lesley Oliver – Experiment Station Director Associate	7-1084	<a href="mailto:lesley.oliver@uky.edu">lesley.oliver@uky.edu</a>
■ Scott Wells – College Business Analyst Lead	7-9833	<a href="mailto:scott.wells2@uky.edu">scott.wells2@uky.edu</a>
■ Tim West – Chief of Staff	7-3879	<a href="mailto:timothy.west@uky.edu">timothy.west@uky.edu</a>

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