

QOL POST-AWARD PROCEDURES

COMPLIANCE PROCEDURES

Applicants who receive QOL awards are to follow the applicable policies and procedures for research compliance including the Institutional Review Board (IRB), the Institutional Animal Care and Use Committee (IACUC), Institutional Biosafety Committee (IBC), Radiation Safety, or Export Control if applicable.

Information related to these policies and procedures are available at their respective websites:

- IRB [www.nova.edu/irb] - Any questions regarding the IRB process should be directed to the PI's Center Representative, particularly if the IRB submission process has not yet been started.
- IACUC [<https://www.nova.edu/dor/animal-subjects.html>]
- IBC [<https://www.nova.edu/dor/secure/all-users/ibc/>]
- Radiation Safety [<https://www.nova.edu/ehs/radiation>]
- Export Control [<https://www.nova.edu/osp/export-control/index.html>]

The PI should verify with their Department Chair if there are any additional guidelines governing research projects in their academic unit that should be followed.

Please note that no funding will be released for a QOL award until all applicable research compliance approvals have been obtained. In addition, all PIs must notify the appropriate respective compliance area of any subsequent changes to the approved study protocol before the changes are put into effect. In addition, if the PI requests a no-cost extension to the grant (see section below), they must also submit for continuing approval of the research protocol from the appropriate compliance area, as applicable.

In addition to research compliance policies, QOL projects are subject to other relevant NSU policies including but not limited to those related to procurement (<https://www.nova.edu/procurement/policies.html>), contracting (<https://www.nova.edu/risk/policies>), travel (www.nova.edu/hr/policies/travel), finance and accounting (<https://www.nova.edu/fop/>) and information security (www.nova.edu/portal/oiit/policies/)

CREATING & MODIFYING A BUDGET

After notification of award, the OSP will work with the PI to set up the project budget. Setting up the budget entails assigning line-item costs from the application budget to the appropriate expense account codes in the NSU Income and Expense Code Directory. These codes are important when initiating purchases, travel reimbursements, and other expenses and will be used by the OSP to administratively oversee the project. The Chart of Accounts with expense account codes is available at [<http://www.nova.edu/budget/forms/income-expense-code-directory.pdf>]. Once the appropriate expense account codes are identified, the OSP will email the Budget Office to set up the budget in the Banner financial system.

Once the budget has been set up, the established expense codes should be used when initiating purchases, travel reimbursements, and other transactions. However, during the course of the award, it may be necessary to spend funds differently than originally budgeted. If so, the PI must complete a *Rebudgeting Request Form*, which is available on the [QOL website](#), and submit it to the OSP at qol@nova.edu. Rebudgeting Request Forms should be submitted to qol@nova.edu for approval **before** incurring expenses for these new items/services.

If the rebudget is significant (i.e. 25% or more of the total award), it will be routed by the OSP for additional approval by the VP-DoR. For example, for a QOL award of \$15,000, if it becomes necessary to move an additional \$5,000 from supplies to student employment, this would represent a rebudget of 33% (\$5,000 is 33% of \$15,000) which would require additional approval of the VP-DoR. Additionally, if travel expenses are greater than 25% of the total award amount and are crucial to the successful implementation of the project, a justification must be provided and prior approval must be secured by the QOL Council Research Liaison and Chair prior to submission.

Rebudgeting Request Forms should be submitted to qol@nova.edu for approval **before** incurring expenses for which rebudgeting is required.

EXPENSES AND PROGRAM INCOME

All requests for expenditures (purchase orders, travel requests, check requests, etc.) must be submitted in Ariba and routed to the OSP for review for allowability. All purchase orders, travel reimbursements and check requests must contain the PI approval. If PI approval is omitted, the request will be returned to the PI, which may delay the procurement process. Once approved by the OSP, requests will route to Procurement or Accounts Payable for final processing via the Ariba system.

If any program income is generated during the award period, it must be used for the same purpose as the award. For example, any fees generated from services performed that had been made possible by the QOL award should be used to further the work funded by the award. Most award recipients will not have any program income; if program income is anticipated, PIs must advise the OSP to develop a plan to manage the income if it becomes necessary.

PROJECT PERIOD EXTENSIONS

At the request of the OSP, each QOL project will be assigned a restricted account where revenue and expenses associated with the award will be posted. Funds from the QOL account will be transferred into a restricted account for each award. QOL projects will have a start date that coincides with the start date of the fiscal year (July 1) with a project period of 12 months, ending June 30. Prior to award closure, PI's have the opportunity to submit a standard request for a No Cost Extension of up to one year. Second No Cost Extensions will require further justification and extenuating circumstances, and very few circumstances will allow for third No Cost Extensions. Extensions may be granted for up to one year at the discretion of the VP-DoR.

Extensions will not confer any additional funds above and beyond the original award amount. A *No-Cost Extension Form* can be requested found on the QOL website at <https://www.nova.edu/qol> and must be submitted to qol@nova.edu for processing.

REPORTING REQUIREMENTS

FINAL REPORT: Within **90 days after the project end date**, the PI must submit a final report to qol@nova.edu and the **QOL Chair**. The report must include a summary of the sponsored activities. Any papers, abstracts, chapters, etc., which were derived from the research conducted must also be included. If, after submitting the report, new funding is secured or works published, updated information must be forwarded to qol@nova.edu so outcomes that result from QOL funds can be accurately documented. The Final Report Form can be found on the [QOL website](#) under the "Post-Award Resources" banner. In circumstances where a researcher fails to submit a final report without an approved extension, his/her project will be marked as delinquent. **The PI will not be eligible to submit to a subsequent funding cycle if the required Final Report is not received.**

OTHER

Applicants with active awards that are in a no-cost extension period may be eligible to submit, but only in limited conditions (refer to the QOL application guidelines for details).

PIs on funded QOL awards may be asked to serve as reviewers for internal awards in the following competition year.

Award information is accessible via the Cayuse award record within the Cayuse Sponsored Projects web-based platform at <https://nova.app.cayuse.com>. To access the website, you will need to sign in with your NSU login name and password. More information about how you can access Cayuse and navigate the award record can be found at www.nova.edu/osp/cayuse under the Resources for New Users dropdown bar.

CONTACTS

Point of Contact	Purpose	Contact Information
Fatima Abu-Rumman (Grants Officer for Internal Programs, OSP); Lark Wilson (Grants Coordinator, OSP)	For general questions about QOL and for assistance with post-award actions (award set-up, rebudgeting, no-cost extensions, program requirements, general questions)	qol@nova.edu (x2-5362) (x2-5950)
College Business Officer or Departmental Contact	For questions about QOL account balances, procedures for hiring students/temps, purchasing items in Ariba, and other routine College items.	www.nova.edu /budget/forms/ officers- list.pdf