

# ✔ Sponsored Project Expenses in Concur & Ariba

## Quick Guide for NSU Principal Investigators (PIs) & Departments

### 🔍 Before You Submit

All expenses must meet Sponsor, Uniform Guidance (2 CFR 200; federal awards), and NSU requirements:

- ✔ Allowable, allocable, and reasonable
- ✔ Consistent with sponsor terms and NSU policy
- ✔ Incurred within the project period
- ✔ Treated consistently across funding sources

💡 Your approval confirms the expense is **necessary** and **directly benefits** the project.

### 📄 Expense Coding & Allocation

Use the **correct codes/allocation** (refer to Banner budget):

- Travel: ❌ Do NOT use **4150** (Professional Development Travel)  
✔ Use: **4190** – Local, **4195** – Domestic, **4196** – Foreign
- 3<sup>rd</sup> Parties: Subcontracts – **3124** (first 50K or 25K NIH for each sub) / **3125** (over the threshold), Consultant travel - **3110** / **3112**, Vendor services - **3114**
- Capital equipment (**\$5K+**): **9XXX** NSU owned / **5760** Sponsor owned

#### Allocation requirements:

- Charge the **correct project(s)** based on **proportional benefit**
- Include necessary **justification**
- Apply to **indirect costs (research incentive account)** appropriately when costs benefit multiple activities **OR** for costs that are normally departmental (such as office, general supplies, clerical, general purpose equipment, cell phones or service plans, etc.)
- Do not include **unallowable costs** (such as entertainment, advertising, routine meals/meetings, penalties, dues/memberships, personal expenses, etc.)

### 📄 Documentation & Justification (Top Audit Focus)

Every expense must include:

- **Receipts** and **supporting documentation**
- **PI approval** and **within the period of performance**
- Include **sponsor prior approval**, if required
- **Clear justification** explaining how the cost **directly benefits the project** and why the cost is **necessary**

#### For travel:

- Must demonstrate **direct project benefit** (e.g., present project results)
- Must justify that participation is **necessary and reasonable**
- Local travel (<50 miles): generally **not reimbursable** (except mileage)
- Foreign travel requires **review for the Fly America Act**
- **State funds**: must follow Florida state travel rules

#### For goods/services at \$10,000 or above:

- Office of Procurement must be in the approval flow
- Quotes or a Sole Source form must be uploaded

#### For 3<sup>rd</sup> party agreements (subrecipients/vendors/consultants):

- Proper invoice attached & PI confirmed work was performed
- Sole Source form, if applicable
- Copy of the agreement with the 3<sup>rd</sup> party

#### Technology purchases:

- Must follow established policy and workflow through OIIT

### ⚠️ Top Reasons Requests Are Returned

- Expense is not **allowable** or project is **not active**
- Incorrect **expense code**
- Missing or unclear **documentation/justification**
- Incorrect **project or not allowable as a direct cost**
- Goods/supply submitted through **Concur instead of Ariba PR/CR**
- **PI has not approved** (cannot have a delegate unless OSP authorized)

### 🚩 Common Compliance Risks (Avoid These)

- Charging costs based on **convenience vs. project need**
- Weak or vague **justification**
- Charging costs to sponsored projects that are **normally departmental**
- **Inconsistent treatment** of similar costs
- Missing documentation

### 📄 Resources

- OSP Policies: *OSP Policy Library*  
<https://research.nova.edu/osp/secure/policies/index.html>
- OSP Resources and Forms  
<https://research.nova.edu/osp/resources/index.html>