

The Office of Sponsored Programs and Research – General Post-Award Guidance: **To find information about your grant index** (Index, Fund, Org, Program, Vendor ID), please search through SCSU's [KR Data Repository](#)

Many of the forms linked below can also be located within [Kuali Build](#) or on SPAR's [Grant Administration](#) page

What do you want to do?	What actions are required	What should you know?	Where can you look next?
Pay myself  <i>and/or</i>  Pay my collaborators located at SCSU	SPAR will complete a 10.12 Supplemental Pay form for you and/or your SCSU collaborators.  You will receive an email notice from Kuali Build asking you to <b>approve the form.</b>	A separate 10.12 form will be needed <b>for each activity period</b> (Fall, Spring, Summer) during which you or your SCSU collaborator(s) will receive supplemental pay, even within the same project year	Please reach out to SPAR via <a href="mailto:spar@southernct.edu">spar@southernct.edu</a> to plan your 10.12 Supplemental Pay requests
Receive my planned course release	SPAR will complete a Grant Reassigned Time/Release Time form for you.  You will receive an email notice from Kuali Build asking you to <b>approve the form.</b>	After you approve the submitted Kuali Build form, the request will advance to your chairperson and your dean	Please reach out to SPAR via <a href="mailto:spar@southernct.edu">spar@southernct.edu</a> to plan your Grant Reassigned Time/Release Time
Hire my student workers	You must <b>complete a Student Worker Request to Hire</b> form.  SPAR will use this information to initiate the student hiring process. The form may be used to hire up to five students at once	To prepare a Student Worker Request to Hire form, enter: <ul style="list-style-type: none"> <li>• Full Name</li> <li>• Banner ID</li> <li>• Name of Supervisor</li> <li>• Index</li> <li>• Pay Schedule</li> </ul>	Please reference the information and forms below: <ul style="list-style-type: none"> <li>• <a href="#">Student Worker Request to Hire Form</a></li> </ul>
Pay my student workers	You must <b>sign your hourly student worker's timesheets</b> biweekly and submit them to SPAR	Before signing a timesheet, review to ensure that all the information entered is correct. SPAR <b>will return any timesheets with errors</b> and the student may not receive pay in a timely manner  Graduate assistants are paid by a stipend and do not receive timesheets	Please reference the information below: <ul style="list-style-type: none"> <li>• SCSU's <a href="#">Payroll Office Calendar</a></li> <li>• <a href="#">Sample Student Timesheet</a></li> </ul>
Hire my part-time staff	Part-time staff include University Assistants (UAs), or Part-Time Faculty (12.8 Appointments);	A new 12.8 form will need to be completed for <b>every semester</b> (Fall, Winter, Spring, etc.); when completing a UA Appointment Form, you <b>must note</b> that the position is grant funded	Please reference the information and forms below: <ul style="list-style-type: none"> <li>• <a href="#">12.8 Form</a></li> <li>• <a href="#">University Assistant Appointment Form</a></li> </ul>

Pay my part-time staff	If you have hired a University Assistant (UA), you must <b>sign the UA's timesheets biweekly</b>	Before signing a timesheet, review that all the information entered is correct. <b>SPAR will return any timesheets with errors</b> and the part-time employee may not receive pay in a timely manner	Please reference the information and forms below: <ul style="list-style-type: none"> <li>• SCSU's <a href="#">Payroll Office Calendar</a></li> <li>• SCSU's <a href="#">University Assistant Guidelines</a></li> </ul>
Support a student [ <i>other than a student worker</i> ]	If you are providing a student with direct SCSU Foundation money or grant-funded tuition money, you must complete a form in Quali Build that will direct to either SPAR or the SCSU Foundation	To complete this form, you will need: <ul style="list-style-type: none"> <li>• The student's name</li> <li>• Student's Banner ID</li> <li>• Banner Index</li> <li>• Purpose of funding and reason for request</li> <li>• Amount requested</li> <li>• Credits and course name, if requesting tuition</li> <li>• Direction on where to allocate funds</li> </ul> <p>This is <b>not</b> an appropriate compensation mechanism for students employed as hourly workers or graduate assistants; please see instructions above for hiring and paying student workers</p>	Please reference the information and forms below: <ul style="list-style-type: none"> <li>• <a href="#">Grant Funded Tuition/Payment Req</a></li> </ul>
Make a new purchase (materials, supplies, etc.)	If you need to make a new purchase of materials or supplies, you must <b>complete a P-Card – Grant-Funded Purchasing Request</b> form for SPAR	Items over \$2,500 will require SPAR to prepare a Purchase Order (PO).  Note that POs are also required for any computing devices, <b>regardless of cost.</b>	Please reference the information and forms below: <ul style="list-style-type: none"> <li>• <a href="#">P-Card – Grant-Funded Purchasing Request Form</a></li> </ul>
Travel somewhere	Before you travel, you must <b>prepare a Travel Authorization (TA)</b> form and submit it to SPAR.  After you travel, within 30 days, you must <b>prepare a Travel (Employee) Voucher</b> and submit it to SPAR; see below for the form.	Key details to know about travel are: <ul style="list-style-type: none"> <li>• TAs must be received by the Travel Office <b>at least two weeks</b> prior to the date of travel</li> </ul>	Please reference the information below: <ul style="list-style-type: none"> <li>• <a href="#">TA Form</a></li> <li>• <a href="#">Assumption of Risk Form (for students)</a></li> <li>• <a href="#">Policy Exception Request</a></li> <li>• SCSU's <a href="#">Travel Office</a> page</li> </ul>

		<ul style="list-style-type: none"> <li>• Please submit TAs to SPAR <b>at least three weeks</b> prior to travel if possible to allow for review and processing</li> <li>• All receipts for travel vouchers must be itemized (<b>except</b> for meals if using the GSA Per Diem rate)</li> <li>• <b>Late TA submissions</b> require a justification</li> </ul>	<ul style="list-style-type: none"> <li>• SCSU's <a href="#">TA Completion Instructions</a></li> <li>• <i>Travel (Employee) Voucher CO17XP Form – See below</i></li> </ul>
Request reimbursement for something (materials, supplies, completed travel, etc.)	<p>If you have <b>already purchased</b> materials or supported a project activity with your own funding and need reimbursement, you must <b>submit a receipt and a completed Employee Voucher form</b> to SPAR.</p> <p>If you are submitting an Employee Voucher form for <b>travel</b>, the voucher must be accompanied by a <b>revised Travel Authorization</b> (see above) that reflects actual costs.</p>	Materials and supplies or related items <b>should not be purchased</b> with personal funds unless prior permission is given.	<p>Please reference the information and forms below</p> <ul style="list-style-type: none"> <li>• <a href="#">Employee Voucher CO17XP Form</a></li> </ul>
Pay my collaborators who are <i>not</i> at SCSU	<p>There are several mechanisms for paying collaborators who are not at SCSU:</p> <ul style="list-style-type: none"> <li>• If your collaborator is a <b>Co-PI receiving a subaward</b>, this documentation will be prepared by SPAR and signed by the Co-PI's institution; they will then submit invoices to SCSU based on their scope of service and activities.</li> <li>• If your collaborator is <b>an individual or a vendor</b> providing a service for less than \$3,000, you must <b>complete an Honorarium</b> and submit it to SPAR</li> <li>• If your collaborator is <b>an individual or a vendor</b> providing a service for more than \$3,000, you must <b>complete a Personal Service Agreement (PSA)</b> and submit it to SPAR</li> </ul>	<p>Items required for each form will include the following:</p> <ul style="list-style-type: none"> <li>• <b>Honoraria:</b> <ul style="list-style-type: none"> <li>○ Honoraria Form</li> <li>○ Questionnaire</li> <li>○ W-9</li> <li>○ Late Justification (if necessary)</li> </ul> </li> <li>• <b>Personal Service Agreement (PSA):</b> <ul style="list-style-type: none"> <li>○ PSA Form</li> <li>○ Questionnaire</li> <li>○ W-9,</li> <li>○ Late Justification (if necessary)</li> <li>○ Non-Discrimination Certifications A or B</li> </ul> </li> </ul> <p>Other things to know are as follows. Please take them into consideration when providing documents to SPAR:</p>	<p>Please reference the information and forms below:</p> <ul style="list-style-type: none"> <li>• <a href="#">W-9</a></li> <li>• <a href="#">Questionnaire – Contractor versus Employee (businesses do not need to complete)</a></li> <li>• <a href="#">Honoraria Form</a></li> <li>• <a href="#">PSA Form – General</a></li> <li>• <a href="#">PSA Form – Guest Lecturers/Entertainers</a></li> <li>• <a href="#">Non-Discrimination Form A (Individuals Only)</a></li> <li>• <a href="#">Non-Discrimination Form B (PSA entities less than \$50K)</a></li> <li>• <a href="#">ACH Form for Direct Deposit</a></li> <li>• <a href="#">Late Justification Form</a></li> <li>• <a href="#">Voucher Disbursement Request</a></li> </ul>

	<ul style="list-style-type: none"> <li>If you have already submitted one of the Honorarium or PSA documents above and the work has been completed, you must submit <b>an invoice</b> and a <b>Voucher Disbursement Request</b></li> </ul>	<ul style="list-style-type: none"> <li>Honoraria must be received by the Procurement Office <b>at least 10 days</b> prior to the start of work</li> <li>PSAs must be received by the Procurement Office <b>at least 21 days</b> prior to the start of work</li> <li>If you are submitting an Honorarium or a PSA with a turnaround time shorter than the schedules above, you will need a Late Justification</li> </ul>	<ul style="list-style-type: none"> <li>SCSU's <a href="#">Procurement Services Manual</a></li> </ul>
<p>Check on the status of something I submitted to SPAR</p>	<p>SPAR uses an Expense Tracker within Quali Build where it records all post-award activity (<b>except personnel payments</b>); it is searchable using your name or your Grant Index</p>	<p>Please remember that SPAR is a “hub” for your award activities; it connects to and relies on other processes in Human Resources, Payroll, Procurement, Travel, and Accounts Payable, among other offices.</p>	<p>Please reference the information and forms below:</p> <ul style="list-style-type: none"> <li><a href="#">The SPAR Expense Tracker</a></li> </ul>