

This guide is provided by the **Office of Sponsored Projects (OSP)** to assist faculty and staff in making purchases, paying personnel, and managing sponsored projects. Making purchases with sponsored projects is unique because of the specificity of the use of the funds, the additional OSP or Grant Accountant approvals, more restrictive procurement thresholds, and the inclusion of a project code. This guide will assist in navigating those nuances.

All sponsored project expenditures must be:

- **Allowable** – permitted as a cost within sponsor guidelines, the terms of a specific award and project budget, and/or the institution's policies
- **Allocable** – the goods or services directly benefit the project
- **Reasonable** – the nature of the goods or services, and the price paid for the goods or services, reflects the action that a prudent person would have taken given the prevailing circumstances at the time the decision to incur the cost was made

Purchasing Deadline

Best practice dictates that PIs should complete grant purchasing at least two months before the end date to provide enough time to use the purchases prior to the project's end date. Purchases made within the last two months of an award are subject to additional review for appropriateness and allocability.

Definitions

- **Activity Manager** – the person designated on your project's Budget Input Form as the financial manager who will provide an additional level of review of expenses (typically your division's budget manager)
- **Activity String** – your sponsored project's unique budget number assigned by the controller's office
- **Budget Input Form** – OSP creates this form in order to set-up your sponsored project activity string and input your budget into SU's accounting system, based on the budget your sponsor approved
- **Object Code** – the seven-digit code that identifies the purpose of the purchase (i.e. supplies, printing, books)
- **Project Code** – your sponsored project's unique code which must be included on all project expenses; enables you to view it's financial health and status in the [Projects Accounting](#) module.

Post-Award Contacts

- Jen Riester, Grant and Financial Accountant, Controller's Office, riesterj@seattleu.edu | (206) 220-8233
Role: Provides final review and approval of all sponsored project expenses; distributes quarterly and as requested financial reports; manages the Projects Accounting module
- Procurement Services, procurement@seattleu.edu | (206) 296-6998
Role: Manages ProcureSU; can assist with vendor set-up and general system questions
- Sarah Bricknell, Sponsored Research Officer, Office of Sponsored Projects, Supports: CAS, CCE, COE, STM, Law, Biology; Bricknellsar@seattleu.edu | (206) 398-4407
Role: Reviews prior approval requests and communicates requests with sponsor
- Kara Luckey, Sponsored Research Officer, Office of Sponsored Projects, Supports: ALB, CSE (except Biology), CON, Academic Affairs, Student Affairs; kluckey@seattleu.edu | (206) 398-4408
Role: Reviews prior approval requests and communicates requests with sponsor

Standard Purchases in ProcureSU

Reimburse yourself or others for travel or other project-related expenses	Select the Reimbursement Request Form within ProcureSU and follow the instructions
Determine if multiple quotes are required for your purchase	Review the Sponsored Project Procurement Thresholds to determine if multiple quotes, competitive bidding, or a sole source justification is required. 0 - \$3,000 = no written quote required \$3,001 - \$10,000 = 1 written quote required \$10,001 - \$50,000 = 2 written quotes required \$50,001 - \$150,000 = 3 written quotes required Over \$150,000 = RFP competitive proposal process required
Purchasing from a sole source	Sole source means that a single vendor is uniquely qualified to meet the department or school's procurement objective and therefore the purchase should be exempt from the competitive bidding process. Use the Sole Source Form within ProcureSU
Purchase supplies or equipment	Use a hosted catalog or a punch-out catalog in ProcureSU <ul style="list-style-type: none"> - If the item you need is not available in those catalogs, you can search for your vendor or specific item in the non-catalog form - If your vendor is not available, you will need to submit a Vendor Update Request (see below)
Directly pay an invoice under \$500 when a purchase order was not already set-up in ProcureSU	Use the Direct Pay Request (under \$500 total) form within ProcureSU
Add a vendor to ProcureSU to make a purchase or payment	Submit a Vendor update request form with their W-9 in ProcureSU to add a new vendor to the ProcureSU system <ul style="list-style-type: none"> - Your admin or budget manager may be able to help you with this step; or contact Procurement Services
<p>For all of the above expenditures within ProcureSU, after completing the form and adding to your cart, you will:</p> <ol style="list-style-type: none"> 1. Assign your project's activity string and object code (based on the nature of the purchase – i.e. supplies, travel airfare, books, etc.). The project code will auto-populate. 2. When asked about the purpose of the purchase or in the comments section, include a comment that indicates what activity of your sponsored project this purchase benefits. It can be brief but should explain it's allowability if you were gone or looking at it a year or more from now. This will ensure the Grant Accountant has the information to approve your expense without delay. 3. Assign your cart to your project's or department's designated requisitioner whom will place the order. The order will be routed for approval to the project's Activity Manager (as noted on your New Award Overview document from OSP) 4. Final review and approval will be made by the Grant Accountant in the Controller's Office prior to submission 5. Once the item has been received, you will create a quantity receipt and save as "complete" to finalize the transaction <p>Click here for online training videos and short tutorials on getting started with and using Procure SU.</p>	

Pay Personnel on your sponsored project	
Pay a faculty member during the academic year <ul style="list-style-type: none"> • As a course release for 9-month appointments • Or % of time for 12-month appointments 	<ol style="list-style-type: none"> 1. Work with your budget manager to complete a Payroll Action Form 2. Submit completed form to OSP 3. OSP will sign and submit to Faculty Services
Pay a faculty member a summer stipend (9-month faculty only)	<ol style="list-style-type: none"> 1. Work with your budget manager to complete a Faculty Stipend Request 2. Submit form to the OSP 3. OSP will sign and submit to Faculty Services
Pay a current staff member for a percentage of their time	Contact your division budget manager to correctly allocate a staff member's % of project time to your sponsored project for a specific period of time using the Salary Distribution Change Form
Hire a staff member salary	Work with your budget manager to create a new Requisition Request in EngageSU
Hire a temporary employee	Work with your budget manager to create a new Requisition Request in EngageSU
Hire a student	Complete and submit a Student Employment Action Form (SEAF) directly to Student Financial Services . Questions? Email: studentemployment@seattleu.edu or call x8020
Consultants and Independent Contractors	
Determine if you need to hire a consultant or an employee	The IRS 20-factor test The general rule is that an individual is an independent contractor if the payer has the right to control or direct only the result of the work and not what will be done and how it will be done.
Pay a consultant/ independent contractor for a one time or infrequent service	Complete the Independent Contractor Form in ProcureSU . An agreement, contract, quote, email, or another form of proof for this service is required to be submitted with this form.
Hire a consultant for prolonged services on your project.	<ol style="list-style-type: none"> 1. Provide a statement of work, project period, and project budget to your Sponsored Research Officer (SRO) 2. Your SRO will draft a standard SU Contractor Agreement 3. Obtain your contractor's review and signature 4. Submit to your SRO to obtain institutional sign off 5. Provide a fully executed copy to your contractor
Pay a consultant for prolonged services with multiple invoices from your project.	<ol style="list-style-type: none"> 1. Set up a "Declining balance PO" form in ProcureSU for the total amount of the contracted work; attach the executed contract or agreement with this form 2. Submit contractor invoices to be paid off of this declining balance PO as they are received, no more than monthly

On Campus Services	
General and small-scale printing	Use your nearest Managed Print Services (MPS) printer/copier – your project’s indirects are intended to cover general copying needs.
Print or copy a large-scale bulk job	Complete a Print Request form and email to Reprographics or stop by their office in Pavilion 020. Questions? Call x6180
Mailing and Postage	Contact SUBulkMailing@seattleu.edu or stop by their office on the lower level of the Pigott Pavillion building (past the stairs) to drop off your order.
Place a catering order	Submit order your order online through Emerald Plate’s online form (use the Account – sign in/register button on the top right corner)
Request a guest parking pass	Submit a Permit Request form to Public Safety
Request a van rental	Follow the steps on Public Safety’s Vehicle Rental page (ensure all drivers are authorized and approved) and then submit a van rental request through the EMS Web App Need access to the EMS web app? Request an account
Reserve campus rooms/space or plan an event	Review availability and reserve campus spaces through the EMS Web App or email Conference and Event Services for assistance Need access to the EMS web app? Request an account
Make changes to your Sponsored Project Budget	
Transfer expenses on or off your sponsored project budget to/from a different budget	Submit a Journal Entry form and Cost Transfer Justification form directly to the Grant Accountant in the Controller’s Office See the Cost Transfer Policy for Sponsored Projects
Request a re-budget, change to personnel, request a no cost extension, or other change affecting your sponsored project budget or scope	Complete and submit an Institutional prior approval form (IPAF) to your Sponsored Research Officer
Track and Review your Project Budget	
Reconcile your budget with actual expenses	Sign into Projects Accounting to review the financial health and status of your budget. The financial report in Projects Accounting is based on your project’s budget period, not SU’s fiscal year.
Review & Certify your project’s expenses	On a quarterly basis, the Grant Accountant will send you a financial report displaying all expenses on your project through the most recent fiscal year quarter. You are required to review and certify that all expenses are correct. If changes are needed, please follow the steps in the above Make Changes to your Sponsored Project Budget section.