

Office of Sponsored Projects Administration Project Account Data Record

1. Account 3048119999 Awarded	6. Sponsor 1001001332 Sponsor Name (ex: NIH)	11. Principal Investigator Principal Investigator PI Department PI Office Address PI Email PI Phone Number & Fax Number																											
2. MIS # 201509281969	7. Sponsor ID: 1R01NS798405-01 7a. Code 0061	12. Project Period Start 07/01/15 End 06/30/15																											
3. Research Administrator RA name p - 257-9420 f - 323-1060 RA email	8. Project Title Title of Project Award #/Sponsor ID #	13. Budget Period Start 07/01/15 End 06/30/20																											
4. Financial Administrator FA Name 257-9094 FA Email	4a. CGO Name Phone Number Email	14. Award Type Cost Reimbursement Grant																											
4b. IBU Reconciler Name, Phone & Email		15. Indirect Cost Information Overhead Rate 50.5 % Project Period is timeframe of project; Budget Period is timeframe of current budget.																											
5. Project History New	9. CFDA 93.853	17. Co-Investigators Co-I Name Co-I Department Co-I Address Co-I Email Co-I Phone & Fax Number Co-I(s) as listed on the Internal Approval Form																											
10. Resp. Unit 7H016 Spinal Cord & Brain Injury Res Ctr		18. Source of Funds <table border="1"> <thead> <tr> <th></th> <th>Revision</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>New funds, current period</td> <td>137,721.00</td> <td>418,006.00</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>418,006.00</td> </tr> </tbody> </table>		Revision	Amount	New funds, current period	137,721.00	418,006.00	Carry fwd, prior periods	0.00	0.00	Project Fees and other income	0.00	0.00	Total Project Commitments		418,006.00												
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Important internal contact information – your RA, FA, CGO/GPS, and IBU/Reconciler.

For questions about information listed on the PADR: contact your RA (OSPA).

For budget revisions and account extension requests: contact your CGO/GPS (SRAS).

For questions regarding expenses on your account: contact the Reconciler (SRAS).

PADR 1: To establish account per award received 05.06.13; budget finalized 05.08.13 and COI of co-I completed 05.07.13.

NOTICE: If this project involves human subjects or animals, you must have and maintain an active approval from the Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IACUC) to proceed.

This note appears on all PADR Remarks as a reminder that an IRB or IACUC approval is required for projects that involve human or animal subjects.

REPORTS: The applicant is required to submit a Progress Report 45 days (for SNAP awards) or two months (non-SNAP) before the conclusion of the budget period. A final invention statement and certification must be submitted within 90 days of the end of the project period indicating the presence or absence of inventions on the project.

RESTRICTIONS: No funds shall be used to pay the salary of an individual at a rate in excess of Executive Level 1 or 2 depending on the issue date of the award, check NIH guide for current salary cap.

EXTENSION: During the last segment of the award, a one year extension can be authorized for the completion of programmatic objectives. The organization must provide justification and notice that the organization will be exercising its right to a one time no cost extension. Notice must be provided ten days prior to the expiration date of the project period.

This award is subject to the NIH Public Access Policy which requires scientists to submit final peer-reviewed journal manuscripts that arise from NIH funds to the digital archive PubMed Central upon acceptance for publication. The Policy requires that these papers are accessible to the public on PubMed Central no later than 12 months after publication.

SPA Notes:
NIH LOC, SF 425

Notes for Sponsored Projects Accounting regarding invoicing or payment.

Sponsors frequently require programmatic reporting about a project. A sponsor also may specify programmatic or financial restrictions for a project. The PADR Remarks section details such requirements. The PADR Remarks also may detail any special PI responsibilities with respect to reporting. PIs are encouraged to review their Sponsor award document in detail as the PADR Remarks are only a summary of Sponsor requirements and PI responsibilities.

PADR # Office of Sponsored Projects Administration Project Account Data Record

Billing Rule: RBR-Letter of Credit (0002)
Final Fiscal Report: 07/31/2016
Functional Area: 0220
IDC Rule: Calculate at Payment (0001)
LOC Type: US DHHS
LOC Number: 8-RNS083405A
Method of Payment: Letter of Credit
External Fund: 0226000000
Life Cycle: AW
User Status: E003
Award Received: Y
Is ARRA: N

Sponsor Program	Id
7H016-0220	1

Final Financial Format	Frequency	Due Date	Id
08 SF 425 Financial Report	NTM		1

Date:	May 13, 2015	PI: PI Name	
Account:	3048119999	UKRFMIS #: 201509281969	Fund: xxxxxxxxxx
Title:	Title of Project		
Sponsor:	National Institutes of Health		

This is the cost share fund number.

This 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.

Whether cost share must be reported to the sponsor; whether faculty effort is cost shared.

Sponsored Project Accounting Details					
F & A Rate:	50%	Base: 4	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	PercentYear	Amount	Matching Funds
Facilities & Administration	Unrec FA on sal cap		\$0.00	
Faculty Effort System	PI sal cap 20% Y1 only		\$7,461.00	

Direct: \$7,461.00 **Total:** \$7,461

OSPA Research Administrator: RA Name **Phone:** 257-9420
Email: RA Email

Remarks:

Cost share is: For Year 1 only.

This provides details about the type and amount of cost sharing commitments.

The "Remarks" section contains additional details about cost share calculations, including cost shared effort, if any.

PADR-at-a-Glance:

***What's a PADR?** 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 set up. 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. In the College of Medicine, they are also sent to a shared email for the SRAS office. Each section of the PADR is briefly explained below. Additional details can be found in the SRAS SOP number M-SRAS-3, related to PADR review.*

PADR Page 1

- 1. Account:** Internal tracking number for awards (also referred to as the WBS number), use when contacting UK staff.
- 2. MIS:** Internal tracking number for OSPA.
- 3. Research Administrator:** Primary OSPA contact.
- 4. Financial Administrator:** Primary Sponsored Projects Accounting (SPA) contact.
- 4a. CGO:** College Grants Officer. The College of Medicine has Grant Proposal Specialists, or GPSs that fill this pre-award role.
- 5. Project History:** "New" for new projects; if project has had previous years, will list previous Account Number(s).
- 6 & 7. Sponsor & Sponsor ID:** The sponsor is the agency/entity that has funded the project. Sponsor ID is also referred to as the Award ID number.
- 8. Project Title:** Corresponds to award title.
- 9. Catalogue of Federal Domestic Assistance (CFDA):** Tracking number for funding that is federal in origin, used for federally funded grants and cooperative agreements.
- 10. Responsible Unit:** Name and number of department with primary responsibility for the project.
- 11. Principal Investigator:** PI has primary responsibility for the project.
- 12. Project Period:** Start and end dates of the entire project, from project start to project completion.
- 13. Budget Period:** Start and end dates of the current budget. If a sponsor provides additional funds each year, then the PADR reflects the current budget but not future years of anticipated funding.
- 14. Award Type:** If Cost Reimbursement, payment is received for allowable expenses incurred. If Fixed Price, then the total payment amount is agreed upon up-front regardless of how much it costs to complete the project.
- 15. Indirect Cost Information:** The portion of the total award that is budgeted for Facilities and Administrative (F & A) costs (Indirect or Overhead costs). UKRF's federally negotiated F&A rate agreement guides what rate applies.
- 16. Budget Information:** This is the award budget translated into a budget that appears in UK's financial system, SAP. The Sponsored Class is the budget line for each type of funding. As funds are added to the account in increments, "Revision" will show those incremental amounts and "Amount" shows the total available budget in each line.

"BudRule" is the Budgeting Rule that guides how detailed an Account budget must be in terms of budget lines. For example, Budget Rule 4 is the most detailed with the greatest number of budget categories to choose from and is used for federally funded projects. Budget Rule 9 is used for Fixed Price agreements and lists only direct and indirect costs. Budget Rule 5 is used for projects that are not federally funded and are not fixed price. Additional restrictions may apply; see PADR Remarks.

17. Co-Investigators: The Co-Is on a project. The information taken from a project's Internal Approval Form that must be electronically approved by the PI and all Co-Is, their department chairs/directors, and ADRs.

18. Source of Funds: For a new project, the funds will be New. If the project has had previous accounts, any funding from previous accounts that can be used in the current Account is listed as Carry forward. If a project generates any type of income or fees, then those funds are listed separate from the other Account funding as "Project Fees and other income".

PADR Remarks:

This page of the PADR is updated each time the account is updated. For example, PADR 1 details when the account was created. When a change is made to the account, PADR 2 is created and a remark entitled "PADR 2" is added at the top detailing why and how your account was updated. Additional Remarks detail programmatic and other requirements that are important for the PI and the department in completing the project according to sponsor requirements. SPA Remarks are at the bottom of this page and detailing accounting code information for Sponsored Projects Accounting.

PADR Page 3:

This page of the PADR primarily contains information for Sponsored Projects Accounting regarding how expenses are charged to the account, how any Facilities and Administrative expenses are charged, and financial reporting requirements.

Cost Share

This section details whether there are any cost sharing commitments on the account. Cost share is any project cost that is not covered by the sponsor. The sample PADR Cost Share Form (page 4) points out critical items of information regarding the cost share form.