



**This Quarter's
WHO'S ON TOP AWARD
goes to **NORM GREEN**
of **Electrical and Computer Engineering****



This quarter we are honored to recognize Norm Green of Electrical and Computer Engineering with the "Who's on Top" award. Norm quickly responds when additional information is requested, and always has the required agency approvals when seeking to move funds. He has a positive attitude and is a pleasure to work with.

Norm, thanks for making our job easier!

OCO Reminder

Please keep in mind that proper contract and grant administration requires that OCO be purchased during the life of the contract or grant. A good rule of thumb is to evaluate all OCO purchases, especially those made within the last 90 days of a project, according to the following criteria:

- 1) Is the OCO item necessary to the project?
- 2) How does it benefit the project?
- 3) Was it included in the proposal or award document?

In addition we need to have a written justification on file for OCO purchases made within the last 30 days of the project. The justification should explain how the OCO item will benefit the project and why it was not purchased sooner. Please help us expedite approval of your requisitions by sending this justification along with the requisition. Requisitions which are not accompanied by the justification letter must be returned to the department for resubmission.

...on closing those open encumbrances

Open encumbrances need to be closed within sixty days after the end of the project. For any that aren't, you will need to let us know why they need to remain open. After the sixty day period, open encumbrance(s) which have not been justified will be moved to your departmental overhead account. This is necessary in order for us to prepare the final financial reports for the project in a timely manner. As always, we appreciate your assistance in helping us close out your accounts in a timely manner.

Cost Sharing

Federal guidelines state that Cost Sharing must be verifiable from the recipient's official records, not included as contributions for any other federally-assisted project and necessary and reasonable for the accomplishment of project objectives.

This means we are required to have an official system to track Cost Sharing at the University of Florida. It also means that this system should be up to date. In the event of an audit the records from the University's official system, not department records, will be consulted to verify the amount of Cost Sharing met for an award. It is very important that your Cost Sharing contributions be entered into the official system as soon as possible to insure that the University's records are current, accurate and prepared for audit.

Cost Sharing that needs to be manually input into the system should be written up on a Cost Sharing expense worksheet, with copies of the paid invoices attached as back up and sent to Tonya Lewis at 340 Weil Hall. You can get a copy of this worksheet from your C&G Grants Specialist.



CHECK THIS OUT:

OUR ANNUAL CUSTOMER SERVICE SURVEY IS HERE!

Prizes Below Will be Given to Participants!!!

\$5 Gift Certificates

Will be given to the first four people whose surveys we receive back.

\$5 Gift Certificate

Will be awarded to the winner of a drawing from among the names of all participants who responded to this survey.

To participate, fill out the Survey between September 29th and October 13th. After you complete the questions, a coupon will appear onscreen. Fill it out and deliver it to us as instructed. Your survey responses will be kept confidential.

*THE FINE PRINT: Current employees of Engineering C&G not eligible.

CLICK HERE TO TAKE OUR CUSTOMER SURVEY: [Http://www.eng.ufl.edu/home/cng/survey](http://www.eng.ufl.edu/home/cng/survey)



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