

Contingency Funds

Contingency Funds may be requested by the Principal Investigator in the event that a sponsor has issued an intent to fund or contractual documentation is currently in negotiation and the project period is set to begin. Early accounts must be approved internally and by the sponsor.

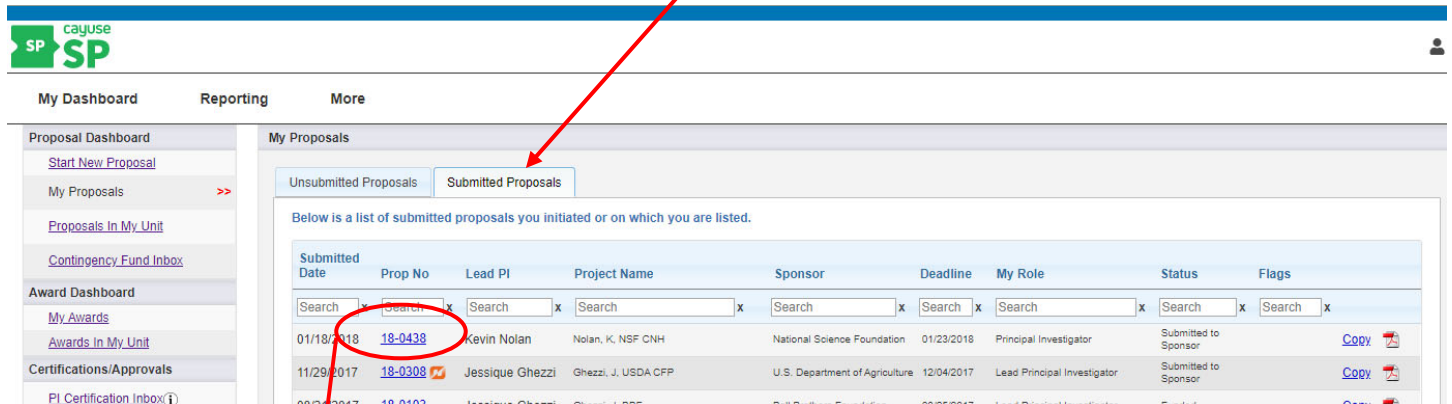
To request a Contingency Fund:

From your Dashboard, click on My Proposals



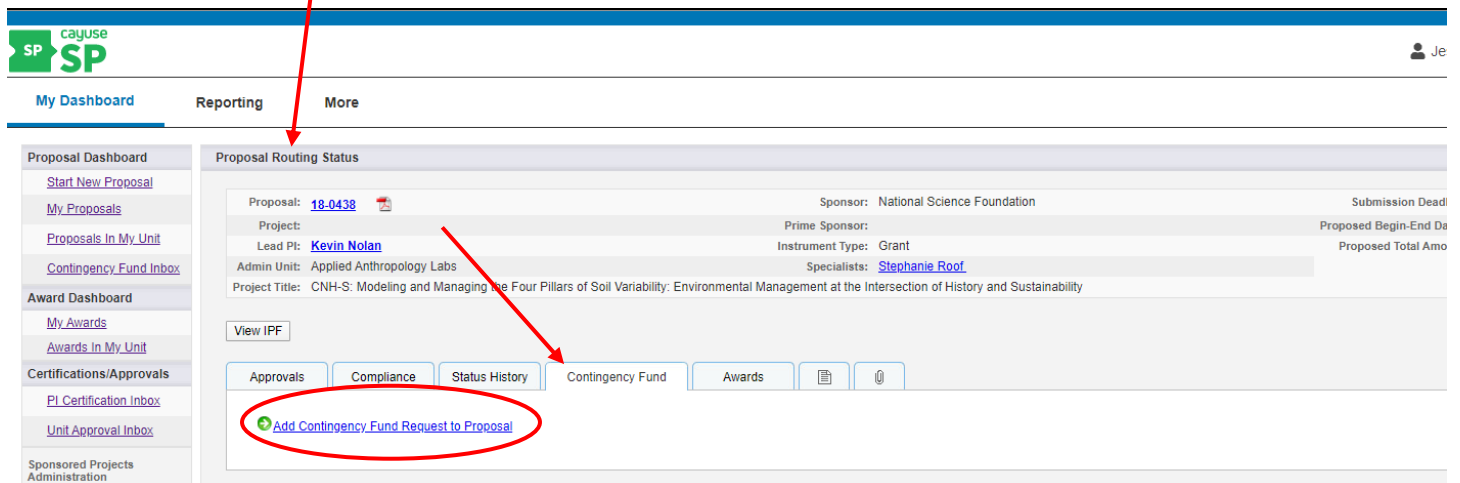
Click on “Submitted Proposals” tab

*This will show you all proposals that have been submitted for routing and approvals that you are listed as part of the project team – not necessarily what’s been submitted to sponsor.



Click on the Proposal number of the project you want the Contingency Fund for:

When the Proposal Routing Status screen loads, click on the “Contingency Fund” tab.



And click to “Add Contingency Fund Request to Proposal”

A window will appear that asks some questions – be as descriptive as you can, there is no limit on space. Include contact information for the sponsor, assurances from the sponsor that they intend to fund, description of what the Contingency Fund will be used for, how much you will need, when you will need it, etc. ** You can always contact your Proposal Manager with assistance completing this form.

Select “New Account” from the dropdown.

Contingency Fund - Google Chrome
bsu-t.cayuse424.com/sp/pfg_submit.cfm?submissiontype=New&prop_id=11446&dept=Appli...

Contingency Fund

Please review the [Contingency Fund Policy](#), prior to completing this request.

A Contingency Fund Code (CFC) allows a department or unit to charge most expenses directly to a sponsored project fund code (FOAP) while waiting on an executed contract for a funded award. A CFC is backed by departmental or unit-level funding, with the department/unit taking the risk that if a cost that is made in the interim period is unallowable, the expense will be moved back to the department/unit FOAP. Completion of this form is required in order to be considered for a FOAP for your funded award.

* Description of Assurances of Funding: Please include a reason for the request, any correspondence with agency (phone or email), date you need the funding, the dollar value request and description of funding use, and the departmental account number or name that will support the request. Without these items listed in the previous sentence, there may be delays in the set up of the CFC.

* Type of Account:
Select one ...

Contact Information

* Project Contact:

* Contact Telephone:

* Contact Email:

Once the Contingency Fund request is entered, SPA Compliance will be notified as well as your department chair or unit head.

SP SP cayuse

Jessique Ghezzi

My Dashboard Reporting More

Proposal Dashboard

- [Start New Proposal](#)
- [My Proposals](#)
- [Proposals In My Unit](#)
- [Contingency Fund Inbox](#)

Award Dashboard

- [My Awards](#)
- [Awards In My Unit](#)

Certifications/Approvals

- [PI Certification Inbox](#)
- [Unit Approval Inbox](#)

Sponsored Projects Administration
2000 West University Avenue
Muncie, Indiana 47306
Phone: 765-285-1600
Fax: 765-285-1624
Email: spadm@bsu.edu

Proposal Routing Status

Proposal: **18-0438** Sponsor: National Science Foundation Submission Deadline: 1/23/2018

Project: Prime Sponsor: Proposed Begin-End Dates: 7/01/2018 - 6/30/2020

Lead PI: **Kevin Nolan** Instrument Type: Grant Proposed Total Amount: \$460,891.00

Admin Unit: Applied Anthropology Labs Specialistist: **Stephanie Roof**

Project Title: CNH-S. Modeling and Managing the Four Pillars of Soil Variability: Environmental Management at the Intersection of History and Sustainability

Approvals Compliance Status History Contingency Fund Awards

Add Contingency Fund Request to Proposal

Contingency Fund Request	Account No	Date Submitted	Submitted By	Status	View
	(Not Yet Assigned)	03/06/2020	Jessique Ghezzi	Submitted	

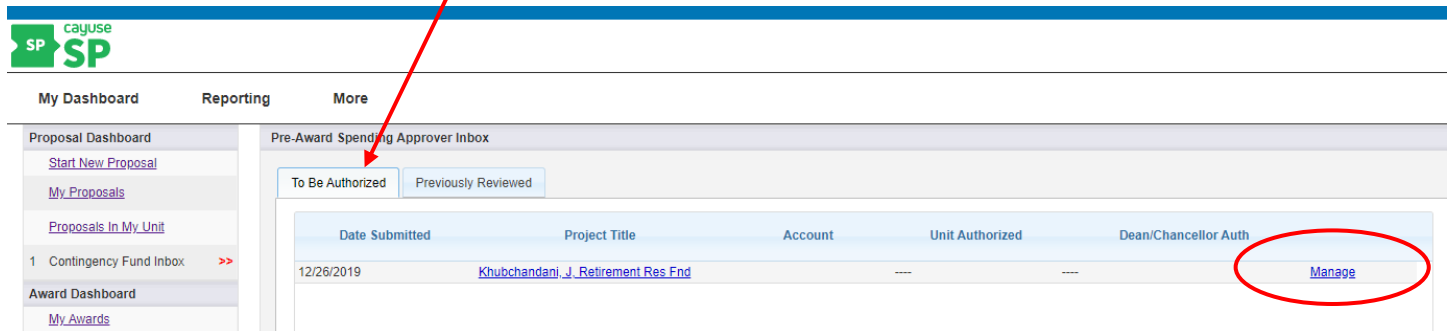
How to Approve / Authorize a Contingency Fund Request

From your dashboard, click on your “Contingency Fund Inbox”:



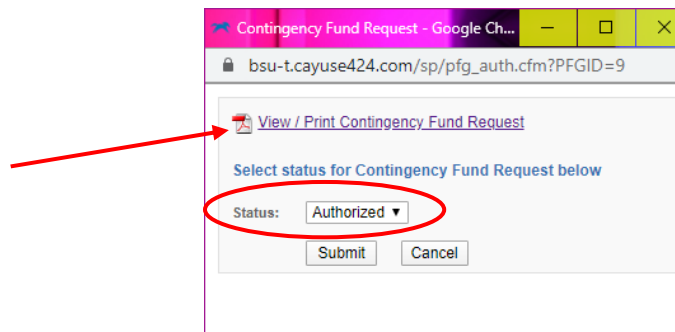
The screenshot shows the Cayuse SP dashboard with three main sections: My Dashboard, Reporting, and More. The 'My Dashboard' section contains several sub-sections: Proposal Dashboard (with links for Start New Proposal, My Proposals, Proposals In My Unit, and 1 Contingency Fund Inbox), Award Dashboard (with links for My Awards and Awards In My Unit), and Certifications/Approvals (with links for PI Certification Inbox and 1 Unit Approval Inbox). The 'Contingency Fund Inbox' link is circled in red. A red arrow points from this link to the next screenshot. The 'Reporting' and 'More' sections contain welcome messages and instructions for using the Proposal, Award, and Certifications/Approvals dashboards, along with contact information for Sponsored Projects Administration.

The authorization request will be listed:



The screenshot shows the 'Pre-Award Spending Approver Inbox' section of the Cayuse SP dashboard. It features two tabs: 'To Be Authorized' and 'Previously Reviewed'. Below the tabs is a table with the following columns: Date Submitted, Project Title, Account, Unit Authorized, and Dean/Chancellor Auth. A single row is visible with the following data: 12/26/2019, Khubchandani, J. Retirement Res Fnd, ---, ---, and a 'Manage' link circled in red. A red arrow points from the 'Manage' link in this screenshot to the next screenshot.

- Clicking on the title will generate the IPF (routing form) of the proposal for review.
- Clicking on “Manage” will generate a link to the “Contingency Fund Request” PDF and an option to Authorize or Reject the request.



The screenshot shows a web browser window titled 'Contingency Fund Request - Google Ch...'. The address bar shows the URL 'bsu-t.cayuse424.com/sp/pfg_auth.cfm?PFGID=9'. The main content area displays a form titled 'View / Print Contingency Fund Request'. Below the title, there is a prompt: 'Select status for Contingency Fund Request below'. A dropdown menu labeled 'Status:' is set to 'Authorized' and is circled in red. Below the dropdown are 'Submit' and 'Cancel' buttons. A red arrow points from the 'Manage' link in the previous screenshot to the 'View / Print Contingency Fund Request' link in this screenshot.

Review this form prior to authorizing or rejecting:

Contingency Fund			
Date Submitted: 12/26/2019	Submission Type: New		
Certification: The Department named herein is responsible for and assumes financial and administrative liability for all costs incurred on the project, as described below. The Principal Investigator (PI) and the Department understand and accept that no funds will be expended for the following activities until Sponsored Projects Administration has received a fully executed agreement from the sponsor: <ul style="list-style-type: none">• Research involving human and/or animal subjects;• Subawards and subcontracts;• Contractual / consultant arrangements; and• Supplemental Compensation.			
The PI is responsible for processing the IRB and/or IACUC certification in order to receive the appropriate approvals prior to expending any funds for any research involving human and/or animal subjects. Expenses may be incurred and expended for only those activities that are clearly independent from the above listed activities.			
Unit: Nutrition & Health Science			
Project:			
Principal Investigator:	Jagdish Khubchandani		
Project Title:	Epidemiology of Hearing Loss in Older Americans		
Proposal Number:	18-0456		
Project Dates: (dates of proposed award)	7/01/2018 Through 12/31/2019		
Granting Agency:	Retirement Research Foundation		
Description of Assurances of Funding: Please include a reason for the request, any correspondence with agency (phone or email), date you need the funding, the dollar value request and description of funding use, and the departmental account number or name that will support the request. Without these items listed in the previous sentence, there may be delays in the set up of the CFC. Requesting a contingency fund!			
Current Account Number: (if extension)	NEW ACCOUNT NUMBER: _____		
Type of Account:	New Account		
Is this account associated with the American Recovery and Reinvestment Act of 2009 (ARRA)?	No		
* Contact:			
* Project Contact:	Jagdish Khubchandani		
* Contact Phone:	765-285-5033		
* Contact Email:	spo@bsu.edu		
Authorization:			
1st Authorization	Date	2nd Authorization	Date
_____	_____	_____	_____
Note: The Sponsored Projects Administration will determine if a new account number is needed based on the funding agency's accounting requirements.			

Once reviewed, please select your choice and click submit. If authorized, it will be passed along to the next (Director of F&B / Dean's Office). This approver will repeat these steps.

Contingency Fund Request - Google Ch...
bsu-t.cayuse424.com/sp/pfg_auth.cfm?PFGID=9

[View / Print Contingency Fund Request](#)

Select status for Contingency Fund Request below

Status: Authorized ▼

Submit Cancel

The PI will be able to view and track the updates to the request via the My proposals inbox>Submitted Proposals tab. There is not an email to indicate once it's been approved.

The screenshot shows the Cayuse SP interface. On the left, there are navigation menus for 'Proposal Dashboard', 'Award Dashboard', and 'Certifications/Approvals'. The 'My Proposals' link is circled in red. On the right, the 'Submitted Proposals' tab is active, displaying a table of submitted proposals. The proposal with ID '18-0308' is circled in red.

Submitted Date	Prop No	Lead PI	Project Name
01/18/2018	18-0438	Kevin Nolan	Nolan, K, NSF CNH
11/29/2017	18-0308	Jessique Ghezzi	Ghezzi, J, USDA CFP
08/21/2017	18-0103	Jessique Ghezzi	Ghezzi, J, BBF

The screenshot shows the 'Proposal Routing Status' page for proposal 18-0308. The 'Status History' tab is selected, showing a table with the following data:

Account No	Date Submitted	Submitted By	Status	View
(Not Yet Assigned)	08/14/2018	Jessique Ghezzi	Authorized	

The 'Status' column is circled in red, and a green thumbs-up icon is placed next to it. A red arrow points from the '18-0308' link in the previous screenshot to the 'Proposal Routing Status' page.

At this point, someone from SPA Compliance should contact you with further instructions.