

Office of Sponsored Programs**Procedure 30003 Virginia Tech Foundation Funds Handling**Revision Date: 05/01/2021

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1. Introduction**Responsible Officials:** Senior Director of Post Award**Effective Date:** May 28, 2003**Revision Date:** May 1, 2021

2. Scope

This procedure outlines the requirements necessary to establish and maintain sponsored awards funded through the Virginia Tech Foundation (VTF). The procedure applies to all university departments and offices that are involved in the administration or use of sponsored award funds that receive crossover funds from VT Foundation into Virginia Tech.

3. Procedure Statement

The Office of Sponsored Programs (OSP) functions as the steward of Virginia Tech’s research portfolio and is responsible for ensuring that all research proposals and projects comply with university, federal, and sponsor regulations, policies, and procedures. From time-to-time it is desirable that funds received by VT Foundation be expended through a university sponsored program.

4. Reason for the Procedure

The purpose of this procedure is to inform the community of the requirements associated with receipt of OSP VTF funds. A sponsored fund number may be established at the request of a faculty member or campus organization having money on deposit with VT Foundation. At other times a sponsored fund may be established to meet the needs of the university or VT Foundation.

5. Definitions

Account Holder—The individual controlling an account within VT Foundation. Similar to a Principal Investigator as referred to in OSP or Fund Manager in the Banner Finance System.

Attachment A—The form provides the necessary information to the university to open a new OSP VTF Fund.

6. Faculty Member or Campus Organization Requests a Sponsored Fund

- A. When a sponsored fund number is needed to be established for a faculty member (account holder) or campus organization:
- The requesting individual (faculty member or account holder) or organization will prepare an [Attachment A](#) to open a new OSP VTF fund.
 - The department will use the VT Foundation Request for Payment online submission to process a transfer of funds from the VT Foundation fund to the OSP VTF fund. The Request for Payment online submission portal can be found at www.vtf.org/RFP. It will be the OSP VTF account holder's responsibility to monitor the fund and transfer funds from their VT Foundation fund as needed. Periodically, OSP will monitor the OSP VTF funds in overdraft and contact the fund manager.
 - VT accounting system Banner will not allow the OSP VTF fund manager to incur charges if there is insufficient balance in the fund.
- B. Occasionally it may be necessary to establish a billable OSP VTF fund. All billable fund requests will be reviewed and approved by the Associate Vice President for Research and Innovation, Sponsored Programs. If approved, the funds will be billed periodically, but no more frequently than monthly.
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7. Sponsored Fund is Established at Request of VT Foundation

Typically, the fund is set up as an unrestricted fund or a restricted fund such as Pratt, or Horton. The following steps are associated with establishing a fund requested or initiated by VTF:

- A. An [Attachment A](#) will be initiated by the faculty member (account holder) or campus organization. OSP will set up the fund and will advise VT Foundation of the OSP VTF fund number.
- B. All funds established at the request of VT Foundation will be billed on a periodic cost reimbursement basis with the exception of the funds that are automatically paid. VT Foundation will accept one invoice covering all such projects.
- C. If VT Foundation wishes to extend OSP VTF fund for either time or for additional funds, VT Foundation should inform the OSP Post Award Associate by email.
- D. When the Post Award Associate prepares and submits required invoices for these programs, the invoices will be handled and accounted for as any other accounts receivable in Banner.
- E. VT Foundation shall be considered the sponsor on any award initiated by the VT Foundation. It is the policy of VT Foundation to not allow indirect cost on any funding provided by them.
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8. References

- [Policy 3630](#): Definition and Deposit of Private Funds
 - [Attachment A](#) for establishing new OSP VTF fund.
 - www.vtf.org/RFP for making a Request for Payment to transfer funds from VT Foundation to OSP VTF fund.
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9. Contacts

- **Senior Director of Post Award**
Office of Sponsored Programs
North End Center, Suite 4200
300 Turner Street NW
Blacksburg, VA 24061
540.231.9372
 - **Associate Vice President for Research and Innovation, Sponsored Programs**
540.231.5281
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- **Roles and Responsibilities Principal Investigators—Account Holder/Faculty Member/Campus Organization (PI):**
 - Prepare Attachment A to set by OSP VTF Fund.
 - Monitor fund activity and transfer funds from the VT Foundation as appropriate.
 - Should the fund be improperly overspent assist OSP by transferring the unallowable costs to a departmental non-sponsored fund.
 - **Department Administrator/Business Support Center:**
 - Assist PI in preparation of Attachment A.
 - Should the fund be improperly overspent assist PI and/or OSP in by transferring the unallowable costs to a departmental non-sponsored fund.
 - **Office of Sponsored Programs**
 - Assign Banner Fund Numbers, receive, deposit and post payments from VT Foundation, and load budgets as appropriate.
 - Assist in resolving overdraft and transferring charges to a departmental fund.
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10. Dissemination

This procedure may be posted on a Virginia Tech internet accessible site. No public restrictions are noted.

11. Approval and Revisions

This procedure was coordinated with the Controller's Office, and the Virginia Tech Foundation. This procedure was revised and approved by the Director, Office of Sponsored Programs on May 28, 2003. This procedure was formerly numbered OSP-14-03.

Procedure updates were approved December 4, 2015 by the Assistant Vice President for Sponsored Programs. This major revision updates the formatting of the procedure and other edits for title changes and clarity.

The procedure is updated as of May 1, 2021 by Associate Vice President for Research and Innovation, Sponsored Programs to streamline the setup of OSP VTF Fund and to add the new Request for Payment online submission to process a transfer of funds from the VT Foundation fund to the OSP VTF fund.

The official version of this information will only be maintained in an on-line web format.

Any and all printed copies of this material are dated as of the print date.

Please make certain to review the material on-line prior to placing reliance on a dated printed version.
