

# buyND™ Using Sponsored Research Funds

## Basic Information

- Any item purchased with a sponsored research fund must be **allowable, allocable, and reasonable**.
- Charging inappropriate items to a sponsored research fund can have serious consequences for the University, including large fines and can jeopardize future funding from that sponsor.
- For more information, including a list of unallowable costs, please review the **Determining Allowability of Costs Policy**:  
[http://controller.nd.edu/assets/91693/allowability\\_of\\_costs.pdf](http://controller.nd.edu/assets/91693/allowability_of_costs.pdf)

## Accounting Information

- Sponsored research awards are identified by the following fund prefixes:
  - **201xxx/202xxx** - Federal
  - **208xxx** - E-Verify
  - **25xxxx** - State (prime)
  - **26xxxx** - Private (prime)
  - **300xxx** - Mandatory cost share
  - **305xxx** - Voluntary cost share
  - **307xxx** - Other Sponsored Funding
  - **309xxx** – SRI
- When purchasing items that will be combined to create a piece of capital equipment, use account code **89650**.
  - University Constructed Equipment is a temporary account containing multiple items that will be combined to create a piece of capital equipment (cost > \$5,000, useful life of more than one year, etc.).
  - For more information, please refer to the **University Constructed Equipment** policy:  
[http://controller.nd.edu/assets/91701/university\\_constructed\\_equipment.pdf](http://controller.nd.edu/assets/91701/university_constructed_equipment.pdf)
- **Research and Sponsored Programs Accounting** (RSPA) is responsible for the financial administration and oversight of externally sponsored awards.
- Your RSPA contact for buyND requisition approvals can be found at  
<http://controller.nd.edu/research-sponsored-programs-accounting/> under **RSPA Contacts**.

## Submitting a Requisition

- Before charging an item to a sponsored research fund, verify that:
  - the purchase date falls within the date range of the award/project. In most cases, capital equipment should not be purchased 90 days or less prior to the award end date.)
  - there is a sufficient amount to cover the purchase (check **GLEZ**)
  - the purchase is allowable and allocable, i.e. funds are budgeted for that type of purchase
- In addition to documents required by Procurement Services, whenever possible, include the following as **Internal Attachments**:
  - Authorization email, including the fund number and specific information for item(s) being requested, from PI who has the spending authority on the sponsored research fund
  - Project/proposal budget justification, if item is specifically mentioned
- During the checkout process, select the appropriate grant reviewer from the dropdown menu in **Grant Review** under the **Codes and FOAPAL** section of your requisition.
- Note: special rules apply when purchasing computing devices on sponsored research funds. Please review the policy at:  
[http://controller.nd.edu/assets/168780/computing\\_device\\_purchases.pdf](http://controller.nd.edu/assets/168780/computing_device_purchases.pdf)

## Receiving Items

- Please keep in mind that orders for capital equipment are often not received in the system until they have been installed by the vendor, until training has been provided, and until the end user/lab/program has accepted that it works/functions properly.
- Whenever possible, include the following:
  - Invoice (if available, most invoices are sent directly to Accounts Payable)
  - Packing slip
  - Email from PI authorizing payment