Frequently Asked Questions regarding Hartford Faculty Scholar Budgets & Expenditure Reports

September 2009

1. When are expenditure reports due?

Hartford Faculty Scholars Program expenditure reports are due Oct. 15th. The time frame for the report should be Sept. 1 – Aug. 30 for each of the two years that you are receiving grant funding.

Reminders regarding the 1st and 2nd year report deadlines are sent to the financial officer listed on the applicant data page that you submitted with your application packet. These reminders are sent out on Sept. 1st. Scholars are always copied on the e-mail reminders that go out.

2. Who should complete the expenditure report and what are the reporting requirements?

Your financial officer or someone who he/she has designated is responsible for completing and submitting the expenditure reports. The requirements for reporting are covered in the Agreement to Accept Conditions of Support signed by University officials.

Additional requirements, like the use of a Hartford Foundation required reporting form, are explained in the e-mail reminder (sent in Sept.). The expenditure reporting form is an excel spreadsheet that includes several worksheets. All worksheets must be completed, signed by the University financial officer, and submitted to the Hartford staff at The Gerontological Society of America (GSA).

3. What happens if I haven't spent all of my money for the 1st year?

Generally, if you have not expended all of your budget funds for Year 1, you may submit a request to carry over funds to Year 2. You then must submit a revised Year 2 budget reflecting the carry over amount.

4. What happens if I haven't spent all of my money by the end of my 2nd year?

We highly encourage all scholars to expend all of their grant funding. In order to reinforce this practice, we generally allow individuals who have not expended all of their funds by the end of the grant term to submit requests for no-cost extensions (NCEs).

However, if a Scholar fails to ask for an NCE, according to the Agreement to Accept Conditions of Support, the University must return any unspent funds to The Gerontological Society of America (GSA).

5. When/how should I make a request to revise my budget?

Any changes to your Scholars budget over $1,000 must be approved by the Hartford Faculty Scholars Program staff. When you anticipate such a change is needed, send an e-mail to Julia Meashey, Program Manager at jmeashey@geron.org and copy Barbara Berkman, National Program Director at bb151@columbia.edu.

Make sure that your request includes the following:

- A narrative explanation for the change
- A budget that clearly shows the exact amount of the change and how it is being reallocated (most people use their original budget and just add an extra column to the spreadsheet to show the reallocations).

6. When/how should I make a request to carry over funds and/or receive a no-cost extension?

Requests to carry over funds are usually made along with the Year 1 expenditure reports. Requests for no-cost extensions (NCEs) are usually made near the end of Year 2. NCEs are granted for either a 6 month time frame or a 1 year time frame. One year is the maximum that we can provide for all NCEs. Timing your requests with expenditure reports is especially important because knowing the exact amount of funding to be carried forward is required.

When you anticipate a carry over of funds or NCE, send an e-mail to Julia Meashey, Program Manager at jmeashey@geron.org and copy Barbara Berkman, National Program Director at bb151@columbia.edu.

Make sure that your request includes the following:

- A narrative explanation for the carry over or extension request (include why the funds were not able to be expended as planned and a plan for how they will be completely expended in the time frame proposed).
- If you are requesting an NCE, make sure that the request includes the time frame you are requesting (6 months or 1 year).
- A budget that clearly shows the exact amount of the carry over and how it will be expended over the new time frame (Year 2 or 6 month/1year NCE).

Note: Most people use their original budget and just add an extra column to the spreadsheet to show the additional carry over funds or a column detailing funds for the NCE timeframe.

7. What should be included when I send a revised budget request?

Make sure that your request includes the following:

- A narrative explanation for the change.
- A budget that clearly shows the exact amount of the change and how it is being reallocated (most people use their original budget and just add an extra column to the spreadsheet to show the reallocations).

8. What should be included when I ask to carry over funds and/or receive a no-cost extension?

Make sure that your request includes the following:

- A narrative explanation for the carry over or extension request (include why the funds were not able to be expended as planned and a plan for how they will be completely expended in the time frame proposed).
- If you are requesting an NCE, make sure that the request includes the time frame you are requesting (6 months or 1 year).
- A budget that clearly shows the exact amount of the carry over and how it will be expended over the new time frame (Year 2 or 6 month/1 year NCE).

Note: Most people use their original budget and just add an extra column to the spreadsheet to show the additional carry over funds or a column detailing funds for the NCE timeframe.