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**R-1213-06
CHANCELLORS**


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**BILLING PERIOD FOR EXTERNAL AGENCIES SPONSORING PROJECTS OR
PROGRAMS AT THE UNIVERSITY OF PUERTO RICO**



As a result of the interaction between the UPR and the federal agency NSF, in order to validate full compliance of UPR's Corrective Action Plan with that agency, we were informed about the existence of significant timing inconsistencies between the execution of effort and its billing as submitted to NSF. These inconsistencies limited the Foundation's ability to ensure that the implementation was fully compliant with OMB Circular A-21.

To fully comply with the agency requirements with a timely billing process the following guidelines are issued:

- The billing to sponsoring agencies for the time and effort of our faculty and university staff participating in research projects or programs must be preferably conducted during the project or program's execution period, and cannot be billed after ninety days of the end of the execution period, in accordance with OMB Circular A-21.
- To achieve full compliance with this guideline it is imperative that researchers, and/or their authorized administrative personnel, submit the required personnel action documentation prior to or within the project's execution period. Documents submitted outside this period will not be processed.
- The unit which will not ascribe to this guideline will be responsible for paying the costs incurred for the time and effort for the period of execution of the activity.
- Chancellors or their designated personnel are instructed to issue guidelines to their Finance and Budget divisions, leading to the timely incorporation of payroll data to the accounting system within the month in which the expenditure is incurred, or a month after having paid the same.
- In the faithful following of these norms and administrative procedures, and while performing these tasks, the UPR campus or unit must be aware of the guidelines contained in the new Handbook of Policy and Procedures of Sponsored Programs at the UPR, particularly the following sections: "Time and Effort Reporting" and "Cost Transfers".