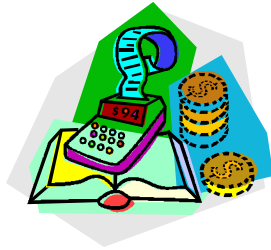


## News from Sponsored Projects Accounting



### Who we are:

The Sponsored Projects Accounting Department (SPA) works with the UT Knoxville faculty and staff who have received external funding for projects. We maintain the official files for restricted “R” accounts and agency “N” accounts.

Our responsibilities include:

- Create all WBS elements for restricted “R” funds and agency “N” funds
- Monitor and reset Effort Certification to projects
- Act as a financial liaison between the sponsors and the University
- Provide required financial reporting to sponsors
- Initiate payment from sponsors by invoicing, letter of credit draws, or other means
- Pursue collection of delinquent payments from sponsors
- Monitor compliance with UT fiscal policy and federal regulations on projects
- Give regulatory guidance to principal investigators, department heads, and departmental accounting staff
- Provide training to university personnel on accounting procedures for sponsored projects



### Our Personnel:

Carol Malkemus, Manager

Monica Cole, Supervisor

La Vonna Hamer, Administrative Assistant

## Compliance Team:

**Alice Bradley** – Provides training to departments concerning sponsored projects

**Mayet Davenport** – Create and update WBS elements, also enters budgets for sponsored projects

**Lee Rideout** – Provides support in all aspects of Effort Certification (including resets and training)

## Departmental Accountants (Sponsor Responsibility Listed):

**Jan Bordeaux** – National Science Foundation (NSF), US Dept. of Defense (DOD), Miscellaneous A-F

**Janet Bruce** – US Dept. of Energy (DOE), National Laboratories, Miscellaneous G-N

**Mike Hurd** – US Department (DEG) also Colleges and Universities

**Patsy Johnson** – UT-Battelle and NASA

**Susan Joiner** – State of Tennessee, National Endowment for the Humanities (NEH), National Institute of Standards and Technology, NOAA, Miscellaneous O-R

**Sara Stewart** – National Institutes of Health (NIH), US Environmental Protection Agency (EPA), US Department of Transportation, Federal Aviation Administration, Federal Highway Administration, Engineering Centers (CMP, MCEC, MRC), Miscellaneous S-Z

*For accountant contact information, see our web address at the end of this email.*



## Why a newsletter?

We believe a newsletter will improve the information flow between SPA and your department concerning your sponsored projects. At present, our plan is to send a quarterly newsletter at the beginning of the new calendar year that will provide valuable information to you for the management of your sponsored projects. This newsletter will evolve as needed to suit the needs of the departments.

Presently, here is the information we plan to include concerning sponsored projects accounting:

- FAQ (Frequently Asked Questions) section
- Information on opportunities for training

- Updates on UT fiscal policy and federal regulations
- Reminders for deadlines ( such as Effort Certification deadlines)

We would like to invite you to visit our website at: <http://web.utk.edu/~spa/>

Opinions or suggestions for future newsletters, including training topics, would be welcomed and appreciated.

To contact us concerning the newsletter content, or to have your name removed from the email list, send us an email. In the subject line, type “SPA Newsletter”. Our email address is: [spa@utk.edu](mailto:spa@utk.edu)