

CFRA BODY OF KNOWLEDGE

I. GOVERNING FRAMEWORK

A. Statutory Requirements

1. Freedom of Information Act (FOIA)
2. Unrelated Business Income Tax (UBIT)
3. Non-delinquency of federal debt
4. IRS classification of entities
5. Salary Caps
6. Other (e.g., U.S. Code, Code of Federal Regulations, etc.)

B. Regulations

1. Administrative Requirements (2 CFR Part 215 and EDGAR)
2. Cost Principles (2 CFR 200 Subpart E)
3. Audit Guidelines (2 CFR 200 Subpart F)
 - a. Federal Acquisition Regulations (FAR) (e.g., mandatory clauses for cost reimbursable contracts, clauses based on institution type)
4. Other (e.g., Federal Register)

C. Agency Policies

1. U.S. Department of Health and Human Services (DHHS)
2. National Science Foundation (NSF)
3. Department of Defense (DOD)
4. U.S. Department of Education (DOEd)
5. Other (e.g., National Endowment of the Arts (NEA), National Aeronautics and Space Administration (NASA), etc.)

D. Awards

1. Types and characteristics of sponsors
 - a. Federal, state, and local government
 - b. Nonprofit organizations
 - c. For-profit business and industry
 - d. International entity
 - e. Sponsor responsibilities (e.g., policy statements)
2. Forms of federal assistance (e.g., discretionary, mandatory, block, formula)
3. Specific award terms and conditions (e.g., NIH grants policies, Research Terms and Conditions (RTC), etc.)
4. Budget flexibility and budget restrictions (e.g., cost reimbursable, fixed price, task order, deliverable-based, etc.)
5. Period of performance and pre-award costs
6. Incremental funding and limitation of costs
7. Other (e.g. HHS contract financing)

E. Institutional Policies and Procedures (policy development and implementation)

II. PROJECT COSTS

- A. Types of Funding (e.g., grant, contract, cooperative agreement, etc.)
- B. Budget Structure
 - 1. Role of the budget and characteristics of effective budgets
 - 2. Budget models, templates, and forms (e.g., modular, line item, SF424 form, Grants.gov, etc.)
 - 3. Understanding sponsors' budget guidelines
 - 4. Types, definitions, and uses of budget categories
 - 5. Budget templates and forms
 - 6. Calculations of budget costs
 - a. Institutional base salaries
 - b. Effort and calendar months (e.g., estimating and converting each)
 - c. Fringe benefits
 - d. Indirect costs
 - e. Other (e.g., equipment, tuition, etc.)
 - 7. Budget justification
 - 8. Major function of institution (2 CFR Part 200 Appendix III) (e.g., criteria for identifying and developing an institution's indirect cost rate)
 - 9. Revised budgets and re-budget of costs
- C. Composition of Costs
 - 1. Total Project Costs
 - 2. Direct Costs
 - a. Salaries and wages (e.g., federal requirements for employee compensation on sponsored projects, institutional base salary, post-differential allowance for employees based abroad, percentage of effort/calendar months)
 - b. Equipment
 - c. Travel (e.g., per diem, preference for US-flag air carriers, etc.)
 - d. Recharge or cost centers
 - 3. Indirect Costs
 - a. Development of indirect cost rate proposal (e.g., major function, cognizant audit agency)
 - b. Methods for developing indirect rate (simplified method, direct allocation, multiple allocation, indirect cost rate proposal method)
 - c. Types of indirect costs (e.g., predetermined, provisional, fixed, final)
 - d. Components of indirect costs
 - e. Indirect cost base types (e.g., modified total direct cost, total direct costs, salary & wage)
 - f. Waiver of Indirect Costs
 - g. Major project / unlike circumstances
 - 4. Fringe benefits rates (e.g., calculation, composition, etc.)
- D. Allocation of Costs
- E. Budgets for Specific Funding Programs
 - 1. Clinical trial costing (e.g., per patient budgets and billing, start-up costs, etc.)

2. Training grant budgets (e.g., stipend level, budget restrictions for trainee expenses, etc.)
3. Other (e.g., sponsor-related restrictions)
- F. Cost Sharing (e.g., cash and in-kind contributions, criteria, types, documentation, etc.)
- G. Program Income
- H. Project Expenses
 1. Pre-award costs
 2. Noncancelable costs
 3. Cost overruns and residuals
 4. Disallowed expenses (e.g., 2 CFR Part 200 Subpart E)
 5. Accelerate expenses
 6. Other (e.g., sponsor-specific allowability of costs)
- I. Expanded Authority

III. REPORTING

- A. Institutional Award Reporting (e.g., reports on award expenditures, NSF national rankings, benchmarking, etc.)
- B. Cost Recovery
 1. Invoicing (e.g., deliverable-based billing, scheduled payments, cost reimbursable, fixed price, billing practices, etc.)
 2. Letter of credit and other electronic methods to draw down funds
 3. Nonpayment
 4. Payments
- C. Financial Reports
 1. Reporting Periods
 2. Federal Financial Reports (FFR)
 3. Relinquishment statement
 4. Authorized Signatory & Certification statement
 5. Other (e.g., sponsor-specific financial reporting, financial report forms, etc.)
- D. Institutional Reports
 1. Income statement
 2. Balance sheet
 3. Other
- E. Closeout
 1. Process for closing awards
 2. Components of financial reports and required documentation
 3. Unliquidated obligations
 4. Carryover of unobligated funds
 5. Records retention
 6. Property reports
- F. Other (e.g., sponsor-specific closeout requirements, etc.)
- G. Subcontracting Plan
- H. Indirect Cost Recovery Distribution

IV. FISCAL COMPLIANCE

- A. Financial Management Systems
 - 1. Characteristics and impacts of financial systems implementation
 - 2. Cost accounting standards
 - 3. Effort certification and reporting
 - 4. Cost transfers
 - 5. Equipment
- B. Cash Management
 - 1. Optimizing revenue
 - 2. Accounts receivable, accounts payable, collections
- C. Financial Risk Assessment and Management
 - 1. Cost and fund accounting
 - 2. Ethics, accountability, and delegations of authority
 - 3. Fraud and bad debt
 - 4. Performance metrics
 - 5. Award type
 - 6. Financial conflict of interest (FCOI)
- D. Expense Monitoring (e.g., committed expenses, unexpended balance, electronic tools, shadow systems, etc.)
- E. Procurement
 - 1. Bid process, vendor profiles, and procurement standards
 - 2. Procurement card management and monitoring
- F. Subrecipient Monitoring (e.g., invoice review, verification of expenses, site visits, etc.)
- G. Clinical Trial Management Systems
- H. Audits (internal and external)
 - 1. Audit preparation (e.g., roles, responsibilities, expectations, involved parties, etc.)
 - 2. Audit findings and corrective actions, including Office of Inspector General (OIG)
- I. Fiscal compliance from sponsors perspective (e.g., how federal government monitors spending; certificate of accuracy of indirect costs (DOD), certificate of costing pricing data (contracts of \$100,000 or more, report of current expenditure and project expenses (DOE), etc.)