

SRAD ACCOUNT MANAGEMENT

Overview

Sponsored Research and Development Trust Funds, or SRAD funds, are administered by Sponsored Research Administration (SRA) at the direction of the Office of the VP for Research (OVPR). Each department who receives an annual SRAD allocation has one “departmental” SRAD account setup on fund 550. Additionally, PI Support accounts, startup accounts, and other miscellaneous internal funding allocations paid with SRAD funds are also setup on fund 550 and managed the same way as departmental SRAD accounts.

New Project Requests

All new SRAD projects must be approved by the Office of the VP for Research. To request a new SRAD project, complete the “SRAD Project Request Form” found on the SRA Forms webpage [here](#) and submit to the OVPR Director of Business Operations for review and approval. Once approved the OVPR Director of Business Operations will work with the requesting department to prepare a DOL to transfer revenue to the new project. Note: The OVPR will initiate the setup of new SRAD projects for which they are providing funding.

Changes to Existing Projects

If you need to request a change in PI or Co-PI on an SRAD account, contact the OVPR Director of Business Operations with the requested changes, including a justification for the change, to review. Note: Generally, a change in PI on a Startup or PI Support account is not approved unless there are extenuating circumstances.

If changes need to be made to other members of the project team, such as the Sponsored Project Manager or Department Rep, complete the OMNI Project Team Members / Personnel Change Request form found [here](#) on the SRA Forms webpage and send to SRA for processing.

Administering SRAD Projects

SRAD projects follow the expenditure guidelines for E&G funds with the added caveat the expense must benefit research (as defined in Florida Statute 1004.22). The FSU Expenditure Guidelines can be found on the Controller’s Office webpage [here](#).

Extending SRAD Projects

SRAD projects are reviewed on a quarterly basis to determine if any projects need to be extended. Departmental SRAD accounts will automatically be extended, so long as there is an available balance and the department continues to receive some form of allocation (i.e. dormant accounts will be closed).

PI Support accounts will also be automatically extended as long as the PI remains active with the university, this includes courtesy appointments.

Startup accounts are time limited. To request an extension of a startup account, first seek approval from the PI’s Dean then forward that approval to the OVPR Director of Business Operations for consideration.

Other miscellaneous SRAD accounts will be reviewed by the OVPR Director of Business Operations on a case by case basis.

Closing SRAD Projects

Most SRAD project closures are initiated by the OVPR, however, if a department is aware of the need to close an SRAD account contact the OVPR Director of Business Operations via email and request the project be closed, including a justification for why it needs to be closed.

If it is necessary to close a departmental SRAD account due to the merger of multiple departments or a dissolution of a department, the OVPR will consult with the respective department's Dean to determine an appropriate disposition of the available balance.

When a PI leaves the university their PI Research Support account, which derives from fixed priced residuals, is closed and the available balance is split 50/50 between the Department and OVPR to reinvest in research. If there are extenuating circumstances, a department may request an exception to the disposition by emailing the OVPR Director of Business Operations the details regarding the situation and how the funds will be used by the department.

If is necessary to close a Startup account or any other miscellaneous SRAD account, such as Bridge Funds, the remaining balance will be returned to the funding source(s) on a prorated basis.