



Research Administration Policy

Policy 50.10: Publication Costs

<i>Effective Date:</i>	June 23, 2023
<i>Responsible Office:</i>	Office of Grants & Contracts Administration (GCA)
<i>Contact:</i>	Post Award Management

Reason for Policy

This policy mandates the University's compliance with the federal requirements defined in 2 CFR 200.461, Office of Management and Budget Uniform Guidance Requirements, Cost Principles, and Audit Requirements for Federal Awards. The purpose of this policy is to provide guidance and ensure best practices in the fiscal management of publication costs on sponsored awards at UNC Charlotte.

Policy Statement

Publication costs are normally direct charges and must be able to specifically identify the charge to a particular project with relative ease and a high degree of accuracy. The cost must provide a direct benefit to the project or multiple projects during the life of the award.

It is the policy of UNC Charlotte that publication costs may be charged to sponsored awards during the period of performance, and may be incurred after the end date of the award (Total Period End Date), but before the award closeout. The costs can be charged during the 90-day closeout period and must be posted to the award to be included in the final invoice and financial report. If the publication costs are charged during the closeout period, the Office of Grants and Contracts Administration must be notified.

Procedures

Publication costs are to be specified in the proposal budget and explained in the budget justification during the proposal submission process. Upon release of the award, the Principal Investigator (PI) along with designated staff must provide fiscal award management of publication expenditures by tracking, documenting and justifying the allocation methodologies used when charging publication expenses to sponsored awards, and the retention process that support the allocation of publication expenses that benefit multiple awards.

Publication cost expenditures are processed and submitted by the designated college/departmental staff to the Office of Research Services for review and processing.

The review and approval process from the office of Grants and Contracts Administration occurs through the standard processes using the 49er Mart for Purchase Orders system, or the

Perceptive Content system using the Financial Transaction Request.

The GCA Post Award Research Administrator (RA) will review the publication costs expenditures and allocation on the award(s) for allowability and retention through the above systems and the Banner Financial system.

The GCA Research Administrator will review for financial compliance to ensure proper allocation between multiple awards by identifying the awards associated with the publication costs. Upon review, the RA will retain the supporting documentation in the eFile for the time period noted in the agency Notice of Awards, Terms and Conditions and in coherence to UNC Charlotte retention policy.

Exclusions/Exceptions

The University is required to follow the mandates set forth in 2 CFR 200 for all federal awards.

Failure to Comply

The University is required to follow the mandates set forth in 2 CFR 200 for all federal awards. Failure to account for federal Cost Principles accurately, or to validate unallowable costs, could result in suspension of future grant payments. Charges for the cost of publication to a sponsored program award that are not in compliance with this policy and procedures will be considered unallowable and will be transferred to a non-sponsored college/departmental fund.

Related Information

[2.CFR.200 \(Uniform Guidance\)](#)

[UNC Charlotte Research Administration Policies](#)