USF RESEARCH COUNCIL INTERNAL AWARDS PROGRAM
Conference Planning Grant Instructions

University of South Florida
Research & Innovation
Sponsored Research

1. <u>PI must</u> have a Research Initiative Account (RIA) **(**Chartfield account**)**. To verify if you already have an RIA established, navigate to FAST, General Information, Chartfield values, Initiative, enter your GEMS ID and Search. The information will appear if status is active. <u>If the PI does not have one,</u> establish a new account by completing a [Request to Establish a Chartfield](#) form (see instructions below). Send the form to James R. Nally, Accounting Services (Controller's Office), 813-974-6041, and Email: rnally@usf.edu. T

j. <u>Total Direct Costs</u> - Add all subtotals from   or   column.
k. Facilities & Administrative (F

LINKS TO RESEARCH INTEGRITY & COMPLIANCE AND TECHNOLOGY TRANSFER (PATENTS & LICENSING)

> **Where can I get more information?** Check FAQs for:
>
> How to determine whether you have a financial interest related to a research project
> What is meant by financial interest?
> How are interests reported?

CONFLICTS OF INTEREST
Individual conflicts of interest: