

Clarifications for CIRM Training Award Financial Reports – Bridges (EDUC2), SPARK (EDUC3), Research Training (EDUC4), and COMPASS (EDUC5) Awards.

Last year, CIRM developed a new financial report that reflects our policies and procedures regarding our training programs (see CIRM [Grants Administration Policy for Discovery, Translation, and Education Projects, Modification of certain Prior Approval Requests & Trainee Appointments](#), and the relevant [RFA](#) for your award type (Bridges, SPARK, Research Training, COMPASS) for more information about our training award policies).

The financial report automatically calculates the allowable carryforward. Allowable carryforward includes obligated trainee funds, program administration funds and associated indirect costs. Any remaining amounts may be returned to CIRM or requested to be carried forward in a separate Prior Approval Request. To complete the financial report correctly, you will need to calculate the “obligated trainee funds” (for trainees whose current year appointments will overlap with the next budget year, if any) and specify if any portion of those obligated funds are for trainee tuition and fees. See below for additional information.

Completing the form correctly will likely require the Program Director and financial analyst to work together. If there is uncertainty about filling out the form, please contact your CIRM Grants Manager.

Definition of Obligated Trainee Funds

The remaining portion of trainee funds associated with trainees whose 12-month appointment started in one budget year but will overlap with the next budget year (not applicable to SPARK).

Example 1: Your budget year is Jan 1-Dec 31. You made one or more 12-month appointments that began Mar 1. At the end of the budget year, those appointments are 10 months into their 12-month appointment. The 2 months of associated trainee funds (see below) are obligated to that trainee from the current year’s budget, although the funds will be expended in the following budget year.

Example 2: Your budget year is Jan 1-Dec 31. Your budget is for 10 trainees, but only seven were appointed by Dec 31. The trainee funds associated with the 3 unfilled slots are unobligated trainee funds.

Definition of Unobligated Trainee Funds

The remaining trainee funds and associated Indirect Costs that are not obligated (see above). This may include amounts requested in the original budget that exceeded the actual expenditures needed to support the trainee and/or due to unfilled trainee slots in the budget year.

Definition of Trainee Funds

Trainee funds are per trainee costs that directly support the trainee in their appointment period. These include:

- Stipends – academic and intern
- Tuition and Fees (undergraduate/graduate)
- Health Insurance (postgraduate)
- Research and Travel allowance (EDUC4)
- Research-related funds/Program-related travel (EDUC5)
- Training Course Fees/Trainee travel (EDUC2)

Accessibility funds (EDUC5 only), while calculated on a per-trainee basis, are not considered trainee funds for the purposes of carryforward. These funds may not be considered obligated trainee funds in the financial report.

Annual Financial Report

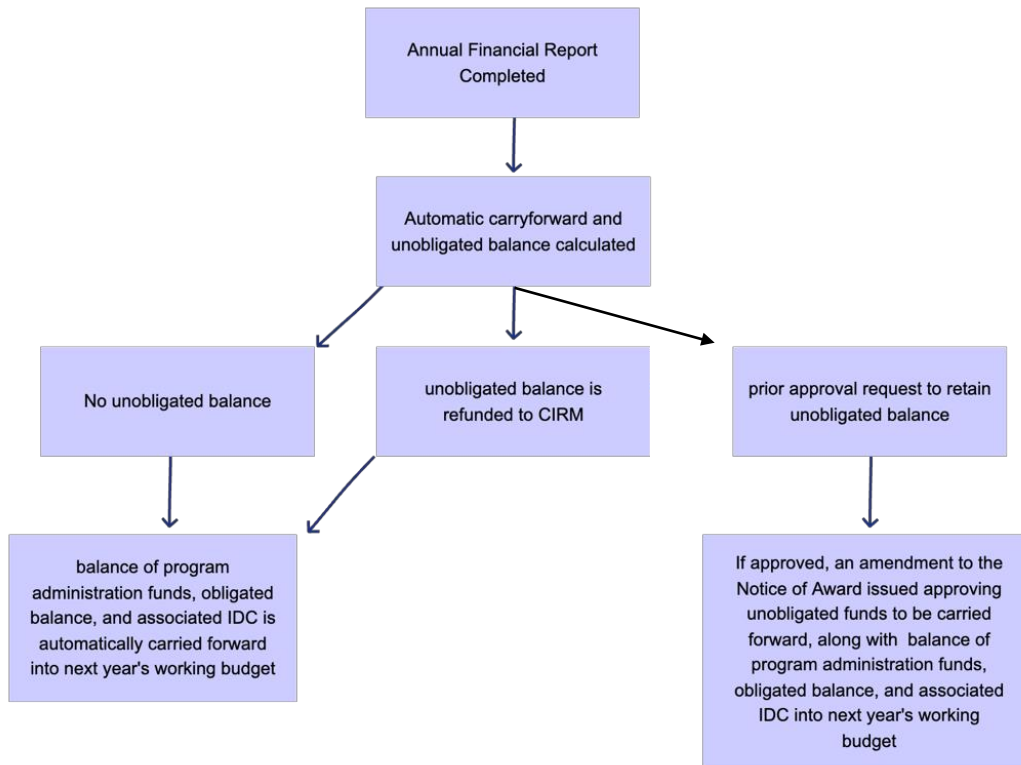
CIRM's annual financial report for training programs automatically calculates carryforward based on the amount of obligated funds entered. You must also indicate if any of the obligated funds are earmarked for Tuition and Fees so that we can accurately calculate the associated Indirect Costs to be carried forward as part of the obligated funds.

Unobligated Program Administration funds, and the associated Indirect Costs, are also carried forward automatically.

Any remaining balance is considered unobligated funds. Unobligated funds should be returned to CIRM at the end of each budget year but can be requested to be carried forward by submission of a Prior Approval Request with a robust justification for approval.

Because CIRM only disburses funds when appointment forms are submitted, an unobligated balance may include amounts that have not yet been disbursed by CIRM. In the case of a refund, the total unobligated balance may include both a cancelation of undisbursed payments and the return of disbursed funds to CIRM.

Please do not enter the unobligated funds you may wish to carryforward (with CIRM's prior approval) as obligated funds in the financial report. When you complete the financial report and have an accurate accounting of unobligated funds, you may then request carryforward of the amount. Please see the financial report's instructions for more information on completing the report.



If it is necessary to confirm that unobligated balances will be approved for carryforward before the financial report is submitted and actual balance is known (for instance to fund a trainee whose appointment begins immediately in the new budget year), you may reach out to your Grants Manager and Program Officer for a preliminary assessment of your carryforward plan.

Other relevant links:

- [What policies do I need to follow to administer my SPARK, Bridges, COMPASS or Research Training Award?](#)
- [What is an Authorized Organizational Official and Financial Authorized Organizational Official?](#)