

## UTIA AgResearch SF-425 Procedure

- The office that prepares the SF 425 is the institute post-award office. The post-award accountant prepares the SF 425. The person preparing the SF 425 must reconcile each award to the appropriate FAIN account and the payroll distribution reports, ensuring that only the correct number of persons and amount of payroll is reported.
- The AgResearch Budget Director approves the capacity SF 425 draw. The institute's post-award office approves the competitive SF 425 draw.
- Under delegated authority, the appropriate post-award accountant submits the SF 425 because of the role limitation of EZFED Grants. \*
- The financial and HR data comes out of our IRIS or DASH systems. The financial data is segregated by account with the appropriate FAIN documented on the account. The payroll data must be reconciled to the financial report before the report is submitted.

\*Previously, the AgResearch Budget Director would sign and submit the capacity SF 425s; however, with the advent of EzFed, the post-award office submits the SF 425s via EzFed. Because the EzFed limits the number of roles for an individual, the AgResearch Budget Director is required to sign contracts via the EzFed system.