



University of Puerto Rico, Medical Sciences Campus
Universidad de Puerto Rico, Recinto de Ciencias Médicas

Center for Research Compliance and Development
CRECED



SOP – In Kind

It is the value of non-cash contributions to the project (example, a faculty or personnel percent effort commitment to a sponsored project/program).

- 1- The investigator submits a proposal through the CRECED's Pre-Award Division.
- 2- The investigator completes the official document known as Internal Transmittal Form and Significant Interest Disclosure, which indicates on page 2 if it includes an In-Kind commitment.
- 3- Once the proposal is approved, the administrator requests the creation of an account to the CRECED's Post Award Division. Also, the administrator must submit a copy of the Internal Transmittal Form and Significant Interest Disclosure.
- 4- The assigned accountant hands over the administrator the document known as Request for the Creation and Modification of Accounts, which includes all the information related to the project.
- 5- Then, the administrator submits both documents to the Budget Office so that they assign the institutional fund 120 to the account, which will identify it as an in-kind task for purposes of the time and effort report.
- 6- Once the Budget Office identifies the account, the administrator prepares the T002 form and, in paragraph 26: Matching Funds, they locate the account assigned by the Budget Office.

We include a T-002 form as an example.

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I, Juan E. Segarra, USCCI #06-067/translator, certify that the foregoing is a true and accurate translation, to the best of my abilities, of the document in Spanish which I have seen.