

OSRP Handbook - Section 8  
**Account Set Up and Sponsored Program  
Administration**

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**INITIATING THE GRANT**

As soon as OSRP receives and approves the official award paperwork, OSRP will request that the Controller's Office establish an account for the award. Grant award paperwork and contracts must be fully executed prior to establishing an account for the sponsored program. If the award requires cost sharing, all sources of funding must be identified before the Controller's Office can assign a grant account number and a matching budget number.

Upon acceptance of the award or execution of the contract, the PI should make an appointment with the grants development specialist in the OSRP to plan project administration. At this time OSRP will forward all pertinent information about the project budget and the terms and conditions to the Office of Grants Accounting in the Controller's Office.

The PI should then make an appointment with the Controller's Office to set up the budget account prior to any expenditure of project funds. Categories in the budget are based on the award negotiation and the budget justification, which are parts of the contract.

OSRP serves as facilitator and liaison between the PI/project director and the funding agency by processing any necessary subcontracts and requests for budget adjustments, program adjustments and/or time extensions. Most agencies will not honor a project director's request for changes without accompanying correspondence from the Director of Sponsored Research.

OSRP and the Grants Accounting Office review and oversee expenditure of grant funds. Grants Accounting monitors agency fiscal requirements and serves as a coordinator between the University business office and the fiscal officers of grants and contracts. Grants Accounting invoices funding agencies at determined intervals within a grant period and prepares interim and final project expenditure reports.

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## GRANTS ACCOUNTING

The Grants Accounting Office provides all financial accounting and fiscal reporting and invoicing services. Principal investigators are not authorized to submit invoices or fiscal reports to the sponsoring agency. This office assists in resolving any problems with the financial management of the grant. Purchase orders and hiring of personnel are reviewed prior to submission to the Purchasing Office or Payroll, and if problems or discrepancies arise, these requests are returned to the project director.

The Grants Accounting Office also maintains the official University fiscal records for grants and contracts and provides such information for fiscal reporting purposes as requested by University officials, sponsors, and auditors. Each month Grants Accounting provides to the PI a budget printout for each grant assigned to the PI. The PI should use this information for grant administration.

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## PROJECT PERIOD ADMINISTRATION AND FISCAL MANAGEMENT

The principal investigator has primary responsibility for the technical conduct of the funded project and the management of all project funds. The principal investigator is responsible for completing and filing all technical reports including required interim progress reports and the final project report. Grant funds are spent in the same manner as other University funds. Each month, the Controller's Office/Grants Accounting will provide the PI with a budget statement reflecting balances and encumbrances at the end of the previous month. Carefully review these statements to insure the charges posted to your account are correct.

Grant personnel, purchasing, and travel activities must adhere to the state and University regulations. All budget adjustments, P-card purchases, and all purchase requisitions greater than \$1,000 must be approved by OSRP. Budget adjustments and purchase orders are routed from OSRP to the Grants Accounting Office and Purchasing for processing. For updated budget adjustment request forms, policies and procedures, go to <http://www2.selu.edu/Administration/Depts/Budgets/>.

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## HIRING PERSONNEL

Southeastern is an Equal Opportunity/Affirmative Action employer with a strong commitment to institutional diversity. University procedures must be adhered to when hiring a new employee or graduate assistant or when requesting additional duties or overload pay for faculty or staff with funding from a grant or contract. Appropriate forms for hiring must be completed and submitted prior to beginning the work. The Human Resources web site has Procedures for Hiring and appropriate forms.

All proposed hiring for grant and contract work (faculty, staff, graduate assistants, and consultants) must also be approved by OSRP. Visit Southeastern's Human Resource Office page

<http://www2.selu.edu/Administration/Depts/HumanResources/empforms.html> for information on employment policies and procedures for hiring including the Graduate Assistant Handbook, Classified Employee Handbook, and Extended Workload Policy. The Faculty Handbook also contains information regarding extended workload and general policy for sponsored projects. Policies and procedures for utilizing Personnel/Professional/Consulting Services are located on the Purchasing Department web site. The appropriate Recommendation for Employment forms must be completed prior to the beginning of any grant-related work. There is a separate Recommendation for Employment for Graduate Teaching/Graduate Assistants for graduate students that may be obtained from the Southeastern Human Resources web page.

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### PURCHASING, CONTRACTS, AND OTHER EXPENDITURES

Submit all Purchase Requisitions greater than \$1,000 with documentation using PS Financials for approval/signature prior to the Purchasing Office issuing a Purchase Order. This includes Purchase Requisitions that accompany contracts and sub contracts for hiring outside personnel. Please insure that the purchase requisition for the contract or sub contract is approved by the Office of Sponsored Research well in advance of any work commencing on the project. For purchasing guidelines and requirements, see

<http://www2.selu.edu/Administration/Depts/Purch/pscindex.htm>

Some sponsored projects allow for the use of the P Card (Purchasing Card). As such, budget unit heads are to be astutely aware of policies and procedures. Please see the link

<http://www.selu.edu/admin/purch/assets/pcard%20policy.pdf>.

Grant budget unit heads should be cognizant that certain expenditures may not be allowed in the last 90 days of a project; therefore, purchases should be made in a timely manner related to the activities of the project. Also, grant budget unit heads should be keenly aware of budget unit codes used for charges. Remember funding agencies do not always allow line items in budgets to be adjusted or may require prior approval to move money.

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### TRAVEL

As with any travel for the University, a travel authorization must be submitted prior to travel. Grant-funded foreign travel requires prior approval from OSRP. University and state guidelines apply in all instances related to travel.

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### BUDGET ADJUSTMENTS AND CHANGES IN SCOPE OF PROJECT

If it becomes necessary to modify a grant budget or there is a change in the implementation of the project, please contact OSRP. Most funding agencies allow reasonable flexibility in redistributing funds. After checking the contract and agency requirements, the Director of Sponsored Research will appeal to the agency

regarding the request. This is also the process to be used if an extension in the grant period is needed. Prepare a letter stating the request and provide a rationale and forward this to OSRP.

For allowed budget adjustments, submit the request to OSRP. In the section "Purpose of Request," include a specific rationale for the adjustment request.

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### PERSONNEL ACTIVITY REPORTING (PAR)/EFFORT REPORTS

Federal Law described in OMB Circular A-21 requires the University to certify the allocation of salaries and wages charged to federal grants. The University requires this after-the-fact certification of time and effort for all grant activities related to salaries and wages. Information regarding effort is generated by Grants Accounting at least one month after the summer, fall, or spring semesters. OSRP compiles a form for every person receiving salary, as buy-out or release time, or wages from a grant or contract. The employee validates the amount of effort (the proportion of time spent on an activity expressed as a % of total time) and provides a brief description of the work. Signatures of the employee, budget unit head, and department chair are required on the form that is then returned to OSRP and filed in the grant binder.

Salary charges not certified on the Effort Reporting Form are subject to audit disallowance. Incomplete, improper, or untimely Effort Reporting can jeopardize future funding.

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### GRANT CLOSE OUT

#### - Reviewing the Grant Account

When two months are left in the grant period, review the grant account and ensure that all remaining funds are expended or encumbered. If you have concerns, please contact Grants Accounting or OSRP.

#### - Progress and Final Reports

All funding agencies require a final project report and expenditure report. Most also require progress reports or yearly reports in the case of a multi-year grant. The PI is responsible for furnishing the progress and final reports, and Grants Accounting is responsible for providing the expenditure reports. A copy of the PI reports should be forwarded to OSRP for review 2 weeks before the due date. Additionally, several agencies are requesting that these reports be sent electronically through OSRP. Please coordinate timely submission with OSRP.

#### - Leaving the University during the Grant Period

Grants are awarded to the University and not to the individual; however, it may be possible to transfer a grant to another university in the event a PI leaves Southeastern. Please contact OSRP for directions.

#### - Record Keeping

Accurate records regarding the work performed on a grant project must be kept for 5 years past the end of the project.