



Quick Tips for Your Grant

From Southeastern's Office of Sponsored Research and Programs

- Prepare 5.01, 5.01T, or 5.01S FORMS (recommendation for employment) for all appropriate personnel **prior to beginning** any grant-funded activities. Also, complete forms appropriate for Classified Staff and Graduate Assistants. Obtain appropriate signatures for all paperwork. Forms are available on the Human Resource Office web page. (http://www.selu.edu/admin/hr/forms/employment_forms.html)
- Submit all PURCHASE ORDERS of \$1,000 or greater to OSR&P for approval/signature **prior** to submission to the Purchasing Office, Bookstore, Computer Resales, Aramark, etc. This includes Purchase Orders that accompany contracts for hiring personnel. For Purchase Orders of less than \$1,000, send a copy of the purchase order to OSR&P for the grant binder.
- Submit all BUDGET ADJUSTMENT FORMS to OSR&P for approval prior to sending to Grants Accounting. Budget adjustments cannot be submitted on-line. Forms are available on the Budget Office web page. (<http://www.selu.edu/admin/budget/dba/index.html>)
- If your grant involves IN-KIND MATCH, carefully document personnel, space, and donations made to your grant. Forms to be used for these records can be found on the OSR&P web page. (http://www.selu.edu/admin/osrp/osrp_forms/index.html)
- Make sure to always follow University procedures regarding travel, purchases, etc. related to your grant. Most departments have detailed information posted on their web pages (such as <http://www.selu.edu/admin/controller/facultystaff/travel/index.html> and <http://www.selu.edu/admin/purch/>). Make good use of the resources available to you to appropriately and efficiently administer your grant.
- During the grant period, contact OSR&P for communication with your funding agency regarding special budget adjustments, extension requests, change in scope of project, etc.
- Complete and submit, **after approval by OSR&P**, all interim and final reports to funding agency. All **financial** reports will be prepared by the Controller's Office.
- Carefully monitor your budget throughout the grant. As you administer the funds of your grant, keep your grant goals and budget in mind. Rushing to spend your money at the very end of your grant – or worse yet, not spending your money -- may indicate to the granting agency that you did not accomplish your objectives. Be a good manager – spend your money wisely and timely.

For more information, please use the resources found at the Sponsored Research and Programs web site - <http://www.selu.edu/admin/osrp/>.