



Policy # 55003

MANAGING GRANTS AND CONTRACTS

Effective Date: May 1, 2003 (FCT021)

Reviewed Date: March 15, 2022

Responsible Office: Grants Administration

Division: Finance

I. PURPOSE/OBJECTIVE

To establish pre and post grant award functions to ensure that the University administers grants and contracts in compliance with federal rules and regulations and University policies.

II. STATEMENT OF POLICY

A. Pre-Award

1. Identify possible funding sources
2. Grants Administration reviews Grant Proposals
 - a. Proposals received seven working days prior to the Sponsored Agency's due date to allow for proper review and timely submission.
 - b. Proposal approved by appropriate internal official before submission to funding agency.
 - c. Subsequent changes required by the funding agency must have appropriate internal approvals.

B. Post Award

1. Expenditures cannot be incurred against a new grant until the following documents are received in the Grants Administration Office:
 - a. Approved proposal to include special terms and conditions
 - b. Official Award Notification
 - c. Detailed Expenditure Budget (Budget Coding Form)
 - d. Grant Personnel Date Sheet, denoting positions, amounts and percentages of salaries chargeable to the grant, and Information Sheet for Grant Principal Investigator.
2. Establish Fund Number: Six Digits Fund Numbers are established and set up for each Grant and Contract within three (3) working days.
3. Coding for Grant Budgets must be exactly as approved by funding agency. Allowable revisions submitted and approved on Budget Adjustment Forms.

- a. Any Grant Budget that does not comply with the Awarding Agency's Approved Budget will be returned to the Project Director/Grant Director/Principal Investigator for corrections.
- b. Budget Set-up Package includes Grant Personnel Data Sheet, Budget Coding Form and Information Sheet for Grant Director and will be electronically stamped on the date received.
- c. Grant Budgets are entered in Banner no later than three (3) working days from the receipt date.
- d. A Log In - Out file is maintained to track documents on a shared drive titled, "Personnel Action Forms (PAFs) and Other Forms Records".

C. Grant Billing

4. Billing/ Invoicing to sponsored agencies shall be prepared within thirty (30) days after month end or the reporting periods designated by the agencies.
5. "Draw down request" from federal agencies must be completed within fourteen (14) days after each month end. Drawdown request submitted for Letters of Credit used by certain federal agencies in lieu of Billing/Invoicing.
6. Forms SF425, 270, and 272 or other required Federal Financial Reports (FFR) reimbursements will be filled with the appropriate agencies within thirty (30) days after month end unless it is a close out, in which the form must be completed by the agency due date.
7. Internal collections efforts result due to unpaid receivables within sixty (60) days of the invoiced date.
8. Allowance for doubtful accounts is established for Receivables determined to be uncollectible after the end of the grant award. This is in accordance with the allowance for doubtful accounts policy, FCT013.

D. Close Out

9. The Grants Administration Office will initiate a closeout meeting one month prior to the expiration date of each grant. Grant close out procedures must comply with federal, state and University guidelines.

E. Time and Effort

10. In lieu of Effort Reporting, Internal Controls are enhanced to review and approve all Personnel Action Forms paid on grants. PAFs are initiated and signed by the Principal Investigator. Grants Administration and other appropriate personnel must review and approve PAFs before submission to the Payroll Office. Payroll salaries are reconciled to grants expenditures at the end of each semester.

III. GENERAL PROCEDURES

- A. Billings/Invoicing submitted to sponsored agencies are supported by reconciliations to the general ledger's expenditures and revenues. Grants Administration performs reconciliations of all funds received from all Federal Sources e.g. Title IV programs, grants and contracts on a monthly basis.
- B. The Director of Grants Administration reviews all financial reports and invoices before submission to sponsored agencies.
- C. The Grants Administration staff reviews, monitors and approves grant budgets, expenditures, revenues, cost sharing, and matching information.
- D. The Grants Administration staff will provide individualized training as needed to faculty/staff before establishing Budgets in Banner.

IV. REVISION/REVISED HISTORY

February 4, 2020- Reviewed