

GRAMBLING STATE UNIVERSITY

**SUBJECT: MANAGING GRANTS
AND CONTRACTS**

**(Contact: Assistant Controller for
Receivables/Grants Director)**

EFFECTIVE DATE

**May 1, 2003
FCT021**

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 POLICIES

A. Pre Award

1. Identify possible funding sources
2. Prepare and review of grant proposals
3. Go through proposal review process
 - a. Proposal approval process with appropriate internal approval for submission to funding agency
 - b. Subsequent changes required by the funding agency must have appropriate internal approvals as determined by the Director of Grants Administration. Failure to do so may be cause for refusal of the "Grant Award" by the University.

B. Post Award

1. Expenditures cannot be incurred against a new grant until the following documents are on file with the Grants Administration office:
 - a. Copy of approved proposal to include special terms and conditions.
 - b. Copy of Official Award Notification
 - c. Detailed Expenditure Budget
 - d. Grant Personnel Data Sheet, denoting positions, amounts, and percentages of salaries chargeable to the grant and Information Sheet for Grant Principal Investigator

MANAGING GRANTS AND CONTRACTS
PAGE TWO

2. Account number(s). When all the information in Number 1 above is received, account numbers will be assigned and set up by Grants Administration.
3. Grants budgets are to be coded and categorized exactly as approved by the appropriate funding agency. Any desired changes to the approved budget are to be coded on a Grant Budget Adjustment Form and subsequently approved as appropriate.

Grant Billing

4. Billings to sponsored agencies shall be prepared 30 days after month end or the reporting periods designated by the agencies.
5. "Draw down requests" from federal agencies must be completed within 14 days after each month end. Draw down requests are used by certain federal agencies in lieu of billings.
6. Forms 269, 270, 272 or other required forms for reporting financial status and reimbursements will be filed with the appropriate agencies within 30 days after month end unless it is a close out, in which the form must be completed by the agency due date.
7. Collections efforts must be initiated if funds are not received within 60 days of the date billed.
8. Allowance for doubtful accounts must be established for billings not collected within 90 days after the end of the grant award in accordance with the allowance for doubtful accounts policy.

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.

Time and Effort

10. Time and Effort Reporting. All individuals that have time charged to grant accounts must complete a time and effort form annually.

III. GENERAL PROCEDURES

- A. All billings to sponsored agencies must be supported by reconciliations to the general ledger. Grants Administration must perform 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 they are submitted to the Vice President of Finance and the sponsored agencies.
- C. All proposals must be reviewed by the Director of Grants Administration for budget accuracy, cost sharing, and matching information.

APPROVED:

Neari F. Warner

Neari F. Warner
Acting President

4/28/03
Date