



## Administrative Policies and Procedures

Procedure Number	Subject	Effective Date	Revised Date
BU-1.1.05	Grant Management	07/01/2007	

### I. Overview

Persons who wish to submit a grant proposal for external funding should complete a "Grant Project Request" form. The immediate supervisor should route the form to the appropriate Vice President for review. After review by the Vice President for Business Affairs and the President, the applicant will be notified regarding internal approval or denial. The acceptance of a grant by a division or department will not effect regular funding for the division or department.

### II. Indirect Costs

Any grant proposal of a material amount should include compensation known as indirect cost for institutional support of the grant. For Federal programs, the Controller calculates an indirect cost rate which has been approved for a three year period by the Department of Health and Human Services. The current rate is 41% of direct salaries and wages. All Federal grant proposals should include this indirect rate unless a different rate is approved by the Vice President for Business Affairs. No standard rate is set for State, Local, or Private grant funding, however a rate similar to that for Federal programs should be used. Grant proposals which do not include sufficient indirect or administrative cost allowances may not be approved for submission.

### III. Grant Approval/Denial

At the time of receipt of grant approval or denial send a copy of the granting agency's approval/denial to the Vice President for Business Affairs and the department head.

### IV. Budget

Copies of the final approved grant document, including budget, are to be furnished to the Vice President for Business Affairs and the Department Head. After furnishing an approved budget, the Project Manager should request that appropriate accounts be set up to capture the necessary data to provide proper reporting.



This request should be made in writing to the Controller with copies to the Vice President for Business Affairs and the Department Head. The Controller will assign a set of account numbers to capture budget, expenditure, encumbrances, and communicate this information to the Project Manager.

The budget must clearly identify any indirect cost recovery or administrative cost allowance. It should also identify institutional cost share, both in-kind and cash.

#### **V. Schedules**

The Project Manager should prepare a calendar of anticipated and/or required events. This calendar should include beginning and ending dates for the grant, dates of required report submissions, and any major scheduled expenditures (i.e.: for equipment).

#### **VI. Accounting for Expenditures**

Expenditure requests should be made no later than 60 days prior to the ending date of the grant. Each expenditure request should reference the account number provided by the Accounting Office. Internal correspondence regarding the grant may simply reference the project number issued by the Accounting Office.

Each Project Manager will be provided a monthly Expenditures (Appropriations) Report for review. Any questions regarding reported expenditures should be communicated to the Controller.

#### **VII. Grant Changes**

Any and all proposed modifications of an approved grant are to be made through the Project Manager and must comply with reporting requirements of the granting agency. The Project Manager is responsible for providing a draft copy of the Fiscal Report to the Controller for reconciliation with the official College records. The draft copy of the Fiscal Report is to be submitted 30 days prior to the required reporting date. Once any discrepancies are resolved, a final report is prepared by the Accounting Office and returned to the Project Manager for submission. A complete copy of the final grant report should be sent to the Vice President for Business Affairs and the Department Head.

#### **VIII. Federal Grant Compliance – Personnel**



In addition to reporting standards required by the University System, there are additional standards imposed by the Office of Management and Budget (OMB) Circular A-110 and other Federal regulations. Employees paid in any proportion from a Federal grant or contract is required to complete a Payroll Distribution Activity Record monthly. This applies to all employees and is necessary to confirm the amount of time charged to the Federal grant. All employees who received Federal dollars (including student workers) must also sign a statement indicating their compliance with the Drug-Free Workplace Act of 1988. Failure to comply with these requirements may result in termination of the grant or contract.

Copies of the required forms are available in the Accounting Office. Consult the Controller for other OMB circular A-110 compliance requirements.

#### **IX. Allowable Expenditures**

Except as specifically addressed by Federal regulations or contract provisions, expenditures will be subject to the University System regulations as they govern the use of state funds. University System policies for purchasing, travel and personnel shall apply to sponsored funds unless these policies conflict with Federal regulations.