



# GRANTS & CONTRACTS ACCOUNTING

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# Account Set Up

- Paperwork is received from Grants Administration
- Awarded Project or Preliminary fund
- Fund, Org, and Program is assigned
- Budget is set up in Banner
- Account Activation is sent out



# Direct Charges

- An appropriate charge to a sponsored project must be reasonable, consistently treated, & allowable (Circular A-21 Cost Principles for Educational Institutions)
- G & C should see all expenditures over \$10,000
- All capital equipment purchases over \$5,000
- All payments to consultants and contract labor
- All payments to sub-contractors
- All requests for cost transfers among grants except for service and recharge centers (bookstore, publications, telecomm, etc.)
- All personnel action forms
- All food purchases
- All online requisitions



# Indirect Cost

- G & C is responsible for gathering the information necessary to negotiate our F & A rate
- Normally clerical, subscriptions, supplies, etc are treated as F & A
- CAS exception



# Re-budgeting

- The need to re-budget is identified by the PI
- G & C is responsible for accurately obtaining the appropriate approvals from individuals within the university as well as from the sponsoring agency



# Sub-recipients

- Sub-recipient invoices usually come to G & C first.
- Invoice is logged into a file set up for that sub and copy is kept
- G & C sends the invoice to the department so they can prepare a direct pay which is sent back to G&C for approval
- Invoices are audited periodically but oversight for progress on individual subs is the responsibility of the PI



# Cost Transfers

- Expenditures to or from a grant require a cost transfer form
- Supported by documentation that clearly explains why the transfer is being made
- Submitted as soon as error is found
- PI signs all cost transfers. If over 90 days – Chair, Dean, Division VP and VP of Finance signs
- Cost transfers are not normally processed after financial report is filed



# Effort Reporting

- Effort Reports are produced after Fall, Spring and Summer semesters
- Exempt employees certify their effort on an Effort Report. Non-exempt employees certify their effort on their timesheet
- Salary changes on effort should be submitted before or at the time the effort report is completed. (+/- 5% effort change requires PA attached to Effort Report)
- Salary transfers may not be made after the effort has been certified





# Financial Reporting

- G & C reports according to the award specifications as to type, form, and frequency of reporting
- PI is solely responsible for meeting technical and programmatic reporting requirements
- G & C generally responsible for billing and expenditure reporting
- G & C invoices according to grant terms and receives payment from the agencies
- Close award when all reporting requirements are met and all money is received

# Grants & Contracts Accounting Staff

Julie Schwindt, Director

Tammy Silcox, Manager

Lacy Feters, Cost Accounting Analyst

Lindsey Sheffield, Accountant III (Federal)

Ward Duke, Accountant II (Private & State)

