



UNIVERSITY POLICY

SUBJECT: FINANCIAL AFFAIRS

TITLE: GRANTS AND CONTRACTS:
ADMINISTRATION

CODING: 00-01-50-90:05

ADOPTED: 05/15/97

AMENDED: 05/15/97

I. PURPOSE

To establish the respective responsibilities of the Grants and Contracts Department and the Principal Investigator in the administration of Grants and Contracts.

II. ACCOUNTABILITY

Under the direction of the Senior Vice President for Academic Affairs, the Vice President for Finance and Treasurer, and the Research Deans, shall ensure compliance with this policy. The University Controller, and the respective Department Chair/Unit head shall implement this policy.

III. REFERENCES

A. Funding: Grants and Contract Proposals [00-01-50-90:00](#)

IV. POLICY

A. Requirements:

It is the University of Medicine and Dentistry's responsibility to ensure all grants and contracts are administered in compliance with University policies as well as in accordance with the applicable funding agency rules and regulations.

B. Responsibilities:

1. The PRINCIPAL INVESTIGATOR is responsible for:

- a. the complete, accurate and timely management of both the programmatic and fiscal aspects of the grant or contract;
- b. reviewing award budget and notifying the Grants and Contracts Department of any changes;
- c. preapproving all expenditures (i.e. change in source of funds, purchase order requisitions, honorarias, travel, etc.) to be presented to the Grants and Contracts Department for processing;
- d. reviewing monthly budget/expense activity reports for accuracy and subsequently advising the Grants and Contracts Department of any necessary changes within 60 days or sooner, if required by Grantor guidelines;

- e. reviewing monthly effort certification as provided by the Grants and Contracts Department for accuracy, annotating any changes to certification before signature and initiating the necessary documentation within 30 days;
- f. initiating the necessary paperwork, documentation and supporting justification for any cost transfer request;
- g. providing the Grants and Contracts Department documentation and supporting justification for any rebudgeting request, after obtaining the Research Deans approval and sign-off;
- h. notifying the Grants and Contracts Department of any changes that affect billing, receivables, and awards;
- i. reviewing and approving the Report of Expenditures as prepared by the Grants and Contracts Department;
- j. removing or transferring personnel, and all associated charges, from a grant on or before its expiration date to prevent deficits;
- k. notifying all in-house services (i.e. IDT's, telephone, etc.) of appropriate cost center(s) to be either charged or credited; and
- l. providing an alternate funding source for personnel on expiring grants and contracts.

2. The GRANTS and CONTRACTS DEPARTMENT is responsible for:

- a. notifying the Principal Investigator, Department Chair, and Unit Research office of a grant award within two weeks of receipt of funds or notice of award; setting up the budget according to Grantor Award Notification and applicable policies of the Unit;
- b. reviewing all financial expenditures presented by the Principal Investigator for funds availability as well as allowability by grantor and University guidelines;
- c. providing the Principal Investigator with accurate monthly budget/expense activity reports by the third week of the following month. These reports will provide the information necessary to monitor spending and avoid deficits;
- d. reconciling discrepancies and/or implementing changes within 30 days of receipt of the request from the Principal Investigator;
- e. providing the Principal Investigator with effort certification report on a monthly basis;
- f. ensuring that all cost transfers are completed in a timely manner, properly documented and allowable according to University and Grantor guidelines;
- g. reviewing all rebudget requests for funds availability and allowability by Grantor, University, and Unit guidelines. As necessary, the rebudgeting request will be forwarded to the respective Grantor for approval;
- h. billing, maintenance of receivables and drawdown of funds;

- i. preparing and submitting Reports of Expenditures to the respective sponsor and providing a copy to the Principal Investigator for review and approval prior to submission to sponsor;
- j. closeout, inactivation, and deletion of the expired grant;
- k. maintaining the financial integrity of each grant;
- l. notifying the Principal Investigator and their Department Chair, 90 days prior to the termination of a grant or contract of any commitments which must be resolved, and grant funded personnel who must either be transferred to an alternate funding source or terminated;
- m. in the event of a potential deficit when the Principal Investigator does not provide an alternate funding source, the Department Chair, must be notified of the potential deficit within 45 days prior to grant expiration. The Department Chair must guarantee resolution.

By Direction of the President:

Senior Vice President for Academic Affairs