POST GRANT MANAGEMENT

ASR Reconciliation
- Regular monthly reconciliation of all grant accounts by Business Office personnel/administrator
- Evidence of review and sign-off by account holder, senior business office personnel and administrator
- Multiple staff available to ensure activity is reviewed by someone other than the person making purchases and creating invoices
- Ensure grant funds are expended for their intended purpose
- Ensure that all costs are allowable according to the negotiated contract agreement and OMB A-21 Circular
- Compare actual expenses against set budgets

Expenditure Authorizations and Controls over P-Cards and Expenditure Cards
- Maintain expenditure authorization levels in line with individual roles and responsibilities
- No sharing of P-cards and expenditure cards
- Keep P-cards and expenditure cards in a safe location
- Clearly state a business purpose on all source documents such as check requests, internal requisitions, P-card and travel receipts, QEs
  (Remember the 5 W's – who, what, where, when and why)

Salaries and Salary Certification
- PIs must give the Business Office explicit instructions on wages to be paid out of grant accounts (Please identify the designee, the position, and amount of salary or effort)
- PIs and administrators must certify effort each quarter within the timeframe given by the Office of Compliance
- Decrease in PI effort by 25% or more requires sponsoring agency approval

Purchase Orders, Budget Change Requests, Cost Transfers, and Closeouts
- Must be processed in a timely manner
- Must secure all necessary approvals (Sponsoring Agency, Director of Center, SBO, DCG as applicable)
- Knowledge of account expiration dates – Ensure timely closeouts of expired grants/contracts request PI to give closing instructions for terminated accounts, or equest for no cost extensions if necessary

Grant Maintenance
- Ensure that all documents required for grant administration are kept in one file
- Monitor submission of necessary progress or financial reports
- Accurately report project expenses to the Office of Sponsored Projects and to our sponsors
- Monthly reporting of grant activity and proposal activity to the Dean of Research
- Regular review of university and school policies and procedures and of sponsoring agency requirements and guidelines
- Cross training of available staff to ensure continuity in management

Incrementally Funded Awards
- Not all awards are fully funded upon execution, some are funded on a yearly basis, others on varied cycles. When PI starts receiving termination memos from the Office of Sponsored Projects 60 days prior to expiration, the PI and administrator, with the help of DCG, should start the process of requesting the next year funds or a no-cost extension if a delay in funding is anticipated