

Policy Revision Checklist for Policy #

1. Start Group preparing the revision

2. To Legal Affairs and Strategic Planning
Request the Word version of a policy.

3. To Initiating Authority of the Policy
Provost
Vice President for Student Affairs
Director of Affirmative Action
Vice President for Finance and Administration
Executive Director for University Advancement
Inform the Initiating Authority of the request to revise the policy.

4. To Group preparing the revision
Revise the policy following policy 0:001 for format.

5. If the policy is academic, then

To Faculty Senate Executive Committee
Review the policy.

To Faculty Senate
Vote on the policy.

To Deans' Council
Vote on the policy.

To Academic Council
Vote on the policy.

6. To Legal Affairs and Strategic Planning
Prepare the policy for the next Policy Committee meeting.

7. To University Policy Committee
First Reading
Review the policy.
Second reading
Review an academic policy for information.
Vote on implementation, revision, or revocation of a non-academic policy.

8. To Legal Affairs and Strategic Planning
If the policy is approved, prepare the policy for the President to approve and sign.

9. To President
Approve and sign the policy.
Reject the revision.
Return the policy to Step 4 (or to Faculty Senate Executive Committee) for final revision.

10. To Legal Affairs and Strategic Planning
Post the policy to the web, send an electronic copy to the library, post it in The Gov, and keep the original on file along with any back-up material.

**AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL**

Policy Number: 7:004	Supersedes Policy Number: 99:008
Date: April 26, 2006	Dated: February 10, 1999
Subject: <u>Grants Management</u>	Mandatory Review Date: April 26, 2011
Initiating Authority: Director, Office of Grants and Sponsored Research	TBR Policy/Guideline Reference:
Approved:	President: signature on file

Comment [ss1]: This policy reviewed by Tim Hurst and Helen Eaves in Accounting Services to ensure accuracy and continuity.

1. Creation of Restricted and Matching Funds Accounts

- a. Once an award is accepted by APSU, the Office of Grants and Sponsored Research will authorize ~~the Business Office~~Accounting Services to establish the necessary restricted-funds account(s), from which all transactions will occur.
- b. If the agreement requires cost-sharing or matching funds, the Office of Grants and Sponsored Research will authorize ~~the Business Office~~Accounting Services to establish the necessary unrestricted-funds account(s) and initiate budget transfer(s) to move required funds in the account(s).
 1. All cash cost-sharing or matching funds will be placed in project-specific unrestricted accounts unless otherwise approved by the Office of Grants and Sponsored Research and ~~the Business Office~~Accounting Services.
 2. If cost-sharing or matching obligations are to be met through third-party contributions or in-kind contributions, the Office of Grants and Sponsored Research, in consultation with ~~the Business Office~~Accounting Services and the Principal Investigator, will develop a written plan for documentation.
- c. The principal investigator must provide the following information to ~~the Business Office~~Accounting Services through the Office of Grants and Sponsored Research prior to assignment of an account number:
 1. –A list of due dates for all billings and reporting requirements on the award/contract.
 2. A billing address for the award/contract.
 3. The name, address, and telephone number of a contact person for inquiries pertaining to fiscal matters on the award/contract.

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4. The date for final billing and special closeout requirements, if any.
5. Identification of the source of funds (e.g., private, state, federal).
6. The CFDA number for any federal funds awarded.

~~The Business Office Accounting Services~~ will assign appropriate account number(s) and make the necessary budget entries into the institutional accounting system. The principal investigator may spend from the account(s) upon notification of the assigned number(s) by the ~~Office of Grants and Sponsored Research~~ Grants Accountant.

2. Authority and Responsibilities of the Principal Investigator

- a. The person designated on the award document(s) as principal investigator is responsible to the University for completion of the funded project and compliance with the terms and conditions of the award.
- b. The principal investigator shall be responsible for budgetary control and fiscal management of the award, subject to compliance with this policy, and all other University and TBR policies, procedures, and guidelines governing sponsored agreements, as well as the terms and conditions of the award.
 1. No expenditures can be made from the project's restricted ~~or unrestricted~~ funds unless approved by the principal investigator, the Director of Grants & Sponsored Research, and the Grants Accountant. Expenses from unrestricted funds must be approved by the principal investigator. and ~~The principle principal~~ investigator is responsible for ensuring that all expenditures are funded and that ~~they such expenditures~~ are in compliance with requirements set forth by the sponsor(s).
 2. The principal investigator will maintain adequate fiscal and budgetary records to satisfy the sponsor's policies and requirements and the terms and conditions of the award agreement.
 - a. The Office of Grants and Sponsored Research and ~~the Business Office Accounting Services~~ have the authority to conduct or request periodic review of project fiscal records and to require corrective actions as needed to ensure compliance.
- c. The principal investigator is responsible for recruiting and hiring personnel for positions designated in the awarded contract.
 1. The principal investigator is responsible for ~~insuring~~ ensuring that all positions are filled

and those hired are paid in accordance with all relevant local, state, federal, and University policies and procedures, including affirmative action and the provisions of the contract with the sponsor.

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2. The principal investigator will supervise project personnel according to criteria established by the contract, grant, or cooperative agreement.

d. The designated principal investigator shall have full programmatic control of the project, subject to the terms and conditions of the award agreement. The principal investigator will maintain complete, orderly records documenting project performance in compliance with the terms and conditions of the award agreement.

1. ~~The~~ Office of Grants and Sponsored Research is authorized to conduct or request periodic review of project programmatic and performance records and to require corrective actions as needed to ensure compliance.

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e. The principal investigator is responsible for timely preparation and submission of all performance or programmatic reports required by sponsor policy or the terms and conditions of the award agreement. All performance and/or programmatic reports will be forwarded to the sponsor by the principal investigator, who will provide a proof of mailing and a copy of the report to the Office of Grants and Sponsored Research.

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Reports requiring signature(s) by APSU's president or vice president(s) will be routed through the Office of Grants and Sponsored Research for signing.

f. Closeout and Audit

1. The principal investigator is responsible for proper project closeout at the end of an award period. Accounting Services will assist with the final financial report(s) and any necessary billing to be reviewed by the principal investigator. This includes reconciliation of financial, equipment and programmatic records, completion of all necessary reports to sponsor and any other obligations incurred as a result of the award.

2. The principal investigator, in cooperation with ~~the Business Office~~ Accounting Services, will make project financial and programmatic records available for internal, ~~and state,~~ and/or federal audit, as required.

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3. In the event of a sponsor site visit or audit of a project, the principal investigator will notify the Office of Grants and Sponsored Research immediately upon learning the site visit/audit will occur. The Office of Grants and Sponsored Research and the ~~Vice p~~President for ~~F~~inance and ~~A~~administration (or his/her

designee) will coordinate the site visit or audit and will make all necessary notification pertaining to the audit.

- g. Because awards are made to the University, and the University incurs liabilities as a consequence of accepting awards, the University reserves the right to terminate an agreement or to replace a principal investigator in the event of mismanagement or malfeasance.

3. Pre-award Spending

- a. Any expenditure or commitment of project funds in advance of the existence of an agreement between APSU and the sponsor shall be considered pre-award spending.
- b. Pre-award spending will be permitted only in documented, exceptional circumstances, and must be requested in writing by the principal investigator.

~~Pre-award spending in a federal grant must be supported by documentation by the funding agency which authorizes expenses prior to the approved grant cycle or prior to receiving a fully executed copy of the grant award notification.~~

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- c. Pre-award spending requires approvals of the Office of Grants and Sponsored Research, the Grants Accountant, and ~~of~~ the supervisor of the University unit guaranteeing the funds. All requests for approval of pre-award spending must identify an APSU account to which expenditures will be charged in the event an agreement is not achieved. The Department Chair must approve and accept responsibility for unallowable costs.

4. Project Monitoring

- a. Expenditures Approval. The principal investigator shall prepare and submit all expenditure documents (purchase requisitions, faculty supplemental pay, orders on the business manager, travel authorizations and travel claims, etc.) in accordance with Austin Peay State University Purchasing Policy 4:015. <http://www.apsu.edu/policy/pdf/4015.pdf>

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Purchasing and ~~Business Office~~Accounting Services personnel will return all documents that arrive without appropriate approvals to the Office of Grants and Sponsored Research.

5. Project Accounting Statements

- a. ~~The Business Office will forward monthly account statements for each sponsored project to the Office of Grants and Sponsored Research. Training will be provided for principal investigators and their staff to ensure that they have the knowledge and skills to access and print account statements for each sponsored project.~~

b. ~~The Office of Grants and Sponsored Research will review the statements for conformity to the approved budget and then forward the statements to the project director/principal investigator.~~

eb. The principal investigator will review ~~the~~ all statements for conformity to the project financial records.

1. If budget discrepancies are discovered, the principal investigator is to contact the Grants Accountant for direction, will return a statement (on the form provided) to the Office of Grants and Sponsored Research, indicating he/she has reviewed and approves the statement as presented, and has identified a discrepancy. This will be forwarded to the Business Office for review and, if appropriate, revision.

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6. Budget Revisions and Modifications

All requests for budget revisions must be reviewed by the Office of Grants and Sponsored Research, the Grants Accountant, and the Budget Director to determine whether sponsor prior approval is needed.

a. If sponsor prior approval is needed for a budget revision, the request for such approval will be forwarded through the Office of Grants and Sponsored Research.

b. ~~If sponsor prior approval is unnecessary, the Office of Grants and Sponsored Research will add a statement to that effect to the budget revision request and forward the document to the Business Office.~~

7. Financial Reports and Sponsor Billings

All financial reports and invoices or billings for sponsored agreements will be prepared by ~~the Business Office~~ Accounting Services in consultation with the principal investigator. The principal investigator is responsible for reviewing and ultimately approving these documents.