

GRANTS POST-AWARD WORKFLOW – GRANTS MANAGEMENT OFFICE

Grants Management Office (GMO) Receives Award Documents

(Award Letter, Finalized Budget, Terms of Grant)



GMO opens Fund # and creates Grant Folder: stores all related grant documents

Management Process

Budget, Allowable Cost, and Compliance Review and Approvals

The GMO will review the below requests to ensure: there is budget available in the grant fund, the request relates to the grant fund it is being requested under, any expenses are allowable per the terms of the grant, all documentation is included with valid signatures/approvals, the chartfield [fund, operating unit, department and account] information is accurate, the description is in the proper format for processing, and all other compliance matters permit the request. Upon review, the approved request will route as indicated below.

Principal Investigator Requests

Purchase Requisition and Purchase Orders (ePro)

The majority of expenses on grants should come from purchase orders as long as the POs are adequately planning for purchases.

Travel Approval Form

Should be submitted in advance if any grant-related travel anticipated.

Direct Payment Requests (DPRs) & Expense Reimbursements (Travel & Meals)

Should be used mostly/only for necessary emergency purchases under \$500. All explanations as defined on the DPR

Graduate Assistant Application

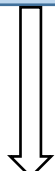
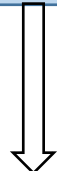
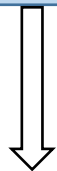
The GA App form should be submitted along with a job description and the GMO will maintain a list of all GAs.

Additive Pay (HR Portal)

These are used for stipends separate from an employee's reg. salary. Supporting documentation should be included.

HR Action Form (Salary Allocation / Job Position)

If an employee will have partial salary allocated to the grant, or if a new worker/student is being hired under the grant.



If Tuition implications

Procurement

Finance

Accounts Payable

Payroll Processing
If Stipend/Salary implication

Student Finance & Enrollment Services