POLICY: ACCOUNTING AUTHORITY AND RESPONSIBILITY (RESEARCH/SPONSORED PROGRAMS)

PURPOSE:

To assign authority and responsibility for the accounting for sponsored projects.

POLICY STATEMENT:

1. The Grants and Contracts office, in consultation with the Office of Research and Sponsored Programs is responsible for:

   A. Establishing and maintaining funds received for sponsored projects;
   B. Ensure compliance with sponsor rules and regulations and University policies governing the financial administration of sponsored projects;
   C. Establishing procedures to ensure compliance with sponsored project agreements, regulations, or other requirements relative to the funding of expenditures and financial reporting; and

2. The Grants and Contracts office, in consultation with the Office of Research and Sponsored Programs will establish a unique FRS Account for each sponsored project, within the University’s general ledger system, as follows:

   A. A single FRS account will be established for each new sponsored project upon receipt of the Notice of Award or fully signed contract.

   B. Multiple FRS accounts will be established for sponsored projects when the activity is conducted at both an on-campus and off-campus location and the negotiated on and off-campus F&A rates are applied, accordingly.

   C. Multiple FRS accounts will be established for a sponsored project when the project comprises multiple tasks or activities, e.g., programs, projects, center grants and the F&A rate awarded, or authorized and applied to each task or activity, is at a different percentage.

3. An account may be established prior to the actual receipt of the award when the Principal Investigator needs to initiate the project and, as a result, incur expense and is reasonably
4. assured that the award will be made. This account will only be established upon written request from the Principal Investigator and the department head/center director, and approved by ORSP. Such a request shall include the identification of an operating account for the disposition of a deficit or disallowance.

5. Co-mingling of funds from different sponsors or other sources is not allowable.

Dan Upton  (signed)  
Chief Financial Officer  4/17/02

Richard Berlin, MD  (signed)  
Associate Dean for Research/Planning & Coordination  4/11/02

Peter Deckers, MD  (signed)  
Executive Vice President for Health Affairs  4/12/02

Replaces: NEW POLICY