

Award Activities



Administration of the Grant

- The Principal Investigator and the applicable department head will be responsible for administration of the grant. The grant award documents should be sent to the Sponsored Programs Accountant's Office for initiation of a new budget account, who will make a file copy and forward the documents to the Chief Internal Auditor to ensure that its provisions conform with the proposal and with University policies and regulations. The Principal Investigator is responsible for processing all fiscal matters connected with the project.

Any budget changes must be in compliance with Grantor and University regulations. Documentation of agency approval is necessary for most budgetary changes. All substantive budget changes must be revised in [Cayuse 424](#) and routed first to the Vice President of Finance & Administration for approval and then to the Sponsored Programs Accountant for completion.

- The Sponsored Programs Accountant's Office will assign a budget number for the grant/contract agreement and establish the budget. If matching funds are required, a budget number in fund 1 will be assigned. No fund 2 will be created until match requirements are met. The Principal Investigator should ensure the budget in the matching fund 1 account is set up and expenditures meet the required match. A Salary Distribution Form ([BA Form 100](#)) must be completed for required matching personnel expenditures.
- Following performance of the work by Jacksonville State University, the Principal Investigator prepares and sends an invoice to the grantor. A copy of the invoice is forwarded to the Sponsored Programs Accountant for approval prior to submission to grantor. The grantor should send payment to the Office of the Controller to be deposited in the appropriate account. Required program reports are the responsibility of the

Principal Investigator. A copy of all program reports must be sent to the Office of Sponsored Programs, Office of Sponsored Programs and the Chief Audit Officer.

- Jacksonville State University employees performing duties for extra compensation must complete an Employee Contract for Extra Compensation ([BA Form 46](#)) prior to the beginning of the work and the amount must be included on the appropriate payroll payment authorization form (Bi-weekly/Monthly Service Report) to authorize payment to the faculty or staff member. Salary, plus applicable fringe benefits, will be charged to the grant/contract budget. This must be approved by the Office of Internal Audit/External Compliance. Refer to [Extra Compensation Policy II:05:02](#).
- The [Effort Reporting Policy I:01:21](#) outlines the standards for reporting time and effort for employees at Jacksonville State University (JSU) whose salaries are funded partially or entirely through federally supported projects. Time and effort reporting is required for all externally-funded positions to include salary buy-outs and must be sent to the Sponsored Programs Accountant.
- A Professional Services Contract ([BA Form 20\(1\)](#) / [BA Form 20\(2\)](#) -[Reference BA I:02:08](#)) must be completed by the Principal Investigator prior to contracting with an outside consultant. Payment must be approved by the Office of Internal Audit/External Compliance.
- A Salary Distribution Form ([BA Form 100](#)) must be completed for personnel expenditures paid by grant/contract agreements and sent to Human Resources. Failure to comply with this requirement could result in the loss of these funds.
- Requests for reimbursement of personal travel expenses should be processed by the individual, using the appropriate travel form (see [Business Procedure IV:06:01](#)). Travel for non-JSU consultants must be charged to Contractual Services (Account Code 72703) and will be included in the taxable amount paid to the contractor. Travel forms must be approved by the Office of Internal Audit/External Compliance.
- Any equipment purchase must be approved by the Director of Purchasing and the Office of Internal Audit/External Compliance.

For additional Sponsored Program Financial Information, please contact:

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