Grant Budget

* Budget Categories
* Allowable Costs (OMB CFR 200, university policy, state policy, federal policy, grant agreement)
* Category Transfers

Indirect Cost Funds

* Charged monthly to the grant
* IC funds are accounted for in the fall of the following year at which time they can be spent
* You’re department gets 25%
* Can be spent with supervisor/Dean’s approval by memo which includes
  + Items being purchased
  + Amount
* Requests are processed once a month

Time and Effort

* Federal requirement
* Due in the budget office by the 5th of the month
* Requires person being paid and PI’s signature
* Everyone paid in a particular month from a federal grant must be included
* Includes persons who have committed matching on their salary
* Paper or PDF submissions are fine
* Hourly employees should report hours
* Salaried employees should report what percentage of their total time for which they received remuneration was worked on the grant.

PCards

* Receipts or Invoices should be forwarded to the budget office at the time of purchase
* These have to be entered manually in our accounting system
* Transactions will not show in Banner until they are paid at the end of the month
* A copy of the fully signed transaction log, statement, and all receipts should be sent to the budget office at the same time they are submitted to accounts payable
* Copies of logs, statements, and receipts should be kept by the PI

Requisitions

* Travel
  + Description should include: who, where, when and why
  + Please include in the description the budget line item you want it to post against
  + Requisitions for just mileage can include multiple dates
* General Expenses and Procedure
  + Please include in the description the budget line item you want it to post against
  + All requisitions are routed to the budget office for approval once they have been entered in banner where they are reviewed for:
    - Budget availability
    - Appropriateness
    - Compliance
  + Copies of requisitions, POs and invoices should be kept by the PI

Reports

* The budget office will compile and submit all financial reports
* Programmatic reports are the responsibility of the PI but copies of reports should be sent to the budget office when they are submitted so they can be documented

Matching

* Matching is where the university promises to spend a particular dollar amount on agreed upon types of expense
* Matching is usually spent from the department the grant is attached to but the expense must be documented as if they were grant expenses