

Grant Accounting News

VOLUME 3

FEBRUARY 2018

Our February issue of Grant Accounting News will focus on Grant Close Out, Reimbursement Purchase Orders, PAF dates, and Upcoming Post-Award Grant Accounting Workshop Dates.

Grant Close Out

What is grant close out?

Grant close out is the process by which it is determined that all applicable administrative actions and all required work of the award have been completed by the PI.

What if I need more time to complete the project?

If more time is needed to complete the project, a no-cost extension can be filed through Sponsored Programs. This should be completed **PRIOR** to the end date of the grant.



Who initiates the close out?

When the Principal Investigator is aware that all expenditures have been posted to the grant, he/she should contact Grant Accounting to begin the close out process.

What are things to look for in grant close out?

- Have all expenditures been charged to the grant?
- Have all open encumbrances been cancelled?
- Has payroll paid out correctly?
- Has the required Cost Share (Matching) been met?
- Are there remaining funds that need to be returned to the funding agency?

To be proactive, Grant Accounting sends out email reminders to the PI 30/60/90 days prior to the grant end date to help the PI prepare for close out.

Reimbursement Purchase Orders

If a Principal Investigator uses his/her personal funds/credit card to purchase an item for the grant/contract and wishes to be reimbursed, a purchase order to the PI must be completed.

A copy of the receipt **must be sent** to Grant Accounting prior to the requisition being approved to ensure that the purchase is allowable.



Personnel Action Forms (PAF)

Anytime a PAF is completed where salaries are being paid from both a grant/contract and the department, or from two grants, the end dates must be the same.

Below is a scenario where the PI is a nine-month employee, and the grant ends on 08/31/18.

Example:

Grant Project Dates: 09/01/17 – 08/31/18

PAF #1 Effective Dates on 9-month PAF

Grant 09/01/17 – **05/15/18**

Dept. 09/01/17 – **05/15/18**

PAF #2 Effective Dates on Summer PAF

Grant 05/16/18 – 06/30/18

Grant 07/01/18 – 08/15/18

PAF #3 Effective Dates on 9-month PAF

Grant 08/16/18 – **08/31/18 – grant end date**

Dept. 08/16/18 – **08/31/18**

Anytime a grant ends, a new PAF is required to show that the PI is now being 100% from the department.

PAF #4 Effective Dates for Dept. to pay 100% Grant has ended.

Dept. 09/01/18 – 05/15/18

Grant Accounting Workshops

The following Post-Award Grant Accounting Workshops will be held in February and March.

Date: February 8th & 15th

Time: 1:40 pm – 3:00 pm

Location: McCastlain 025B

Limit per Session: 12

This workshop is for PIs and Administrative Assistants who have worked with grants/contracts less than two years. We will have access to computers so bring your index numbers so we can look at your specific grant and answer any questions.



Date: March 8th & 15th

Time: 1:40 pm – 3:00 pm

Location: McCastlain 025C

Limit per Session: 20

This workshop is for PIs and Administrative Assistants who have worked with grants/contracts more than two years. This workshop will be a question and answer session to go over anything that you may be unsure of or have questions about.

Feel free to submit questions in advance.



To register for either workshop, email Sandy at sahne@uca.edu. In your email state:

Name

UCA ID

Department

PI or Administrative Assistant

Years working with Grants/Contracts

Important Things to Remember

- Check Banner prior to completing a requisition to make sure there are funds in the account line. If not, complete a grant budget transfer prior to completing the requisition to keep it from showing NSF.
- If the grant shows NSF after completing the requisition, it will stay NSF even if you complete a grant budget transfer afterwards.
- The UCA Food Service Policy must be followed for food consumed on campus.
- The Grant Accounting Office **must** complete all financial reporting and invoicing.



Nancy Turner has resigned as Grant Accountant at UCA. Effective immediately, Sandy will be working with all grants until a new Grant Accountant is hired.



POST-AWARD FINANCIAL CONTACT INFORMATION

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