

Grant Accounting News

VOLUME 4

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Our March issue of Grant Accounting News will focus on URC grants, Depositing Grant Funds, Pre-Award Spending, Upcoming Post-Award Grant Accounting Workshop Dates, and Budgeting for Cost of Living Increases.



Sharla Ashcraft began March 1st as our new Grant Accountant. Sharla has worked in Accounts Payable since January 2017 and is an excellent addition to our area. She will be working with the State and Private Grants. If you are out on campus, please feel free to stop by to meet Sharla and welcome her to Grant Accounting.



Sandy Ahne will be out of the office March 5th - 7th to attend the National Research Council for University Administrators conference, but will be checking email and working closely with Sharla during this time.



URC Grants

What are URC grants?

The University Research Council provides support to faculty members initiating a research project, often as seed money for a grant they will eventually seek outside funding for.

Who works with the URC grants?

Grant Accounting works with externally-funded grants. Linda Lentz in the Budget Office works with the URC budgets.



Depositing Grant Funds

Grant funds should be sent to the Grant Accounting office to deposit; however, they are sometimes sent to the Principal Investigator of the grant. When this happens, please deliver the check to the Grant Accounting office as soon as possible so that we will be able to follow the University guideline of depositing checks within 24 hours of receipt.



Pre-Award Spending

If you have received notice that your grant is to be awarded, but you have not received all the signed documents, you must work with Sponsored Programs to request Pre-Award Spending. The form is _____ at: http://uca.edu/sponsoredprograms/files/2017/12/Pre-Award-Spending-Fillable_2017.pdf.

In signing this form, the PI is certifying that the agency will issue UCA a grant award in the sum indicated on the stated date. The Chair and Dean sign that the Department and College will take full responsibility for the expenses incurred by the University in the event that the proposal is not awarded.

Once this form is received in Grant Accounting, the award will be set up in Banner and spending on the grant can begin.

March Grant Accounting Workshops

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

- When calling or emailing questions regarding your grant, please have your index number accessible.
- The Grant Accounting fax number is (501) 450-5319. Scanning and emailing forms is preferred.
- Grant Accounting forms can be found at: www.uca.edu/financialaccounting/grant-forms/

Budgeting for a Cost of Living Increase

When completing a proposal for multiple year grants, it is advised that the Principal Investigator include a 2% COLA for subsequent years in the budget. This is with the understanding that if a COLA is not received by the University, the PI will not receive the COLA. Also, if only a 1% COLA is given to the University, then the grant would also only be charged 1%.

Some grants do not allow COLAs built into the budget. In this case, the department would cover the COLA, if the PI is paid with both grant and departmental funds.



POST-AWARD FINANCIAL CONTACT INFORMATION

Sandy Ahne

Senior Grant Accountant

Federal and Federal Pass Through Grants

McCastlain 002

sahne@uca.edu

501.450.3409

Sharla Ashcraft

Grant Accountant

State and Private Grants

McCastlain 012

sharlaa@uca.edu

501.450.5012