

# Grant Accounting News

VOLUME 11

DECEMBER 2018

The December Issue of Grant Accounting News includes an update on the new Facilities & Administrative (F&A) Cost Distribution for September and October, a Grant Management Top Ten List, and Tentative Spring Workshop Dates.



## **GRANT MANAGEMENT TOP TEN LIST**

There are many requirements to effectively manage a grant. Here is the Grant Management Top Ten List.

1. Know and understand the award terms and conditions. Communicate restrictions or special terms to the appropriate parties to ensure compliance.
2. Plan expenses for salaries and other costs in accordance with the award budget and project timelines. Ensure that all established schedule lines for salaries and requisitions for costs reflect the project plan and actual work to be performed.
3. Routinely monitor expenses throughout the life of the award to ensure expenses are posted to the correct accounts and expenditure types. Only costs allocable and allowable to the project are to be posted to the account.
4. Make any adjustments to costs timely and in accordance with the institutional cost transfer policy. Cost overruns should be resolved as soon as the PI is aware.

5. Within the last 90 days of the award period, review all incurred and planned expenses to determine if project deliverables will be completed on time. If additional time will be necessary, please contact the Office of Sponsored Programs as soon as possible to request a No-Cost Extension.
6. Within the last 30 days of the award, review all expenses and remaining obligations to make sure costs are allowable, allocable, and in compliance with the award terms and conditions. Cancel any remaining encumbrance balances.
7. Remember that all costs incurred in the last 30 days of an award period are subject to additional scrutiny by external auditors. Any issues or concerns regarding costs in the last 30 days should be communicated to Grant Accounting.
8. Know the award closeout dates and timelines. Typically, 90 days are allowed for closeout of an award, but some sponsors may have shorter timelines for final billings or deliverables.
9. Retain and store supporting documentation in an organized manner in order to provide upon request.
10. When in doubt, contact Grant Accounting.



## **NEW F&A DISTRIBUTION**

Facilities and Administrative (F&A) costs have been distributed for July - October. Please review your grants that receive F&A, and your individual 16 F&A indexes to ensure they have posted correctly.



## UPCOMING GRANT ACCOUNTING WORKSHOPS

Tentative Spring Workshop Dates for Principal Investigators and Administrative Assistants:

- February 7th – PIs and Admin. Asst. new to Grants
- February 14th – Have worked with Grants > 2 years
- February 21st – Anyone working with Grants

All Workshops will begin at 1:40 pm in McCastlain 025B.



## COST TRANSFER FORM

The Grant Cost Transfer Form has been updated. It requires the same information as before, but has a new look. The form can be found at: <http://uca.edu/financialaccounting/grant-forms/>

Submit to Grants Accounting Questions? Contact the Grant Accountants  
Sandy Ahne: 501-450-3409  
Sharla Ashcraft: 501-450-5012

**COST TRANSFER FORM**  
For Federal/State/Private Grants and Contracts  
Attach supporting documents

Description of expense(s): \_\_\_\_\_  
Date Charged: \_\_\_\_\_ Amount: \_\_\_\_\_  
From Index Acct #: \_\_\_\_\_ To Index Acct #: \_\_\_\_\_  
Date: \_\_\_\_\_

Answer these two questions for each cost transfer.

- Why were these expenses originally charged to the fund from which they are now being transferred?
- Why should these charges be transferred to a different fund?

If the transfer is made within 90 calendar days of the original charge, skip to the Approvals section below.  
If the transfer is made more than 90 calendar days after the original charge, answer questions 3 through 5.

- Why is this cost transfer being requested more than 90 calendar days after the date of the original transaction?
- What is being done to prevent this from happening again in the future?

**APPROVALS**

PI signature: \_\_\_\_\_  
Printed name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Date: \_\_\_\_\_

NOTE: By signing above, requestor certifies that the cost to be transferred is an appropriate expenditure for the sponsored grant or contract charged, and that the expenditure complies with the terms and restriction governing that sponsored grant or contract.

Grant Accountant signature: \_\_\_\_\_ Date: \_\_\_\_\_

If questions 3-4 are applicable, the following additional approval is required:

Controller Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Updated November 2018



*Grant Accounting wishes you a very Merry Christmas, Happy Holidays and the Happiest of New Years!*



## POST-AWARD FINANCIAL CONTACT INFORMATION

**Sandy Ahne**

Senior Grant Accountant

Federal and Federal Pass Through Grants  
McCastlain 002 | [sahne@uca.edu](mailto:sahne@uca.edu) | 501.450.3409

**Sharla Ashcraft**

Grant Accountant

State and Private Grants  
McCastlain 012 | [sharlaa@uca.edu](mailto:sharlaa@uca.edu) | 501.450.5012

**Jill Hollowell Groover**

Grant Accounting Assistant

McCastlain 002 | [jhollowellgroov@uca.edu](mailto:jhollowellgroov@uca.edu)

**Jeremy Bruner**

Controller

McCastlain 004 | [jbruner@uca.edu](mailto:jbruner@uca.edu) | 501.450.3183

*Grant Accounting Newsletters can be found at <http://uca.edu/financialaccounting/grant-newsletters/>*