

Grant Accounting News

VOLUME 12

JANUARY | FEBRUARY | MARCH 2019

Our March issue of Grant Accounting News will focus on Post-Award Grant Accounting Workshop attendance, Reimbursement Purchase Orders, Grant Close Out, and Fringe Benefits Budgeted vs. Actual.



Carly Haygood began March 4th as our Grant Accounting Extra Help Assistant. We are very excited to have her join our team.

Sandy Ahne will be out of the office March 11th - 13th to attend the National Research Council for University Administrators conference; you can contact Sharla for assistance during this time.



POST-AWARD GRANT ACCOUNTING WORKSHOPS

Three Post-Award Grant Accounting Workshops were held in February. Twelve Principal Investigators and nineteen Administrative Assistants were in attendance.

The Powerpoint has been placed on the Grant Accounting Website at:

<https://uca.edu/financialaccounting/grant-forms/>

Please contact Sandy or Sharla if you have any questions. They are available when any assistance is needed.



GOVERNMENT SHUTDOWN

To those who had federal grants that were affected by the temporary government shutdown, thank you for your patience as we navigated un-charted territory.



REIMBURSEMENT PO

If a Principal Investigator (PI) uses his or her personal funds/credit card to purchase an item for a grant/contract and wishes to be reimbursed, a purchase order payable 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 was allowable.



GRANT CLOSE OUT

Several grants are scheduled to close during the spring semester.

If more time is needed to complete a project, please contact Sponsored Programs for a No-Cost Extension prior to the end date.

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?

You will need to work closely with Grant Accounting for a smooth, timely close out.

GRANT P-CARD REALLOCATION

In order for there to be less confusion regarding P-Card Reallocations from Grants vs Purchasing, the Grant P-Card Reallocation has been labeled as such and can be found at <https://uca.edu/financialaccounting/grant-forms/>

Please be sure to use the revised form found on the website.



Fringe Benefits Budgeted vs Actual

Grant Accounting has audited fringe benefits for all grants for July 1, 2018 – February 28, 2019. If residual funds of \$50 or more were calculated, the PI will be contacted to ensure they have time to transfer those funds to be expended, as long as the funding agency allows it.



GRANT ACCOUNTING JEOPARDY

If you were not able to attend the Post-Award Grant Accounting Workshop, the Jeopardy Game that was used in our last two workshops has been posted. It can be found at

<https://uca.edu/financialaccounting/grant-forms/>

This is an excellent review of Grant Accounting processes and procedures as well as PI responsibilities.



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

Carly Haygood

Grant Accounting Assistant

McCastlain 002 | chaygood@uca.edu

Jeremy Bruner

Controller

McCastlain 004 | jbruner@uca.edu | 501.450.3183

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

