**MANAGING THE GRANT**

Budget Amendment Form

The completed original budget form should be forwarded to the office of Sponsored Research and Programs for further processing. Standard university business procedures are used to document accountability for the grant.

Changes in Grant/Budget Period

The awarding agency delegates authority to the university to commit and expend funds for allowable costs in support of the project, up to the amount specified in the award letter. The grant/budget period is the period between the effective date and the expiration date of the grant. The effective date of a grant or other agreement will not change unless the change is justified by exceptional circumstances. The expiration date may be changed due to approval of a request for (1) No-Cost Extension or (2) Supplemental Cost Extension.

### Financial Management—Financial Management is critically important, therefore, the investigator:

1. Must review all expenditure requests to ensure allowable purchases at a reasonable cost allocable to the project's objectives. All expenditure requests, including operational expenses, travel, and consultant contracts on sponsored projects will be forwarded to Accounts Payable for approval.
2. Is expected to run a ledger report for monthly and cumulative expenditures and encumbrances on a state fiscal year basis (July 1-June 30).
3. Is responsible for managing the budget and expending it in accordance with sponsor and university regulations on allowable, allocable, and attributable expenses related to the project, as indicated in the approved budget.
4. Must be familiar with and comply with both the sponsor’s guidelines and the university guidelines for fiscal management of sponsored programs. General guidelines for expending sponsored program funds are as follows:

1. Costs must be allocable, bearing a direct relationship to the activities of the program, not to the general needs of the department or university.
2. Costs must be reasonable, reflecting conscientious and prudent financial decision-making.
3. Costs must be consistently treated, consistent with the normal cost standards of the university and not exceeding normal limits of similar charges that are not grant-supported.
4. Costs must adhere to sponsor-stated restrictions, recognizing and respecting any restrictions on use of funds stipulated by the sponsor.

Monitoring the Project

As the award routes through the internal compliance area, following the post award conference between the Sponsored Research and Programs (SRP) administrator, investigator, and Senior Budget Analyst, a file will be created by the senior budget analyst to include all pertinent information regarding the type and amount of participant support provided for in the award agreement. The project will then be entered into the PeopleSoft database by the Budget Office. If questions or concerns arise, the Grants and Contracts Accountant and/or Budget Office will notify the Investigator/Project Director for further evaluation and/or corrective action. When the project is complete, or all funds have been expended appropriately, the Grants and Contracts Accountant will notify the Investigator/Project Director, and then proceed to close the project.

Cost Transfers

Cost Transfers under grants that represent corrections of clerical or bookkeeping errors should be completed within 90 days of when the error was detected. The transfers must be supported fully by documentation that clarifies how the error occurred and certifies that the current charge is correct by an authorized organizational official of Clayton State University. A statement that the transfer was done “to correct an error” will not be satisfactory. Transfers of costs from one project to another solely to cover cost overruns are not allowable. The Budget Office must maintain detailed documentation of cost transfers.

Renewal and Continuation Applications

Since Renewal and Continuation Application processes may require making changes in terms of institutional commitments, personnel and/or funding agency requirements, these application processes are handled the same as a new application would be handled.