
THE CATHOLIC UNIVERSITY OF AMERICA



Finance Orientation

October 20, 2009

GRANTS AND CONTRACTS ACCOUNTING



Who We Are – Grant and Contract Accounting

- ❖ **Susan Warshawsky, Director of Grants and Contracts** – warshawsky@cua.edu ; x5039
- ❖ **Tonya Gibbs, Senior Grant Accountant** – gibbst@cua.edu; x5682
- ❖ **Robin Mayhew, Grant Coordinator** – mayhew@cua.edu; x6408



Grants and Contracts Office – What We Do

- ❖ Administers 290 grants/contracts in 20 University departments post-award:
 - Billing and revenue processing
 - Organization number set up for grant activities with notice from Office of Sponsored Programs
 - Financial reporting (not program reporting)
 - Reviews expenditure requests for grant spending:
 - Direct payment forms
 - Purchase requisitions
 - Scholarship forms
 - Participant reimbursement forms (for grants that use volunteers as research study participants)
 - Hiring forms



Grants and Contracts Office – What We Can't Do

- ❖ Grant proposals (resource – Office of Sponsored Programs [OSP])
- ❖ Grant budget creation (OSP)
- ❖ No-cost extensions (OSP)
- ❖ Programmatic/technical reports (Principal Investigator is responsible)
- ❖ Certain Payroll Issues – The Grants Office doesn't enter payroll information into the system. They can sometimes help you research the issue.
- ❖ Overall University budget issues



General Information on Grants/Contracts

- ❖ Just because the donor letter says “grant” does not mean it is a grant for processing purposes
 - Money received from government entities is processed by Grants and Contracts Office.
 - Money received from corporations or foundations is often processed as a gift but depends on wording of agreement.
 - If unsure, contact Susan Warshawsky or Sheri Hardison for processing guidance.
- ❖ Deposits from a grant sponsor must be processed by the Grants Office





The Catholic University of America

Report for Sponsored Projects and Grants

As of: October 20, 2009

363XXX: NASANN#XXXXX

Smith, John

Project End Date:		12/31/2009
Chartfields:	26	GVSPR
		NASA-N11G

1Grant Report (scope: 1Grant)

EXPENSES	a Reqs.) Pre- Encumbrs.	b (POs) Encumb.	c Actual Expended Amount	d = a+b+c Total Pre- Enc, Enc and Expended	e Budget	f = e-d Available (Overspent) Funds	
Z001-Total Expenses							
Z002-Subtotal Salary & Benefit							
Z100	Salaries & Wages	-	-	45,000.00	45,000.00	46,305.00	1,305.00
Z100-Salaries & Wages							
		-	-	45,000.00	45,000.00	46,305.00	1,305.00
900	Fringes: Budget Use Only			2,200.00	2,200.00	-	(2,200.00)
Z101	Benefits			-	-	4,242.96	4,242.96
Z101-Fringe Benefits							
				2,200.00	2,200.00	4,242.96	2,042.96
Z002-Subtotal Salary & Benefit							
				47,200.00	47,200.00	50,547.96	3,347.96
2000	Materials & Supplies			2,500.00	2,500.00	-	(2,500.00)
Z401	Supplies & General			-	-	2,000.00	2,000.00
Z401-Supplies & General Exp							
				2,500.00	2,500.00	2,000.00	(500.00)
8700	F&A Costs (Indirect Costs)	-	-	11,700.00	11,700.00	-	(11,700.00)
8709	CUA Cost Share-F&A (Indirect)	-	-	(2,700.00)	(2,700.00)	-	2,700.00
Z601	Indirect Cost			-	-	9,261.00	9,261.00
Z601-Indirect Costs							
				17,849.46	17,849.46	19,847.61	1,998.15
Z004 Subtotal Other Gen'l Exp							
				20,349.46	20,349.46	21,847.61	1,498.15
Z001-Total Expenses							
				67,549.46	67,549.46	72,395.57	4,846.11

FOCUS ON SUB-TOTALS AND TOTALS – NOT SPECIFIC ACCOUNT LINES

Note: The Pre-encumbrances and encumbrances are for Fiscal Year 2007 (5/1/06-4/30/07). Prior year amounts are not available on this report.

If you need to see the prior-year information, please contact Susan (warshawsky@cua.edu) or Laura (sweet@cua.edu).

Summary:

Total Expended to date	FOR G&C USE ONLY	67,549.46
Total Collected from Sponsor		(46,305.00)
Balance Due (Excess Funds)		21,244.46



Grant Budget Vs. Actual Expenses

- ❖ Expenses cannot exceed grant budget sub-total
 - E.G. Salaries budget – Z100; Supplies & General – Z401
 - Projects will show a deficit *within* sub-totals – that's OK
- ❖ Can request transfer between budget categories if allowed by sponsor:
 - Send email to Director of G&C requesting transfer
 - PI must request or approve transfer
- ❖ Proactively managing budget sub-categories saves time in expense processing
- ❖ Transfer impact on F&A and fringe budgets must also be considered



Audit Areas of Focus

- ❖ Federal Effort reporting – PIs and grant staff will be sent requests to certify their effort twice a year
 - Effort reports must be signed by the appropriate staff and approved by PI
 - Note corrections as applicable
 - Must be turned in by specific deadlines
- ❖ Federal Cost Transfers
 - Can only be made for specific reasons – can't transfer money based upon budgeted funds available
 - Must be made within 90 days of original expense
- ❖ Reports – technical reports done by PI not Finance



Ways to Facilitate Grant Processing

- ❖ Be familiar with University policies, including:
 - Grants & Contracts – **Significantly Revised in 2009**
<http://policies.cua.edu/finance/accounting/Grants%20and%20Contracts/grants.cfm>
 - Travel - <http://policies.cua.edu/finance/finance/Travel/travel.cfm>
- ❖ Regular budget monitoring
 - Budget exceptions and transfers delay processing
- ❖ Monitor project end dates
 - Project end dates are on “1 grant” report
 - Expenditures can only be made/obligated before project end-date
 - All expenditures must be processed before closeout date
- ❖ Plan ahead – due to limited staffing, the G&C office may need time to find your answer/process your request.



FAQ – Grants and Contracts Accounting

- ❖ What are the chartfields for my grant?
 - Run your 1Grant report. The chartfields are located at the top right corner of the report along with the project end date of the grant/project.
- ❖ Can I spend funds after the end date of the grant/project?
 - Yes, if you meet all of the following criteria:
 - The services, supplies, travel, or equipment were received or provided for a period before the end date of the grant/project.
 - The payment must be made within 90 days after the end date of the grant/project (federal grants only – other sponsors have different deadlines).
 - The expense must be a reasonable and necessary cost of the grant/project.



FAQ – Grants and Contracts Accounting

- ❖ I've entered my requisition into the Financial System, but my requisition will not pass budget checking. Help?
 - 1. Make sure the proper Fund, Department, Class, and Project ID have been entered on the Distribution line of the requisition.
 - 2. Check your 1Grant report to make sure there are available funds in the “Travel” or “Other General Expenses” category to cover the expense.
 - 3. If there are not enough funds in the budget category, the Principal Investigator will need to request a budget transfer as long as the proposed budget transfer is within the grant/contract provisions.



Tips – Grants and Contracts Accounting

- ❖ Before submitting an Appointment Form:
 - Confirm that there is available funding on 1Grant report.
 - Confirm that project does not end during period of Appointment.
- ❖ Prepare Requisitions for Independent Consultant Agreements; Travel; Other expenses not on P Card
- ❖ Study participant payments are tax reportable events. The Participants' SSN#, Name, and Address are required to process a payment or reimbursement.



Finance and Accounting Policies – Sample Listing

- ❖ Budget
- ❖ Cash Handling
- ❖ Contract
- ❖ Credit Card Acceptance
- ❖ Financial Transaction Authority
- ❖ Fraud & Financial Irregularities
- ❖ Gifts from Contractors/Vendors
- ❖ Grants and Contracts
- ❖ Independent Contractor
- ❖ Non Resident Alien Payments
- ❖ Petty Cash
- ❖ Procurement
- ❖ Procurement Card
- ❖ Prohibited Transaction
- ❖ Special (Payroll) Check
- ❖ System Access
- ❖ Tax Compliance
- ❖ Travel
- ❖ Unauthorized Purchases



http://treasurer.cua.edu/Policies.cfm - Windows Internet Explorer


http://treasurer.cua.edu/Policies.cfm

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Vice President for Finance and Treasurer

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Finance Policies

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Finance Policies

- Conflict of Interest Policy
- Contract Policy
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- Emergency Procedure Policy
- Employee Loan Policy
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- Independent Contractor Policy
- Investment Policy
- Non Resident Alien Payments Policy
- Prohibited Transactions Policy
- Property Administration Policy
- Relocation Expense Policy
- Risk Management Policy
- System Access Policy
- Treasurer's Scope of Responsibilities
- Travel Policy

Budget Policies

- University Budget Policy
- Overhead Requirement Policy
- Cost Sharing Policy

Accounting Policies

- Allocation Policy

- ❖ Finance policies
<http://treasurer.cua.edu/Policies.cfm>
- ❖ Other university policies
<http://policies.cua.edu/>

