

College of Arts and Sciences
Post Award Grants and Contracts Administration
FAQs for Faculty and Department Staff

1. Who do I go to for processing invoices/payments or purchases from grants?

A. Person who will assist you with initiating/processing:

Department Personnel (*ex: Business Manager, Admin. Coordinator, *Lab Coordinator, etc.*),
or

Project Personnel (*ex: Research Coordinator, Project Coordinator, etc.*) if you have such a position on your grant or in your lab.

For Payment or Purchase Types:

Consultant Agreement	Participant Support
Consultant Payments	Reimbursement Requests
Equipment *	Subcontract Payments
Human Subject Payments	Supply Orders
P'Card Purchases	Travel

B. Person who will assist you with initiating/processing:

Post Award Grants & Contracts Officer (GCO) assigned to your department will assist with establishment and Spectrum set up of the subcontract/sub-award

For Agreement Type:

Subcontract Agreement/Sub-Award

2. Who do I go to for assistance with reviewing my invoices/payments or purchases from grants?

A. Person reviewing:

Department or your Project Personnel (*see 1.A. above*)

Review Type:

Form completed properly
Correct Per Diem Rates used and compliance with statewide travel regulations
Obtaining signatures needed
Proper receipts and documentation attached

B. Person reviewing:

Post Award GCO assigned to your department

Review Type:

Flights purchased on federal grants comply with the Fly America Act
Purchase or expense falling within approved budget & project period
Purchase or expense is allowable, allocable and reasonable
Purchase or expense is in compliance with terms and conditions of the award, federal guidelines and GSU research policies and procedures

3. Who do I go to for processing payroll on grants, including:

ePAFs for Faculty
ePAFs for Staff

ePAFs for Students
PF2A's for GRAs

A. Person who will assist you with initiating/processing payroll:

Department or your Project Personnel

B. Person who will review for grant, federal and GSU research compliance

Post Award GCO assigned to your department

4. Who do I go to for processing of cost transfer requests for grants?

Please contact the Post Award GCO assigned to your department. During FY 2017, Cost Transfer requests will be approved on a very limited basis.

5. Who will provide me with monthly expenditure reviews for grants? And when?

The Post Award GCO assigned to your department will provide you with monthly electronic expenditure review reports via email normally starting on the 10th business day after the month end has closed. Please note, when two month end closures happen very close in time there might be a delay as both months are worked on simultaneously. Expenditure reports for both months will be sent out together for your review.

6. Who do I go to for assistance with budget projections or budget planning on my awarded grants?

The Post Award Grants & Contracts Officer assigned to your department

7. Who do I go to for assistance preparing sponsor required reports?

Person who will assist you with initiating and processing:

Your individual grant personnel (ex: Research Coordinator, Project Coordinator, etc.) will assist with preparing including drafting justifications and submitting the final report to the sponsor, for example through eRA commons

Type of Request:

Progress Report Preparation & Submission
Final Report Preparation & Submission

8. Who can assist with preparing the following requests via the URSA Research Portal?

Type of Request:

Pre Award Grants & Contracts Officer

Advance Accounts for a pending award
Award Notice for a new project (Year 1 only)

Post Award Grants & Contracts Officer

Re-budgeting Requests
Subcontract Requests (Year 1 onward)
No Cost Extensions
Interim Advance Accounts
Non-competitive renewals
Change of PI
Carryover Request
Significant Reduction in Effort
Progress Report Financials
Final Report Financials
Residual Transfer
Award Closeout