

SOM- Department of Obstetrics and Gynecology	TITLE: Overview of Grant Management	Policy: FI001
Department Guideline	Date: August 22, 2005	Rev. 0
Approvals:		
Chairman/Date	Dept. Manager/Date	

The URL for this policy is: <http://www.mcg.edu/grantscontracts/overview.htm>

### Overview of Grant Management:

Everyone involved in sponsored project administration is charged with managing those funds responsibly.

### Policies for grant management:

- [Effort Reporting](http://www.mcg.edu/Policies/7004.html) (http://www.mcg.edu/Policies/7004.html)  
Effort in support of sponsored projects must be certified monthly. It is important that effort certification is done correctly. An exception on the effort report will generate a change to charges in the accounting system. (See also Monthly Time and Effort Reporting Policy.)
- [Cost Sharing](http://www.mcg.edu/policies/7005.html) (http://www.mcg.edu/policies/7005.html)
- [Cost Transfers](http://www.mcg.edu/Policies/7001.html) (http://www.mcg.edu/Policies/7001.html)
- [Direct Charging Policy](http://www.mcg.edu/Policies/7008.html) (http://www.mcg.edu/Policies/7008.html)
- [Salary and Fringe Benefit Charges to Extramural Awards](http://www.mcg.edu/Policies/7002.html) (http://www.mcg.edu/Policies/7002.html)
- [Residual Balance](http://www.mcg.edu/Policies/7003.html) (http://www.mcg.edu/Policies/7003.html)
- [Clearing Unallowable Expenditures](http://www.mcg.edu/Policies/7006.html) (http://www.mcg.edu/Policies/7006.html)

### Sponsored Accounting approval is required on the following:

- PAR
- Cost Transfers
- Equipment Purchase
- Foreign Travel
- Stipends/tuition
- Subcontracts
- Food/Entertainment

Costs charged to sponsored projects must be **allowable, allocable** and **reasonable**. Direct charges to sponsored projects should be in support of that project and that project only. With few exceptions, clerical and administrative salaries, office supplies and general office equipment are not allowable on sponsored projects. These items are considered part of our operating costs and as such are charged to the government as an indirect charge. If you have any questions about whether something is an allowable purchase on your project, please contact your sponsored accountant. Also, purchases made in the last months of a grant are subject to more review on an audit. Please make sure that you can document how these items benefit the sponsored project.

Everyone administering sponsored projects should be aware of the guidelines for managing the award. Division of Sponsored Program Administration will be giving training regularly; please take advantage of this training. The Grants Administrator Report is the best mechanism for tracking costs on sponsored projects. This report can be run in PeopleSoft as of the end of any month or for the current month. The responsible individuals should review The Grants Administrator Report at least monthly to determine that all charges are correct.

**Links to selected grants regulations:**

- [NIH Policy Guide](http://grants1.nih.gov/grants/policy/nihgps_2003/nihgps_2003_1_of_2.pdf)  
([http://grants1.nih.gov/grants/policy/nihgps\\_2003/nihgps\\_2003\\_1\\_of\\_2.pdf](http://grants1.nih.gov/grants/policy/nihgps_2003/nihgps_2003_1_of_2.pdf))
- [NSF Grant Policy Manual](http://www.nsf.gov/publications/pub_summ.jsp?ods_key=gpm)  
([http://www.nsf.gov/publications/pub\\_summ.jsp?ods\\_key=gpm](http://www.nsf.gov/publications/pub_summ.jsp?ods_key=gpm))
- [OMB Circular A-21](http://www.whitehouse.gov/omb/circulars/a021/a021.html) (<http://www.whitehouse.gov/omb/circulars/a021/a021.html>)
- [OMB Circular A-110](http://www.whitehouse.gov/omb/circulars/a110/a110.html) (<http://www.whitehouse.gov/omb/circulars/a110/a110.html>)

(Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations)