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11.01 OVERVIEW

The Office of Grant Development has been charged with the responsibility for assisting and facilitating the development and submittal of all grant proposals which are prepared in the name of Rowan University.

In discharging this responsibility the Office of Grant Development works closely with faculty and administrative staff:

- to ensure that all grant proposals and applications reflect well upon the University and that all comply with the requisite federal, state and University regulations, policies and procedures, and

- to improve the University development of grants, and thereby enhance the University's record of successful performance.

To facilitate the development and submittal of approved proposals, certain types of assistance have been made available and specific approval procedures have been established. These are briefly outlined in the following sections; further explanation can be obtained from the Office of Grant Development.

Types of Assistance Offered by the Office of Grant Development

- Identifying possible funding opportunities for a project or program.
- Providing resources to faculty and staff in the grant development process.
- Advising and assisting applicants in preparing a budget.
- Completing necessary forms, assurances, certifications, etc.
- Advising and assisting applicants in structuring, sequencing, and packaging a proposal.
- Upon request, editing drafts of proposals.
- Coordinating the internal approvals and signatures for a grant proposal.
11.01.1 Current Policy

All grant proposals are received from the Grant Development Office. They are reviewed by the Budget/Grants Accounting Office for proper calculation of salary requirements, availability of funds for any University match, and general compliance with University policies and procedures.

The proposal cover sheet is then signed by the Controller, and the proposal is returned to the Grant Development Office.

When a grant is awarded by an outside agency, the President and the project director are notified in writing.

The award notice is forwarded to the Grant Development Office. The Grant Development Office sends a copy of the award letter to the Budget Office.

The Budget office sets up a meeting between the grants accountant and the project director. The project director should bring to the meeting a copy of the grant proposal and an approved budget which agrees with the award letter.

At this meeting the project director is assigned a grant number, a budget is prepared based on the contract information, and general procedures for budget revisions, transfers, etc., are discussed.

At the end of the grant period the Budget Office prepares the final expenditure report. This report is reviewed by the project director and is then sent to the granting agency.

11.02 Grant Accounting Process

The project director of a grant can start spending grant money when a signed contract is received. (The contract must be signed by the University President and countersigned by the granting agency to be a valid contract.) The Budget Office receives copies of this signed contract from our Grant Development Office.

A six-digit general ledger and a six-digit subsidiary ledger account number is assigned to each approved grant and entered into the Financial Records System (FRS) using screens 2 and 6. The account numbers are assigned by the Budget Office accountant using the
following information:

- 521XXX series is used for federal grants (subsidiary ledger)
- 522XXX series is used for state grants (subsidiary ledger)
- 523XXX series is used for private grants (subsidiary ledger)
- The last digit of the account number correlates to the fiscal year the grant was awarded. Example - 521008 is a fiscal year 1988 federal grant.
- The general ledger account number is always the same as the subsidiary ledger account number, except the first digit is always zero. Example - 521008 is the subsidiary ledger account number; 021008 is the general ledger account number.
- The Established Account Number Information Spreadsheet is used to avoid redundant account numbers.

An account setup sheet is completed by the Budget Office accountant for each approved grant (i.e., approved grant equals a grant with a signed contract). This setup sheet is then given to Budget Office clerical staff to:

- Set up a folder with a label listing the grant name, general ledger account number, subsidiary ledger account number, budget period, and the name of the project director.
- Set up a report list for all interim and final financial reports.

The project director also completes a Rowan University Request for VAX/SCT System Access Form. The completed form is forwarded to the Office of Systems Management and Control where FRS system security and training are initiated for the project director and/or his or her designee.

The project director must complete a Departmental Budget Sheet for Restricted Funds in order for a grant budget to be entered into the FRS system. The information submitted on this form must correlate with the approved budget in the signed contract.
The funds for a grant need not be received to enter a budget; only a signed contract is required.

After the Budget Office accountant approves this budget, it is given to the Budget Office clerical staff to enter into screen 10 of the FRS system.

When a check is received from a granting agency for the grant award payment, it is deposited in the grant's general ledger account as a fund transaction using a Daily Transmittal of Receipts form. The check is attached to this completed form and returned to the Revenue Office by the Accounting Department. A copy is also filed into the grant folder for future reference.

Interim or final expenditure reports (as required by individual contracts) are prepared by the Budget Office account and reviewed by the project director. A final typed copy is mailed to the grantor, the project director, and the Grants Development Office.

**11.03 COST SHARING/UNIVERSITY MATCH**

When a grant budget includes University match, a separate budget sheet is prepared for the amount of the match.

- Various cost centers are debited, subcode 9200 (Cost Sharing-University Match is credited). The net change to the grant award total is "0".

- The cost sharing amount is supported by a budget transfer in the donor's department.

- A journal entry is prepared to record the actual transfer between the two accounts.