Responsibilities of Grants and Contracts Officer/Research Coordinator.

The revised draft as of Oct, 2011

Post Award.

1. After the greensheet is received, check whether the project has cost share commitment.
2. Check whether the budget shown in greensheet matched in spectrum plus. Contact respective RFS officer for any discrepancies.
3. Check the budget for any personnel charges and initiate PAFs as needed.
4. If there is a subcontract mentioned in the proposal, follow up with PI and OSP to get a subcontract agreement memo. After receiving this memo, initiate a purchase order to encumber subcontract amount.

ePAF

1. Check the end date of the project to ensure that this charge is falling within the project period.
2. If the greensheet is still pending in process, ensure that the ePAFs for the next budget period is at least following the proposal budget and the greensheet will definitely be issued.
3. Ensure that the ePAF is within the commitment mentioned in the award.
4. For ePAF involving prior period adjustments, if the ePAF is initiated after the certification period is closed, then a cost transfer form complete with RFS signature approving such transfer is needed before approving the ePAF.

Disbursements

1. Check to see whether the PI’s signature is on the disbursements form or on the invoices.
2. Check the end date of the project to ensure that this charge is falling within the project period.
3. If the expenditure is beyond the total non-personal services budget, suggest budget amendment.
4. For unusual charges like computer and computer accessory purchases, postal charges, check whether the PI has justified these charges in the proposal/awarded budget. If not, ask the PI for justification,
5. Ensure that the charges are allowable, allocable and reasonable. When in doubt, check the OMB circulars and also check with RFS officers to ensure the allowability.
6. For travel charges, ensure that the travel authorization has been approved by Dean’s office. Check to see whether the airfare charges are in consistent with "Fly America Act".
7. While reviewing PO encumbering subcontract charges, ensure that this charge is for the budget period and subcontract amount and also the correct account codes are used. While reviewing the subcontract payment request form, ensure that the charges and the account codes are in consistent with the PO.
8. While reviewing the journal entry, ensure that a cost transfer form is initiated in all cases with PI’s signature. If the charges are more than 90 days old, then RFS signature approving this charge is needed before the journal entry can be approved.
9. Ensure that the voucher, purchase order and journal entry are budget checked with no error.
10. Ensure that the right account codes are used and other rules and regulations of disbursements are followed.
11. When the disbursements’ regulations are stricter than the agency regulations, check to see whether the office of disbursements will allow exception to accommodate the agency regulations.
Expenditure Review

1. Initiate the expenditure review and ensure to follow the expenditure review tips provided in other meetings.
2. If there is need for correction, initiate the process and fill the cost transfer form, where necessary, and follow the cost transfer guidelines.
3. Ensure that the PI’s comments on the expenditure review is documented and filed away for easy access for answering any questions that arise in future.
4. Discuss with the PI on various aspects of award management.
5. Initiate/remind to initiate paperwork for the next budget period.
6. Review the P-card logs monthly and submit the logs to the Office of Purchasing. (Not done by College personnel as the respective business managers are responsible for this)

Not done by College personnel:

- Expenditure review is not done in traditional way as the other G & C officers do. The non-personnel charges paid/reimbursed through Office of Disbursements, and personnel charges (ePAFs) are reviewed. Payments to GRA, student assistants, temporary staffs, overtime charges, ISO journals and p-card charges are not reviewed.
- p-card logs are not reviewed.