

California State University, Fresno

California State University, Fresno Foundation

PRINCIPAL INVESTIGATOR HANDBOOK

SECTION III

**QUICK REFERENCE GUIDE –
POST AWARD ADMINISTRATION**

Updated: January 18, 2008

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POST-AWARD ADMINISTRATION					
Activity	Initiated By	Forms to be Completed	Time Frame	Submit To	Special Conditions
Establish cost center number and input budget	Grant Accountant	N/A (Internal)	Within a week of Grant Accountant receiving an executed award document	N/A	
Training of PI and key administrative staff on important topics	Grant Accountant	N/A (Internal)	Arrange meeting date with first contact with PI with Grant set up.	N/A	Training for new staff available on arranged on-going basis. Topic checklist/sign-in sheet. Formalized trainings will be announced through ListServe email.
Identify individuals authorized to spend project funds	PI/Project Director	Signature Authorization form, if other than Principal Investigator	During initial set up of project	Grant Accountant	Until a signature authorization form is received, only the PI is authorized to incur expenses on the fund
Setup project staff on payroll	PI/Project Director	Overload/summer pay - Payroll Agreement form; New Hire forms to be completed by employee	Prior to start of employee appointment	Foundation Human Resources	All benefited positions are handled by CSUF Foundation Human Resources
Released Reimbursed Time for Faculty and Staff	PI/Project Director	RTC - Released Reimbursed Time Computation Agreement	The process can take several weeks to obtain all the signatures and approvals. Recommend that the PI/PD begin the process at the start of the semester that the faculty is released or at the beginning of the month that the staff is released	Foundation - Prior to obtaining any signatures other than the PI	
Initiate new subcontracts	PI/Project Director	Submit Scope of Work and Budget	Before subcontractor begins working	Grant Accountant	Requires sponsor approval if not included in approved budget
Prepare subcontract	Grant Accountant	Foundation Subcontract Template	Before subcontractor begins working	Grant Accounting Supervisor to begin review & approval process	Subcontractor must provide proof of insurance that meets Foundation requirements and provide a copy of current financial statements

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POST AWARD ADMINISTRATION					
Activity	Initiated By	Forms to be Completed	Time Frame	Submit To	Special Conditions
Purchase materials & supplies	Principal Investigator or Authorized Staff	Purchase Order; Payment Authorization; Community Relations	Purchase Order- in advance of purchase; Payment Authorization & Community Relations for reimbursement of purchase or direct pay to vendor	Foundation	See Purchasing Policy and Community Relations Policy
Cost Sharing Documentation	PI/Project Director and Grant Analyst	Provide original source documentation	As expenditures are incurred during the life of award	Grant Analyst/ Grant Accountant	See Cost Share Policy
Effort Reporting Documentation	PI/Project Director and Grant Analyst.	Provide certification on Staff and/or Faculty Effort Reporting Form with supporting documentation	Monthly or by academic semester depending on faculty/staff and/or exempt/non-exempt status (summer may be tracked separately for academic year faculty)	Grant Analyst/Grant Accountant	See Effort Reporting Policy
Travel Expenditures	PI/Project Director or Authorized Staff	Travel Expense Claim	Travel Reimbursement within 30 days of travel dates	Foundation	Check for sponsor travel restrictions prior to making travel arrangements (see Travel Policy)
Consultants	PI/Project Director or Authorized Staff	Vendor/ Consultant Data Form	Before consultant work begins	Foundation	Provide Proof of Insurance
Purchase Equipment	PI/Project Director or Authorized Staff	Purchase Order and Abstract of Quotations if applicable	Recommend well in advance of needing equipment	Foundation	Check terms of grant or contract for equipment definition and title restrictions
Rebudget	PI/Project Director or Grant Accountant	Revised Budget per sponsor's required format	Well in advance of needing funds	Sponsor with copy to Grant Accountant	Check rebudgeting restrictions of grant or contract
Technical Reports	PI/Project Director	Sponsor format	Sponsor designated dates (usually 60-90 days after end date)	Sponsor with copy to Grant Accountant	PI is responsible for record retention for all technical notes and reports
No-cost Extension	PI/Project Director or Grant Accountant or Pre Award	Sponsor format	Sponsor designated but prior to end date of project	Sponsor with copy to Grant Accountant	