

UAS GM 09: Approval of Charges & Revisions to Projects

Budget Approval of Charges to Projects

UAS management has charged the Grants Office with the responsibility of monitoring all expenditures involving restricted fund accounts, and related unrestricted fund accounts, to ensure that they are in compliance with the contractual terms and conditions. All expenditure forms (purchase requisitions, journal vouchers, labor reallocations, job forms, etc.) are routed through this office for signature to assure fund use is allocable, allowable, and reasonable.

While use of the university ProCard is an allowable method of purchasing project supplies for grants, it may add a layer of complexity during internal and external audits. The PI, fiscal manager, and ProCard holder are all responsible for making certain that any purchase related to the grant is allocable, allowable and necessary.

Excerpted from the UA SW Procard Manual

Restricted Fund Accounts:

- It is the ProCard -holder's responsibility to ensure that all Grants & Contract requirements are met prior to any purchase. Failure to comply will result in cancellation of the credit card.
- For the set of account codes classified as "sensitive items", it is mandated by the Statewide Controller's Office that prior review and approval must be made by the staff that have been delegated the authority to approve such purchases, which is limited to Administrative Services Administrators.
- What makes an item a sensitive item? If the item that is being purchased is of an administrative nature, a contract (including all subrecipient contracts) or is normally included in the indirect cost pool, it is a sensitive item.

Please see the ProCard Manual for a complete list of sensitive item account codes. The ProCard manual can be found online under the UAS Business Services - Purchasing website.

Prior to utilizing the ProCard for purchases, please check via email with your grant administrator as to the allowability of the expense toward the grant. ProCard charges will book to a grant without review, and if found to be unallowable, will be moved to fund 1.

UAS restricted fund journal vouchers are to be routed to the Grants Office. Journal vouchers are used for correcting non personal service charges and credits to accounts and to record the charges and credits for interdepartmental services rendered. Please refer to the UAS 60 Day Cost Transfer Policy.

UAS labor reallocations are to be routed to the Grants Office. Labor reallocations are used for correcting personal service charges. Please refer to the UAS 60 Day Cost Transfer Policy found on the Administrative Services, Budget and Grants website.

Revision of Existing Projects

Revisions to awards are most predominately financial in nature; however, changes to scope of work, significant employees, and extensions of deadlines and end dates require approval from the funding agency.

Revisions to existing awards will be routed through the Grants Office. If an award has expanded authority, your grant administrator will be able to advise on the extent of changes that can be made prior to contacting the funding agency.

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For awards that do not include expanded authority, and do not allow changes to the budget without notifying the agency, the Grant Office requests that the PI communicate in writing either with the agency directly, or with assistance of the grant administrator, any needed changes. If the PI chooses to work directly with their agency, please include the grant administrator in all communications.

Once the agency has approved the revision request in writing, the Grant Office will make the needed changes.

For active National Science Foundation (NSF) awards, NSF's Fastlane will electronically notify the Budget and Grants Office of the request to amend a current budget, and the Director will be the Institute Responsible Official (IRO) for these actions only.