



Department/Grant Administrator Responsibilities

I. PURPOSE:

To define the roles and responsibilities of the Department/Grant Administrators for the University of Colorado Colorado Springs (UCCS) research community, as they relate to research administration. This document outlines, exclusively, the roles and responsibilities relating to research administration. The roles and responsibilities of other research participants can be found in policy 900-001.

II. DEFINITIONS:

Cost Sharing or Matching: is a portion of the costs of a sponsored project not supported by the sponsor and therefore covered by the university.

Cost Transfer: is an expense that is transferred from one SpeedType (ST) to another after the expense was initially recorded in the financial accounting system.

Effort Reporting: Effort reporting, also known as effort certification, is the mechanism used to provide assurance to federal or other external sponsors that payroll expenses charged, or cost shared to sponsored projects are reasonable in relation to the work performed.

III. PROCEDURES:

Department/Grant administrators are administrative staff working at the departmental level coordinating with the Principal Investigators (PI), department, college, the Office of Sponsored Programs and Research Integrity (OSPRI), and Sponsored Projects Accounting (SPA) to support and provide guidance on the administration of compliance, financial, personnel, and other related aspects of research projects.

General Administrative Responsibilities

- Reviews the terms and conditions of the award.
- Communicates university procedures as they apply to research funds to promote compliance with all applicable regulations and policies.
- Establishes funding distributions for employee's paid from the cost sharing ST(s) or ensure they are established by the individual(s) responsible.
- Monitors and updates funding distributions throughout the life of the project.
- Coordinates with department, college, and SPA to assist PI regarding the financial administration of project funds.
- Coordinates with PI and SPA to determine whether project charges are allowable and allocable in accordance with Federal regulations, university, and sponsoring agency policies and procedures.
- Reconciles the project including all payroll expenses, vendor payments, and subrecipient payments.
- Reviews m-Fin/financial reports and expenditures monthly with PI.
 - Compares Budget to Actuals.
 - Evaluates the allowability of expenditures.
 - Determines whether encumbrances are correct.



- Determines whether account codes are correct.
- Confirms that the correct people are being paid on the project ST and that no personnel expenses are absent from the project ST for those individuals who should be paid on the project ST.
- Confirms all expenditures that should be on the ST are correctly allocated and also that no incorrect/unallocable expenditures have been improperly allocated to the project.
- Processes financial transactions, reviews, and analyzes sponsored projects financial reports.
- Reviews budgets for accuracy and verifies financial requirements have been met.
- Reviews and approves financial transactions and other financial charges on projects to verify that costs are reasonable, and transactions represent an appropriate allocation of costs in accordance with federal regulations, university, and sponsoring agency policies and procedures.
- Cooperates with university compliance and monitoring efforts related to financial management.
- Attends training sessions to gain/increase current knowledge applicable to sponsored project administration.

Cost Sharing Responsibilities

- Assists PIs in their cost sharing monitoring responsibilities
- Works with PI to provide STs to OSPRI's Cost-Share Addendum Routing and Approval form for cost sharing commitments.
- Establishes funding distributions for employee's paid from the cost sharing ST(s) or ensures they are established by the individual(s) responsible.
- Reconciles the cost sharing monthly on the tool provided by SPA (provided when necessary).
- Reviews expenditures monthly with PI.
 - Compares Budget to Actuals
 - Evaluates the allowability of expenditures
 - Determines whether encumbrances are correct
 - Determines whether account codes are correct
 - Confirms that the correct people are being paid on the cost share ST and that no personnel expenses are absent from the cost share ST for those individuals who should be paid on the cost share ST.
 - Confirms all expenditures that should be on the cost share ST are correctly allocated and also that no incorrect/unallocable expenditures have been improperly allocated to the cost share ST.
- Monitors and updates funding distributions throughout the life of the project.
- Ensures cost sharing requirements are being met.
- Alerts SPA if there are any apparent issues, such as possible failure to meet the cost sharing commitment.

Subrecipient Monitoring Responsibilities

- Assists PIs in their subrecipient monitoring responsibilities.
- Reviews subrecipient invoices.
- Requests the subrecipient provide clarification of invoiced charges that appear unusual, excessive, or otherwise questionable. May request detailed justification to verify the costs are allowable.
- Ensures PI approval form is attached to every subcontractor invoice in Marketplace and on JEs.
- Approves invoices within Marketplace (if they have the approver role).
- Ensures timely receipt of programmatic reports.



- Identifies and follows up on questioned expenditures, as necessary.
- Maintains documentation of all subrecipient monitoring efforts.
- Reviews each subrecipient invoice and confirms the following:
 - Costs are reasonable, accurate, allowable, allocable, and properly documented.
 - F&A costs have been calculated correctly.
 - Cost-sharing requirements are being met and reported regularly throughout the life of the subcontract.
 - Cost-reimbursable invoices are being charged based upon actual expenses, as invoicing by deliverable/milestone or by a percent/time allocation of the budget is generally not allowable on cost-reimbursable projects.
 - Fixed price invoices identify deliverables/tasks which are being billed, award amount for each deliverable/task, and timeline/due dates (if any) for the deliverables/tasks.
- Retains documentation of the review process for each subrecipient invoice in the Department's files for the project.

Cost Transfer Responsibilities

- Assists PI to determine whether cost transfer requests are allowable and allocable in accordance with federal regulations, university, and sponsoring agency policies and procedures.

Equipment Responsibilities

- Assists PI to obtain, maintain, and safeguard property used to conduct research in accordance with federal regulations, university, and sponsoring agency policies and procedures.

Non-Financial Reporting Responsibilities

- Assists PI to comply with technical, progress, and compliance reporting requirements in accordance with federal regulations, university, and sponsoring agency policies and procedures.

Effort Reporting Responsibilities

- Assists PI to review, adjust, and certify Electronic Personnel Effort Reports (ePERs) for all applicable personnel.
- Cooperates with university compliance and monitoring efforts related to effort reporting and reports instances of noncompliance to SPA.

Conflicts of Interest Responsibilities

- Takes appropriate steps to avoid conflicts of interest, or the appearance of conflicts of interest, between financial or other personal interests and the goals and policies of the university.
- Complies with applicable university and sponsoring agency conflict of interest policies and procedures.
- Discloses all significant financial conflicts of interest to the appropriate supervisor.
- Cooperates with university compliance and monitoring efforts related to conflicts of interest and reports instances of noncompliance to the appropriate compliance office.



Project Closeout Responsibilities

- Checks in with PI prior to award close date (ideally, 30-90 days prior to closing) whether a no-cost extension will be needed/requested
- Assists PI to post project expenses to the fund in accordance with federal regulations, university, and sponsoring agency policies and procedures.
- Coordinates with PI and SPA to initiate resolution to any cost overruns.
- Coordinates with PI and OSPRI in the event a new ST is needed for a continuation, supplementation, new/next project year and follows appropriate Pre-Award processes.
- Requests final invoices from subrecipients and verifies all expenses have been posted and encumbrances released for subcontracts
- Catalog pending expenditures with the PI and verify there are enough funds to cover the remaining expenditures.
- If sufficient funds do not remain on the project for the pending expenditures, then works with the PI and SPA to correct overspending and transfer extraneous expenses off the project and onto a non-sponsored funding source.
- Reviews funding distributions for all employees paid by this project and verify that all outstanding funding updates have been processed for individuals working on this project.
- Closes any encumbrances that are no longer needed.
- Reaches out to vendors/subcontractors, PI, or FinProHelp/AP, as appropriate for assistance if large encumbrances remain on the project that should have been posted as expenses.
- Reviews all posted expenditures on this project and verifies that no expected expenses are absent from m-FIN reports.
- Assists PI to submit accurate and timely (non-financial) closeout documents to applicable federal agencies, university entities, and the sponsoring agency in accordance with federal regulations, university, and sponsoring agency policies and procedures.