

# AWARD MANAGEMENT Checklist

Project Director(s)  
Business Office  
OSPR  
Other (Human Resources, etc.)

**Initiated by OSPR (Office of Sponsored Programs and Research)**

Date:

Project Title:

Project Director:

Grantee:

Funding Agency: \_\_\_\_\_ Award No.: \_\_\_\_\_

Agency Program:

Agency Program Contact Person:

Phone: \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

Agency Financial Contact Person:

Phone: \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

Amount Funded (include multi-years): \_\_\_\_\_

Current Funding Period: 200\_\_ 20\_\_ Number of years: \_\_\_\_

Is this a competitive award? Yes \_\_\_\_ No \_\_\_\_

Source of Funding: Federal \_\_\_\_ State \_\_\_\_ Private \_\_\_\_

**Budget Summary** (attach the detailed project budget approved by the agency):

Budget Category	Granted from Agency	Provided by GSU or other party as Matching	Total Amount
Personnel			\$
Fringe Benefits			\$
Travel			\$
Supplies			\$
Equipment			\$
Other			\$
Total	\$	\$	\$

Funding Method: Reimbursement Advance payment

Report due dates:

Governors State University, OSPR

Financial reports:  
 Final progress report:  
 Other reports:

**Equipment to be purchased: (description, use, cost)**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Positions Paid from the grant (if any, HR must attend):**

Name/Title	Period of Time	Percent	Amount*
			\$

\*Amount listed is the proposed budget estimate. Amounts shown here reflect allowances for a 3% salary increase annually. This increase is to be applied only if approved according to GSU's usual salary increase procedures.

**Contribution/Matching**

**PERSONNEL**

Name/Title	Period of Time	Percent	Amount*
			\$

\*Amounts are estimates based on known salary rates at the time of proposal submission. Documentation of the actual amount of time contributed and its equivalent dollar value should be made using calculations from time-and-effort reports and payroll records.

**OTHER (space, materials, etc.)**

Item Description	Source of Funding	Amount
		\$

Note any special restrictions or conditions:

**Project records** are to be retained \_\_\_\_\_ years.

**Restrictions on publicizing this award?**    Yes                      No

Describe here:

# **GENERAL GUIDELINES FOR PROJECT MANAGEMENT**

## **TERMS AND DEFINITIONS**

### **Project Start and End dates**

Expenditures for the project must occur in the current funding period. Invoices and other forms authorizing payment must reflect dates that fall within this period. The account must be cleared and closed out within the time specified in the award. A request for a **“no-cost extension”** of the project end date must be applied for before the end date of the award and approved by the granting agency.

### **Signature Authority**

The “Authorized Institutional Official” is the President of GSU or a designate. The signature of the Project Manager must be on all budgetary and reporting actions including reports of personnel effort on the project. Usually the business Office accountant signs the fiscal reports.

### **Sub-accounts (budget categories) funded in the approved award budget**

Expenditures billed to the grant project should be in accordance with the budget approved by the awarding agency. Costs charged to the project should be identified by account categories within the assigned account. The Project Director should maintain adequate records identifying all expenditures. If a change is necessary in a line item - advance approval from the funding agency is required for significant deviations from the approved budget. ‘Significant’ may be defined differently by different agencies but is usually in the range of 10% to 20% of total award. Note: Using grant funds for expenditures not identified in the approved budget must be approved by the funding agency prior to expenditure. Some expenses may not be allowed (advertising, food costs, etc) under the grant guidelines.

### **Reporting dates and requirements**

Completion and timely submission of required reports are the final responsibility of the Project Director. Financial reports must indicate actual expenditures and not amounts estimated in the proposal budget (e.g. fringe benefits). The Director of the Office of Sponsored Programs and Research will assist the Project Director if needed. The Business Office Accountant usually will prepare the actual fiscal report and may submit it at the Project Director’s request depending on the language of the award document.

### **Certifying personnel effort**

All effort, whether paid by grant or provided as cost sharing, must be verified and is auditable. The time and effort of personnel assigned to the project must be certified by

the employee and/or the Project Director. The Project Director shall sign the activity reports certifying the level of effort of all personnel assigned to work on the project regardless of whether or not the individual is compensated from the grant funds or is providing services as a match. Levels of effort charged to the grant should be consistent with the proposed effort on the project. More effort is acceptable, and need not be documented ; less is not acceptable without negotiation.

**Documenting cost sharing**

Matching or cost-sharing contributions indicated on the approved budget must be documented by GSU and reported to the funding agency on regular expenditure reports. The Business Office Accountant prepares these reports and the Project Director will be asked to certify that the identification of cost-sharing/matching is accurate. Contributions of in-kind goods or services must be documented in accordance with federal regulations and the Project Director is expected to certify to the accuracy of the reports prepared by the Accountant.

**Special restrictions**

Equipment for GSU is any item costing over \$5,000 with a useful life of over one year. Items costing less than \$5,000 are considered minor equipment or materials/supplies. This policy is in line with federal determinations of equipment.

Entertainment, food (except in very special circumstances and with prior approval), alcoholic beverages and gratuities are not allowable costs and cannot be charged to a grant.

**Sub-agreements/sub-recipients**

All restrictions and requirements contained within the original award flow down, in full, to all sub-recipients and must be referenced in all sub-agreements.

**GENERAL RESPONSIBILITIES  
OF THE PROJECT DIRECTOR/PROJECT MANAGER**

**Note:** The Project Director/Project Manager is the person so identified on the cover sheet of the application for the grant funds.

**The Project Director/Project Manager, to the best of his/her ability**

Is responsible for the programmatic management of the grant or contract and conducts the project to meet project goals and objectives while adhering to agency guidelines and GSU policies and procedures.

IS responsible for financial management of the project. The Business Office Accountant shall assist with accounting procedures, maintain records, and provide up to date financial reports as required by the regulations of the University, the State of Illinois, the Federal Government and the awarding agency. The Project Director/Project Manager signs all agency forms/reports, which request the "Project Director" signature.

Insures that project expenditures are appropriate to the project and necessary to meet project goals and objectives by maintaining adequate oversight of expenses.

Accepts the responsibility for meeting the cost sharing obligation committed in the budget approved by the agency and GSU and will document by certifying the time and effort of all paid and 'match' personnel as required by the award.

Shall have no conflict of interest that may conceivably affect the conduct of the project. Any such possible conflict of interest must be reported to the Director of the Office of Sponsored Programs and research as soon as it is apparent.

Shall administer this award within GSU policy directives for the protection of human research subjects, laboratory animal care and use, and the use of potentially hazardous materials as these policies may be relevant to the conduct of the project...

Shall submit all reports required by the grant or contract on a timely basis. To delay reporting may endanger further funding from a given agency/organization.

This document has been read and is accepted as of (date) \_\_\_\_\_

Signed:

\_\_\_\_\_  
Project Director

\_\_\_\_\_  
Business Office

\_\_\_\_\_  
OSPR

\_\_\_\_\_  
Human Resources