



RUTGERS POLICY

Section: 40.2.11

Section Title: Fiscal Management

Policy Name: Grant and Contract Accounting

Formerly Book: 6.1.16

Approval Authority: Senior Vice President for Finance and Treasurer

Responsible Executive: Senior Vice President for Finance and Treasurer

Responsible Office: Office of Finance and Treasurer

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Errors or changes? dgca1@rci.rutgers.edu

Please contact the Division of Grant & Contract Accounting at dgca1@rci.rutgers.edu.

1. **Policy Statement**

Programs sponsored by federal, state and private agencies represent a significant and important financial resource to the University, and enable it to carry out its principal missions of teaching, research and public service. As a recipient of sponsored programs, the University is required to comply with the governing regulations promulgated by those sponsors and to efficiently maintain necessary procedures and administrative services to assist its faculty and staff in the post-award administration of those programs.

2. **Reason for Policy**

To ensure financial and post-award compliance of external sponsored programs and other related funds in accordance with all governing rules and regulations.

3. **Who Should Read This Policy**

All members of the Rutgers University community who are responsible for sponsored program administration.

4. **Related Documents**

Sponsored Programs Administration Roles and Responsibilities

5. **Contacts**

- a. University Controller
- b. Assistant Controller – Division of Grant & Contract Accounting

6. The Policy

40.2.11 GRANT AND CONTRACT ACCOUNTING

A. Background

The Division of Grant and Contract Accounting (DGCA) was established to support the University's strategic goals by assisting the research community with the financial monitoring, reporting, costing, and project closeout of sponsored programs and other related funds in accordance with the rules and regulations governing those programs.

All external sponsored programs for research and other purposes are to be administered through the Division of Grant & Contract Accounting in accordance with established University policies and procedures. Any externally funded project which meets any of the following criteria is considered a sponsored program:

- The project commits the University to a specific line of scholarly or scientific inquiry, typically documented by a statement of work
- A specific commitment is made regarding the level of personnel effort, deliverables or milestones
- Project activities are budgeted, and the award includes conditions for specific, detailed or formal fiscal reporting and/or invoicing
- The project requires that unexpended funds be returned to the sponsor at the end of the project period
- The agreement provides for the disposition of either tangible property (i.e. equipment, records, technical reports, theses or dissertations) or intangible property (i.e. inventions, copyrights or rights in data) which may result from the project
- The sponsor identifies a period of performance as a term and condition of the award.

In addition, any project which meets any of the following criteria will also be administered through the Division of Grant & Contract Accounting:

- Direct or pass-through Federal or State of New Jersey funded non-research grants and contracts (excluding capital projects)
- General purpose and/or conference gifts and grants that the sponsor requires financial reporting
- Projects used to cost-share or match other funds handled by the Division of Grant & Contract Accounting (excluding capital projects)
- All gifts and membership fees for research and/or research-training.

B. Fiscal Management Responsibilities

The fiscal management of sponsored programs is a shared responsibility of the Principal Investigator, the administering unit research/business administrator, his/her Chair or Director, the Dean and the Division of Grant & Contract Accounting. All contribute to see that the terms of the awards are observed and that expenditures during the approved project period are not in excess of funds awarded.

The Division of Grant & Contract Accounting major responsibilities include:

- Establishing and maintaining fund sources for the above programs in the University's financial system
- Monitoring budgetary control over program expenditures and compliance with all federal, state and sponsor rules, regulations and University policies governing the financial administration of those programs
- Preparing and filing of interim and final financial status reports, invoicing or drawing down funds from sponsors, collections, and submitting non-technical closeout reports
- Maintaining and monitoring compliance of the University's effort reporting systems for sponsored programs
- Providing training and guidance to Principal Investigators and others concerned on post-award administration
- Preparing and negotiating the University's facilities and administrative (F&A) cost and fringe benefit proposals with the federal government
- Developing and implementing policies and procedures to ensure compliance with sponsored program agreements, rules and regulations and other requirements relative to the funding and costing of expenditures, financial reporting and the collection of funds from sponsoring agencies
- Coordinating and responding to all sponsor agency audits, the Federal and State of New Jersey OMB Circular audits and other external reporting of sponsored program activities.

For additional information on post-award administration, please refer to the Division of Grant & Contract Accounting website at <http://postaward.rutgers.edu>.