

Topic: Sponsored Awards Admin & Mgmt	Department: Grants	Policy No: 5.10.04	Effective Date: 12/26/14	Page No: 1 of 2
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Purpose: To provide guidance regarding the basic responsibilities of sponsored award administration.

Policy: 1. It is the policy of the Boyce Thompson Institute for Plant Research (BTI) that BTI principal investigators and the Business Office should understand the basic responsibilities required for the administration of an award during the award period.

2. Principal Investigator (PI)

- Upon receipt of an award or amendment, the PI reviews the agreement for all special restrictions, start date and end date, cost sharing agreements, and non-financial reporting requirements.
 - Responsible for following all award conditions.
- Initiates purchase orders.
- Initiates all payment documents.
- Ensures that recording of actual costs are consistent with the proposal budget.
- Reviews subcontractor invoices for cost reasonableness as compared to progress towards work accomplished.
- Compares actual costs with proposal budget for consistency.
- Reviews BTI cost sharing expenses on individual cost sharing fund(s).
- Completes all interim and progress reports or other deliverables to ensure BTI receives funds to recover project expenditures.

3. Business Office

- Reviews, negotiates, and accepts the official award notice setting up a sponsored award account in the BTI sponsored award accounting system.
- Monitors recording of actual costs for consistency with the proposal budget.
- Notifies the PI of problems or changes in policies and procedures.
- Monitors project progress and gives approvals for administrative actions such as pre-award expenditures, rebudgeting, no-cost extensions, etc.
 - Assists the PI with account monitoring and monthly reconciliation.
- Provides programmatic and fiscal management, records account charges and reconciles monthly with associated award accounts, tracks project-related tasks, monitors personnel or payroll changes, and manages any other project issues as needed.

Topic: Sponsored Awards Admin & Mgmt	Department: Grants	Policy No: 5.10.04	Effective Date: 12/26/14	Page No: 2 of 2
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- Ensures that the level of accounting detail equals or exceeds the level of budget detail in proposals.
- Reviews direct costs charged to sponsored award to ensure that such costs are not already included in the F&A (indirect) rate.
- Reviews and approves all capital equipment purchase requests before purchase orders are issued.
- Reviews specified purchases for agreement allowability, sponsor, and BTI regulations.
- Reviews expenses for unallowable costs.
- Assists the PI with questions concerning contract regulations and cost allowability.
- Prepares subagreements and approves modifications to agreements.
- Monitors subcontracts, including subcontract invoices, closeout releases, and audit reports.
- Prepares and mails required invoices to sponsors.
 - In some cases, the PI may be requested to assist if extra detail is required.
 - Coordinates the bi-weekly draw-down of funds on certain federally-sponsored awards.
- Deposits the cash or check in payment of the award.
- Maintains accounts receivable.
 - Initiates past due notices and collection procedures.
- Prepares required monthly, quarterly, semi-annual, and annual financial reports to the funding agency
- Prepares and submits other reports as required.
- In coordination with the PI, prepares and submits all final close-out documents including patents and inventions, equipment, and other required reports.
- Coordinates and manages the audit process and prepares appropriate responses to audit issues.