

Topic: Sponsored Awards Admin & Mgmt	Department: Grants	Policy No: 5.10.08	Effective Date: 12/26/14	Page No: 1 of 1
--	------------------------------	------------------------------	------------------------------------	---------------------------

Purpose: To provide guidance regarding the basic responsibilities of sponsored award accounting during the award period.

Policy: It is the policy of the Boyce Thompson Institute for Plant Research (BTI) that BTI principal investigators (PIs) and the Business Office should understand the basic responsibilities required for sponsored award accounting during the award period, including:

- The payroll process is initiated by the PI and implemented by the Business Office.
- Processing and approving bills for payment on sponsored awards is handled at the PI level, with assistance by the Business office.
 - Invoices need to be approved by the PI and entered into the accounting system for payment by the Business Office.
- All invoices to external sponsors are prepared in the Business Office.
 - There may be times that the complexity of the award requires the assistance of the PI or their staff.
 - PIs and lab personnel should not send invoices.
- All cost share requirements are to be met.
 - Business Office personnel will work with project staff for proper verification, accounting of, and reporting of cost share.
- Use of project funds may be temporarily terminated (see SAAM 5.100.12 Temporary Terminations Policy).