

Topic: Sponsored Awards Admin & Mgmt	Department: Grants	Policy No: 5.50.01	Effective Date: 12/26/14	Page No: 1 of 2
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Purpose: To define the conditions when sponsored award accounts can be established.

Policy: It is the policy of the Boyce Thompson Institute for Plant Research (BTI) that the Business Office manages the award acceptance phase of post-award processing, which includes the initiation of the sponsored award account setup.

- Under normal account setup, the Business Office assigns pre-award tracking numbers to grant proposals when the following documentation has been received by the Business Office and the official proposal is submitted to the awarding agency:
 - proposal budget
 - budget justification
 - copy of the full proposal documents
 - cost-share approval form (if applicable)
- Upon official award of the project by the funding agency, the Business Office will review the accuracy of the pre-award data previously entered in the accounting system and update any information as necessary.
- Once all the award data has been vetted for accuracy, the pre-award tracking number is converted to a BTI account number. In order for an official BTI account number to be setup, and expenses incurred on an award, at least one of the following documents is required by the Business Office:
 - an award letter or check from the funding agency / sponsor
 - a fully executed contract from the funding agency / sponsor
 - a notice of grant award from the funding agency / sponsor
 - a fully executed subcontract with another institution
 - Memo from Director of Research Administration for an underwritten account (see SAAM 5.50.03 Underwritten Accounts Policy).
 - budget transfer for cost share (if applicable)
- After the account number has been created, the Business Office enters the budget into the BTI sponsored award accounting system and sets up the award in the accounts receivable system, if funds are not to be received by automatic payment or direct deposit.
- The Business Office will then forward a copy of the agreement to the principal investigator (PI), along with the grant number and award requirements.

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6. If a subcontract is needed, an agreement is written by the Business office.
 - A. Obtains the necessary information to write the subaward.
 - B. Assigns a number to the subaward that identifies it with the prime contract and Boyce Thompson Institute account number.
 - C. Prepares the subaward, sends it to the subcontractor for signatures, and when returned from the subcontractor secures signatures for approval by the Vice President for Finance.
 - D. Returns the fully executed agreement to the subcontractor and retains one copy in the Business Office.
 - E. See (5.50.02 and 5.50.03 for more information)
7. The Business Office certifies all costs on restricted funds, invoices sponsors for those costs, and receives sponsor payments.