Contract & Grant Accounting Policy 1 Establishment of Award

The University of North Carolina at Greensboro

Approved by Paul Forte, Interim AVC for Finance, August 4, 2021

Revised August 4, 2021

1. Purpose/Introduction

The Office of Sponsored Programs (OSP) negotiates terms and conditions and accepts all sponsored awards to the University. Contract and Grant Accounting (CGA) establishes and organizes each new award in the University’s financial accounting system (Banner Finance) in a manner that will promote compliance with the federal Office of Management and Budget principles and specific sponsor regulations as well as integration with University policies. This process identifies responsibility for key areas of the award and includes establishing unique funds in Banner Finance for proper expense and receipt accounting and creating schedules for reporting and billing requirements.

2. Scope

This policy applies to all incoming sponsored awards and approved Assumption of Risk (AOR) forms processed by the Office of Sponsored Programs.

3. Definitions and Roles and Responsibilities

3.1 Definitions

**Assumption of Risk (AOR)** - Externally sponsored programs frequently have start dates that precede the finalization or receipt of formal award documents or agreements. When time is of the essence or when a fund number is required to develop position descriptions and job announcements, the PI can request an AOR. The AOR authorizes the establishment of a restricted funds account from which the PI may make expenditures for 1-3 months.

**RAMSeS (Research Administration Management System and Electronic Submission)** – the official online proposal routing, submission, tracking and award management system used by the UNC System office. This system is used to create and manage all sponsored projects for the University.
3.2 Roles and Responsibilities

The Principal Investigator (PI) or PI’s department is responsible for:

- Forwarding all award notices or letters to OSP
- Waiting until the official award is received and accepted before beginning work or incurring costs on the project
- Submitting an AOR form if you need to begin work prior to receipt of a fully executed award

The Office of Sponsored Programs (OSP) is responsible for:

- Finalizing the award – before award documents are signed, they are reviewed, based upon the award reviews may be needed by Legal Counsel, Office of Innovation and Commercialization, and Export Controls
- Negotiations – modifications may be needed to ensure that awards comply with North Carolina Office of State Budget and Management and University policy
- Acceptance of award – the Chancellor has designated a select number of people with the authority to accept sponsored awards

Contract & Grant Accounting is responsible for:

- Ensuring Responsible Conduct of Research (RCR) guidelines are met
- Determining source of funds, responsible ORG, and Program Code – these determinations are based upon information in RAMSeS and the award document and ensure appropriate access is granted in Banner Finance and reporting is accurate
- Establishing the project in Banner Finance to record key award terms, providing efficient and effective project management and reporting
- Requesting fund establishment in Banner Finance
- Loading budget based upon award terms and conditions to ensure efficient and effective management and reporting
- Communicate with PI and Department through an Award Activation Letter
- Meet with PI, PI’s department, and key stakeholders at a New Award Start Up meeting to ensure effective management and reporting

Accounting Services is responsible for:

- Establishing the fund(s) in Banner Finance
4. Policy

Upon receipt of a fully executed award or approved Assumption of Risk request from the Office of Sponsored Programs, Contract & Grant Accounting completes the grant attribute set-up in Banner Finance. Key data elements are recorded to promote efficient and effective project management, invoicing, and reporting. Prior to award establishment, CGA verifies any protocols involving human or animal subjects have been reviewed and approved and any Conflicts of Interest that were identified have been addressed.

Grant funds will be assigned based on the original funding source of the award, using the following six-digit fund ranges:

<table>
<thead>
<tr>
<th>Source of Funds Categories</th>
<th>Fund Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Health &amp; Human Services (DHHS)</td>
<td>200000-201999</td>
</tr>
<tr>
<td>US Department of Agriculture (USDA)</td>
<td>202000-202999</td>
</tr>
<tr>
<td>US Department of Education (DoED)</td>
<td>203000-203699</td>
</tr>
<tr>
<td>US Department of Education - Student Financial Aid</td>
<td>203700-203999</td>
</tr>
<tr>
<td>National Science Foundation (NSF)</td>
<td>204000-204999</td>
</tr>
<tr>
<td>Federal Pass Thru Sub Awards</td>
<td>205000-208999</td>
</tr>
<tr>
<td>Other Fed. Direct, (NASA, NEA, NEH, DOD, EPA)</td>
<td>209000-209999</td>
</tr>
<tr>
<td>State - North Carolina</td>
<td>210000-213999</td>
</tr>
<tr>
<td>State - Non-North Carolina</td>
<td>214000-216999</td>
</tr>
<tr>
<td>Local</td>
<td>217000-219999</td>
</tr>
<tr>
<td>Foundations</td>
<td>220000-224999</td>
</tr>
<tr>
<td>Private/Other for Profit</td>
<td>225000-229999</td>
</tr>
</tbody>
</table>

Awards Notification

A CGA Grant Specialist concludes this process by communicating key terms and conditions of the award to the Principal Investigator in an Award Activation Letter, and schedules a new award meeting to review the project, budget, terms and conditions, best practices, and reporting requirements with the PI.
5. **Compliance and Enforcement**

   Contract & Grant Accounting is responsible for ensuring compliance with this policy.

6. **Additional Information**

6.1 **Supporting Documentation**

   - Office of Sponsored Programs – Award Acceptance
   - Office of Sponsored Programs – Assumption of Risk
   - Office of Research Integrity – Responsible Conduct of Research
   - Banner Information System – Banner Finance Module

6.2 **Approval Authority**

   This policy will be approved by the Interim Associate Vice Chancellor for Finance.

6.3 **Contacts for Additional Information**

   - William Walters, Director, Contract & Grant Accounting, (336)334-5824, wdwalers@uncg.edu