**Post-Award Grant Instructions**

**Use AmpliFund to make sure you have all the records you need, track your expenses, and more. Contact** [**Paige Krouse**](mailto:pckrouse@manchester.edu) **if you need help using AmpliFund. 🡪** [**https://gotomygrants.com**](https://gotomygrants.com)

**Keep Good Records**

* Make sure your grant details (such as start and end date) are up to date in AmpliFund.
* Make sure the following are on file in AmpliFund:
  + Grant proposal documents
  + Award documents
    - If you have a “passthrough” federal grant (an award that is comprised of federal funds, even if it went through another agency, such as the state), the award letter from the federal government to the passthrough agency should be on file.
  + Communications with your funder
  + Extension requests to your funder and approvals from your funder
  + Reports to your funder

**Stay in Compliance**

* **Compensation**: All employees receiving compensation from a federal grant should fill out a [Time & Effort Report](http://www.manchester.edu/about-manchester/institutional-effectiveness/grants-sponsored-programs/policies) at the end of each academic year and at the end of each summer. These should be uploaded in AmpliFund.
* **Conflicts of Interest**: If you were awarded a grant by an agency under PHS or NSF, there should be a [Financial Conflict of Interest](http://www.manchester.edu/about-manchester/institutional-effectiveness/grants-sponsored-programs/policies) form on file in AmpliFund.
* **Responsible Conduct of Research**: It is Manchester’s policy that all scholarship and research be characterized by the highest standards of integrity. See Manchester’s [Research Misconduct and Responsible Conduct of Research Policies](https://www.manchester.edu/about-manchester/institutional-effectiveness/grants-sponsored-programs/policies) for more information.
* **IRB**: If you a conducting research using human subjects, you should have IRB approval uploaded into AmpliFund.
* **IACUC**: If you a conducting research using animals, you should have IACUC approval uploaded into AmpliFund.

**Report on Your Grant**

* Note your funder’s reporting expectations. If they are not clear, ask for clarification.
* Ensure your report deadlines are accurate in AmpliFund.
* Always submit your reports on time.
* Upload your reports to AmpliFund after submission.

**Spend Your Grant**

**What am I allowed to charge to a grant?**

* MU Requirements (see the “Stay in Compliance” section above for more information):
  + Allowable costs: See MU’s [Reimbursement and Allowable Expenses Policy](https://chetnet.manchester.edu/dept/budget/SitePages/Home.aspx) .
  + Direct Costs: See MU’s Policy Statement on [Direct vs. Indirect Costs](http://www.manchester.edu/about-manchester/institutional-effectiveness/grants-sponsored-programs/policies)
  + Payments to employees: See MU’s [Compensation Policy](http://www.manchester.edu/about-manchester/institutional-effectiveness/grants-sponsored-programs/policies)
  + Participant Support Costs: See MU’s Participant Support Costs guidance.
* Federal Requirements: If you are spending federal funds, all expenses must be allowable, allocable, consistent, and reasonable. See this list of [allowable and unallowable costs on federal awards](http://www.manchester.edu/about-manchester/institutional-effectiveness/grants-sponsored-programs/policies) for more information
* Funder Requirements: You can charge the items and amounts your funder approved in your award documents.
* *Expenses within the grant period. All funds MUST be spent by the last day of the grant period.*

**How do I charge an expense to a grant?**

* Payments to employees: [Employee Status Change Form](https://gateway.manchester.edu/depts/dept-hr/HR%20Campus%20Documents/Employee%20Status%20Change%20Form.pdf) (as supplemental compensation)

*Return to HR*

* Payments to students:
  + Student Worker: Start with an HR Yellow Card (located in the HR Office)
  + Research Assistant or Intern: Start with an HR Blue Card (located in the HR Office)
* Travel: [Travel Expense Report](https://chetnet.manchester.edu/dept/budget/SitePages/Home.aspx)

*Return to Business Office*

* Supplies: [Check Request Form](https://chetnet.manchester.edu/dept/budget/SitePages/Home.aspx)
* Equipment/software over $2,500: [Purchase Order Requisition](https://chetnet.manchester.edu/dept/budget/SitePages/Home.aspx)
* Consulting/contract services: [Check Request Form](https://chetnet.manchester.edu/dept/budget/SitePages/Home.aspx)

**Which account numbers do I list on forms?**

* The Office of Financial Services creates new account numbers for each new grant award, you do not use your department/office account numbers. You should have received these numbers from the Office of Financial Services or the Office of Institutional Effectiveness. You can also find them in ChetAdvisor and AmpliFund.

**Who signs my forms?**

* Non-federal grant: If you are the project director/principal investigator on a grant, you can approve your own expenses, except reimbursements, payments to people, or large requests. When your expenses need approved, this should be done by the person who regularly approves your other expenses, such as your direct supervisor, your department chair, or your dean (if you are the chair of your department). This person should have received a copy of your budget from the Office of Institutional Effectiveness. If you are a collaborator on a grant, the project director/principal investigator should approve your expenses.
* Federal grant: A dean should approve all expenses. If you are a dean, this will be covered by your normal p-card review.