**Post-Award Grant Orientation**

**Keep Good Records**

* Make sure your grant information (such as your start and end date) is up to date.
* Make sure the following are on file in the Office of Institutional Effectiveness (OIE):
  + 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**

* Carefully read your award letter, grant contract/agreement, and all special conditions. Review them periodically throughout the project to ensure we’re always meeting funder expectations and requirements.
* **Award acceptance**: All awards must be signed by an authorized institutional official. In most cases, this will be the Chief Financial Officer.
* **Compensation**: All exempt 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 on file in OIE.
* **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 OIE.
* **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 on file in OIE.
* **IACUC**: If you a conducting research using animals, you should have IACUC approval on file in OIE.

**Report on Your Grant**

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

**Communicate with Your Funder**

* Is your spending on track or will you need an extension? Make sure to contact your funder early to request extended time to spend your grant.
* Is the project going as planned? Have your goals or resources changed? Make sure to keep in touch with your funder about potential changes to your budget or if the scope of your project needs to change.

**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
  + To find federal rates for meals, airfare, hotels, etc…by location, visit www.gsa.gov.
* 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 unless you are granted an extension.*

**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.

**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.