

# Roles and Responsibilities for Financial Administration of Sponsored Programs

[Policy Number 226](#)

# Why?

- To provide documentation and guidance for the various persons involved in sponsored programs at the University of Arkansas Fayetteville.
- Define the roles and responsibilities of individuals involved in post award sponsored program administration so:
  - Individuals occupying such positions will understand what is expected of them!

# Why?

- Provides assurances to sponsors and potential sponsors that we have:
  - Considered the requirements involved in administering sponsored programs.
  - Appropriately assigned responsibility to meet those requirements.

# Roles to Cover

- Principal Investigator
- Department staff personnel
- Department chair
- Dean/Director
- Research and Sponsored Programs (RSSP)
- Research Accounting

# Principal Investigator

- Authorizes financial charges that are allocable to the sponsored project.
- Attests to the allowability, allocability, reasonableness and necessity of all expenditures when initiated.
- Initiates hiring/assignment of personnel working on the sponsored project.
- Responsible for the completion, accuracy and timeliness of all technical reports and other deliverables, e.g., prototypes.

# Principal Investigator

- Responsible for assuring effort certifications are completed for all payroll charges to the Principal Investigator's sponsored program and cost sharing cost centers.
- Reviews and approves subcontract agreements and payments.
- Participates with the departmental/center financial administrative officer in the process of documenting cost sharing/matching costs.

# Principal Investigator

- Authorizes and participates with the departmental/center financial administrative officer to initiate requests for rebudgeting of costs on project.
- Initiates and proposes resolution of any cost overrun occurring on project.
- Identifies and allocates any program income
  - such as revenue from sales and services of goods developed in conjunction with a sponsored project

# Principle Investigator

- Shares responsibility for compliance with all applicable financial regulations by project personnel and reports instances of non-compliance to the appropriate compliance officer.



# Departmental/Center Financial Administrative Officer

- Advises PI regarding University purchasing and personnel policies affecting financial transactions.
- Prepares/reviews financial transactions to ensure that:
  - The transaction occurs within the project period
  - The cost of the transaction is reasonable

# Departmental/Center Financial Administrative Officer

- The transaction is allowable.
- The transaction represents a reasonable allocation of the cost.
- Project budget is available to support the transaction.
- The transaction is treated consistently with regard to direct/indirect cost designation in accordance with Policy 310.1.
- Submits and/or approves all expenditure transactions for sponsored program cost centers in the BASIS system.

# Departmental/Center Financial Administrative Officer

- Prepares documents/transactions and provides information for assignment of individuals to sponsored project(s).
- Processes financial transactions:
  - Assigns correct commodity codes and category codes, provides information and processes purchase documents.
  - Prepares and initiates processing of cost sharing/matching transactions.
  - Prepares and initiates processing of program income documents/transactions.

# Departmental/Center Financial Administrative Officer

- Reviews available balances to ensure adequate budgets exist before submitting financial transactions.
- Consults with PI to prepare requests for cost transfers and 90 day forms with appropriate signatures when necessary.
- Consults with PI and initiates transactions to resolve project cost overruns.
- Processes documents to record program income.

# Departmental/Center Financial Administrative Officer

- Provides information to Research Accounting for final financial reports.
- Reports instances of financial noncompliance
- Reviews assigned sponsored program cost centers at least monthly to ensure that:
  - Adequate budgets are available for proposed obligations.
  - Posted project expenditures are reasonable, allocable and allowable.

# Department Chair/Center Director

- Maintains local oversight for the allowability and reasonableness of all project expenditures.
- Approves advanced cost center requests and provides contingent funding in case sponsored program agreement is not consummated.
- Seeks advice and shares responsibility with the PI regarding the oversight for the implementation of state, federal and university financial policies and regulations.

# Department Chair/Center Director

- Ensures effort certifications are completed timely by the appropriate people for departmental employees where required.
- Shares responsibility with the PI to ensure:
  - Financial compliance with applicable policies and procedures.
  - Report noncompliance to the appropriate compliance officer as designated by the top management of the institution.

# Dean's or Ag Experiment Station Director's Office

- Assists faculty in preparing and submitting timely proposals.
- Approves source of cost sharing/matching funds.
- Approves all sponsored programs expense transfers for transactions 90+ days old (90 Day or Older Cost Transfer Request Form).
- Identifies funds to cover project cost overruns per Fayetteville Campus policy 329.2.



# Dean's or Ag Experiment Station Director's Office

- Provides funds for uncollectible sponsored programs per policy 329.2.
- Provides guidance in sponsored project matters that cannot be resolved at the department level.
- Investigates instances of financial noncompliance and reports discovered instances of noncompliance to the appropriate compliance officer as designated by the top management.

# Agricultural Experiment Station Director's Office

- Assists faculty in preparing and submitting timely proposals.
- Approves/disapproves rebudgeting requests in accordance with sponsor requirements and applicable policies, cost principals and regulations.
- Approves with signatory authority contracts, grants, cooperative agreements and subrecipient agreements.

# Agricultural Experiment Station Director's Office

- Administers sponsored programs (budgetary actions, liaison with sponsor).
- Responsible as authorized official for certifying or acquiring certification that institution is in compliance with applicable regulations as required by sponsor.

# Agricultural Experiment Station Director's Office

- Responsible for implementing and interpreting federal, sponsor, state and U of A policies and procedures for compliance with applicable regulations.
- Approves cost center set-up and attribute changes through the BASIS TARGET chain.

# Agricultural Experiment Station Director's Office

- Shares responsibility with RSSP for formulation, implementation, and interpretation of policies regarding allowable costs and for training researchers and staff on proposing and expending allowable costs.

# Agricultural Experiment Station

## Director's Office

- Sets-up and maintains sponsored program cost centers in the BASIS system.
- Approves transactions on sponsored program and cost sharing cost centers submitted in the BASIS system through the TARGET chain by Departmental personnel.
- Reviews financial transactions on sponsored programs to ensure that the transaction is treated consistently with regard to direct/indirect cost purposes in accordance with Fayetteville Policy 310.1 and UG.

# Agricultural Experiment Station Director's Office

- Reviews and approves as appropriate cost transfers in accordance with U of A Fayetteville policy 311.1 and UG.
- Reviews financial transactions for unallowable costs. Rejects unallowable costs when reviewing TARGET transactions.
- Attempts to resolve payment problems with sponsors.
- Provides training as it pertains to the financial administration of sponsored projects to different constituencies.

# Agricultural Experiment Station Director's Office

- Monitors sponsored program cost centers to preclude incurring obligations in excess of approved award budgets.
- Submits funds transfers for funding of cost sharing cost centers as appropriate.



# Research Support and Sponsored Programs (RSSP)

- Proposes policies and procedures to senior administration to comply with grants management regulations.
- Assists faculty in preparing and submitting timely proposals.
- Approves/disapproves rebudgeting requests in accordance with sponsor requirements and applicable policies, cost principles and regulations.
- Approves with signatory authority contracts, grants, cooperative agreements and subrecipient agreements.

# Research Support and Sponsored Programs

- Assures PI approval of subrecipient agreements and processes subrecipient agreements.
- Administers sponsored programs (budgetary actions, liaison with sponsor).
- Shares responsibility for training researchers and staff in preparation of grant/contract proposals and in management of sponsored research.
- Coordinates with various compliance offices to assure that specific proposals and projects have been reviewed and approved for compliance.

# Research Support and Sponsored Programs

- Responsible as authorized official for certifying or acquiring certification that institution is in compliance with applicable regulations as required by sponsor.
- Responsible for implementing and interpreting federal, sponsor, state and U of A policies and procedures for compliance with applicable regulations.
- Approves center designation for RIF purposes and designates RIF split.

# Research Support and Sponsored Programs

- Shares responsibility with Research Accounting for formulation, implementation, and interpretation of policies regarding allowable costs and for training researchers and staff on proposing and expending allowable costs.
- Approves cost center set-up and attribute changes through the BASIS TARGET chain.
- Attempts to resolve payment problems with sponsors in conjunction with Research Accounting, Dean's Offices, Department Chairs and the Principal Investigator.

# Research Accounting

- Shares responsibility with RSSP for formulation, implementation, and interpretation of policies regarding allowable costs and for training researchers and staff on proposing and expending allowable costs.
- Sets-up and maintains sponsored program cost centers in the BASIS system.
- Approves transactions on sponsored program and cost sharing cost centers submitted in the BASIS system through the TARGET chain by Departmental personnel.

# Research Accounting

- Reviews financial transactions on sponsored programs to ensure that the transaction is treated consistently with regard to direct/indirect cost purposes in accordance with Fayetteville Policy 310.1 and UG.
- Reviews financial transactions for unallowable costs. Rejects unallowable costs when reviewing TARGET transactions.
- Prepares invoices and letter of credit draws to sponsors on a timely basis.

# Research Accounting

- Prepares financial reports for all sponsors as required by the sponsored program agreement, in coordination with the PI if necessary.
- Prepares interim and final financial reports in coordination with departments.
- Identifies reportability of program income
- Monitors levels of program income and adds budget as needed.
- Forwards subrecipient invoices to PI for approval and pays approved subrecipient invoices.

# Research Accounting

- Reviews and approves cost transfers in accordance with Fayetteville policy 311.1 and Uniform Guidance.
- Records indirect cost charges to sponsored program cost centers in the general ledger monthly or as needed.
- Runs system produced 90 day and 180 day inquiry letters for unpaid invoices.



# Research Accounting

- Prepares and distributes a list of all unpaid invoices 6 months old or older.
- Attempts to resolve payment problems with sponsors, in conjunction with the RSSP, Dean's offices, Department Heads/Chairs and the Principal Investigator.
- Prepares, negotiates and administers the institution's indirect cost rates.
- Assists departments in the proper development and administration of service center rates.

# Research Accounting

- Provides training as it pertains to the financial administration of sponsored projects to different constituencies.
- Works with the appropriate compliance officer as designated by the top management of the institution to resolve instances of potential or actual financial noncompliance.
- Monitors sponsored program cost centers to preclude incurring obligations in excess of approved award budgets.

# Research Accounting

- Submits budget revisions into the accounting system as requested by RSSP.
- Monitors cost share centers and notifies the Department Administrator and/or PI if it appears cost sharing expenditure obligations are not being met.
- Monitors effort certifications and provides training for effort certifications.
- Obtains assurance that subrecipients have met audit requirements.

# Research Accounting

- Computes interest on sponsored program advances as required.
- Pay interest on sponsor advances of funds when required. Interest is posted to the sponsored program cost center monthly at the 90 day T-bill rate on last working day of the month.

# Research Accounting

- Submit interest to Federal cognizant agency annually for advances of federal funds in accordance with Uniform Guidance.
- Submits funds transfers for funding of cost sharing cost centers in accordance with instructions provided by RSSP.