

Timeline For Selected Activities on Sponsored Projects

Transaction/Activity	Recommendation
Hiring Personnel	Descriptions for new positions can be written and submitted to Human Resources prior to receipt of award. However, positions cannot be posted until award is received and account is set up in the University's financial system.
Purchasing Equipment	Place orders at least 90 days before the end of a project. Purchases in the last days, weeks, or months of a project may be deemed not needed and inappropriate since they may not seem to benefit the project.
Ordering Materials and Supplies	Place orders as needed, but at least 30 days before the end of a project unless it can be justified and verified that the materials are needed to complete the project.
Establishing Subcontracts	Research and Sponsored Programs prepares all subcontracts. Early planning is essential as it can take considerable time to negotiate and process a subcontract. Subcontractor's Budget and Statement of Work should be included in the proposal submission. Sponsor approval may be required if subcontractor was not in proposal or award.
Foreign Travel	If foreign travel was not in sponsor-approved budget, consult with Grants and Contracts as foreign travel may require sponsor prior approval. All federal grants and contracts require the use of U.S. Flag carriers.
Documenting Cost Share	Cost share should be monitored continuously during the life of a project. Documentation should be collected and forwarded to the Grants and Contracts Office.
Reviewing account expenditures or reconciling accounts	Monthly review is recommended. Waiting until the end of the project could result in over/under spending.
Expenses charged to the wrong account	Prepare a journal entry to correct the transaction. Corrections must be made within 90 days of the original transaction.
Budget Changes	Under Expanded Authorities many budget-related actions can be approved by the Vice-President for Research, others need sponsor's prior approval. Contact the Grants and Contracts office for assistance.
Changes to Scope of Work/PI effort	Request prior to effective date of change or absence. Must have written approval from sponsor – not just verbal approval from the technical representative.
Submitting technical reports or deliverables	Progress reports are usually prepared annually for grants. If continuation funding is expected the due date may be before the end of the budget period. For contracts, check terms and statement of work.
Requesting no cost extension	May need to request 30 – 60 days before the end of a project depending on sponsoring agency. If project is under Expanded Authorities, WMU is permitted to approve a one-time no cost extension of up to one year. Some sponsors may require prior written approval.

Refer to the [Grants and Contracts](#) office for specific policies and procedures or call the Grants and Contracts office at 387-4707.