

POST-AWARD RESPONSIBILITIES

learn / grow / do



WESTERN MICHIGAN UNIVERSITY
Office of Research and Innovation

AGENDA

- **POST-AWARD
RESPONSIBILITIES CHART**
- **TASKS BY UNIT**
- **QUESTIONS**

Post Award Team

<https://bit.ly/RFA-WMU>



Betty McKain
Senior Director of
Research Administration



Shellie Mosher
Associate Director of
Grants and Contracts



Joy Mills
Senior Restricted
Fund Accountant



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Senior Restricted
Fund Accountant



Ana Councill
Restricted Fund
Accountant

Post Award Responsibilities

bit.ly/post-award

Managing a sponsored project involves many moving pieces.


The G+C team created a chart that describes responsibilities between the Principal Investigator, department administration, and the Grants and Contracts office related to a myriad of tasks.

Task	Department and PI Expectations	Grants and Contracts Responsibility
Pro-card application and purchasing	Confirm purchase aligns with grant budget category and grant program allowability. Allocate purchases in Works system with business purpose details. Monthly statement report signed by card holder and card holder's supervisor with all receipts should be emailed to Grants & Contracts grants-services@wmich.edu . Monthly statements are due to Grants and Contracts by the 20th business day of the month. After 35 business days, the card may be suspended if documents are not submitted to Grants and Contracts. Procurement Card Application & Tips	Review and approve pro-card application. Collect pro-card documentation for audit purposes. Oversight of grant purchases.
Pre-Award Backstop	Use the Pre-Award Account Request form when the official award has not been received and expenditures need to begin. Fill out form. Do not exceed the limit amount approved during the dates indicated on the form.	Setup pre-award account reflecting begin and end date on Pre-Award Account Request form. Send approved Pre-Award Account form back to department with fund and department ID setup.
Planned Effort/Cost- Share	Complete Planned Effort form based on actual time the PI/other grant staff will be released for the period of grant appointment. If the form will be for key personnel (PI and Co-PI), the effort reflected on the form should not be 25% less than proposed effort. Email completed form to Grants and Contracts Department grants-services@wmich.edu . May have to complete	Review Planned Effort form against approved budget, confirm that release time corresponds with proposed effort and grant dates. Enter into PSHR system for distribution every pay


Pro-card Application & Purchasing


<https://bit.ly/wmu-procard>

<https://bit.ly/wmu-procard-tips>

Task	Department and PI Expectations	Grants and Contracts Responsibility
Pro-card application and purchasing	<p>Confirm purchase aligns with grant budget category and grant program allowances. Allocate purchases in Works system with business purpose details. Monthly statement report signed by card holder and card holder's supervisor with all receipts should be emailed to Grants & Contracts grants-services@wmich.edu. Monthly statements are due to Grants and Contracts by the 20th business day of the month. After 35 business days, the card may be suspended if documents are not submitted to Grants and Contracts.</p> <p>Procurement Card Application &  Tips</p>	<p>Review and approve pro-card application. Collect pro-card documentation for audit purposes. Oversight of grant purchases.</p>

PRO-CARD APPLICATION

 **WESTERN MICHIGAN UNIVERSITY**

 **WESTERN MICHIGAN UNIVERSITY**
Corporate Card

PROCUREMENT CARD APPLICATION FORM

Instructions	Contact
<ol style="list-style-type: none">1. Applicant must be a regular WMU employee2. Complete form3. Obtain manager approval4. Forward to Grants & Contracts (if applicable)5. Send form to acnt-procard@wmich.edu	<p>Procurement Card Program Administrator acnt-procard@wmich.edu</p> <p>Phone: (269) 387-4253 Fax: (269) 387-2937</p>

Cardholder Credit Limits (Contact Procurement Card Program Administrator for other limits)

Dollar Limit per Billing Cycle (Monthly): \$5,000 Dollar Limit per Single Transaction: \$5,000

Cardholder Information

Employee Name:	Employee WIN Number:
Employee E-Mail:	Employee ID Number:
Department:	Employee WMU Phone Number:

Procurement Card Information

Name on Card:	Default Fund and Department:
Second Line Embossing:	Alternate Fund and Departments:
Manager Responsible for Approving:	1. _____
Manager's Email Address:	2. _____
Manager's Signature:	3. _____
	4. _____
	Date: _____

Grant Projects Only

Designation of reserve account (required). Charges will only be made against a reserve account if a purchasing card transaction cannot be documented as a reasonable and allowable charge against a budgeted grant category.

Reserve Fund and Department:	
Authorized Department Administrator Signature:	Date: _____
Grants and Contracts Signature:	Date: _____


Default Fund and Department -
should be grant account

Alternate Fund and Department -
WRAP account or other

Appropriate signatures

Pre-Award **BACKSTOP**

<https://bit.ly/wmu-backstop>

Task	Department and PI Expectations	Grants and Contracts Responsibility
Pre-Award Backstop	Use the  Pre-Award Account Request form when the official award has not been received and expenditures need to begin. Fill out form. Do not exceed the limit amount approved during the dates indicated on the form.	Setup pre-award account reflecting begin and end date on Pre-Award Account Request form. Send approved Pre-Award Account form back to department with fund and department ID setup.

pre-award acct. **BACKSTOP**

[Pre-Award Account Request Form](#) is used to request a cost center (or extend a cost center) to allow spending prior to the university receiving an official award or extension document.

PROS

- No JES to complete
- Students can be paid on time or not have to complete double paper work to appoint them to a department fund and then later to the grant

PRE-AWARD BACKSTOP

Western Michigan University Pre-Award Account Request (To Be Completed By Principal Investigator)	
Project Director:	Phone:
Department/Unit:	College:
Agency:	Date Award Expected:
Project Title:	Proposal Number:
Agency Support (\$): (dollar amount of proposal)	
Type(s) of expenses to be charged: (All items must be allowable in accordance with the anticipated terms of the award.)	
<input type="checkbox"/> Salaries/Benefits	Departmental Fund & Cost Center:
<input type="checkbox"/> Travel	Amount allowable as pre-award spending (\$):
<input type="checkbox"/> Supplies	Time period for pre-award spending:
<input type="checkbox"/> Other	Beg. Date
	End Date
Rationale/Justification for pre-award account. (Attach any pertinent correspondence or note any conversations with sponsor or project representative, etc.)	

*****Disclosure Statement:**

It is understood that if funding is not received, or expenses have been incurred prior to the beginning date of the award document, or cost are determined to be unallowable these costs will be posted to the respective departments's fund and cost center.

Administrative Approvals		For Grants & Contracts Use Only	
Please Route in the Following Order for Signatures. Forward Completed Form to Grants & Contracts Manager.			
Principal Investigator	Date	Vice President for Research	Date
Chair/Unit Head	Date	Project Fiscal Analyst Assigned	
Dean	Date	Research Fund Cost Center Assigned	
		Grants & Contracts Manager	Date


Departmental Fund and Cost Center – Should be a non-grant account

Rationale/Justification – It is helpful to have sponsor correspondence with the expected award information non-grant account

Appropriate signatures

Planned Effort/ Summer Salary/ Grad Appointments

<https://wmich.edu/grantscontracts/forms>

Task	Department and PI Expectations	Grants and Contracts Responsibility
Planned Effort/Cost- Share	Complete  Planned Effort form based on actual time the PI/other grant staff will be released for the period of grant appointment. If the form will be for key personnel (PI and Co-PI), the effort reflected on the form should not be 25% less than proposed effort. Email completed form to Grants and Contracts Department grants-services@wmich.edu . May have to complete JES if form is submitted after the first pay period of the appointment period reflected on the form. If the appointment period is already confirmed in ecrt, please see Cost Transfer section.	Review Planned Effort form against approved budget, confirm that release time corresponds with proposed effort and grant dates. Enter into PSHR system for distribution every pay period. If form is submitted late, notify department which JES needs to be completed.
Faculty Additional (Summer) Appointments	Provide summer workload and/or dollar amount per project and complete Summer Salary Worksheet . Obtain approval of Summer Salary Worksheet. Enter in PSHR Workflow appointment. Form could be denied if period is already confirmed in ecrt.	Review form against approved budget, grant dates and 95% effort limit. Approve PSHR Workflow appointment.
Graduate Assistantship Appointments	Confirm funds still remain in grant account prior to submitting forms. Apply for grant tuition fund code through Banner. Facilitate letter, obtain signatures, and send letter to Grad College. Enter appointment in Banner and PSHR Workflow.	Review PSHR workflow form and Banner tuition workflow form against approved budget and grant dates.

Planned Effort/ Cost Share

- Faculty
 - Release/buy out time-Planned Effort Form
 - Summer pay-Summer salary worksheet
 - PSHR Workflow-Additional Faculty Appointment Non-Instructional
- Department Administrative Time
 - Buy out time-Planned Effort Form
 - Time must be in approved budget and cannot be less than .15 FTE
- Graduate Assistantship
 - PSHR Graduate Appointment
 - Banner Tuition workflow

[Print Form](#) [Reset Form](#)

**Western Michigan University
Grants and Contracts
Salaried Employees
Planned Effort on Sponsored Projects**

Name: Employee ID:

Department: Home Department:

College/Unit: Project Department:

Project Title:

Period of Appointment: Through

Project Termination Date:

Salary Funds Budgeted in Project for This Period of Appointment:

Base Salary

Release (buy out) amount to be contributed to the project

Cost Share amount to be contributed to the project

Signature acknowledges that the planned effort for the above named individual is accurate and any deviations of actual effort (+ or - 5%) from what was initially planned will be corrected at the end of the appointment period. This will assure the charges are reflected on the semester based project payroll statements in ecrt.

1. Employee _____ Date _____ 3. Home Department Chair _____ Date _____

2. Principal Investigator _____ Date _____ 4. Home Department Dean/VP _____ Date _____

Return the completed form to the Grants and Contracts Office via email, grants-services@wmich.edu which will be retained for audit purposes.

[Print Form](#) [Reset Form](#)

Technology Purchases



<https://bit.ly/wmu-techapproval>

Task	Department and PI Expectations	Grants and Contracts Responsibility
Technology Purchases	Note: most technology purchases need to have Grants and Contracts approval and purchases cannot be made with grant pro-card. Technology purchases over \$5,000 must be reviewed by Purchasing before grants approval. The OIT technology purchase process includes getting grants approval.	Review OIT work order against approved budget (not within last 60 days of grant without exception approval). If purchase is over \$5,000, verify approval from Purchasing was received.

Budget/ Budget Revision

<https://bit.ly/WMU-UPA>

<https://bit.ly/wmu-budget-revision>

Task	Department and PI Expectations	Grants and Contracts Responsibility
Budget	Ultimately responsible for budget management. All expenses must be within approved budget, otherwise contact Grants and Contracts before proceeding. Monthly review of expenditures is recommended.	Review budget exceptions against sponsor regulations.
Budget Revision	Complete  University Prior Approval and  Budget Revision forms. PI ultimately responsible for budget revision. Making sure revision is within program allowability and sponsor regulations. Many Federal agencies allow for expanded authorities. May recommend revisions when categories are overspent that would affect F&A.	Review budget revision requests against sponsor regulations. Program allowability is responsibility of PI.


BUDGETING

Important nuggets to remember

- Budget changes over 10% will require the [Prior Approval form](#) and [budget revision form](#) and may require written approval from the funder.
- Participant Support allocations cannot be modified without prior approval from sponsor.
- Total Direct Cost (TDC) – Facilities & Administration(F&A) is applied to all costs.
- With Modified TDC - F&A is applied to everything except Tuition, Scholarships, Fellowships, Subawards > \$25K, Capital equipment and expenditures, Rental of Space, Patient Care Charges, Participant Support Costs.
- WMU's Policy is that the full F&A costs be recovered on every proposal to the extent allowable by the sponsor.

Cost Transfer Request

<https://bit.ly/wmu-transfer-cost>

Task	Department and PI Expectations	Grants and Contracts Responsibility
Cost Transfer Request	Fill out  Cost Transfer Request form to completion (Answer Questions 1-6 based on the original transaction date of the expense). Expense must be in approved budget.	Review expense against approved budget and grant dates. IF expense is beyond 90 days from original transaction date (or if payroll expense is for ecrt period already confirmed), review answers 4-6 for extenuating circumstances

Cost Transfer Request

- Documentation to support all cost transfer requests must be attached.
- Expense must be in approved budget.
- IF expense is beyond 90 days from original transaction date (or if payroll expense is for ecrt period already confirmed), review answers 4-6 for extenuating circumstances.

[Print Form](#) [Reset Form](#)

**Western Michigan University
Cost Transfer Request**

Requested By: _____
Department: _____ Date: _____
Charge From: _____ - _____ - _____ Charge To: _____ - _____ - _____
Amount: _____ Federal _____ Federal Flow-Thru _____
Project Title: _____ Sponsor: _____
Project Beginning Date: _____ Project Ending Date: _____

The federal government through Code of Federal Regulations Title 2, Grants and Agreements Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2CFR Part 200) establishes principles for determining costs applicable to grants, contracts, and other agreements with educational institutions, as well as proper documentation required. To comply with the cost allowability, allocability, and consistency requirements, it is necessary to explain and justify transfers of costs from one account to any sponsored project (WMU [Cost Transfer Policy](#)).

If transfer is made within 90 days, answer questions 1, 2, and 3. If transfer is made over 90 days or after the end of the confirmation period, answer all 6 questions (allowed only in extenuating circumstances). **Documentation to support all cost transfer requests must be attached.**

1. What is the charge for and how does it benefit the project which is now being charged?

2. Why was the cost not correctly charged initially?

3. If the transfer is between two sponsored projects, explain how the two projects are related.

4. Why is this cost transfer being requested after the deadline?

5. How was the error discovered?

6. What measures have been taken to avoid the need for this type of cost transfer in the future?

NOTE: By signing below, requester certifies that the cost to be transferred is an appropriate expenditure for the sponsored grant or contract charged and that the expenditure complies with the terms and restrictions governing that sponsored grant or contract.

Principal Investigator's Name: _____ Phone Number: _____
Principal Investigator's Signature: _____ Date: _____
Chair/Department Head Signature: _____ Date: _____

Return the completed form to the Grants and Contracts Office via email, grants-services@wmich.edu which will be retained for audit purposes.


The Grants and Contracts Office will review this request. If approval is not granted, the transfer will not be allowed.

Grants and Contracts Approval: _____ Date: _____

Updated 2/11/2015

Sub-award Invoice & JES Transactions

<https://bit.ly/WMU-GV>

Task	Department and PI Expectations	Grants and Contracts Responsibility
Sub-award Invoice	Invoice review form will be emailed from Grants and Contracts to PI and admin. Review and sign review form and voucher. Check subaward <25K object code in GLOW. Complete  Generic Voucher and return to Grant and Contracts.	Send invoice review form and sub-award invoice to PI copying administrative staff. After receiving voucher, complete invoice review form and send to AP.
JES Transactions	(See Cost Transfer Request section) Enter JES – email to Grants and Contracts grants-services@wmich.edu for approval with backup documentation.	Review backup documentation and cost transfer form.

Subawards/Subcontracts

Billing Process

- Invoice will be sent to PI cc: department admin to review and approve
- Dept admin receives signed approval and submits with Generic Voucher back to Grants and Contracts
 - Use code 4825 for each subcontracts first \$25K of expenses
 - Use code 4816 when the subcontract exceeds \$25K in expenses

JES

Always think that you are transferring the EXPENSE either to the grant or off from the grant (not transferring revenue or support to the grant or to your department account).

G+C Journal Entries


When to use a Cost Transfer Request Form

- For payroll expenses Cost transfer request form is required if the pay period is during an ecrt period that was already confirmed
- For non Payroll expenses, it is required if the expense is after the month of the original expense
- No cost transfer form is required if you are just moving the expense to a different account code
- No cost transfer form is required if moving an expense off from a grant

eCRT

<https://bit.ly/WMU-ecrt-PI>

<https://bit.ly/ecrt-guide-dept>

Task	Department and PI Expectations	Grants and Contracts Responsibility
ecrt	<p>ecrt Department Coordinator will pre-review personnel charges in GLOW and Planned Effort forms. Then PI will Confirm ecrt amounts after Pre-review.</p> <p>ecrt  Quick Guide for PI and  Department Coordinator</p>	<p>Send out reminders for ecrt pre-review and confirmation.</p>

eCRT

Effort Certification and Reporting Technology

- Federally required payroll confirmation system
- 3 periods per year; Summer, Fall, & Spring
- Pre-review has access for two weeks
- PIs have three weeks to confirm
- Statements **SHOULD NOT** be pre-reviewed or confirmed if issues are found; fixes should be completed first

Vendor Contract & Independent Contract

<https://bit.ly/wmu-purchasing>

<https://bit.ly/wmu-purchasingguide>

Task	Department and PI Expectations	Grants and Contracts Responsibility
Vendor Contract	Work with Purchasing Department and Business Services . Obtain SOW, Sole Source Justification form (if necessary), and provide all information from vendor.	Review against approved budget and grant dates.
Independent Contract	Work with  Purchasing Department and Business Services . Obtain SOW, Sole Source Justification form (if necessary). Complete Independent Contractor form, Exhibit B form for Federal Grants and Exhibit C form for NSF grants. Collect W-9 if needed.	Review against approved budget and grant dates. Email approved form to Business Services.

work CONSULTANT

Use this document for hiring individual independent contractors only (one event or project with an identified end date or event).



INDEPENDENT CONTRACTORS

These four steps must be completed prior to proceeding with the Agreement below.

HUMAN RESOURCES
Is the individual who is providing services a current WMU student, faculty or staff member? YES NO
Is the individual a current/former WMU employee (continuing, term, part-time, student) who will be providing services similar to those WMU duties within the last two years? YES NO
➤ If YES to either question, **STOP. Do NOT continue with this form.** These people are considered "WMU employees" for tax purposes and NOT independent contractors. Contact Human Resources for further instruction regarding paying these individuals for services rendered. **If NO, continue.**

SCOPE OF WORK
Does the work include a trade skill found in Facilities Management (carpentry, plumbing, painting, electrical, landscaping, custodial, etc.)? YES NO
➤ If you answered yes to the first question, is the work performed on campus? YES NO
➤ If YES to both questions, **STOP. Do NOT continue with this form.** Request Facilities Management employee for further instructions and attach evidence of their approval. **If NO, continue.**
➤ If YES for the first question and no for the second question, continue.

TAXATION
Is the individual a foreign national performing tasks or providing services for WMU? YES NO
Is the individual providing personal services for WMU for which no payment is required/expected? YES NO
➤ If YES to the first question, **STOP. Do NOT continue with this form.** See [Genus/Nonprofit Payment General Info](#) for further instructions and attach evidence of their approval. **If NO, continue.**

FOREIGN PURCHASES
Does this contract or agreement involve: a) the physical shipment of items from the United States to a foreign country; b) the release or presentation of [applicable export data or controlling information](#) regarding technology, research, or data to any foreign person(s) or entity within or outside the United States by way of visual inspection, oral presentation, conference presentation, or training? YES NO
➤ If YES, **STOP. Do NOT continue with this form.** Contact WMU's Research Export Control Officer for export control compliance to the Agreement before it will be approved for purchase, and attach evidence of their approval. See <https://wmich.edu/research/compliance/exportcontrol> **If NO, continue.**

CONFLICT OF INTEREST
CONTRACTOR must act in a manner consistent with the duties to the University and shall ensure that there are no conflicts of interest between his duties to the University and other contractual, personal duties, or relationships. CONTRACTOR must disclose any actual or potential conflict of interest related to this Agreement prior to signing this Agreement. Failure to do so could void this Agreement. To disclose, see University's Employee Conflict of Interest Policy [here](#).

Independent Contract Form

WESTERN MICHIGAN UNIVERSITY
GENERIC VOUCHER
TAX EXEMPT 36-488737

MEMORANDUM FOR: _____
TO: _____
DATE: _____

Approved Signature: _____
Approved Signature: _____
Approved Signature: _____

Department: _____
Department: _____
Department: _____

Requester Name: _____
Requester Title: _____
Requester Phone: _____

***All payments in excess of \$5,000 must include a purchase order number, vendor contract number, or fully signed independent contract.**

INVOICE NUMBER	INVOICE DATE	DESCRIPTION	AMOUNT

TOTAL \$ _____

Make a copy for the department prior to sending the original to Accounts Payable.

Gen-V

EXHIBIT B
WESTERN MICHIGAN UNIVERSITY
INDEPENDENT CONTRACTOR VERIFICATION OF COMPLIANCE WITH EXECUTIVE ORDER 12958 AND FAR 51.805
FOR ANY AGREEMENT INVOLVING ANY RESEARCH FROM THIS FEDERAL AGENCY

This executive order calls for the creation of a government-wide disclosure and response system in connection with all transactions with federal agencies. Disclosure and response are actions taken by the federal government, agencies, organizations, or individuals who have controlled funds for a contract, office, or activity in which an individual or entity has a financial interest in connection with the federal government. The purpose of this system is to identify and disclose potential conflicts of interest to the federal government. This system is designed to ensure that the federal government is aware of any potential conflicts of interest that may affect the integrity and objectivity of the federal government's operations. This system is designed to ensure that the federal government is aware of any potential conflicts of interest that may affect the integrity and objectivity of the federal government's operations.

1. Am I currently, directly, or indirectly employed by a federal agency or government entity (direct, state, or local government) for cause or default? In the case of the institution, the principal or members of the Board of Trustees or senior administrative staff, and researchers are the faculty and their professional colleagues who conducted such research activities.
2. Am I currently, directly, or indirectly employed by a government entity (direct, state, or local) with involvement of any of the offices mentioned in OIG letters.
3. Have, within a 2-year period preceding this application, been convicted of or had a civil judgment rendered against them for the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, performing a public transaction or contract under a public transaction, violation of federal or state antitrust laws or constraints of competition, theft, bribery, kickbacks or other prohibited practices, making false statements, or concealing or destroying evidence in violation of law or regulation, or in violation of any other law or regulation.
4. Have, within a 2-year period preceding this application, had one or more public transactions (direct, state, or local) terminated for cause or default? In the case of the institution, the principal or members of the Board of Trustees or senior administrative staff, and researchers are the faculty and their professional colleagues who conducted such research activities.
5. Western Michigan University treats this requirement as a "negative certification," i.e., that no principal or member of the institution is directly, or indirectly, employed by a federal agency or government entity.

Any individual who meets any of the conditions in 1-4 above must immediately notify the Office of the Vice President for Research and are prohibited from receiving federally funded grant or contract awards or fees being paid with federal funds.

I hereby certify that NONE of the above conditions or circumstances apply to me, no company or organization of which I am a principal or member, or any other individual or organization that I control, own, or in which I have a financial interest, is currently or was within the last two years, in violation of any of the conditions in 1-4 above.

Signed: _____ Date: _____

Printed Name: _____
Title: _____
Company: _____ **Request Form**

Exhibit B

Exhibit C
Western Michigan University
Independent Contractor Verification of Compliance with NSF Training requirements pursuant to §7009 of the America COMPETES Act
FOR CONTRACTS FUNDED THROUGH NATIONAL SCIENCE FOUNDATION GRANTS

All independent contractors (IC) funded through NSF grants shall ensure that all undergraduate students, graduate students, and postdoctoral appointees performing any work or services under this contract will receive training on the responsible conduct of research (RCR) within 30 calendar days of their paid appointment or receipt of appointment. This training must comply with the National Science Foundation's (NSF) implementation of §7009 of the America Creating Opportunities in Meaningfully Promote Excellence in Technology, Education, and Science (COMPETES Act) (42 U.S.C. 1863c-1).

IC represents and certifies that it (check appropriate response)
 Does not have a plan in place to meet NSF RCR training requirements
 Does not have a plan in place to meet NSF RCR training requirements
 Is exempt from NSF RCR training requirements (NOTE: check this option ONLY if no undergraduate students, graduate students, or postdoctoral appointees will perform any work or services under the service agreement).


If a plan is in place, and IC is not exempt from NSF RCR training requirements, IC agrees that it will provide training which meets the terms of WMU's training plan to timely comply with the NSF requirement. WMU's plan is available upon request. IC shall provide WMU written documentation that such training has occurred upon request by WMU. IC understands that WMU may immediately terminate the agreement for services immediately for any or no reason including non-compliance with NSF-RCR requirements.

Signed: _____ Date: _____
Printed Name: _____
Title: _____
Company: _____

Exhibit C

Temporary Staff & Student Employees

<https://bit.ly/wmu-hourly-timesheet>

Task	Department and PI Expectations	Grants and Contracts Responsibility
Temporary Staff Appointments	Follow department and HR procedure for hiring. Enter in PSHR Workflow form. Responsible for time-sheet collection, review and entering hours into KRONOS.	Review against approved budget and grant dates.
Hiring Student Employees	Responsible for  time-sheet collection and review. Facilitate hiring process and provide student with information regarding timekeeping.	Review PSHR workflow form against approved budget and grant dates.

Sponsor Required Reports & Grant Closure


<https://bit.ly/grants-closeout>

Task	Department and PI Expectations	Grants and Contracts Responsibility
Sponsor required reports	<p>Review award document for reporting requirements. (ORI sponsor required reports procedure-in process will include contacting ORI within a certain timeframe if ORI must sign or submit report)</p> <p>May assist with gathering financial data for reporting period expenditures or for projecting future expenditures needed for reports. Reports MUST be submitted on time to avoid delay in continuation funding or future proposal submissions.</p>	Responsible for required financial reports. Will contact PI to confirm expenditures for reporting period.
Grant Closure	Receive grant termination letter 120 days before grant ends. Review Project Closeout Procedure and follow requirements.	Send out grant termination letter 120 days before grant ends. Work with PI to confirm final expenses to submit final financial reports within sponsor deadlines.

Gift Card Purchasing

<https://bit.ly/wmu-giftcard-auth>


<https://bit.ly/wmu-disbursement-log>

Task	Department and PI Expectations	Grants and Contracts Responsibility
Gift Card Purchasing	<p>Fill out Gift Card Authorization form including description and route for signature.</p> <p>Keep a  gift card disbursement log. (Current WMU students not eligible – must be processed as scholarship or Prize Award). Voucher should reflect 1790 account code if gift cards will be distributed over a period of time and not immediate review 1790 against gift card log and complete JES to transfer to expense code monthly/quarterly depending on disbursement schedule.</p>	<p>Review Gift Card Authorization form against approved budget and within grant dates. Approve and send back to department. After gift card disbursement log received, review the 1790 balance and approve JES to transfer to expense code.</p>

Gift Card Purchasing

- For research studies, IRB approval is required.
- Distribute the cards/certificates/payments to the recipients within 60 days of purchase or receipt of payments.
- Keep a log detailing distribution. Expenses will be moved via JES from account code 1790 (prepaid expenses) to the appropriate account code when distributed.

Print Reset

 **WESTERN MICHIGAN UNIVERSITY**

Authorization for the Purchase of Gift Cards/Gift Certificates and Cash Payments
*Only for use when compensating Research Participants

PURCHASER INFORMATION

Name of Purchaser: _____
Department/Organization: _____
Fund/DeptId: _____ **General Fund (Fund 11) use not permitted
**Use object code 1790 when preparing a voucher using Grant Funds 25-90

PURCHASE INFORMATION

GIFT CARDS/GIFT CERTIFICATES CASH PAYMENTS

Vendor Name(s): _____
Expected Date of Purchase: _____
Expected Date of Purchase: _____
\$ Amount of Gift Card(s): _____
\$ Amount of Cash Payment: _____
of Gift Card(s): _____
of Cash Payment Recipients: _____
Recipient Disbursement Date: _____
Recipient Disbursement Date: _____

DESCRIPTION OF EVENT/PURPOSE FOR GIFT CARDS/CASH PAYMENTS

Are the gift cards/certificates purchased or cash payments received for a research project in which participants remain anonymous? (Yes/No) _____ if yes, a separate disbursement log must be maintained by the department doing the study. If purchase is for a research study, the request to the IRB and their approval must be attached to the authorization.

CONFIRMATION

I confirm that the Gift Cards/Gift Certificates purchased or Cash Payments received will be used solely for the intended purpose listed above, and I agree to distribute the cards/certificates/payments to the recipients within 60 days of purchase or receipt of payments.

Purchaser's Signature: _____ Date: _____

VERIFICATION

I hereby authorize the use of departmental funds to purchase Gift Cards/Gift Certificates or to receive Cash Payments for the intended purpose listed above, and will abide by the policies related to the possession of confidential disbursement logs, if applicable.

Department Head Signature: _____ Date: _____
Dean Signature: _____ Date: _____
Vice-President Signature: _____ Date: _____
Grants & Contracts Signature: _____ Date: _____
** Fund 2590


This form should be kept in the department with your disbursement logs. If purchased on a grant/contract, submit to the Grants and Contracts office.

revised 02/2008 Print Reset

Prize Award & Scholarships

<https://bit.ly/wmu-prize-award-form>


<https://bit.ly/grant-scholarship>

Task	Department and PI Expectations	Grants and Contracts Responsibility
Prize Award	Provide all student information and description of award competition. Submit to financial or Accounts Payable based on information from PI and  Prize Award form .	Review expense at time of invoice to sponsor.
Scholarships	Apply for grant tuition and/or stipend fund code through Banner. Collect all student information, provide scholarship amount. Send correct year Grant Funded Scholarship form to Grants and Contracts, and track scholarships.	Review form and send to Student Financial Aid.

Reimbursement Vouchers & Travel

<https://bit.ly/WMU-GV>

<https://wmich.edu/travel>

Task	Department and PI Expectations	Grants and Contracts Responsibility
Reimbursement Vouchers	Process repayment via  Generic Voucher . Provide receipt, F/CC and justification.	Review expense at time of invoice to sponsor.
Travel	Complete travel authorization form and follow WMU travel polices . Submit all travel receipts. Provide all travel information for students and non-employees Complete Travel Expense Voucher.	Review international travel authorization against approved budget and grant dates. Review actual travel expenses at time of invoice to sponsor.

Travel

What do we need from you?



Travel

When including travel in your budget, consider all needed costs: ground transportation, air travel, parking costs, food, accommodations, luggage fees. Accommodation and per diem fees follow General Services Administration.

<https://www.gsa.gov/travel/plan-book/per-diem-rates>



Travel authorization

Keep in mind, if international travel, two additional approvals required through the workflow (Grants and Contracts and Export Control)



Travel Voucher to submit for reimbursement

These vouchers include your receipts, per diem print off, mileage, etc.

FAQ's

bit.ly/grants-faq

For a list of commonly asked Grants + Contracts questions visit our FAQ page.



Research and Innovation

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Office of Research and Innovation
Western Michigan University
Kalamazoo MI 49008-5456 USA
(269) 387-8298

FAQs for Grants and Contracts

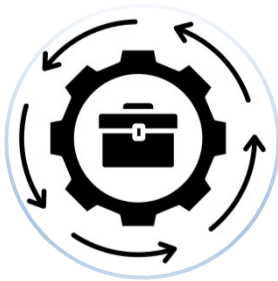
I received notification from the sponsor that they plan to fund my project, but the official award/contract will not be here for a while. How do I begin appointing students/Post Doc, purchasing supplies or making travel arrangements?	+
Does WMU have to receive funds from the sponsor before I can start spending out of my sponsored project account?	+
As a PI/PD, what will the university hold me responsible for?	+
What are facilities and administrative costs?	+
Who should I contact with employment-related questions, such as hiring or re-hiring processes?	+
Are there special restrictions associated with foreign travel?	+
I would like to know what the balance is on my grant account; how do I do that?	+
Do I need to go back to the sponsor to revise my budget?	+

REMOTE OFFICE LOCATIONS

- CEAS Room A-238
- CEHD Room 3530 Merze Tate Center
- CHHS Room 3245
- Wood Hall Room 3140

NEW

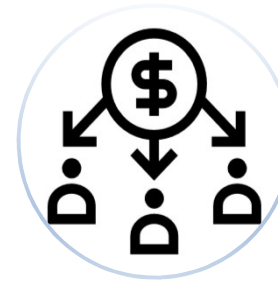
MONTHLY TRAININGS



December
Post Award
Responsibilities



January
Allowability of
Costs



February
Cost Share



March
Appointment
Types



April
UPS/ Budget
Revisions/ NCE



May
eCRT

Questions?