

Grants Processing

Academic Resources staff provides support for faculty principal investigators (PIs) to administer their externally funded grants and contracts. Please note the following functions and roles of Academic Resources, ORSP, and University Budget staffs.

➤ **Pre Award: Office of Research and Sponsored Programs**

➤ **Post Award:**

❖ **Academic Resources** – for expenditure processing assistance, faculty principal investigators may work with Beatriz Ruettgers, who will:

- Participate with the PI in the post award meeting to review the project budget;
- Assist faculty members with expenditure processing for their project(s);
- Initiate other expenditure documents for the project(s), including handling faculty requisitions for reimbursed time and payroll adjustments;
- Reconcile monthly expenditures against budget for each project using PeopleSoft financial reports; and
- Provide financial updates to principal investigators on a regular basis.

❖ **Other Support Staff** – Staff outside of Academic Resources also support post award grant processing. When an administrator is a principal investigator on a grant, the grant is managed in their administrative unit.

Large grants (regardless of whether the PI is a faculty member, administrator, or staff) often have funding for administrative support to hire staff specifically for post award assistance.

It is recommended that staff supporting grants work with staff in Academic Resources (along with staff in ORSP and Budget and Support Services) to review CSUCI, federal, and state requirements; NCURA (National Council of University Research Administrators) guidelines; and general processing information to ensure compliance.

❖ **Budget and Support Services** – for financial reporting assistance.

Budget and Support Services offers, with the assistance of Academic Resources, an annual grants workshop to review guidelines about expenditure processing and offer other pertinent information related to post award grants administration.