What To Expect When I Get My Grant?
Grants and Contracts Mission

The mission of the Office of Grants and Contracts is to support the instruction, research, and public service goals of Kennesaw State University.

The Office of Grants and Contracts is responsible for advising appropriate University officials on matters relating to Federal and State laws, Board of Regents, as well as University rules, regulations, and policies pertaining to fiscal management of contracts and grants. The office is responsible for insuring that the business interests of the University are protected in the terms of proposed agreements and throughout the operation of such agreements. In addition, the office is also responsible for determining that the University complies with all provisions of contracts and grants, or agreements entered into with outside companies or agencies.

The office is responsible for maintaining auditable records in support of direct and indirect charges to contracts and grants, as well as for preparing and filing fiscal reports required by grantor agencies or companies. The Office of Grants and Contracts is responsible for billing and collecting costs incurred on cost reimbursement contracts, and for requesting funds relating to said contracts.

The Office of Grants and Contracts is committed to providing accurate and timely reports so that project directors can assess actual performance against actual budgeted funds.
The Grant Award Process

- All sponsored agreements should be routing through the Office of Sponsored Programs (OSP). Once OSP receives the fully executed contract and all required documents are in place, the new award information will be forwarded to the (Grants Office).

- Upon receiving the executed contract and all required documentation from OSP, the Office of Grants and Contracts will then review the information for completeness, set up the account and coordinate a post award meeting with the Project Director and his/her support staff.

- All project directors, regardless of previous awards, must attend a post-award meeting with the Grants Office. This meeting will provide an opportunity to discuss any unique project requirements and to address concerns that the Project Director or the Office of Grants and Contracts may have.

- At the post-award meeting, The Grants Office will provide a project director post-award folder containing a grant overview sheet, account information pertaining to the grant, KSU forms, office contact information, grants policy manual and a project director’s list of responsibilities.

- The Grants Office provides monthly reconciled grant reports to designated individuals on the Sponsored Operations I drive. Individuals are notified via email when reports are available.
Life of An Award

**Pre Award Phase** (Office of Sponsored Programs): includes budget preparation, review & proposal submission

**Award Granted:** Once Office of Sponsored Programs receives the fully executed contract and all required documents are in place, the new award information will be forwarded to the Office of Sponsored Operations.

**Post Award Setup** (Office of Sponsored Operations): Upon receiving the executed contract and all required documentation, The Grants Office will then review the information for completeness, set up the account/budget and coordinate a post award meeting with the Project Director and his/her support staff.

**Spending Under Award:** The Office of Grants and Contracts provides monthly reconciled grant reports to designated individuals on the Sponsored Operations I drive. Individuals are notified via email when reports are available. The project directors are responsible for reviewing the reports for accuracy. Any changes in the awarded budget (i.e. budget amendments, reporting changes, scope of work, etc.) must be approved in writing from the funding agency.

**Close Out:** All grant expenditures must be posted on KSU’s financial ledgers prior to the grant end date.
- KSU Pcard Deadlines - 60 days before the end date of the grant
- KSU AGS/Misc. Deadline - 30 days before the end date of the grant
- KSU Travel Expense Statement Deadline - 30 days before the end date of the grant
- Must reference individual grant contract for grant specific deadlines set by funding agencies (i.e. narrative reporting, etc.). All fiscal reporting is done by the Office of Grants and Contracts.

**Audit and Retention**
Key Project Director Responsibilities

- **The Project Director is responsible** for approving all expenditures against their grant award(s) and for ensuring all grant expenditures are reasonable, allowable and solely allocable to the grant award(s).

- **The Project Director is responsible** for managing the budget and expending it in accordance with Sponsor and University regulations on allowable allocable and attributable expenses related to the project, as indicated in the approved budget. The Office of Grants and Contracts personnel are available to project directors to assist and advise on fiscal issues related to sponsored program management.

- **The Project Director is responsible for reviewing monthly reports** each month and contacting the Office of Grants and Contracts with any questions/discrepancies. It is the Project Director's responsibility to make sure he/she has access to the I drive where the monthly reports, grant overview information, etc. will be placed/updated on a monthly basis by the Grants and Contracts Office.

- **If administrative (secretarial) support** is not provided within your grant budget, then your departmental secretary will be your administrative support for your grant. The Office of Grants and Contracts does not provide administrative/secretarial support for your grant(s).

- **Project Director is responsible** to make sure he/she has accessibility to the online systems as necessary (i.e. AGS System, Kronos, etc.). Specific forms for processing related to grants can be found on our website, which is referenced at the bottom of this page (in the footer).

- **In certain sponsored agreements, the invoicing and/or reporting requirements may exceed the level of detail provided by the major budget categories.** If the agreement is accepted with these additional invoicing/reporting requirements, the responsible college/department is required to prepare and submit this data to the Office of Grants Office on a timely basis. Any reimbursement checks received by Project Directors or departments should be forwarded to the Office of Grants and Contracts for processing.

- **A copy of any revision to grant budgets or other correspondence with grantors** regarding financial matters should be provided to the Office of Grants and Contracts for the grant file(s).

- **The department or Project Director is responsible for providing records in support of cost share or matching requirements** to the Office of Grants and Contracts. Some grant programs require that federal grant funds be matched proportionately with nonfederal funds or that the grantee participate to some extent in the cost of the project. Cost Sharing/Matching is defined as all contributions, including cash and third party in-kind, that meet the following criteria: verifiable, not included as contribution for any other federally assisted project/program, necessary and reasonable for accomplishment of objectives, allowable and provided for in the approved budget when required by the federal awarding agency.

- **Grantees are permitted to exceed the cost sharing/matching requirements or “overmatch” under a grant.** To do so is to make more of a financial commitment to the project than is required. On the other hand, if a grantee does not contribute a sufficient match, federal support will be reduced proportionately to maintain the required matching ratios.

- **It is the Project Director’s responsibility to notify the Office of Budget & Grants and Contracts via email or memorandum of the course release(s) schedule** to charge against respective grant each semester (Fall and Spring), during the semester in which the course release is taken. The difference between a full time faculty member’s salary and a part time faculty member’s salary can be significant. This salary difference (excluding any fringe benefits) can be recovered by the department and used to offset grant or departmental expenses. It is the Project Director’s responsibility to request these funds during the semester their course release is taken.
Key Project Director Responsibilities cont’d

- It is the responsibility of each Project Director to verify that all procurement card charges booked to his or her grant are in compliance with the award/contract. If invalid or unauthorized purchases are booked to a grant using a procurement card, the College/Department budget will absorb the expense. If the expenses cannot be absorbed by the College/Department, i.e. expenses cannot be paid with state funds, all charges will become the responsibility of the Project Director. During the last 60 days of the award no procurement card charges should be booked to the grant. Any procurement card expenses that are not on KSU’s ledgers by the grant end date will become the responsibility of the department the grant is housed under.

- It is the responsibility of each Project Director to verify all AGSs and travel expense charges booked to his or her grant are in compliance with the award/contract. If invalid or unauthorized purchases are booked to a grant the College/Department budget will absorb the expense. If the expenses cannot be absorbed by the College/Department, i.e. expenses cannot be paid with state funds, all charges will become the responsibility of the Project Director. During the last 30 days of the award no AGSs and/or travel expenses should be booked to the grant. Any AGSs and/or travel expenses that are not on KSU’s ledgers by the grant end date will become the responsibility of the department the grant is housed under.

- Copy Charges - If your grant allows for on campus grant related copy charges in the budget, the Project Director is required to contact Gary Dalton, Associate Director of Print Copy Services x2344, to request a copy code to be created for direct copy charges to the grant. The Project Director will be required to provide the Grant Name and Grant Speed Chart Number in order for the code to be established. At the close of the grant award, the Project Director is responsible for notifying Gary Dalton to terminate the grant copy charge code. If this code is used beyond the grant end date, the copy charges will default to the Project Director’s home department.

- It is the Project Director’s responsibility to adhere to all KSU guidelines in terms of purchasing, processing paperwork, and policies/procedures.

- Personnel activity reporting (Time and Effort) is a requirement of all federal grants. All personnel activity will be supported by personnel activity reports. These reports should be turned into the Office of Grants and Contracts at the end of each semester, including summer semester. Each report must be signed and dated by the employee who performed the work and by the project director (or department chair if the time and effort is for the project director). It is the responsibility of the Project Director to return the completed personnel activity form to the Office of Grants and Contracts.
Key Project Director Responsibilities cont’d

- **If you hire a temporary employee** (Full or Part Time) their term of temporary employment cannot exceed 12 consecutive months. Their employment will be automatically terminated in the payroll system at the end of 12 months. You may rehire the temporary employee at the end of a 30-day break in service. If your employee takes a 30-day break in service prior to their one-year anniversary they will restart their 12 months on their re-hire date.

- *A temporary employee must have an application on file with Human Resources prior to his/her effective date of employment. If a temporary employee’s position requires pre-employment drug testing, respirator testing, a valid state driver’s license or any other employment document you will be advised by Human Resources. Temporary employees employment is at-will in accordance with Georgia law. They may be dismissed at any time without the right of appeal. As a temporary employee, they are considered an external candidate for permanent position vacancies.*

- **If you hire a permanent employee** (Full or Part Time with benefits) their term cannot exceed the term of the grant. A permanent employee must have an application on file with Human Resources prior to his/her effective date of employment. Also, with permanent employees, there is the situation of *vacation accrual and payout* upon termination of employment when grant ends. In this situation, *the employee would be required to use all vacation before termination of the grant and thus, no vacation payout will be paid.* This is the responsibility of the Project Director to ensure the employee takes all vacation before the end of employment or it would be the responsibility of the Project Director to ensure adequate departmental funds are available to pay vacation payout.

- **If a permanent employee’s position requires pre-employment drug testing, respirator testing, a valid state driver’s license or any other employment document you will be advised by Human Resources.**

- **The hiring department must submit through the HR PeopleAdmin System.** Upon completion, the hiring department will work with HR to create the advertisement for the posting. If you have any questions regarding the hiring process, please contact HR at x6030. The Project Director is responsible for the submitting of the position through the HR PeopleAdmin System. Once the position has been submitted by the Project Director, the system will route the position to the appropriate personnel for approvals. Project Director and/or hiring department is responsible for processing the necessary HR paperwork to terminate any employees hired under grant funding in a timely manner.

- **When advertising a grant position, the hiring department must note the source of funding is sponsored in the HR PeopleAdmin System. Thus, when HR advertises the position the appropriate language regarding “employment contingent on grant funding” can be added to both the advertisement and the offer letter.**

- It is the Project Director’s responsibility to process the necessary HR paperwork to terminate any employees hired under grant funding in a timely manner.
In Closing...

The Office of Grants and Contracts personnel are available to project directors to assist and advise on fiscal issues related to sponsored program management.

Specific forms for processing related to grants can be found on our website, http://www.kennesaw.edu/budgets/grants/PAGF.HTM