



Administration Guidelines for Sponsored Programs



These administration guidelines for sponsored programs were compiled by members of the Office of Contracts & Grants, Research Accounting & Research Purchasing/Property Records Offices to assist faculty and staff in the administration of sponsored programs.

POINTS OF CONTACT FOR SPONSORED PROGRAMS

Office Name and Location	Staff	Staff Title/Specialty Area
Contracts & Grants 1700 S. Patterson, Rm M5250 Ext 9-2919 +4 Zip 0104	Claudette M. Groeber	Director/SRO/Authorized Representative
	Marianne Shreck	Contracts and Grants Administrator
	Linda Young	Proposal Coordinator/Assistant Facility Security Officer
	Kari Howard	Proposal Specialist
	Sarah Browning	Subcontracts Manager
	Sara Schebo	Senior Admin. Secretary, Subcontracts
	Ginny Smith	Accounts Manager / Team Leader
	Angi Webendorfer	Senior Administrative Assistant, Accounts Management
	Michelle Baldygo	Administrative Secretary, Accounts Management
	Jhadae Richardson	Administrative Secretary, Accounts Management
Purchasing/Property Records 1700 S. Patterson, Rm M5270 Ext 9-3822 +4 Zip 0106	Bill Barnes	Facility Security Officer/Export & Ethics Administrator
	Lee Beyerle	Administrative Associate
	Angelina Lucente	Administrative Secretary
	Jon Borgwardt	Manager & Property Administrator
	Deborah Meyers	Assistant Purchasing Manager
	Steven Russell	Buyer/Business Information Specialist
	Melissa Scrimager	Purchasing Clerk
Accounting 1700 S. Patterson, Rm M5240 Ext 9-3947 + 4 Zip 0107	Jim Blair	Senior Property Records Clerk
	Rhonda Diehl	Assistant Property Administrator
	Kathy Weisenbach	Controller
	Tom Migely	Accounting Administrator
	Jerri Bond	Accounts Payable Supervisor
	Lauren Ruff	Accounts Receivable Supervisor
	Patty Ward	Payroll Administrator
	JoAnne Davis	Travel Coordinator
	Margo Reichman	Senior Accounts Receivable Clerk
Ashley Rutledge	Accounts Payable Clerk	
Sylvia Klosterman	Accounts Receivable Clerk	

For more detailed information about each office, available resources and contact information please see the UDRI Internal Portal at <https://portal.udri.udayton.edu>. Sign in using your Porches login and Domain Name: "University of Dayton (Novell Directory)". If you experience problems contact RITO at 9-2700 or [!help@udri.udayton.edu](mailto:help@udri.udayton.edu).

Definitions

Award—contractual document, i.e. grant, purchase order, agreement, contract, subcontract.

Project Number—Internal Banner number assigned to the overall program. Has a 3 digit prefix (i.e. KAB, J8M, KTM) and cannot accept charges.

Fund Number—Internal chargeable Banner number built under a project number. A project number can have multiple chargeable fund numbers.

Review, Approval and Acceptance

The Contracts Office receives the award and submits it to the principal investigator (PI) and department chair /division head for review. After approval of the award by the PI and department chair/division head and review by the Contracts Office, the Contracts Office contacts the sponsor to accept the award or to request clarifications or changes to the award, as required. If the award includes Patent Rights clauses, review by the Office of Technology Partnerships will be concurrent with review by the Contracts Office.

Project Setup

After the award is accepted, the Contracts Office sets up a project number and numbering structure which assigns fund number(s) against which charges should be made. An email from the Accounts Management Team and a system generated New Contract Notification (NCN) noting the project number will be sent to the PI and department chair/division head after the project is established.

If the award requires direct cost sharing, the Contracts Office will contact the PI to verify the UD fund number(s) from which the monies are to be transferred. No transfer of monies is required if the award budget includes cost sharing of indirect costs. The indirect cost return to the college or school is adjusted at the end of each fiscal year to account for any indirect cost sharing.

A summary of the project is generated by the system and is known as the "Project Summary Report-Sponsored" report. The most current modification information is also located on this report. It is available on the UDRI Self-Serve Report Site at <https://reports.udri.udayton.edu>. Contact [Ginny Smith \(9-2919\)](#) for additional information.

Prior Approvals and Modifications

The PI should carefully review the terms and conditions of the award for specific requirements. Some of the events that may require prior sponsor approval or award modification are listed below:

- Time Extension—PIs should notify the Contracts Office as soon as it is determined that a time extension will be required. Agencies often require advance notice of 30 to 90 days to grant a time extension. When requesting a time extension, the PI should provide a justification for the time extension and the amount of remaining funds.
- Addition of funds
- Transfer of funds to a different budget category
- Change to the statement of work
- Change of PI
- Transfer of grant/award
- Equipment purchases
- Travel (allow 90 days for approval for foreign travel)
- Subawards

All requests for prior approval and award modification should be processed by the Contracts Office.

Materials and Services Purchases

Initiators may contact the [Purchasing Office by phone \(9-3822\)](#) to obtain a PO number for purchases under \$2,500. The following information is required to obtain a verbal PO number:

- Fund number
- Vendor name
- Items to be purchased
- Approximate amount
- Your campus zip code
- Your phone number

When a verbal PO number is assigned, the Purchasing Office assumes the order will be placed verbally and will not send a formal PO to the vendor unless requested by the initiator. Initiators must submit a written purchase request (PR) to the Purchasing Office for all verbal orders. In lieu of a verbal request, initiators may also submit written PRs directly to the Purchasing Office. A written PR is required for purchases of \$2,500 or more.

A written PR is required for purchases made at the UD Computer Store.

Revisions to POs may be required by initiators or may result from vendor requests. To revise an existing PO, initiators must process a new PR which should reference the original PO number and show the changes made to the original purchase order.

Detailed instructions for completing the PR form are located on the UDRI Internal Portal under Purchasing Office.

Equipment Purchases and Rentals

A purchased item is defined as equipment when the purchase price is greater than \$5,000 and the useful life is greater than one year. Certain award restrictions may apply to equipment purchases or rentals. Consult the UDRI Purchasing Policy and Procedures located on the UDRI Internal Portal under Property Records Office for more details or contact [Jon Borgwardt \(9-3822\)](#) for information. The Property Records Office conducts interim and final inventories of UD and UDRI owned property.

Accounts Payable

For billing address, invoice payment terms, check writing schedule, ACH/Foreign Wire Transfers and payment information related to items purchased by UDRI, contact [Jerri Bond \(9-3930\)](#).

Petty Cash

For purchases of \$50 or less, reimbursement can be requested through the Accounting Office by completing a Petty Cash form, including appropriate signatures, and attaching the original receipt(s). Since the University is a tax exempt institution, sales tax will not be reimbursed. Tax exempt forms can be obtained from the Research Purchasing or Accounting offices.

On Campus Services

Services rendered by Bookstore and Post Office can be direct charged to a sponsored program by completing an On-Campus Requisition Form and referencing the fund number. Contact the Accounting Office for more information.

Shipping Charges

Shipments made from the UD Post Office can be direct charged to a sponsored program by completing a Shipping Authorization Form (referencing the fund number) and submitting it to the Post Office

with the item to be shipped. Shipping Authorization forms are available in the Purchasing Office.

Travel

All travel arrangements for sponsored programs should be made through the UDRI Travel Office. Contact [JoAnne Davis \(9-3967\)](#) to obtain the necessary authorization and reimbursement forms. The UDRI Travel Policy is available through the Travel Office website located on the UDRI Internal Portal.

Subcontract Administration

It may be necessary to use an outside subcontractor or consultant to fulfill the terms of a sponsored program. The requirements for writing a subcontract or consultant agreement are provided on the Subcontract Services portion of the Contracts and Grants website.

A copy of invoices received from a subcontractor or consultant and a summary of invoices paid will be sent to the PI to request approval for payment. The invoice will not be paid until PI approval is received.

Subcontracts and consultant agreements cannot be closed out until the Contracts Office receives a final report and final close-out documents from the subcontractor.

Hiring and Payroll Procedures

A Personnel Action Form (PAF) must be completed for each employee who works on a sponsored program. An electronic timecard for each employee must be submitted for supervisor's approval twice a month to be processed by UDRI Payroll. Contact [Tom Migely \(9-5337\)](#) or [Patty Ward \(9-3951\)](#) for assistance with faculty PAFs or about general payroll procedures.

Faculty: If any portion of the salary is charged to a sponsored program fund number, a PAF noting this must be completed and submitted to the UD Office of Human Resources with a copy to the UDRI Payroll Office. Blue timecards noting percentage of effort expended during the reporting period (not to exceed 100%) must be submitted for supervisor's approval twice a month to be processed by UDRI Payroll.

Graduate Assistant: A Graduate Assistantship Agreement and PAF must be completed and forwarded to the UD Office of Human Resources to hire a graduate assistant on a sponsored program. Contact the [Graduate Studies Office \(9-2390\)](#) for more information. Electronic timecards noting 50% effort expended during the reporting period must be submitted for supervisor's approval twice a month to be processed by UDRI Payroll.

Graduate and Undergraduate Students: Contact [Hire a Flyer/Student Employment/Career Services at 9-3251](#) for information about hiring a graduate or undergraduate student. All hourly student positions are posted on Hire a Flyer <https://www.udayton.edu/careerservices/hireaflyer>. Electronic timecards reporting actual hours worked during each pay period must be submitted for supervisor's approval twice a month to be processed by UDRI Payroll.

Non-students (administrative, clerical, technical): Contact the [UD Human Resources Office \(9-2541\)](#). Complete a PAF to note change of status and submit it to the UD Office of Human Resources with a copy to the UDRI Payroll Office. Electronic timecards reporting actual hours worked during each pay period must be submitted for supervisor's approval twice a month to be processed by UDRI Payroll.

Internal Financial Reports

All PIs are granted access to financial information and can run reports through the UDRI Self-Serve Report Site; a hyperlink is also

provided on the NCN email. If you need assistance with accessing the report or understanding the information, please contact the Research Accounting Administrator. The most commonly used reports are shown below.

- [Project Summary Report-Sponsored](#)—Includes the budget, funding, cost sharing, schedule and reporting requirements.
- [Financial Report-Sponsored](#) (issued monthly)— Includes the cost summary, ledger, task summary, outstanding commitments and cumulative ledger by project.
- [Labor Reports](#) (issued semi-monthly)—Current Pretab and last Pretab

Additional reports are available on the UDRI Self-Serve Report Site.

Invoices and Required Financial Reports

Invoices and financial reports are prepared and submitted by the UDRI Accounting Office as required by the contract/grant. The PI will be notified if assistance is required. If special invoices are required or if you have questions, please contact [Lauren Ruff, 9-3941](#).

Reporting Requirements (Deliverables)

The PI should pay close attention to reporting requirements and deliverables. The PI is responsible for submitting copies of the transmittal letters for all reports and a copy of the final report to the Contracts Office. The project and award number should be noted on the copy. Invention disclosures on a particular sponsored program should also be submitted to the Contracts Office as required.

Close-Out and Final Reporting Procedure

The Contracts Office will initiate close-out procedures upon receiving a copy of the final technical report and will forward the contract file to the Accounting Office, where the final invoice or other required financial reports will be prepared. The PI will be contacted if assistance is required. The Property Records Office will conduct any final property inventories during the close-out period. Final payment on a sponsored program may be withheld until all reports, including the final technical report, are submitted.

Sponsored Program Administration Process Flow Chart

