

Vincennes University
Grant Compliance Checklist for all Project Managers

Grant # in Banner: Fund Org Prog 3000

Continuation: YES/NO

Note: If Yes, review all outstanding encumbrances/account codings to ensure correction to new grant fund is made

___ A copy of unallowable costs for Educational Institutions as well as the specific unallowable costs under the grant has been discussed, and are summarized below:

___ Review the grant agreement for specific compliance requirements. Schedule any necessary trainings if applicable. Understand where the compliance regulations can be found.

___ Prepare a budget to actual report on a monthly basis. Provide a summary of projected expenditures to Finance by the 15th of the month following the end of each quarter.

___ Review the eligibility requirements for grant participants. Determine what documentation is going to be prepared and kept in a centralized filing system. Ensure that procedures to calculate eligibility amounts are calculated in accordance with program requirements.

___ Any activity that has salaries being charged directly to the grant must have adequate documentation. List the employees whose salary will be directly charged to the grant and, if applicable, any other funding sources that pay for their salary. Ensure that payroll status forms have been completed.

<i>Name of Employee</i>	<i>Title</i>	<i>100% Grant</i>	<i>Other Funding Source</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

___ Understand what constitutes a project revision that needs prior program officer approval. All revisions must be approved by the Grant Office before being sent to the Grantor.

___ The grant allows budget line item flexibility of no more than _____% of expenditures within a specific cost category without prior approval. All budget transfers must be approved by the Grant Accountant.

____Any communication/correspondence with the granting agency needs to be provided to the Grant Department.

____Notify the Grant Department if any grant activity produces income in addition to the grant award.

____Determine if a cost match is required. Ensure that adequate documentation is maintained on the match. Add notes below:

____List specific contracts that may be entered into with grant funds. Also list any purchases over \$10,000 that have specific purchasing guidelines. Analyze each contract for possible sub recipient relationship. If this is applicable, review requirements for sub recipient contracts. Add notes below:

____Determine if equipment will be purchased with grant funds. Review the specific requirements by the granting agency for the purchase, use, and disposition of equipment.

____Ensure that all expenditures for the project are in accordance with the University Cost Accounting Policy. Also review expenditures to make sure they are related to the activity as defined in the grant agreement.

____List all reporting requirements of the granting agency along with due dates and person responsible for completion. *Also, make note of how this grant will be billed.

<i>Report Required</i>	<i>Person Responsible</i>	<i>Due Date</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____

____If the grant has hired a grant fiscal analyst, then that person is responsible for adhering to VU's Procedures for Financial Control over Grant Programs. Any financial reports completed need to be reviewed by the Grant Accountant before they are submitted to the granting agency.

Any questions regarding Grant Compliance can be directed to:

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