

Vincennes University

Grant Compliance Checklist for all Project Managers

___ 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.

___ A copy of unallowable costs for Educational Institutions as well as the specific unallowable costs under the grant has been provided.

___ 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 be substantiated by time and effort reports. 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>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

___ 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.

___ List specific contracts that may be entered into with grant funds. If this is applicable, review the procurement procedures specific to grants. Analyze each contract for possible sub recipient relationship. If this is applicable, review requirements for sub recipient contracts.

___ 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.

___ List all reporting requirements of the granting agency along with due dates and person responsible for completion.

Report Required

Person Responsible

Due Date

_____	_____	_____
_____	_____	_____
_____	_____	_____

___ 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.