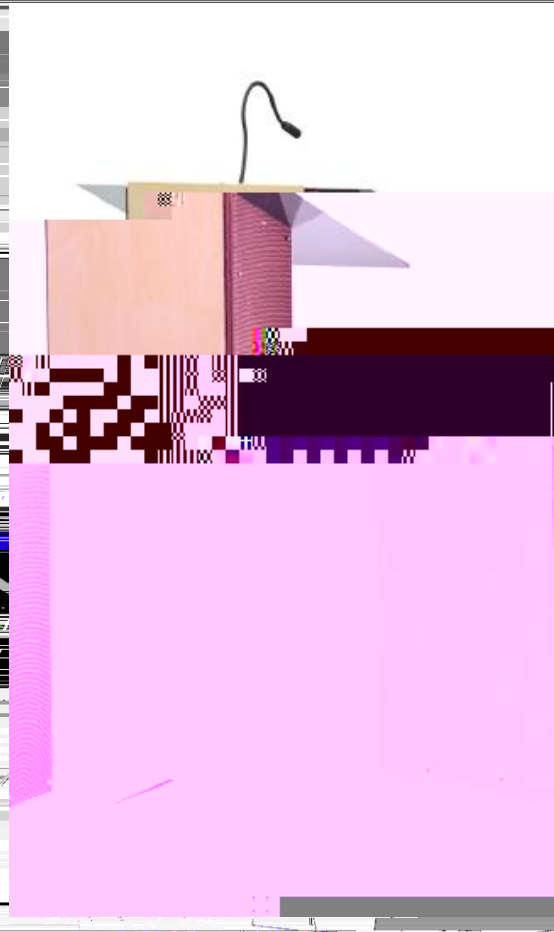




December 18, 2019

10:00am – 2:00pm



Pre-award

- ✓ Lia Bairaktaris

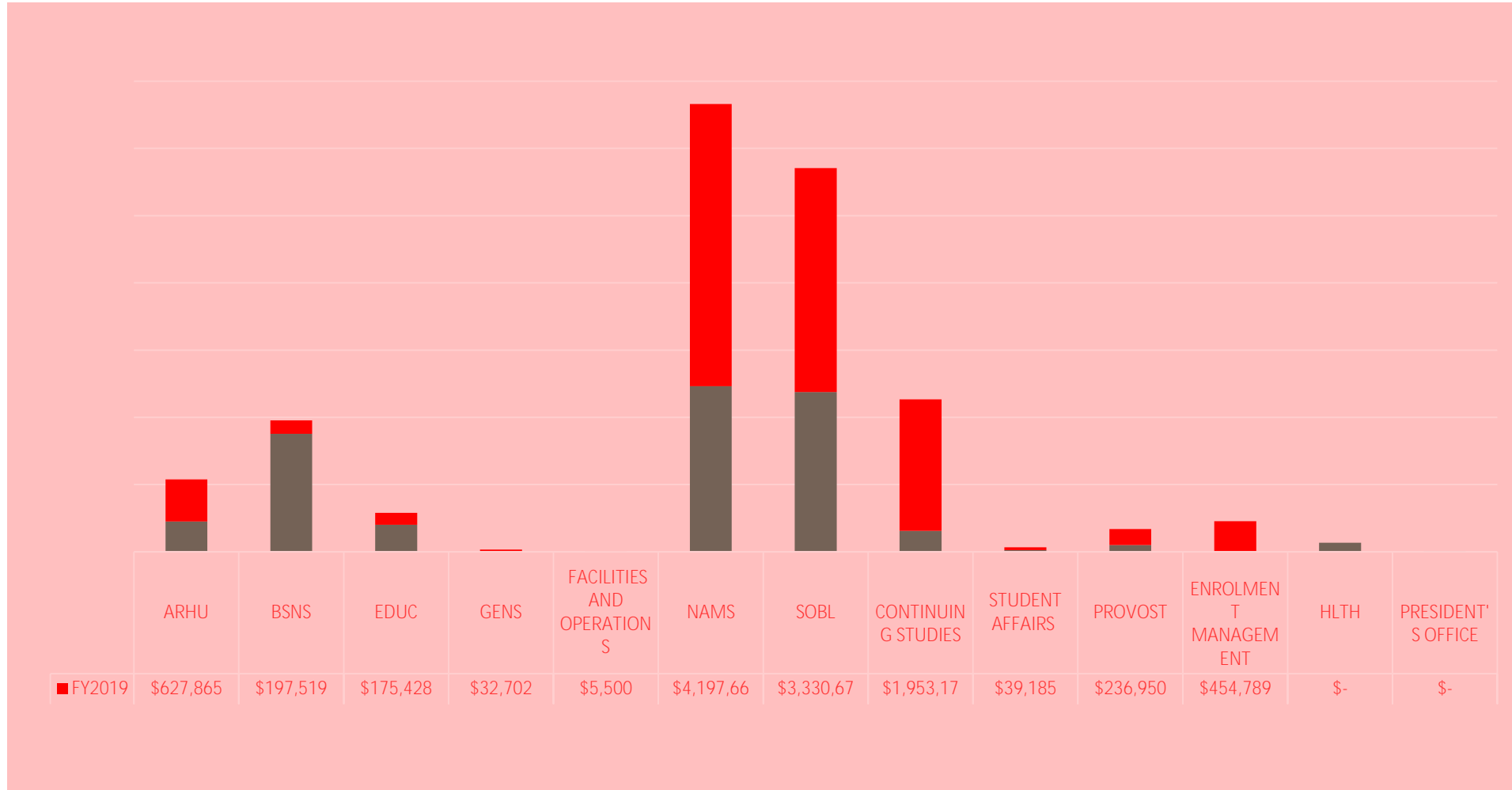
Post-award

Postaward@Stockton.edu

- ✓ Joan Joseph
- ✓ Christy Santiago

Internal Awards

- ✓ Ronnie Carlini





Grants/Contracts by Funding Source

FY 2019 Total

\$11,251,448

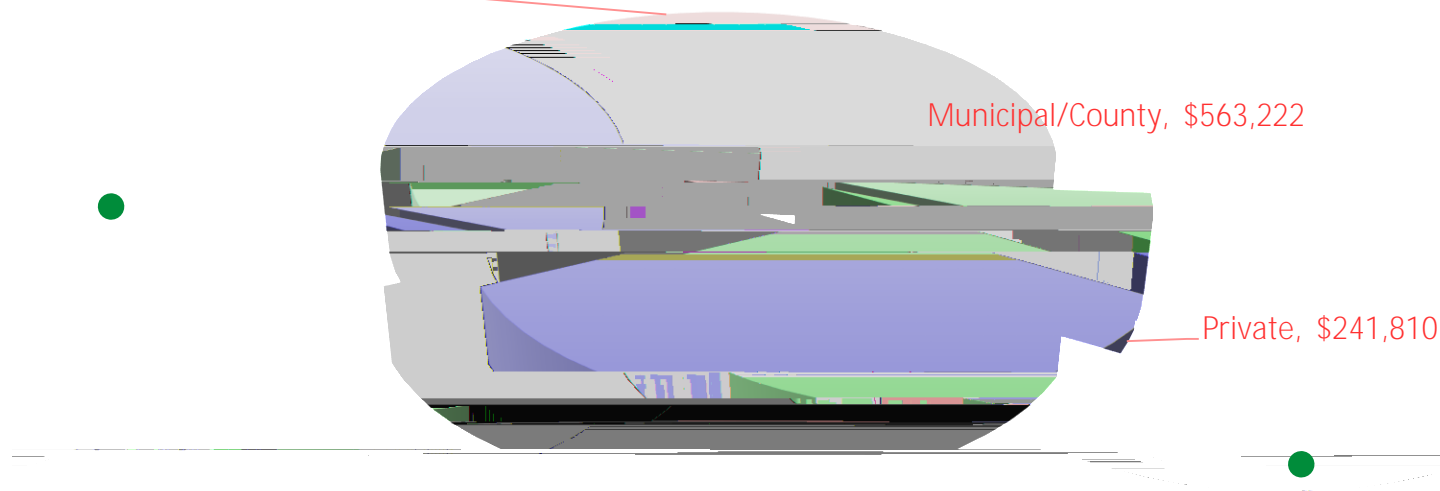
State, \$6,562,869


Municipal/County, \$563,222

Private, \$241,810

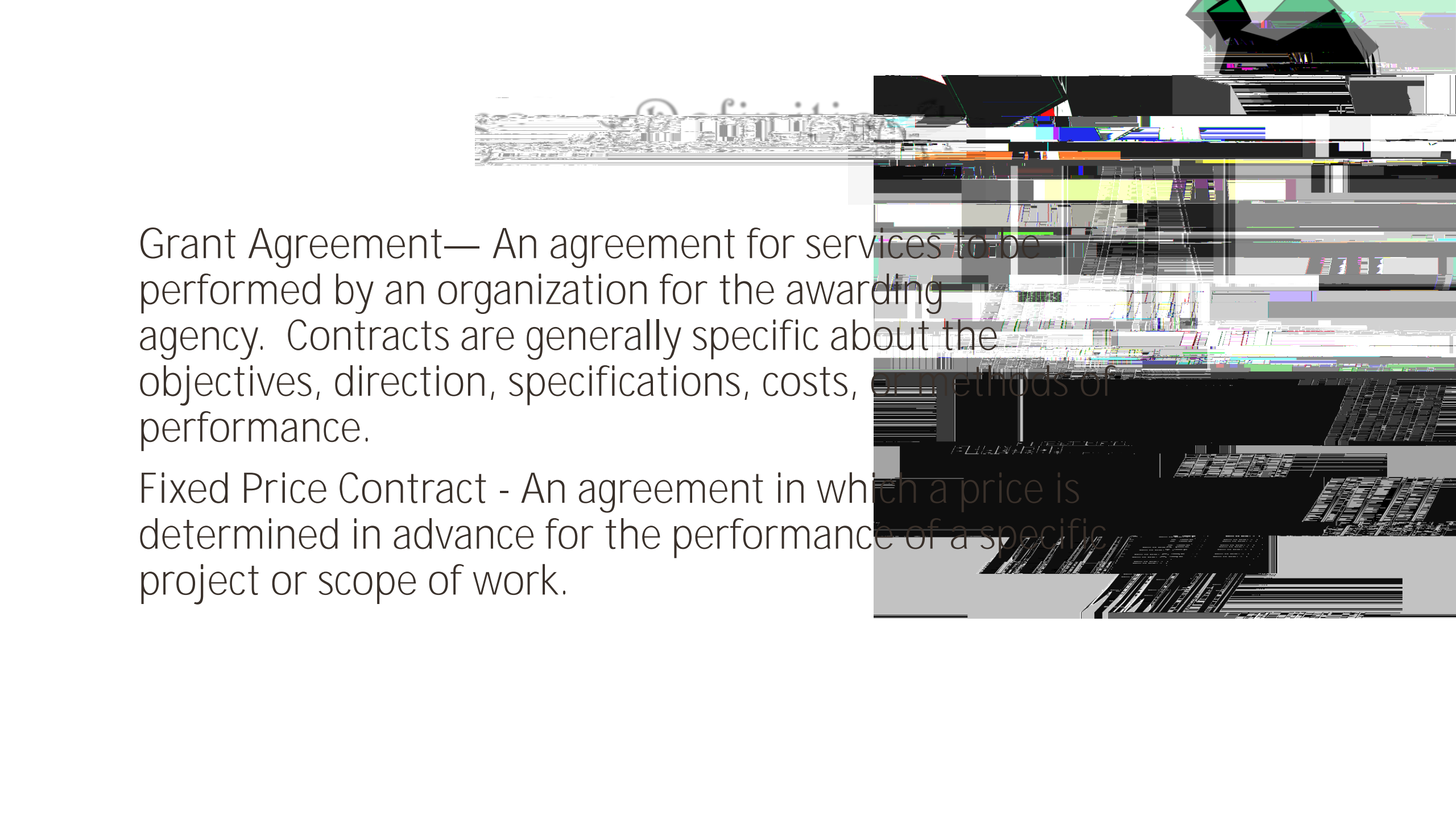
Federal, \$3,883,547

■ Federal ■ State ■ Municipal/County ■ Private





USDA – Stockton will lead research and outreach programs to increase maple syrup production in NJ and the larger Mid-Atlantic region by use of novel technology, landowner engagement, and sustainable best management practices.



Grant Agreement— An agreement for services to be performed by an organization for the awarding agency. Contracts are generally specific about the objectives, direction, specifications, costs, or methods of performance.

Fixed Price Contract - An agreement in which a price is determined in advance for the performance of a specific project or scope of work.



Principal Investigator / Project Director—The person ultimately responsible for managing the timely implementation and completion of a specific project. Principal investigators must ensure compliance

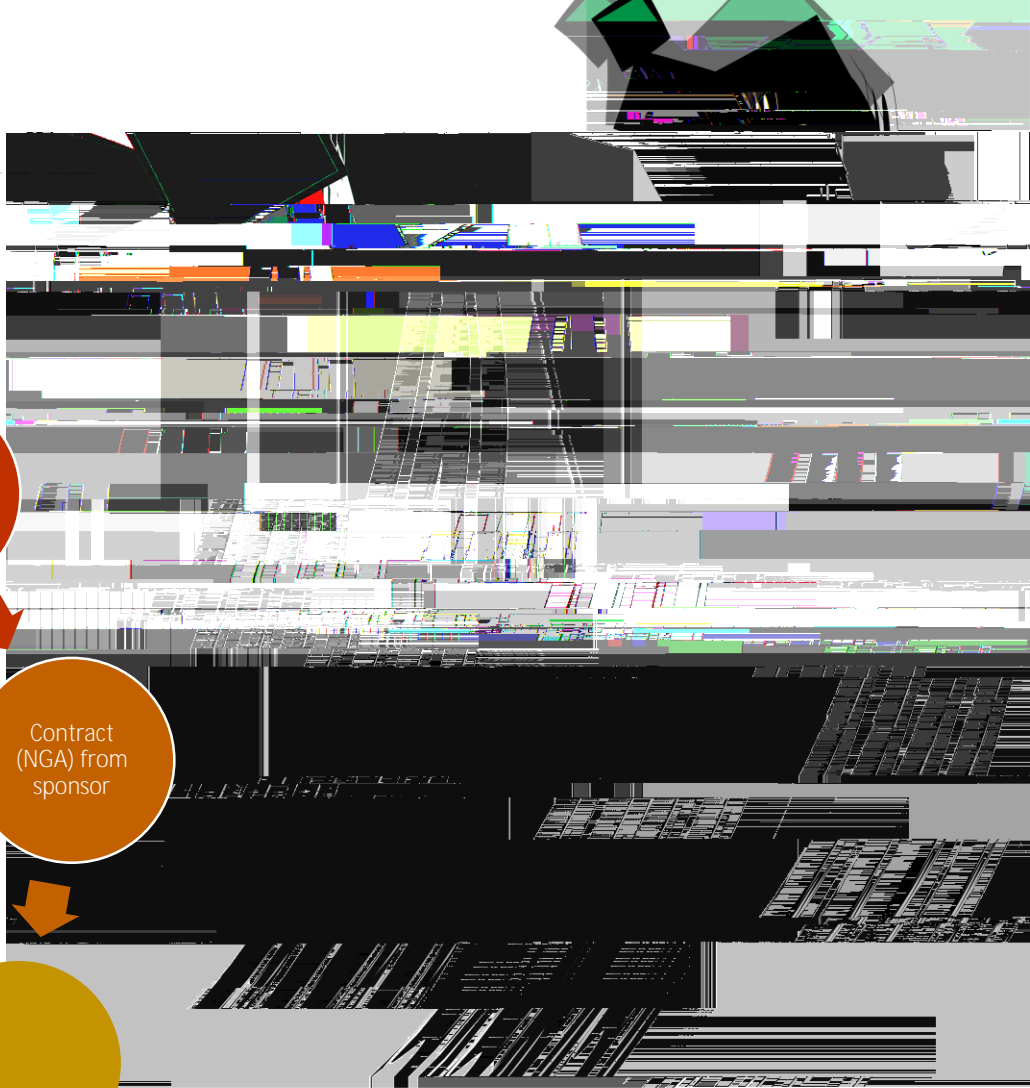
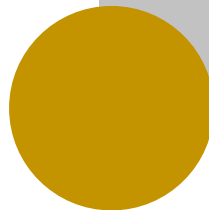
Funding Opportunity

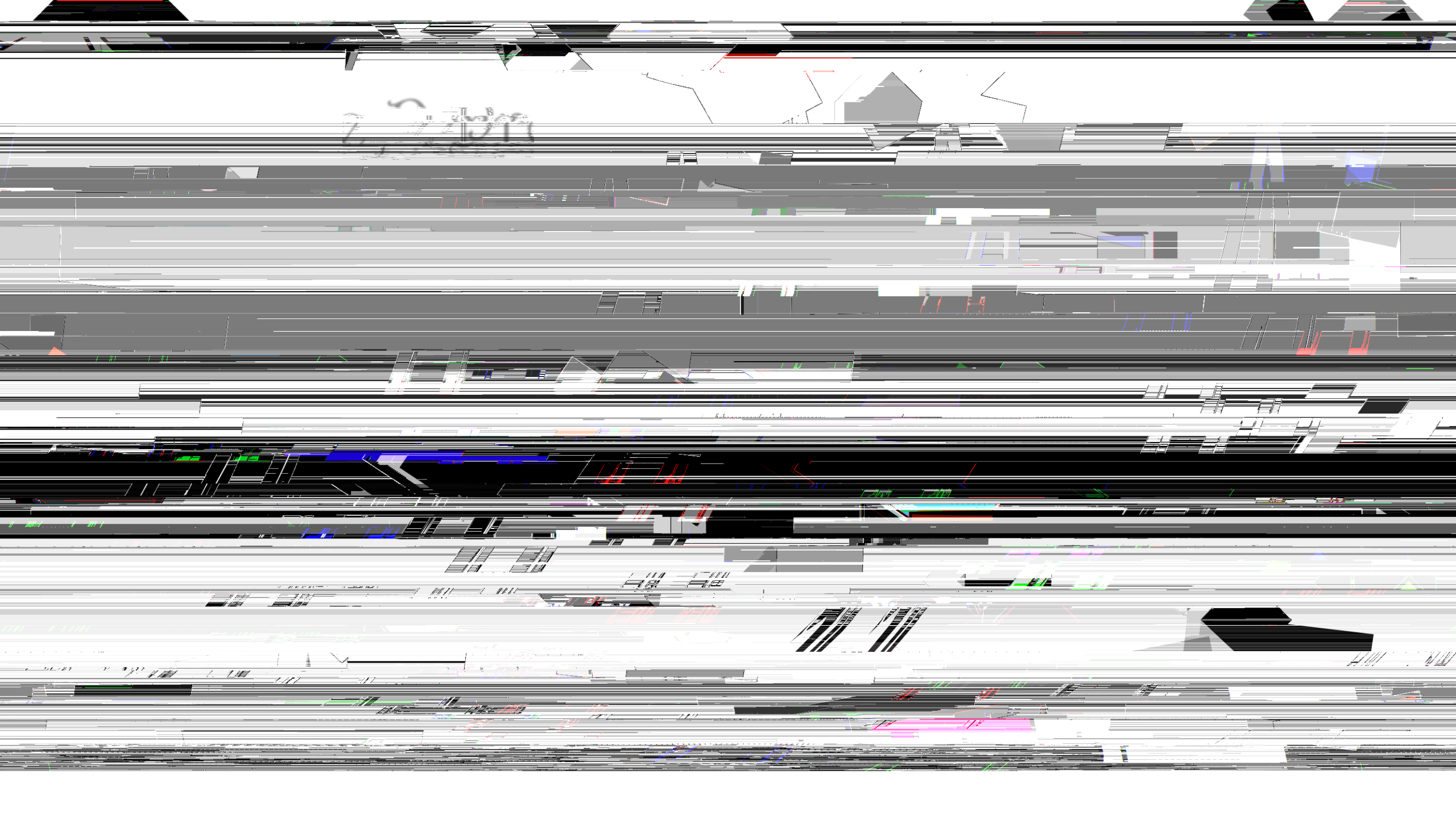


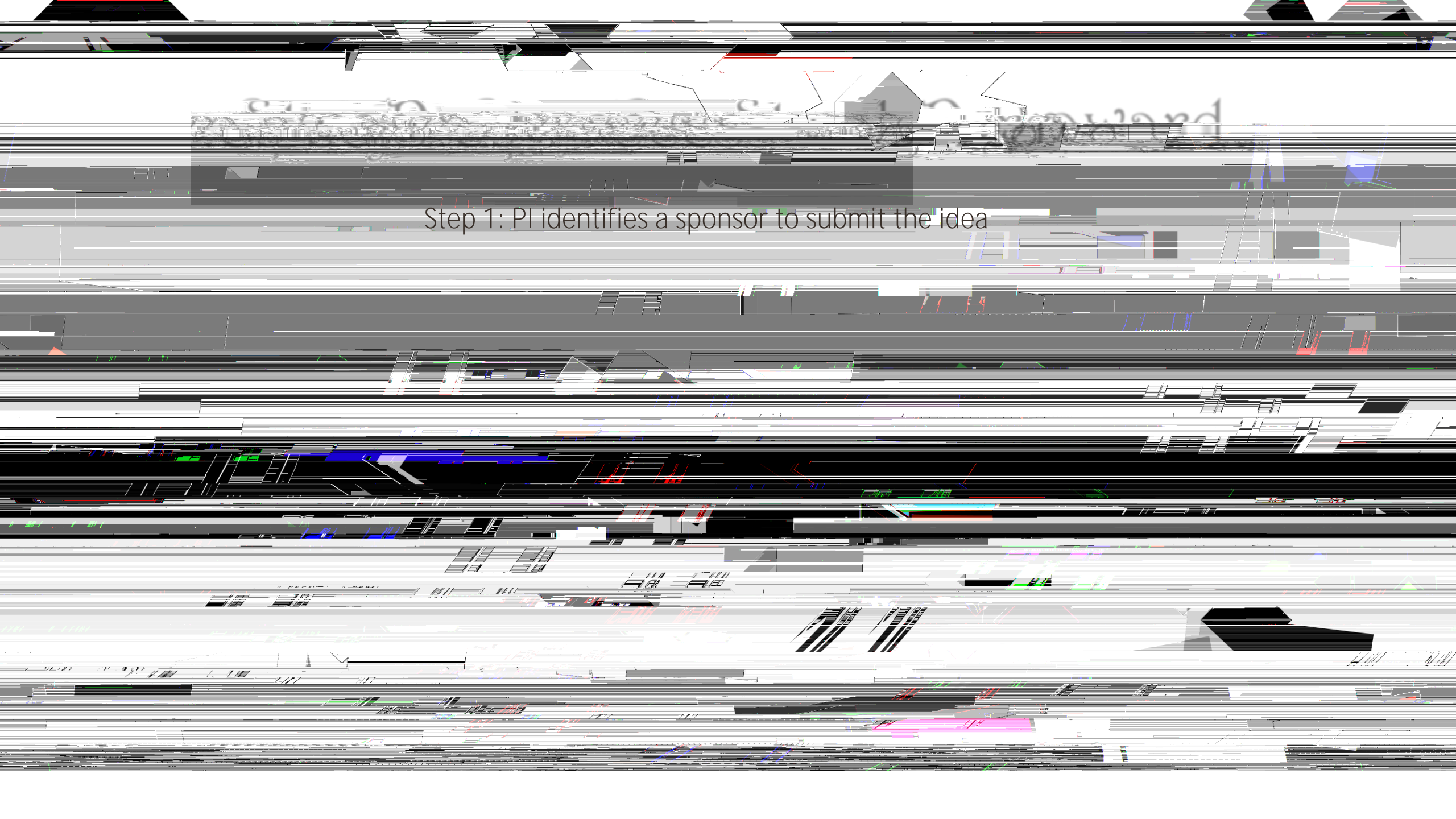
Application preparation & submission



Contract (NGA) from sponsor







Step 1: PI identifies a sponsor to submit the idea

Award modification requests

Audits

Point of contact for external audits, gathers all parties involved

Subawards

Subrecipient commitment form is in the works, requirement per the uniform Guidance

Awarded risk assessment

Lia issues the subawards after a discussion with the PI and approval by the sponsor

A scope of work and detailed budget are required

Purchasing forms required. There is no bidding in most cases. The sponsor has pre-approved the subawardee at the time of proposal

The fully executed subaward is submitted to the BUD, a requisition is entered in banner







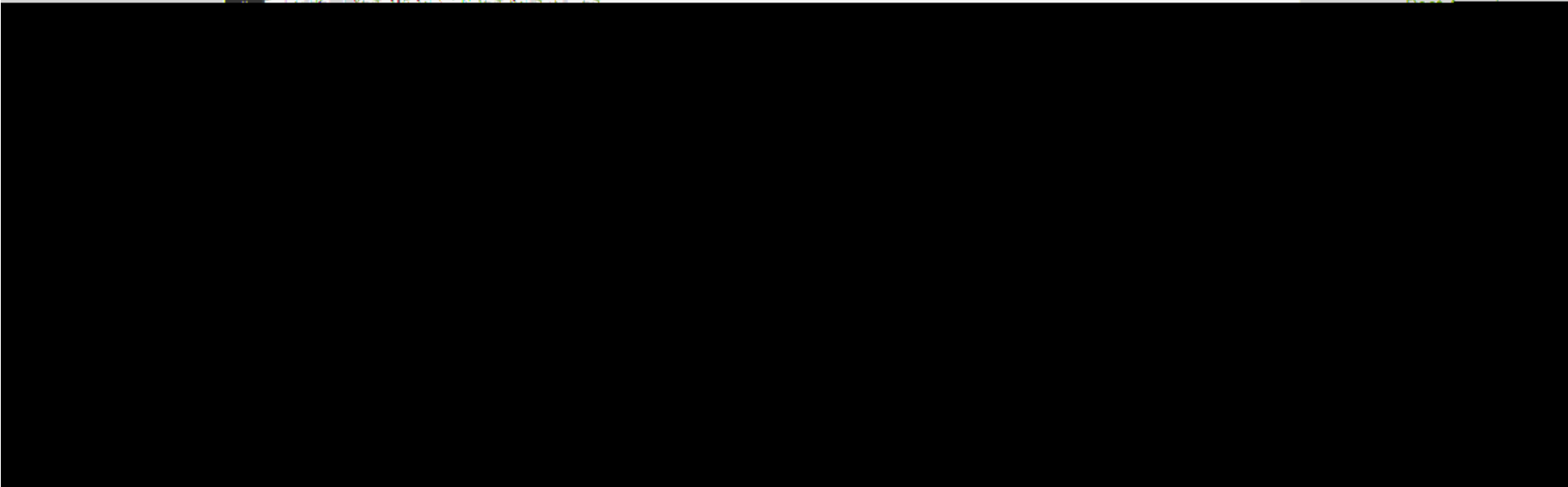
CONTENTS		1053781	
Account # 66-000 and over			QDSD Approval (CWA is required, if
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9
10	10	10	10
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92	92	92	92
93	93	93	93
94	94	94	94
95	95	95	95
96	96	96	96
97	97	97	97
98	98	98	98
99	99	99	99
100	100	100	100



Principal Investigator Responsibility in Funding:

Principal Investigator Responsibility in Funding: Researcher ultimately responsible for ensuring the integrity and implementation of the research project. Principal Investigator must ensure compliance with all applicable laws, regulations, and institutional policies. Principal Investigator must ensure that all research activities are conducted in accordance with the highest standards of ethical conduct and scientific integrity. Principal Investigator must ensure that all research activities are conducted in accordance with the highest standards of ethical conduct and scientific integrity.

Guidelines



Grants Approval for Services (GAPS)

Allison Monroe

allison.monroe@stockton.edu

* Processing Fee Reference:

* Your FEIN#:

www.stockton.edu

Mailing Address: Marina Parrish@stockton.edu

Carbon Copy (CC) E

* Fund: 220380

* Organization: 240005

* Total Amount: \$25,000.00

* Distribution/Contract Agreement:

Submit Documentation:

Choose File

Remove Form

Cancel Link

* Brief Description of Service (100 Sentences)

9:25:00 to support continued trainings delivered by this
The original approval email is signed. Click on the link attached.

Will you kindly increase C03M5
www.stockton.edu



Reply

Mon 12/2/2019 12:08 PM



grants@stockton.edu

Grants Approval for Services form submission

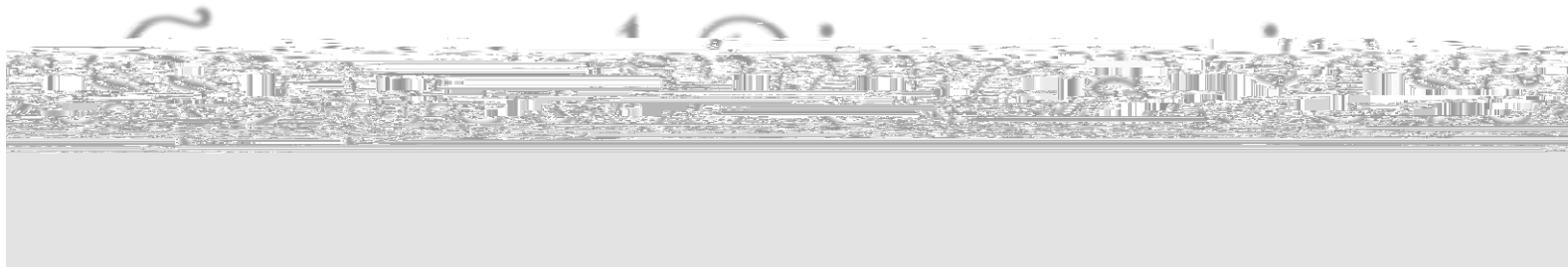
Monroe, Allison

Grants Approval.FY20 -GFs assigned_email3.pdf
405 KB

Phish Alert

Thank you for submitting your GAPS request. We will respond to you with a G-number within 48 hours.

Name of Vendor - Partnering For Prevention
Vendor Z-Number - 200249134







The Call for Applications is emailed to the University.

Faculty apply for funds via the Online Application System prior to the Deadline.
ALL APPLICATIONS REQUIRE DEAN SIGNATURE ACKNOWLEDGEMENT AND APPROVAL.

Committee reviews applications and sends recommendations to Provost for final approval.

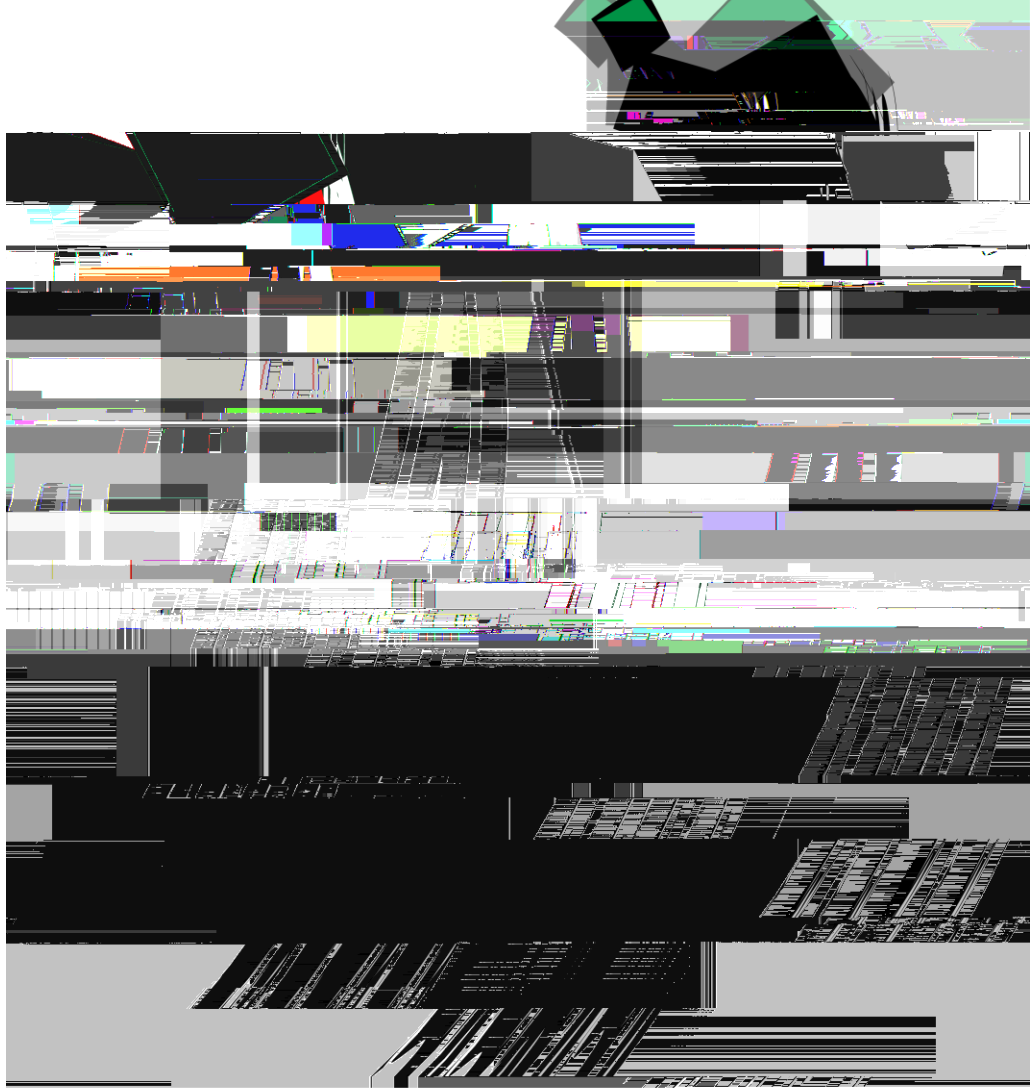
- Sabbaticals also require Board Approval and a signed Sabbatical Leave Acknowledgement of Terms before official award.

Award letters are sent to the Awardee and copied to the Dean and Provost Office.


- The Dean may access applications online once they are officially denied or awarded.



Budget transfers are made according to the timeline of the specific award. BUDS are sent the transaction information indicating the faculty name, project title, total award amount, budget detail breakdown, and J#. The Budget Processors, Dean, AD, K. Lutgen and K. Oquist are also copied.







Deadline in February for funds available to awardees from July 1 - June 30
Ronnie makes the fund transfer to your school's account after July 1st
Review by R&PD committee
Average award per applicant \$6,000
Often, the Dean will contribute

Deadline in March for funds available to awardees from July 1 - June 30
Ronnie makes the fund transfer to your school's account after July 1st
Review by R&PD committee
Average award per applicant \$6,000
Often, the Dean will contribute





Deadlines in September and January for course release available spring and fall semesters.

Review by R&PD Sub-committee

Maximum award per applicant – 1 course release

Dean approval required



Deadline early May with funds available to awardees from July 1 - June 30

Ronnie makes the fund transfer to your school's account after July 1st

Review by CDC committee

Average award per applicant \$1,500, \$3,000 cap

Often, the Dean will contribute



Request for Publication, Poster, Exhibit or Performance Charges

Funds limited to one request per fiscal year

Once School's BUD receives receipt/proof of payment or office bill/invoice, BUD should contact Tina Nesbitt with the FOPAL for the transfer of expense.

Review by ORSP w/max award per applicant of \$300

Often, the Dean will contribute

Travel Funding

Open Deadline w/ funds available for Principal Investigator only

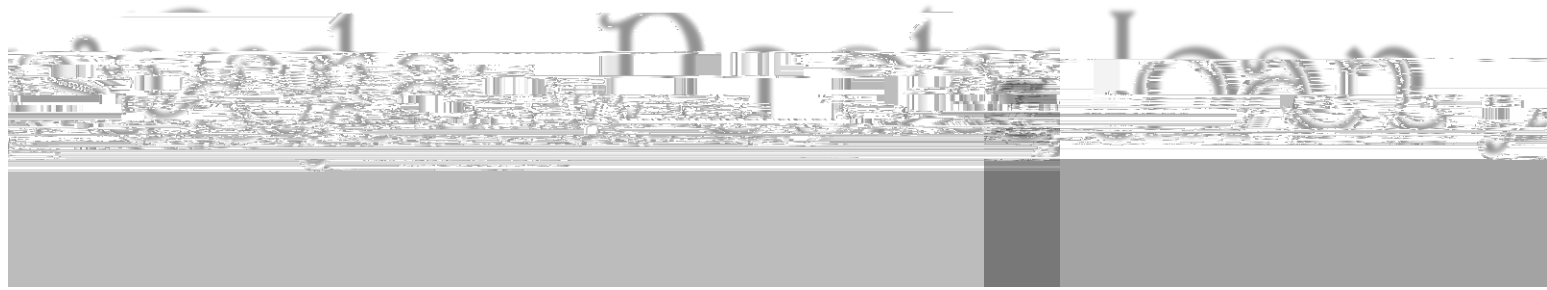
Once School's BUD receives receipt/proof of payment or office bill/invoice, BUD should contact Tina Nesbitt with the FOPAL for the transfer of expense.

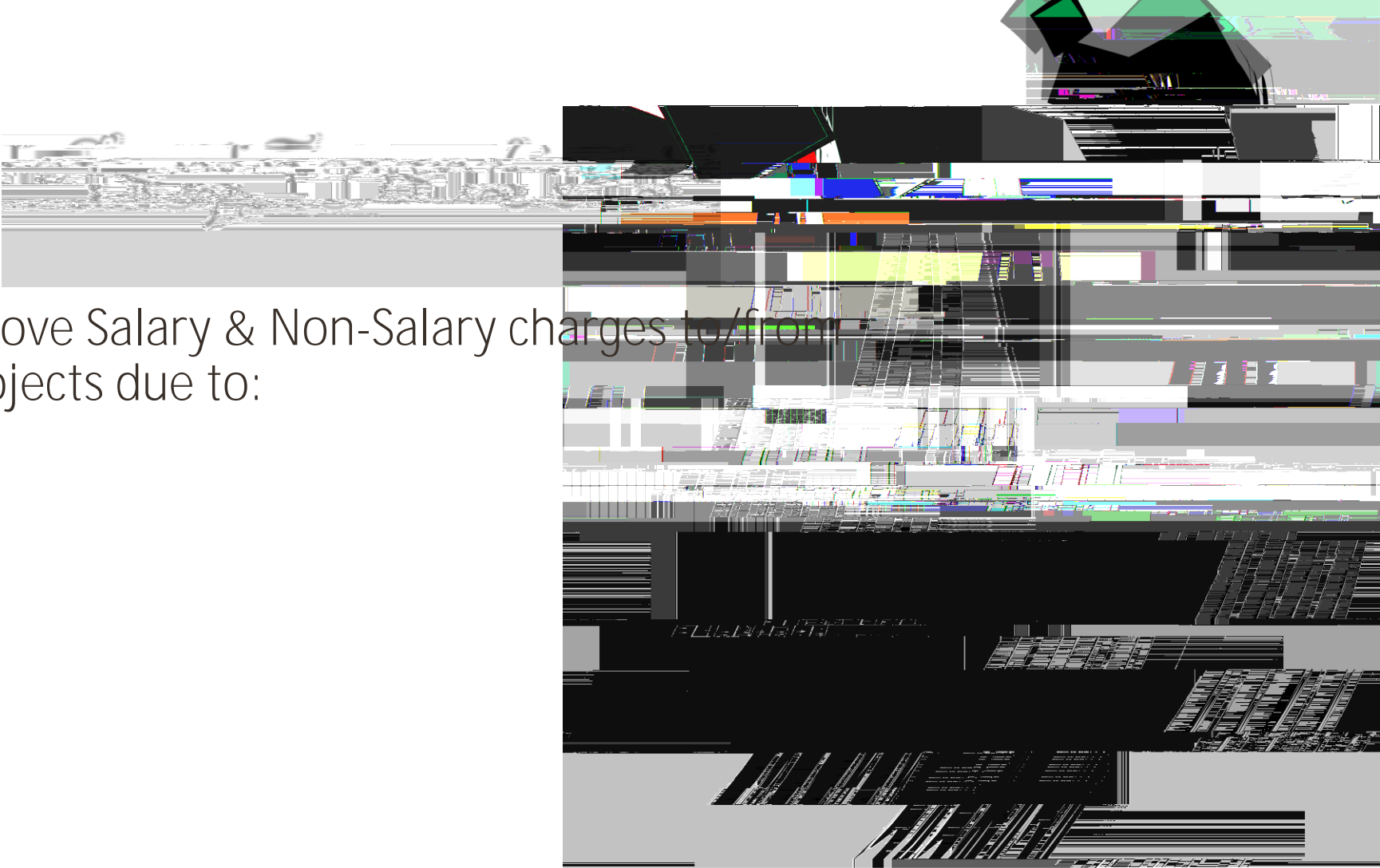
Review by ORSP w/max award per applicant of \$300

Dean's approval required



! symbols



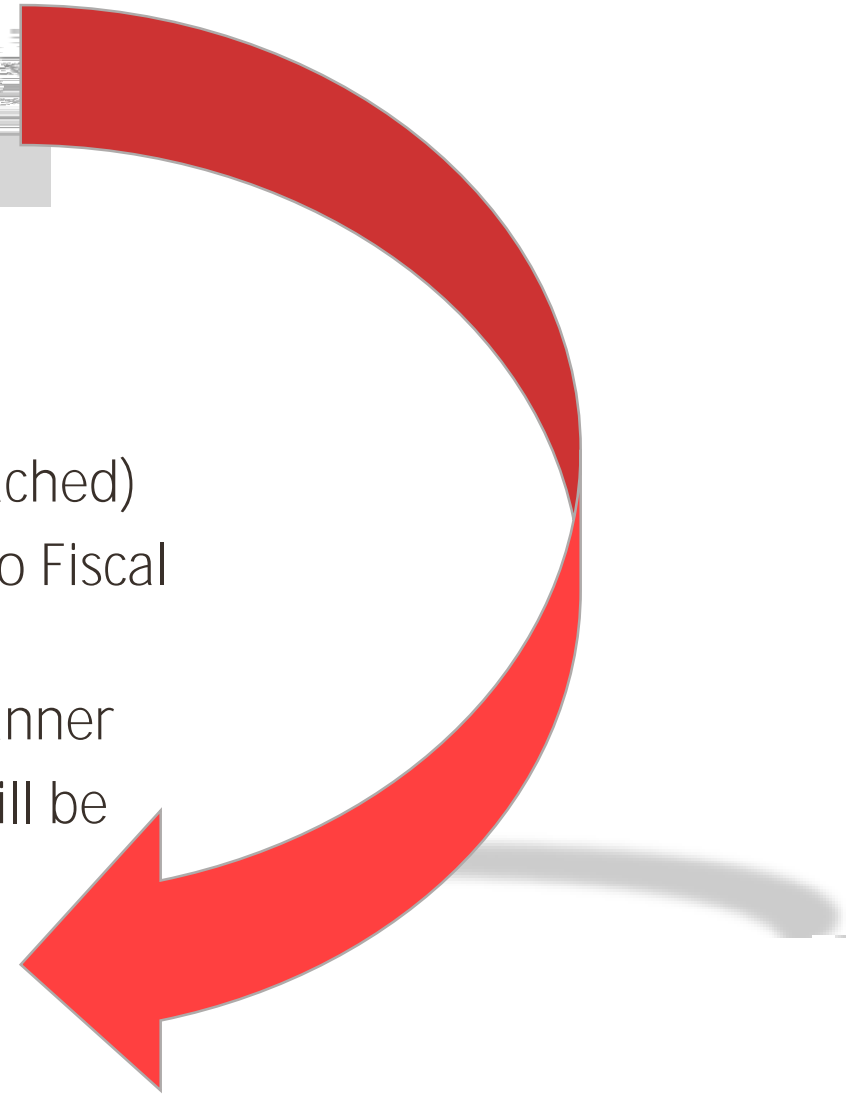


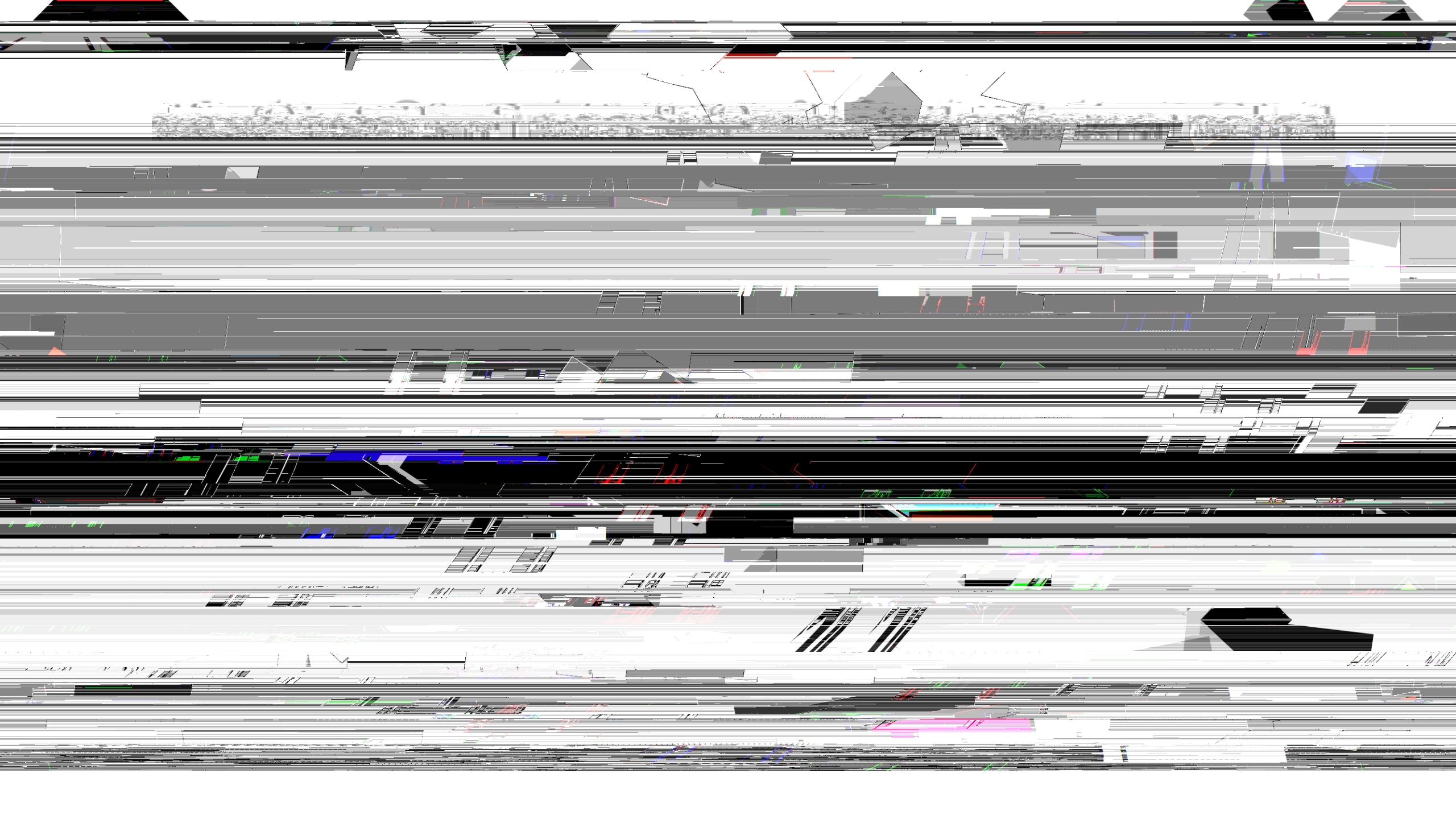
Required to move Salary & Non-Salary charges to/from
Sponsored Projects due to:



Forms must be:

- Properly Documented (Copies of Invoices have to be attached)
- Sent to ORSP (Joan) for review & approval before going to Fiscal Affairs
- Processed within 90 days of original charge posting to Banner
- Approved by the PI and the Budget Unit Manager that will be paying the cost when transferred







Salary discrepancies must be identified by the BUD or PI as soon as possible
Report any concerns to ORSP (Joan) for the forms to be started
Corrections can only be made between payroll cycles
Inaccurate payroll postings affect the reports & billings that are issued to the sponsors

Forms must be:

Approved by the Dean or the Supervisor of the employee
Completed per employee per pay period
Returned to ORSP for review & approval as soon as possible
Email approvals are acceptable & may expedite the processing



Required to pay academic year grant supported work, summer stipends to PIs or approved after hours supplemental payment for staff

Spreadsheets must be:

- Prepared by the BUD

- Represent the pay period that it will be processed in

- List the dates or pay period actually worked

- Have the correct FOAPAL & Position Number for the current sponsored program fund

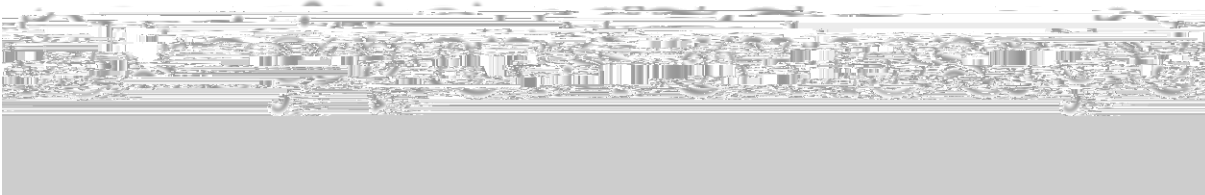
- Submitted to ORSP (further notes & approvals will be requested by Joan)

- Once most approvals are acquired, the ORSP will submit the spreadsheet to the Provost's Office

- The Provost's Office obtains the President's Office approval & submits the spreadsheet to Payroll for processing

- The additional approvals take time – consider in preparation time

- Deans & Supervisors – provide estimated preapproval lists for employees receiving more than \$5,000



Fulltime Grant employees do need a PACT form:

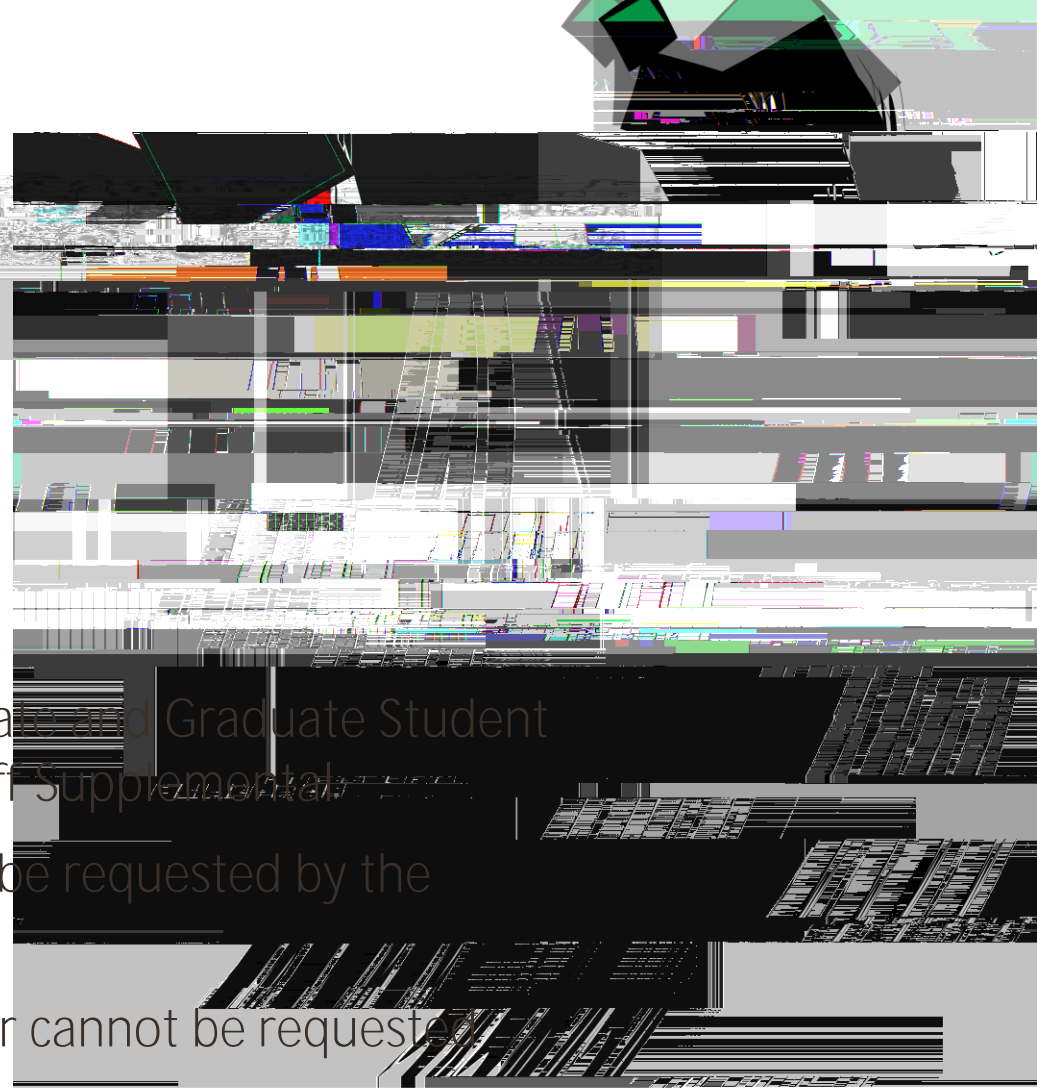
1. Started in the School
2. Processed through Human Resources
3. Budget Office –provides position number via Pact form

NO PACT forms are needed: grant funded TES, Undergraduate and Graduate Student Workers, Faculty Academic Year & Summer Stipends or Staff Supplemental

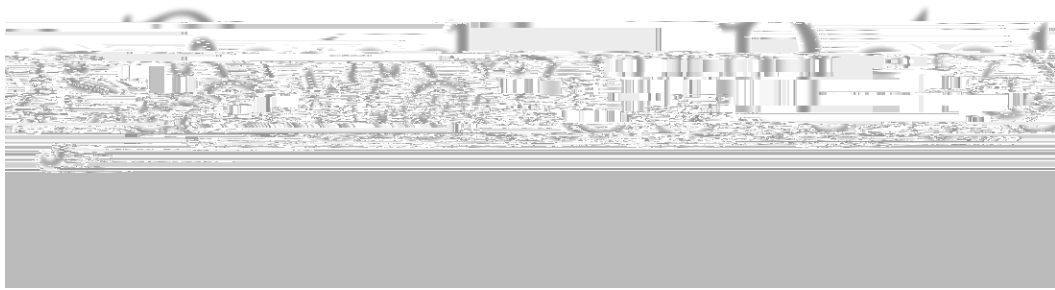
Position numbers for Grant funded Part time positions will be requested by the ORSP (Joan) when the fund & budget are set up in Banner

Until budget is set up in the account line, a position number cannot be requested

The Budget Office will not be able to provide a position number until the request is made by the ORSP









Award Set Up Procedures

1. Request must come from ORSP
2. Fully Executed Documents
3. Cost Share Documents (MUST be signed)
4. Categories for Contracts vs. Banner



To set up an account A & F completes the following steps:

Review the request to set up the account to make sure all elements required for setup have been completed.

Review the budget to make sure it matches the award, as well as to make sure that all budget information is accurate and complete.


Determine the type of fund, the school, and the organization to establish the correct account number.

Review all funding agency, institutional, and contractual policies and guidelines in order to administer the account appropriately.

Scan the account file into the shared drive for A&F and ORSP to establish an official electronic record of the account

Send an email to Banner Finance Custodian to establish appropriate access to the account.

Send an email to the PI or organizational manager and other appropriate personnel, informing them that the account has been set up.





Grant-Related Budget and Expenditure Monitoring Procedure.

Grant-related expenditure requests are initiated by BUD working directly on sponsored projects.

Disbursement Services is considered a secondary reviewer who monitors all expenses per college policy prior to payment.

On at least a quarterly basis, the BUD should review the general ledger and grant-



Financial Reporting frequency is dictated by the sponsors and CANNOT be adjusted without written approval

Only expenses POSTED in BANNER can be reflected on a financial report

Financial reports are provided to auditors for review

If a grant also has a cost sharing portion, financial reports must be provided on the same schedule as the dictated financial reports from the funder



The closeout step is where the grant process ends

Preparation for close out should begin three months prior to the end date of a grant

This is also the point when PI's should communicate with ORSP about requesting a no-cost extension if needed

Administration & Finance will begin phasing in a grant close out procedure to ensure all expenses are recorded and reported accurately and timely

Communication is a vital element in successful grant management. There is a need for expanded communication and information sharing involving various personnel throughout the grant process.





