Period of Performance
It is the Principal Investigator’s (PI) and the department’s responsibility to make sure that any costs assigned to Grants under
terminating Awards are for goods and services that were utilized within the Award period to accomplish the objectives of
the Award. Grant Financials should be reviewed monthly and any necessary corrections should be submitted in a timely manner.

No-Cost Extensions
If the PI plans to request a no-cost extension for the project, ORPA should be notified as soon as possible. Please remember
that some sponsors must give prior approval for no-cost extensions. Each department should work with their ORPA Research
Administrator regarding project extensions.

Manual Journal Entries
Manual Journal Entries must be adequately documented and justified and made on appropriate Spend Categories (SC’s). Lump
sum transfers will only be made in the event a project is overspent or a Sponsor fails to pay their contractual obligation, at which
time the Department absorbs the loss on the project.

Non-Salary Transfers
Reference to transactions to be journaled are required with the Manual Journal Form. Requests for such transfers greater than
60 days after the month end that the cost appeared require countersignature by the Department Chair and those over 90 days
require the additional signature of the Dean.

Salary Transfers
Reallocations (800 Forms) to correct salary should be initiated immediately and sent to PERC. Changes to salary distributions for
individuals whose effort will be ending on an Award should be submitted on Personnel Action Forms to Human Resources before
the Award ends.

Equipment
If the Award Line (Grant) shows charges on the equipment Spend Category, the transactions should be reviewed to ensure that
only equipment items are included. Items not meeting the University’s capital equipment definition should be transferred to an
appropriate supply SC via a Manual Journal Form.


Tuition Charges
Tuition corrections should be processed through the Bursar’s Office.

Subawards
Subrecipients are required to invoice periodically during the life of the award as specified in the subaward agreement. Final
invoices must be received within 45 days of the award end date. It is critical for timely financial reporting to the sponsor that the
subrecipients submit final invoices by this date. Please ensure that this final invoice is received in your department within the 45
days. Please then review and approve the invoice and send to ORACS. Invoices not received prior to final reporting will be
denied payment on the Award.

Facilities & Administrative (F&A) Costs (i.e. Indirect Costs)
F&A costs should be reviewed on each Award Line (Grant) to ensure that the costs re-calculate to the rate in the sponsor
approved budget. ORACS should be notified immediately if there is an error.

Deficits
Deficits (cost overruns) are considered cost sharing (in essence UR paid for part of the project costs) and are included in the
F&A base, lowering the F&A rate. If a charge is a mistake and is not truly a cost overrun on a project it needs to be removed
from the Award Line and moved to the correct Financial Activity Object (FAO). True cost overruns will be Journal entered off of
the Award Line to a departmental/discretionary FAO by ORACS and will be included in the F&A base as cost sharing. Deficits
must be resolved before final reports can be sent to sponsors.

Mandatory Cost Sharing
Mandatory cost sharing documentation must be sent to ORACS before a final financial report is sent to the Sponsor. This
documentation includes completed salary certification forms (sent to you by ORACS) and for non-salary charges, indication of
where cost sharing expenses were incurred with specific transactions identified.