Western Michigan University
Basics of Grant Administration

Grants and Contracts Department
**WMU - OVPR**  
**YEAR-TO-DATE AWARDS**  
(Includes Tracking Only Awards)  
**FISCAL YEAR 2011/2012**

For the Period: 7/1/2011 to 6/30/2012

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Federal</td>
<td>$8,841,418.00</td>
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<tr>
<td>State</td>
<td>$3,016,436.23</td>
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<td>Local</td>
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<tr>
<td>Foreign</td>
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<tr>
<td>Industry/Corporation</td>
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<tr>
<td>Educational Institution</td>
<td>$2,072,522.41</td>
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</tr>
<tr>
<td>Foundation</td>
<td>$638,820.00</td>
<td>2.81%</td>
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<tr>
<td>Other</td>
<td>$2,883,432.00</td>
<td>12.67%</td>
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**TOTAL FOR WESTERN MICHIGAN UNIVERSITY (as of 6/30/2012)** $22,748,380.10
<table>
<thead>
<tr>
<th>Department</th>
<th>Amount</th>
<th>Projects</th>
<th>% of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Arts and Sciences</td>
<td>$5,605,660.73</td>
<td>72</td>
<td>24.64%</td>
</tr>
<tr>
<td>College of Aviation</td>
<td>$56,689.90</td>
<td>3</td>
<td>0.25%</td>
</tr>
<tr>
<td>College of Education and Human Development</td>
<td>$4,122,510.41</td>
<td>41</td>
<td>18.12%</td>
</tr>
<tr>
<td>College of Engineering and Applied Sciences</td>
<td>$2,381,495.07</td>
<td>43</td>
<td>10.47%</td>
</tr>
<tr>
<td>College of Fine Arts</td>
<td>$13,016.00</td>
<td>2</td>
<td>0.06%</td>
</tr>
<tr>
<td>College of Health and Human Services</td>
<td>$5,512,920.98</td>
<td>22</td>
<td>24.23%</td>
</tr>
<tr>
<td>Haworth College of Business</td>
<td>$315,000.00</td>
<td>2</td>
<td>1.39%</td>
</tr>
<tr>
<td>Provost and Vice President for Academic Affairs</td>
<td>$811,726.00</td>
<td>7</td>
<td>3.57%</td>
</tr>
<tr>
<td>Vice President for Business and Finance</td>
<td>$1,901,741.52</td>
<td>8</td>
<td>8.36%</td>
</tr>
<tr>
<td>Vice President for Diversity &amp; Inclusion</td>
<td>$657,209.49</td>
<td>6</td>
<td>2.89%</td>
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<tr>
<td>Vice President for Research</td>
<td>$1,219,794.00</td>
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<td>5.36%</td>
</tr>
<tr>
<td>Vice President for Student Affairs</td>
<td>$150,618.00</td>
<td>5</td>
<td>0.66%</td>
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</table>

**TOTAL FOR WESTERN MICHIGAN UNIVERSITY (as of 6/30/2012)**

224 projects totaling **$22,748,380.10**
Flow Chart of Pre-Award to Post-Award Process

1. PI works with OVPR Research Officer for identification of funding and other proposal development questions
2. PI completes proposal and Proposal Review and Approval Form (PAF or bucksheet) and routes for signatures
3. Proposal is submitted by OVPR Research Officer to the sponsoring agency. A copy is kept in OVPR, anticipating sponsor approval.
4. Official award notice is received - documentation is transferred from OVPR to Grants and Contracts.
5. Director of Grants and Contracts reviews PAF for accuracy and assigns it to a Contract and Grant Specialist (CGS).
6. CGS notifies PI of the grant department ID (fund/cost center) that has been assigned to the grant.
7. PI contacts OVPR Research Officer if subcontractors need to be established.
8. CGS notifies PI of the grant department ID (fund/cost center) that has been assigned to the grant.
9. CGS meets with PI (Co-PI) and administrative staff to discuss the financial details of the grant.
10. CGS prepares and sends invoices, monitors expenditures, completes financial reporting and assists PI with budget revisions, HR paperwork, subcontract amendments and cost share documentation.
11. CGS mails notices to PI: Termination Notice sent 120 days prior to grant end date and Project Closure Report sent upon grant end date.
12. PI completes technical reports. CGS completes final financial and other close out reports.
13. Closed grant file must be retained for 3 years from date final report was filed (may need to be kept longer per grant regulations).
14. If sponsor approves.
What’s New?

- Grants Reporting System (customize your budget reports)
  [https://www.fs.wmich.edu/GrantsReporting/](https://www.fs.wmich.edu/GrantsReporting/)

- Space usage-PI’s may be asked to provide information on planned space/room usage for sponsored project research
  - For new grant or existing grant receiving supplemental funding
  - To assist in data collection for F&A (overhead)rate negotiations

- Procurement Card-New provider (Bank of America) and one application form for cards issued to grant funds/depts
Post Award Functions

- Set up and amend sponsored projects
- Monitor spending on sponsored projects
- Prepare invoices and cash requests to sponsors
- Prepare and submit quarterly and annual financial reports to sponsors
- Process budget revisions and no-cost time extensions
- Monitor subrecipients
- Advise PI’s/administrative staff on grant related policies
- Distribute semi-annual time and effort reports
- Perform monthly review of project expenses
- Close out sponsored projects
- Audits
Post Award Functions
Set up and Amend Sponsored Projects

G&C receives the complete proposal file from OVPR, which includes the award document from the sponsor.

A fund and department id is established for each sponsored project to track project expenses.

The project is set up in the Grants PeopleSoft system.

An email is sent to notify the PI and administrative staff of the fund and department id and to request a PI meeting to discuss the sponsored project in detail.

An award notification letter along with a copy of the award is sent to the PI, department chair, and associate dean for research (includes project dates, cost share amount, and reporting requirements).

If the official award has not been received, a pre-award account request form (backstop) can be completed to establish an account (your contract and grants specialist can assist you with this).
Post Award Functions
Monitor Spending on Sponsored Projects

- Review cost for **allowability** (OMB A-21 & A-110)

**Test of Allowability:**

- **allocability**- can be assigned to the activity on a reasonable basis
- **consistency**- like costs must be treated the same in like circumstances (for direct and indirect costs)
- **reasonableness**- a prudent person would purchase and pay the price for an item
- **conformity**- follow additional limitations or exclusions set forth in the sponsored agreement

- Conform to University’s policies and procedures
- Conform to specific agency policies and procedures
Post Award Functions
Prepare Invoices and Cash Requests to Sponsors

- Federal projects (LOC)-request cash monthly based on past month’s expenses
- Cost reimbursable projects – detailed invoice by budget category of expenses (monthly or quarterly)
- Fixed price project- invoice for a set dollar amount monthly, quarterly or at scheduled intervals
Post Award Functions
Prepare and Submit Quarterly and Annual Financial Reports to Sponsors

- Quarterly reports are due 15 - 30 days after the end of each quarter
- Annual financial reports are due 60 - 90 days after the current budget period ending date
- Other reporting requirements per sponsor guidelines
  - Patent disclosure reports
  - Equipment inventory reports
  - Other agency specific reports
Federal awarding agencies have the option to waive cost-related and administrative prior written approvals that are normally required by federal regulations (OMB A-21 and A-110) referred to as “University Expanded Authorities”

- Budget revisions
- No-cost time extension
Post Award Functions
Process Budget Revisions
and No-Cost Time Extensions

If the revisions can be approved internally under university expanded authorities:

- A University Prior Approval form is completed and signed by the PI
- The completed form is routed to G&C
  - G&C approves and forwards to the VP for Research for approval
  - Once the form has been approved by all parties G&C makes the necessary changes on the project
- If the internal approval is for a no cost extension and the sponsor can be notified electronically this will be handled by your Research Officer. Other notifications can be handled by G&C.
Post Award Functions
Process Budget Revisions
and No-Cost Time Extensions

If the revision or extension requires sponsor approval, your Research Officer will assist with electronic submission otherwise G&C will handle all other notifications
Western Michigan University
Request for University Prior Approval
Grants Only

<table>
<thead>
<tr>
<th>Principal Investigator (Name)</th>
<th>Department</th>
<th>Fund &amp; Cost Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Title:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sponsor Award No.</td>
<td>Sponsor Contact Person</td>
<td>Telephone No.</td>
</tr>
</tbody>
</table>

Request Approval For: (Justification Required – See Section Provided Below)

- [ ] Pre-award Cost (New or Continuation)
- [ ] Budget Revision
- [ ] Carry Over of Funds
- [ ] Domestic Travel
- [ ] Domestic Travel Extension
- [ ] Foreign Travel
- [ ] Foreign Travel Extension
- [ ] Other -

Granting Agency: (check one)

- [ ] Air Force Office of Scientific Research (AFOSR)
- [ ] Army Research Office (ARO)
- [ ] Department of Agriculture (USDA)
- [ ] Department of Energy (DOE)
- [ ] Department of Education (DOEED)
- [ ] National Aeronautics and Space Administration (NASA)
- [ ] National Institutes of Health (NIH)
- [ ] National Endowment for the Humanities (NEH)
- [ ] Office of Naval Research (ONR)
- [ ] National Science Foundation (NSF)
- [ ] Environmental Protection Agency (EPA)
- [ ] Other -

Justification:  Provide a detailed explanation of the action requested and its benefit to the project.

Certification by Principal Investigator:  This request is consistent with the scope and objectives of the project as approved by the awarding agency.

Principal Investigator Signature:  Date:

Approval by the Grants and Contracts Office:  This request has been reviewed for allowability within the prior approval requirements and is consistent with agency and University policies.

Grants and Contracts Signature:  Date:

Approval by the Office of the Vice President for Research:  This request has been reviewed for consistency with agency and University policies and is approved.

Vice President for Research Signature:  Date:

Location:  www.obf.wmich.edu/grants-contracts in the G&C Forms box
A subrecipient is the recipient of a subcontract for the performance of a portion of the work statement covered by a prime agreement awarded to a foreign or domestic university or other non-profit organization.

A subcontract for a portion of the work is prepared by the WMU Research Contracts Administrator and must be signed by authorized university officials. Time extension and additional fund revisions to the subcontract are completed by G&C any other revisions will be handled by the Research Contracts Administrator.

The subrecipient must comply with all requirements of the prime contract.
Post Award Functions
Subrecipient Monitoring

Once the subcontract is in place the University must monitor the subrecipient

➢ The University may request copies of the subrecipient documentation of expenses

➢ Subcontracts funded either directly or indirectly with federal funds are sent an annual audit letter from G&C requesting verification from the subrecipient that they are in compliance with OMB A-133 federal audit standards (they did not have any audit findings in their annual audit)
Post Award Functions

Advise PI’s/Administrative Staff on Grant Related Policies

- Budget revisions – revisions to current budget categories
- No cost time extensions – extension of project dates with no additional funds from the agency
- Cost transfers- an expense accidentally charged to another fund instead of the sponsored project or incorrect object code
  - All cost transfers will require the Cost Transfer Request form to be approved by G&C prior to the transfer. The request must provide any necessary supporting documentation for the transfer
Post Award Functions
Advise PIs/Administrative Staff on Grant Related Policies

Use of GLOW and/or Custom Reporting System to monitor project expenses

Approval of foreign travel to be charged to grants on travel authorizations

Calculation and verification of F&A (indirect cost)
- Excludes each item of equipment over $5,000, capital expenditures, charges for patient care, tuition remission, rental cost of off-site facilities, scholarships and fellowships as well as the portion of each subgrant/subcontract in excess of $25,000, and other expenses as specified in the contract

Timeliness of sponsored project expenses and other activities

Cost sharing documentation
### Timeline For Selected Activities on Sponsored Projects

<table>
<thead>
<tr>
<th>Transaction/Activity</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hiring Personnel</td>
<td>Descriptions for new positions can be written and submitted to Human Resources prior to receipt of award. However, positions cannot be posted until award is received and account is set up in the University's financial system.</td>
</tr>
<tr>
<td>Purchasing Equipment</td>
<td>Place orders at least 90 days before the end of a project. Purchases in the last days, weeks, or months of a project may be deemed not needed and inappropriate since they may not seem to benefit the project.</td>
</tr>
<tr>
<td>Ordering Materials and Supplies</td>
<td>Place orders as needed, but at least 90 days before the end of a project unless it can be justified and verified that the materials are needed to complete the project.</td>
</tr>
<tr>
<td>Establishing Subcontracts</td>
<td>Research and Sponsored Programs prepares all subcontracts. Early planning is essential as it can take considerable time to negotiate and procure a subcontract. Subcontractor’s Budget and Statement of Work should be included in the proposal submission. Sponsor approval may be required if subcontractor was not in proposal or award.</td>
</tr>
<tr>
<td>Foreign Travel</td>
<td>If foreign travel was not in sponsor-approved budget, consult with Grants and Contracts as foreign travel may require sponsor prior approval. All federal grants and contracts require the use of U.S. flag carriers.</td>
</tr>
<tr>
<td>Documenting Cost Share</td>
<td>Cost share should be monitored continuously during the life of a project. Documentation should be collected and forwarded to the Grants and Contracts Office.</td>
</tr>
<tr>
<td>Reviewing account expenditures or reconciling accounts</td>
<td>Monthly review is recommended. Waiting until the end of the project could result in unaccounted spending.</td>
</tr>
<tr>
<td>Expenses charged to the wrong account</td>
<td>Prepare a journal entry to correct the transaction. Corrections must be made within 90 days of the original transaction.</td>
</tr>
<tr>
<td>Budget Changes</td>
<td>Under Expanded Authorities, many budget-related actions can be approved by the Vice-President for Research, without sponsor’s prior approval. Contact the Grants and Contracts office for assistance.</td>
</tr>
<tr>
<td>Changes to Scope of Work/PI effort</td>
<td>Request prior to effective date of change or absence. Must have written approval from sponsor – not just verbal approval from the technical representative.</td>
</tr>
<tr>
<td>Submitting technical reports or deliverables</td>
<td>Progress reports are usually prepared annually for grants. If continuation funding is requested, the due date may be before the end of the budget period. For contracts, check terms and statement of work.</td>
</tr>
<tr>
<td>Requesting no cost extension</td>
<td>May need to request 30 – 90 days before the end of a project depending on sponsoring agency. If project is under Expanded Authorities, WMU is permitted to approve a one-time no cost extension of up to one year. Some sponsors may require prior written approval.</td>
</tr>
</tbody>
</table>

Refer to the Grants and Contracts office for specific policies and procedures or call the Grants and Contracts office at 387-4701.

Location: [www.obf.wmich.edu/grants](http://www.obf.wmich.edu/grants)
Western Michigan University
Grants and Contracts
Salaried Employees
Cost Sharing/Time and Effort Certification

Name: ___________________________ Employee ID: ___________________________

Department: ___________________________ Base Cost Center: ____________

College/Unit: ___________________________ Project Cost Center: ____________

Project Title: ___________________________

Period of Appointment: ____________ Through ____________

Project Termination Date: ____________ Percent of Time on Project 0.00%

Salary Funds Budgeted in Project for This Period of Appointment ____________

1. Project Director ___________________________ Date ____________

2. Department Chair ___________________________ Date ____________

3. Dean ___________________________ Date ____________

4. Other ___________________________ Date ____________

Base Salary ____________

Amount of Base Salary Applicable to the project period ____________

Percent of time on the project 0.00%

Amount contributed to the project ____________ $0.00

Fringe Benefits

Social Security Ex. 0705 0.00% $0.00

Retirement 0.00% $0.00

Other Benefits 0.00% $0.00

Total Direct Cost $0.00

Facilities & Administrative 0.00% $0.00

Total Cost Share $0.00

Certification must be by a responsible individual having first hand knowledge of the work performed. Federal guidelines require after-the-fact reporting.

Return the completed form to the Grants and Contracts Office, which will be retained for audit purposes.

Location: www.obf.wmich.edu/grants-contracts in the G&C Forms box
Post Award Functions
Distribute Semi-annual Time and Effort Reports

- Federal regulations require certification of time and effort to provide assurance to sponsors that the salary charged to a sponsored program is reasonable with respect to the effort.
- Individuals paid directly from any sponsored project.
- Individuals paid directly from any other WMU funds and who provide some effort on sponsored projects for which the effort is re-distributed to a sponsored project.
- The employee or PI must sign for an individual’s effort. If the employee is no longer at the University the PI must sign.
## WESTERN MICHIGAN UNIVERSITY

**TIME AND EFFORT CERTIFICATION REPORT**

Report ID: WMUPR384  
Grants and Contracts  
Period: 2006-01-01 through 2006-06-30

**NAME:** Doe, Jane  
**EMPLOYEE ID:** 99999  
**TITLE:** Asst. Professor  
**PRIMARY DEPT#:** 11-xxxxxxx  
**NAME OF DEPARTMENT:** Biological Sciences

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<th>Fund</th>
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<th>ObjCode</th>
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<th>Adjust Date</th>
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<th>Payroll %</th>
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<td>3216</td>
<td>18-Apr-2006</td>
<td>04-May-2006</td>
<td>1,845.00</td>
<td>7.44</td>
</tr>
<tr>
<td>25</td>
<td>xxxxxx</td>
<td>3216</td>
<td>30-May-2006</td>
<td></td>
<td>7,125.75</td>
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<td>13-Jun-2006</td>
<td></td>
<td>2,375.25</td>
<td>9.58</td>
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<tr>
<td>29</td>
<td>xxxxxx</td>
<td>3216</td>
<td>27-Jun-2006</td>
<td></td>
<td>2,375.25</td>
<td>9.58</td>
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<tr>
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<td>3161</td>
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<td></td>
<td>12,915.00</td>
<td>52.09</td>
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<tr>
<td>99</td>
<td>9999999</td>
<td>9999</td>
<td>18-Apr-2006</td>
<td>04-May-2006</td>
<td>-1,845.00</td>
<td>-7.44</td>
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<td>Sub Total:</td>
<td>11,070.00</td>
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<td></td>
<td>Total:</td>
<td>24,791.25</td>
</tr>
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</table>

**Section I:** Grants  
**Section II:** Non-Grants

I certify this payroll distribution reflects the percentage and amount for time and effort worked in the period covered by this report.

-----------------------------------------------------------------------------------------------------------------------------------
<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>
Post Award Functions
Perform Monthly Review of Project Expenses

- Monthly verification of selected transactions charged to sponsored accounts.
- Follow up with PI/administrative staff on additional information that may be needed to verify transactions.
**Post Award Functions**

**Close Out Sponsored Projects**

- A termination letter with a check list of closeout activities is sent out approximately 120 days prior to project termination. A project closure report is sent on the date of termination.
- Verify with PI/department to make sure all expenses have been processed.
- Verify all time and effort reports are signed.
- Verify all cost share is documented and in the file.
- Verify final cash has been received.
- Submit any final financial reports.
- Submit patent/property report with PI’s assistance.
- Retain all grant documents at least three years after project close out (includes departmental records).
Post Award Functions
Audits

- **Annual A-133 Audit**
  - Audit of direct federal and federal flow-thru funding
  - Additional documentation for an expense that has been selected for audit may be requested of the department

- **Sponsor Specific Audits**
  - Ad hoc agency audits (NSF, NIH, DOE, EPA, ED)
  - Audits may span over a period of years and include several projects funded through the agency
Recent Audit Comments

- Transfers—explanation required for any transfer made regardless of time frame. Additional information required for transfers beyond 90 days. Cost transfer policy is currently being updated.

- Time and Effort certification must be done by the employee or the PI.

- Time sheets are required for all hourly employees.
Typical PI/Administrative Staff/Departmental Functions

- Overall project management
  - Manage and conduct research activities
  - Ensure compliance with University’s policies and procedures
  - Ensure compliance with agency policies and procedures
Typical PI/Administrative Staff/Departmental Functions

- Technical reporting (check award document for requirements, late reports could jeopardize future funding)
  - For continuing awards technical reports are usually due 90 days prior to the end date of the current project year
- Other report requirements (Ex. after specific task is complete)
Typical PI/Administrative Staff/Departmental Functions

Maintain project costs within overall budget and categories

- Prepare and maintain documentation for all expenses (accounts payable vouchers, personnel forms, purchase requisitions, journal entries)
- Monitor expenses regularly by using GLOW
- Submit timely budget revision requests (check with your contract and grant specialist to find out if sponsor approval is required)
- Identify and correct charges made in error to a sponsored project within 90 days of the original charge
Typical PI/Administrative Staff/Departmental Functions

Purchase equipment
- Initiate purchase requisition (sole source documentation if needed, grants approval if over $25K)
- Stay within budget limitation
- Timing of purchases – equipment should be purchased at the beginning of a project.
- Purchases within the last 90 days of the project are normally not allowed (needed and used criteria)
- The University (not the PI or department) retains title to all equipment purchased on the sponsored agreement (unless otherwise specified in the sponsored agreement)
- Disposal of equipment-check with your contract and grant specialist prior to disposing, agencies may require prior approval before disposing (university policy and disposal form can be found at http://www.obf.wmich.edu/logistical-services/stores.html)
Typical PI/Administrative Staff/Departmental Functions

- Review and document subcontractor’s data and approval of subcontractor’s invoice
  - Invoice from subcontractor requires the PI’s signature
  - The signature indicates approval by the PI that the progress of work the subcontractor has completed is in accordance with the agreement and the expenses on the invoice are allowable based on sponsor regulations
  - The completed generic voucher and signed subcontractor invoice is submitted to Grants and Contracts for approval prior to processing through Accounts Payable
Typical PI/Administrative
Staff/Departmental Functions

- Initiate HR/payroll forms and GA/DA forms
  - Create a new position
  - New hire into existing position
  - Changes to a position (pay, term date, FTE)
  - Temporary Appointments/Incidental payments (now electronically submitted through workflow)
  - R positions (Research Appointments R1, R2, R3 and R4)
  - Student pay (now electronically submitted through workflow)
  - Graduate Assistantships/Doctoral Associates (salary portion through HRMS workflow and tuition through Banner workflow)

*(routing of the forms are based on the order of the signature boxes or workflow list)*
Typical PI/Administrative Staff/Departmental Functions

- Initiate Planned Effort (buyout/release time) and hourly time and effort forms
  - Used for individuals paid directly from other WMU funds and who provide some effort on sponsored projects for which the effort needs to be re-distributed to a sponsored project
  - A spreadsheet generated by G&C for salaried individuals is sent to the individual for signature at the end of the release period and returned to G&C for audit purposes
  - The hourly time and effort form should be completed no less frequently than quarterly to indicate the hours worked on the project during the specified time frame
Western Michigan University
Grants and Contracts
Salaried Employees
Planned Effort on Sponsored Projects

Name: ___________________________ Employee ID: ___________________________

Department: ___________________________ Base Cost Center: ___________________________

College/Unit: ___________________________ Project Cost Center: ___________________________

Project Title: ___________________________

Period of Appointment: ___________________________ Through ___________________________

Project Termination Date: ___________________________ Percent of Time on Project: ___________________________

Salary Funds Budgeted in Project for this Period of Appointment: ___________________________

Signature acknowledges that the planned effort for the above-named individual is accurate and any deviations of actual effort (+ or - 5%) from what was initially planned will be corrected at the end of the appointment period. This will assure the charges are reflected on the semi-annual Time and Effort report.

1. Project Director ___________________________ Date ___________________________ 3. Dean ___________________________ Date ___________________________

2. Department Chair ___________________________ Date ___________________________ 4. Other ___________________________ Date ___________________________

Base Salary ___________________________

Amount of Base Salary Applicable to the project period ___________________________

Percent of time on the project: ___________________________ 0%

Amount contributed to the project: ___________________________ $0.00

Return the completed form to the Grants and Contracts Office, which will be retained for audit purposes.

Location: www.obf.wmich.edu/grants-contracts in the forms box
Federal Policies require accurate and timely reporting of the effort of all employees paid from and/or contributing effort to sponsored projects.

Name: ___________________________  Employee ID: ___________________________
Department: ___________________________  Base Cost Center: ___________________________
College/Unit: ___________________________  Project Cost Center: ___________________________
Project Title: ___________________________
Period of Time on Project: ___________ Through: ___________
Project Termination Date: ___________ Hours Spent: ___________
Funds Budget in Project for This Period: ___________________________

1. Project Director ___________________________ Date ___________  3. Dean ___________________________ Date ___________

2. Department Chair ___________________________ Date ___________

Signature acknowledges the actual work performed by the individual named during the period stated.

Hourly rate ___________________________
Hours spent on project ___________________________
Amount contributed to the project $0.00

Fringe Benefits
Social Security Ex. 0.00% $0.00
Retirement 0.00% $0.00
Other Benefits 0.00% $0.00

Total Direct Cost $0.00
Facilities & Administrative 0.00% $0.00

Total Cost Share $0.00

Return the completed form to the Grants and Contracts Office, which will be retained for audit purposes.
Cost share is the portion of total project costs related to sponsored programs that is not provided by the sponsor and has been committed in the proposal to the agency (cost share should only be committed if the agency requires cost share).

- Cost share must be within the project period and conform to the same regulations as the sponsoring agency funding.
- Documentation for cost share is required to be maintained in the project file as part of the project expenses.
Typical PI/Administrative Staff/Departmental Functions

- Documentation needed for cost share
  - Salaries & Benefits - cost share certification
  - Equipment – vendor invoice
  - Tuition - documentation of tuition paid
  - Other direct costs - copy of original charges
  - Waived F&A – must be approved by the agency in the proposal and is documented by G&C
Typical PI/Administrative Staff/Departmental Functions

- Certify semi-annual time and effort reports
  - Signed by individual performing the work or the PI
  - Should be returned to Grants and Contracts within 30 days of receipt
- Review procurement card statement, log and receipts
  - Returned monthly within 20 days of statement date
  - Statement and/or log must be signed by cardholder’s supervisor
- Cost transfers
  - A cost transfer request form must be completed and approved by G&C prior to making the transfer
Typical PI/Administrative Staff/Departmental Functions

Grant Close Out

- PI receives termination letter with a check list of closeout activities from G&C approximately 120 days before the end date of the sponsored project.
- PI receives and completes the Project Closure Report and returns it to G&C within 30 days after the project end date.
- Annual leave for benefit eligible positions directly on the grant should be used prior to the term date of grant (if the grant is unable to pay for the AL payoff the department is responsible to cover this expense).
- If the project is a fixed price contract, after PI indicates all expenses have posted to the project and have been reported, G&C would follow the policy on fixed price contract balances for the college or if there is not a policy we will contact the dean’s office for transfer instructions.
Policies and Procedures

Check our website-http://www.obf.wmich.edu/grants-contracts/
Grants and Contracts Staff and Constituent Areas

Main Phone: (269)387-4707
Fax: (269)387-4737

Betty McKain, Director of Grants and Contracts
Phone: (269)387-4728
betty.mckain@wmich.edu

Bekki Spanjer, Finance Specialist
Phone: (269)387-4721

Carole Nelson, Assistant Manager
Phone: (269)387-4746
carole.nelson@wmich.edu
College of Arts & Sciences
  Geography
  Geosciences
College of Aviation
College of Education and Human Development (GEAR UP)
College of Engineering and Applied Sciences
Haworth College of Business
VP Business & Finance
Grants and Contracts Staff and Constituent Areas

Shellie Mosher, Senior Contract and Grant Specialist
- Phone: (269)387-4727
  shellie.mosher@wmich.edu
- College of Arts & Sciences
  - Biological Sciences
  - Chemistry
  - Physics
- Vice President for Research
- WMU Research Foundation
  - Technology Development Fund
  - Medical School
- Provost and Vice President for Academic Affairs
  - Haenicke Institute
  - Waldo Library

Ruth Halcomb, Contract and Grant Specialist
- Phone: (269)387-4805
  ruth.halcom@wmich.edu
- College of Arts & Sciences
  - Anthropology
  - Communication
  - Economics
  - English
  - Environmental Studies
  - Foreign Languages
  - History
  - Kercher Center
  - Mallinson Institute
  - SAMPI
  - Sociology
  - Statistics
- College of Health and Human Services
- Provost and Vice President for Academic Affairs
  - Graduate College
  - WMUK Radio
- Vice President for Student Affairs
  - Auxillary Enterprises
Grants and Contracts Staff and Constituent Areas

Dawn Nelson, Contract and Grant Specialist

Phone: (269)387-4734
dawn.nelson@wmich.edu

College of Arts & Sciences
  Dean’s Office
  Africana Studies
  American Studies
  Ethics in Society
  Mathematics
  Medieval Institute
  Psychology
  Public Affairs and Administration
  Spanish
  Women’s Studies

College of Education and Human Development

College of Fine Arts

Lee Honors College
Presidents Office
Provost and Vice President for Academic Affairs
  Academic Skills Center
Vice President for Information Technology
Vice President for Student Affairs
  Division of Multicultural Affairs