
2109 BUDGETS

Subject: SPONSORED PROJECTS

Effective: December 1986

Last Revision: April 2016

Last Reviewed: May 2017

Resp. Office: Research Services

Approval: Research Services

PURPOSE:

To establish responsibility for preparation and submission of sponsored project budgets

POLICY:

1. The principal investigator is responsible for preparing a budget within the amount of the award as indicated in the award notice and in accordance with any budgetary constraints imposed by the sponsor.
2. The budget is entered into the financial accounting system and maintained by the responsible department business administrator.
 - a. Except for advance accounts, project funds may not be obligated until the budget has been entered into the financial accounting system.
 - b. Budgets must be revised upon any monetary adjustment of an award.
 - c. Changes to project budgets which require sponsor or institutional approval must be reviewed and approved by ORS.

ROLES AND RESPONSIBILITIES:

PRINCIPAL INVESTIGATOR

- Works with Business Administrator to prepare and submit budgets
- Reviews, approves and documents deviations in budgets
- Ensures sponsor & institutional approvals are sought
- Initiates & countersigns requests for approvals, as necessary

BUSINESS ADMINISTRATOR

- Reviews budget to ensure accuracy & compliance with sponsor and university policy
- Maintains approvals and documentation in departmental records
- Routes sponsor mandated request for changes in budget to ORS

- Ensures that budgets are monitored and updated when awards are adjusted

OFFICE OF RESEARCH SERVICES

- Reviews and sends to sponsor mandated request for changes in budgets
- Countersigns request for changes, as required
- Reviews sponsor terms and conditions to ensure compliance with budget policies & procedures
- Reviews general ledger expenditures to ensure compliance with budget terms & conditions
- Communicates with Business administrators regarding the need for approvals
- Maintains approvals in ORS records
- Works with Business Administrator to resolve issues related to budgeting approvals

The source of this document is Research Services.