

I. Overview

To ensure that all grant projects sponsored by federal, state, or other public or private funding sources are managed according to all applicable statutory guidelines and procedures.

II. Practice

I. SCOPE

- A. This procedure applies to all externally funded projects when required by the funding source, and also applies to UACCB institutional accounts used in whole or in part to meet cash or in-kind matching requirement associated with an externally funded project.
- B. This procedure is intended to be fully compliant with the federal requirements for written policies (as required by 2 CFR, §§ 200.302(b)(6), 200.305, 200.302(b)(7), 200.318(c), 200.319(c), 200.313(d), 200.320(d)(3), 200.430(a), 200.431(a), 200.464, and 200.474(b)), applicable state regulations, and the terms and conditions of the agreements covering respective, externally funded projects.

II. GRANT WRITING

- A. UACCB personnel are encouraged to seek external funding for events, activities, and programs. Personnel interested in writing a grant should work with their supervisors to ensure the grant proposal meets all UACCB guidelines as well as the grant development policy. Any publicity related to the grant should be handled through the Director of Marketing. The Vice Chancellor for Finance and Administration will retain the original, signed grant award.
- B. Depending on the nature of the grant, a UACCB committee may be appointed by the Chancellor to oversee grant operations and report on the progress of grant-funded activities.
- C. Conflicts of Interest: Conflicts of interest are prohibited under University of Arkansas Board of Trustee Policy 330.1. Any award of benefits from a grant should avoid both actual and perceived conflicts.

III. COSTS AND CASH MANAGEMENT

- A. All costs detailed in the grant must be allowable under the provisions of the grant and applicable federal and state law and guidelines. All costs should be reasonable, allowable and allocable in comparison with other expenditures of the institution.
- B. Once a grant has been awarded, the grant manager should work with the Controller to establish a restricted fund for the award. Appropriate GL accounts should be established to enable control of the funds. Only the grant manager and his or her designee should have access to the funds.
- C. The grant manager is responsible for periodic review of grant expenditures as specified in the grant. If no time frame is specified, grant funds should be reconciled at least on a quarterly basis.

IV. PERSONNEL

- A. Grant-funded personnel must be recruited and hired using the same process as is used for UACCB personnel as specified in UACCB Operating Procedure 220.1. Grant managers are responsible for following all guidance related to personnel as specified in the grant. If additional steps are required by the grant these must be followed in addition to UACCB policy.
- B. Compensation and fringe benefits for personnel hired to fulfill the grant activities must be in-line with similar state-authorized and state-funded positions. Department of Finance Administration and Office of Personnel Management policies governing compensation and fringe benefits are incorporated by reference. If the position is not covered by state policy, the compensation and fringe benefits should be determined by reference to similar positions in similar institutions.
- C. All personnel paid through grant funds must keep accurate Time and Effort records as required by UACCB Operating Procedures 340.0 and 340.1.

V. PROFESSIONAL DEVELOPMENT

- A. Professional development undertaken by grant-funded employees must be authorized by the grant manager and by the employee's supervisor.
- B. Travel is authorized through the use of UACCB's Travel Request. The request must follow UACCB Operating Procedure 265.0.
- C. If student travel is an authorized grant activity, the grant manager should complete the travel documents for students as required by UACCB Operating Procedure 265.0.

VI. PURCHASING AND INVENTORY MANAGEMENT

- A. Purchase of equipment and supplies must follow UACCB Operating Procedure 320.0 and state purchasing guidelines.
- B. Capital assets purchased with grant funds are inventoried according to the State of Arkansas Capital Asset Guide (<http://www.dfa.arkansas.gov/offices/accounting/financialManagementGuide/Pages/Subchapter15.aspx>). In addition to a UACCB inventory tag, such assets should also be tagged with a grant specific tag.
- C. Non-capital assets are tagged with a grant specific tag if those assets are subject to pilferage.
- D. The grant manager should maintain inventory records as directed by the grant. A physical inventory must be conducted no less than every two years. Any inventory losses must be reported to both the Vice Chancellor for Finance and Administration and to the appropriate grant oversight official.
- E. The use of grant purchased equipment and supplies for uses other than those specified in the grant is permissible if allowed in the grant.
- F. The disposal of grant-purchased capital assets must follow state and federal guidelines.

VII. DATA COLLECTION AND GRANT REPORTING

- A. All reporting required by the grant agency must be completed and submitted in a timely fashion. These reports are the responsibility of the grant manager
- B. It is often necessary to collect data to support grant reports. The grant manager should work in cooperation with the Director of Institutional Research to ensure the integrity and accuracy of such data.

VIII. RECORD MAINTENANCE AND RETENTION

- A. It is the responsibility of the grant manager to maintain and retain all grant records in the appropriate fashion. The grant manager may rely on other institutional offices, such as Human Resources and Payroll, to maintain such records as would be kept in the ordinary course of that office's business.
- B. No grant records should be destroyed until the designated retention period for such records has expired. If no designation exists, the grant manager should seek permission of the Administrative Cabinet.

III. Clarifying Points

2 CFR § 200.302(b) – Financial Management
2 CFR § 200.305 – Payment Procedure
2 CFR § 200.302(b)(7) – Allowability of Costs Procedures
2 CFR § 200.318(c) – Conflict of Interest Policy
2 CFR § 200.319(c) – Procurement Procedures
2 CFR § 200.313(d) – Equipment Management Procedures
2 CFR § 200.320(d)(3) – Method for Conducting Technical Evaluations of Proposals and Selecting Recipients
2 CFR §§ 200.430(a), 200.431(a), 200.464 – Compensation and Fringe Benefits Policies
2 CFR § 200.474 – Travel Costs

Adopted: Feb. 1, 2017