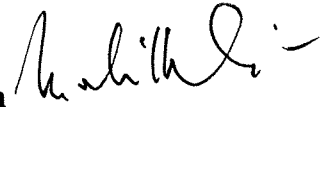


DELAWARE STATE UNIVERSITY

OFFICE OF SPONSORED PROGRAMS

MEMORANDUM

TO: Faculty and Staff on Federal Funds

FROM: Nouredine Melikechi, Interim Vice President for Research
Amir Mohammadi, VP for Finance and Administration 

Date: February 15, 2011

RE: Time and Effort Reports (After-the-Fact Reporting)/Grant accounts

The Office of Sponsored Programs (OSP) and Restricted Accounting (Business and Finance) have initiated a process that aims at simplifying various procedures while at the same time ensuring collection of key data. We are writing to (1) inform you that of the existence of new Time and Effort form (attached) which we hope to make available soon online and describe a new mechanism for collection of the Time and Effort (T&E) forms, and (2) describe the process for opening and closing of grant accounts.

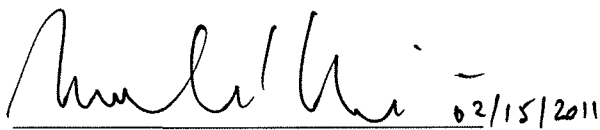
- **For Faculty/Professional Staff:** T&E forms must be submitted to OSP by the Chairs of the Departments twice a year: (i) by **January 15** to cover the period from July to December, (ii) by **July 15** to cover the period January to June. Please note that it is a federal requirement to report T&E **for (and only for) all persons receiving salaries and/or benefits from federal grants and/or contracts**. OSP will send an email to remind PIs/PDs, Department Chairs and Deans of this responsibility.
- **Opening of grant accounts:** To open a grant account, and assuming that PI/PD has adhered to the DSU pre-award policy (see <http://www.desu.edu/pre-award-policy>), the process is:
 - 1) Immediately upon receipt of an award notification, the PI/PD of the said grant notifies the OSP and provides evidence he/she may have (email, letter of notification, ...etc.);
 - 2) Within three (3) business days of receiving the notification and ensuring its accuracy, OSP notifies Restricted Accounting **and** arranges for a post award meeting with the PI/PD;
 - 3) Within five (5) business days, Restricted Accounting provides OSP with a new account number for the new funded program;
 - 4) At the successful conclusion of the post award meeting with the PI/PD, OSP provides the PI/PD with the new general ledger account number for the said grant.

5) OSP notifies the PI/PD, his/her chair, Dean, and Restricted Accounting that the new PI/PD has a new general ledger account number for his/her said grant.

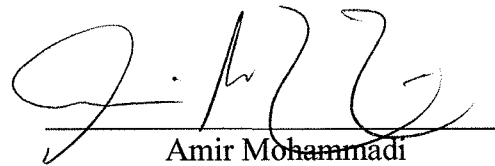
- **Closing of grant accounts:** To close a grant account, the process is:
 - 1) Ninety (90) days prior to the expiration date of a grant, OSP sends a reminder to the PI/PD and copies to Restricted Accounting.
 - 2) Within seven (7) business days, Restricted Accounting provides a detailed budget report to the PI/PD that states clearly the level of funds still available to the PI/PD.
 - 3) The faculty member –in close coordination with OSP- is responsible of ensuring that his/her grant is closed according to the rules and regulations of the said grant.
 - 4) Once the final report is submitted to **and accepted** by the granting agency, OSP notifies the PI/PD and Restricted Accounting of this fact and alerts the PI/PD that his/her grant account will be closed.
 - 5) OSP requests Restricted Accounting to close the grant account.
 - 6) Restricted Accounting informs the PI/PD and OSP of the closing of the grant account.

Please note that prior to closing the account, OSP will arrange to have a close-out-meeting with the PI/PD.

Should you have any question, please contact Earlene Jackson of OSP at 6812 and/or Jeanel Lofland of Restricted Accounting at Ext 7062.



Nouredine Melikechi
Interim Vice President for Research



Amir Mohammadi
VP for Finance and Administration