



JOHN CARROLL UNIVERSITY
THE JESUIT UNIVERSITY IN CLEVELAND

MEMORANDUM

TO: JCU Faculty and Administrators

FROM: Dr. Mary E. Beadle
Dean of the Graduate School
Coordinator of Faculty Research, Faculty Grants and Faculty Development

DATE: October 18, 2002

SUBJECT: Post Award Administration of Grants and Contracts Awarded to Academic Personnel

Now that we have a new grants manual, I would like to remind you of the current policies regarding how to process invoices and payments for grant and research contract accounts. The *Guide to Grants, Contracts, Fellowships, and Research* is now available online at WWW.JCU.EDU/RESEARCH/MANUAL. As noted in "Section 4: Grants: Post Award," please note the following:

- ◇ Hiring of students: as with any other student hire, paperwork must be filed with Mary Barnhart in Financial Aid. The Grants Administrator should be copied so a record can be kept in the appropriate file.
- ◇ Processing of student vouchers: weekly student vouchers may be sent directly to Debbie Schmitt in the Payroll Office; the budget amount cannot be exceeded.
- ◇ Invoices: requests for purchases of major equipment or other large expenditures (totaling \$500 or more) must first be sent to the Office of Grants Administration for approval.
- ◇ All reimbursements to the Principal Investigator and others, including travel allowance, should be sent to the Office of Grants Administration for approval.
- ◇ Salary payments to the Principal Investigator, contractors, consultants, and graduate students should be sent to the Office of Grants Administration for approval by the Dean of the Graduate School.
- ◇ Remember that any change to a proposal budget should be approved by the funding agent.

If you have any questions, suggestions, or comments in the meantime, please let me know.

MEB:cta