WHO WE ARE?

- Illiad Kelly-Director
- Phillisa Conner-Assistant Director/Grant Accountant
- Maudie Lynn Hunt-Grant Accountant
- Shirley Smith-Grant Accountant
- Carlotta Brown-Grant Accountant
- William Davis-Grant Accountant
- Time and Effort Administrator
The Unit of Grants and Contracts is responsible for the financial administration of all external grants and contracts. Our specific responsibilities are to assist Principal Investigators and Funding Agencies in Post Award Administration.
OBJECTIVES & GOALS

- Increase Transparency
- Evaluate the Reasonableness of costs associated with projects (Prudent Person Rule)
- Allowability / Allocability of Costs
- Compliance and adherence to both state and federal regulations
- Proper Closeout – 90 days after project ends
UNIT FUNCTIONS

- Budget Setup
- Expenditure Approval & Monitoring
- Cost/Budget Transfers
- F&A Exclusions
- Supporting Documentation
- Cost Sharing

- EPAF Approval
- FFR Submissions
- Billing & Invoicing
- Provide Monthly PI Reconciliation
- Grant Expenditure Forecasting Tool
- No Cost Extensions
- Closeout Procedures
UNIT FUNCTIONS  (Billing Process)

- The Grant Accountant request funds from the various funding agencies on a monthly basis whether it be by drawdown or submission of invoices based on actual expenditures for a given period.

- To ensure that we receive funds in a timely manner, contact is made to the funding agency if the institution doesn’t receive reimbursement within 45 days of the submission of the invoice.
The Policies and Procedures regarding equipment states that no equipment can be purchased 90 days prior to the end of the award unless there are extenuating circumstances. The purchase then will require VP of Research approval.

No expenditures can be incurred 30 days prior to the end of the award.

Record Retention: All records must be maintained 3 years after the submission of both final progress and fiscal reports.
Effort reporting is a federally-mandated process by which the salary charged to a sponsored project is certified as being reasonable in relation to the effort expended on that project. (OMB A-21)

The systematic certification process and formal effort report is essential to ensure that your institution is always prepared to respond to sponsors with the required information.

It must be certified by someone who has first hand knowledge that the work has been done and verifiable.
EFFORT CERTIFICATION

- Time and Effort Administrator will run Time and Effort reports quarterly.
  - 1st quarter: January-March
  - 2nd quarter: April-June
  - 3rd quarter: July-September
  - 4th quarter: October-December
- There will be a reminder in the university blast email to remind employees/supervisors to certify.
- Federal regulations require these after the fact certifications be completed in a timely manner which is 30 days after the quarter has ended.
- Failure to certify the reports in a timely manner reflects the institution being in a non-compliant status and can jeopardize future funding.
Existing circulars:

- are outdated and in need of updates or revisions
- include duplicative language
- often have confusing and/or contradictory requirements
- use different language for the same issue

- Implementation Date: December 26, 2014
- Website: http://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1
Q & A SESSION

➢ ASK, ASK, ASK!!!
CONTACT US

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- Time & Effort Administrator-Contact Illiad Kelly
THANK YOU!

From the Unit of Grants and Contracts Management

AND WE ARE ONE JSU!!!