FREQUENTLY ASKED QUESTIONS

Who maintains the master files for my contract/grant agreement?

- The Office of Sponsored Programs (OSP) and the Office of Contracts and Grants Accounting (CGA) hold the master files for all Funds established for sponsored programs. Any legal actions or audits will be done through these offices. It is imperative that these offices have documentation of all contractual and financial transactions.

What is normally the least amount of time necessary to submit a final report?

- Auburn requires a minimum of 30 days after the project end date for final reporting. A project end date and final reporting date cannot be the same day.

What should I do if I need to rebudget funds?

- The awarded budget is the budget the PI is expected to follow. Some Sponsor's allow for a small percentage of reallocation without their prior approval, but not all. If not otherwise defined in the award document or the Sponsor's terms and conditions, prior written approval from the Sponsor is required for any deviation from the awarded budget. Contact your Sponsored Programs Officer in OSP to discuss a specific sponsor's requirements.

My grant starts on a specific date, however I had expenses incurred prior to that date for the project, what do I do?

- Expenses can only be incurred between the awarded start date and end date. No expenses outside the project period can be reimbursed without prior written approval from the Sponsor, unless OSP has been given pre-award authority by the Sponsor. Contact your Sponsored Programs Officer in OSP to determine if your sponsor allows pre-award costs.

I have a clerical assistant who handles my project-related travel expenses, can this individual be charged to my grant?

- Salaries of administrative and clerical staff, office supplies, postage, telephone costs, memberships, and other general costs are generally considered indirect costs and are not to be directly charged, unless these costs can be justified in writing as being unique to the project and would have a direct benefit. (For more information, refer to the document "*Typical Direct vs. Indirect Costs*")

Who is responsible for sending invoices to my sponsor?

- CGA is responsible for all invoicing and financial reporting.

Who is responsible for ensuring that the charges on my project are correct?

- The PI is responsible for monitoring all his/her Funds (the parent Fund, cost share, program income, subcontractor(s), etc.). This includes confirming that charges are on the correct Fund, follow the Sponsor's guidelines, expenditures are during the project period (including cost share accounts), errors are corrected, etc.

How much time do I have to correct an incorrect charge to my Fund?

- Expenditure transfers are to be timely (90 days for Department Error Corrections and 120 for Salary and Wage Transfers).

I just received a check from my sponsor, what do I need to do with it?

- Any payments received from a Sponsor are to be forwarded to CGA to be deposited.

The end date of my project is quickly approaching, is there anything I should be doing regarding my expenditures?

- Ensure all expenditures are recorded on the Fund before the established AU/Sponsor deadline.

I proposed in-kind cost share of volunteers on my project, who needs to receive the details regarding this?

- In-kind cost sharing should be properly documented and reported to CGA.