



WPI

Title: Financial Award Administration
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Purpose

To establish policy and procedure for the financial management of externally sponsored awards to advance the achievement of the mission and strategic priorities of the University.

Policy Statement

WPI solicits and accepts grants and contracts from a variety of federal and non-federal sponsors (including universities, governments, private foundations, corporate and other organizations). With the acceptance of externally funded awards, the University agrees to provide technical or scientific expertise and to manage each award in conformance with various fiscal and administrative regulations. Responsibility for managing these contracts and grants is shared throughout the University environment and is comprised of the set of procedures that assure the fulfillment of that commitment, compliance with law, and with relevant regulations.

Internal Control and Procedures

Pre-proposal Considerations

Worcester Polytechnic Institute employees or groups wishing to apply for external funding through local, state, or federal grants or grant awards from corporate or foundation sources shall contact the Office of Sponsored Programs (OSP) prior to beginning the application process. No funding application should be submitted without the approval of OSP.

Proposal Development and Submission

The Office of Sponsored Programs will monitor the grant application process, the status of submitted requests, and the coordination of approved and received grants.

Grant Award and Acceptance

The Office of Sponsored Programs should receive the notification of the award from the grantor agency. OSP reviews the award, adjusts the budget and/or negotiates award terms if necessary, and accepts the award. OSP will maintain institutional records dealing with grants proposals and awards.

Grant Administration

PI - Every sponsored project has a Principal Investigator assigned who is responsible to ensure appropriate management of the project and accomplishment of programmatic objectives. Specific financial responsibilities include:

1. Adhering to project schedule and period of availability.
2. Timely expenditure of grant/program funds and ensuring that expenditures are necessary, reasonable, allowable, and allocable to grants as well as in compliance with the terms, conditions, rules, and regulations of the external grantor.
3. Maintaining up-to-date records of financial obligations and expenditures.
4. Monitoring financial reports for accuracy and informing SPA when discrepancies occur.
5. Completing and filing technical/project reports required by the granting agency.
6. Ensuring proper supervision of project employees.
7. Interfacing with regulatory agencies, auditors, and internal staff.
8. Overall responsibility to ensure programmatic and other non-financial requirements are met in conjunction with the office of Sponsored Programs post-award team.

SPA – The Sponsored Programs Accounting office is responsible for fiscal oversight, and it is obligated to ensure that all institutional parties to the project are in financial compliance with governmental, sponsor, and university policies and regulations. Specific responsibilities include:

1. Assisting with budget implementation and award financial interpretation.
2. Providing assistance in maintaining budget controls and processing budget adjustments.
3. Filing required fiscal reports on a timely basis with state, federal, and other agencies.
4. Monitoring award activity to ensure charges are allowable, reasonable, and consistently treated per federal, sponsor, and university policy and are within the period of availability.
5. Overseeing grant receivables and ensuring that expenditures are invoiced in a timely manner.
6. Interfacing with regulatory agencies, auditors, and internal staff.

End of Award Purchases

Federal terms and conditions require that federal grant funds awarded must be spent, and the items which have been purchased used before the end date of the award. The grantee typically should not purchase items of equipment, computing devices, or restock materials and supplies in anticipation of grant expiration where there is little, or no time left for such items to be utilized in the actual conduct of the research.

In the event of an audit by a Federal agency, purchases at the end of an award will be flagged and most likely will be disallowed and result in an audit finding.

All purchases within the last month of an award will be closely scrutinized by SPA and justification may be required in order to allow a purchase request to move forward.

Financial Closeout and documentation

As an end date approaches, SPA will review the award and will reach out to the PI to discuss financial close out options if needed. These may include the need for a continuation or extension. If no extension is needed, the PI will review the award to ensure all financial transactions have been recorded and SPA will send out an invoice to collect any outstanding receivables.

SPA will review the award to ensure all financial reports have been submitted per sponsor requirements.

Once determined that the project period has ended and all necessary financial administrative actions and obligations have been completed, the award will be closed out by SPA.