

# UNIVERSITY OF ALASKA SOUTHEAST

## **Information Manual for Research and Other Sponsored Projects** *Updated: October 2007*

### *GM 1: Purpose and Scope of Office*

**Purpose:** To provide advice and interpretation of policies and procedures for UAS faculty and other employees for the administration of awards from extramural sponsors for the conduct of research, professional training, and public service.

The **UAS Administrative Services, Budget and Grants Office** provides technical support and professional expertise to departments and principal investigators. Duties consist of final proposal review and submission, data entry into the banner proposal tracking system, and then post award financial administration when the proposal is funded. Post award administration duties consist of grant and fund setup and entry into the banner grant module, budget entry, sensitive item review for purchases, travel, billing and auditing. The duties referred to above for both pre- and post-award are not all inclusive of the services provided by this office.

The **Vice Chancellor for Administrative Services** is UAS assigned approval authority, and has delegated that responsibility to the Director of Budget and Grants. This office is also responsible for responding to internal and external audits of fiscal transactions related to restricted fund projects.

**Scope:** This office recognizes that grant and project administration must consider both internal functions of the University and external sponsor requirements. Therefore, this manual will provide policy requirements related to the grant administration functions which have been developed by the University's Systemwide Administration to meet internal institutional needs. It will also provide links to major external Federal and State sponsor policy requirements.

There are references and links to various websites, and since websites change frequently, this office will make every attempt to keep these links current.

We are interested in your comments and suggestions as users of the manual. Please contact us with questions, comments, or problems that you have encountered.

This manual can be found on-line, as well many forms you may find useful. The url is:

<http://www.uas.alaska.edu/vicechancellor/budget/forms.html>