**Standard operating procedures for management of 1-year Internal Grant Awards from URSA**

**Notification of Award:**
1. The **Notification of Award** (NOA) is sent initially via email to the awardee and whomever they designate to assist them (identified on their application). Designee can be a Grants & Contracts officer, business manager, lab manager, etc.

2. The NOA will specify the next steps to be taken by the awardee and their designee.

**After Notification of Award and Prior to Start Date of Award:**
1. **Compliance requirements:** The awardee is responsible for submitting all compliance protocol applications and obtaining official approval before they will be given access to their internal grant funds. Specifically, compliance approvals must be obtained for use of human subjects (IRB), animal subjects (IACUC), bio-hazardous and/or hazardous materials, including radiation (IBC or Biosafety) in these projects. Compliance approvals can take up to 8-weeks, therefore awardees should submit their protocol applications to the appropriate office as soon after receiving the NOA as possible. Awardees should also note that certain training is required along with the application for compliance approvals. The awardee must send a copy of their official compliance approval letter to URSA ([internalgrants@gsu.edu](mailto:internalgrants@gsu.edu)) as soon as it is received before their internal grant funds will be released.

**Managing Award and Award Budget:**
1. **URSA responsibility:** All internal grant funds will be set up in an URSA account and will be monitored by URSA. URSA reserves the right to re-allocate funds within any internal grant budget to cover budget deficits that might occur. The PI and whomever they designate to assist them will be alerted about any re-allocations done for these purposes.

2. **PI responsibility:** All award spending activity is the responsibility of the PI and whomever they designate to assist them.

3. **Revising your budget during initial 30 days:** Internal grant accounts are set up with budget allocations based on the budgets that PIs provide in their approved proposals. Any changes to the initial budget allocations should be requested by the PI within the first 30 days of the award. These changes should be sent to [internalgrants@gsu.edu](mailto:internalgrants@gsu.edu) using the format sample below:

   - **Move $XXX from PLM000 to PLG000** (or from miscellaneous personnel salary line to graduate payment line)

   - **Move $XXXX from NSP000 to NTR000** (or from supply line to travel line)

   **NOTE:** Budget reallocations from non-personnel to personnel budget lines **will only be permitted during this initial 30-day period.** After this any reallocations specifically from non-personnel to personnel lines will not be allowed or will require a very strong
justification and may incur any additional fringe that must be added to cover the added salary.

4. **Requesting re-budgets after initial 30 days:** The PI must send re-budget requests via email sent to internalgrants@gsu.edu indicating how much money to move from budget line X to budget line Y. If requesting a re-budget of more than 25% of the total budget, a written justification and approval from our office will be required. If requesting to move funds from non-personnel to personnel budget lines after the initial 30 days, a written justification and approval from our office will be required. NOTE: these requests do not have to be routed through the department or college like for some sponsored awards.

5. **No re-budgeting requests will be accepted on internal grant awards during final 30 days of the award (after May).**

6. **Ordering, paying invoices, paying personnel:** Use the assigned speed code and workflow routing 214400000 for paying invoices, obtaining reimbursements for travel, paying consultants, etc., from internal grant funds submitted into PantherMart. When selecting the routing type in PantherMart the end user will need to select "department" not "project" as the routing type. From there the end user will be able to select workflow 214400000. The final approver of these will be the Asst. Vice President for Research who manages the program in URSA.

7. **P-Cards charges:** The PI or whomever they designate to assist them are responsible for tracking all P-card charges they submit to internal grant accounts. Due to several overcharges on internal grants and budget errors due to P-card charges, we prefer that P-card charges not be allocated to internal grant accounts to avoid inadvertent over-charging; however, if P-card charges are made, they should not be made within 45 days of the award end dates.

8. **Personnel payments:** Since personnel salary and GRA stipend payments do not go through PantherMart, these do not need to be approved by URSA using the 214400000 workflow. Neither do Prior Period Adjustments of salary. If at any time personnel charges (stipends, salaries, etc.) are incorrectly charged on an internal grant, the PI is responsible for making sure this is corrected through their department to ensure funds are there for the proposed charges.

9. **No budget deficits allowed:** Any charges to an internal grant account that exceed the total internal grant budget will have to be covered by another account from the PI or their department.

   Also, if a charge is made to a budget category within the internal grant budget that exceeds the amount allocated to that category, our office will need to reallocate funds from another budget category to cover the amount exceeded (e.g. if there is $500 in the Supply budget line and a charge of $750 goes to that line, funds will need to be re-allocated from another budget line or another speed code to cover the additional $250 charge).

10. **Expenditure reviews are the responsibility of the PI and his/her designated assistant.**
    You can request updated balance on your account by emailing internalgrants@gsu.edu. It is recommended that expenditure reviews on internal grant accounts be conducted monthly and any issues be addressed immediately, including journal entries.
11. **Sub-awards are not allowed on Research Initiation or Scholarly Support internal grants.** If an internal grant requires paying for expertise or services from outside persons or organizations, they should invoice GSU and be paid as “consultants” or “vendors.”

**Reports for internal grants:**

1. **6-month progress reports:** Six months after the start of the internal grant project, awardees will be required to submit a very brief progress report. A template will be emailed to the PI with instructions for completing and returning this report. (Dissertation and conference awardees do not submit progress reports).

2. **Financial progress reports:** A few months prior to the end of the award, awardees will be provided a report showing what charges have been posted to their accounts. Any awardees that have more than 33% (one third) of their total award funds remaining will need to provide written plans for expending the funds within the limited time remaining on the award budget period. This will be the best time for PIs to request any re-budgets to meet the final expenditures for their project. (Dissertation awardees do not submit these reports).

3. **Final reports:** Final reports for internal grants are due 90 days after the project period end date. PIs will be provided a template and instructions after the end of their grant award period and will be reminded periodically until the 90-day period is up. Awardees who fail to complete and submit a final report will not be considered for future internal grant awards. (Dissertation awardees do not submit final reports).

**Project Close-out:**

1. **All funds expended or encumbered 30 days prior to award end dates:** All award funds should be expended or encumbered by 30 days prior to the award end date (by end of May). The only exception will be funds designated for personnel payments in the final 2 months of the award. That means all supply charges should be invoiced and processed for payment and travel funds (for travel during the final 2 months) should be encumbered using the Travel Authorization form prior to the last 30 days of the award. Any other funds not allocated for personnel payments, expended or encumbered by this date may be swept from the account.

2. **Award close-out:** All accounts will be inactivated the day after the award period ends. Only funds for final personnel payments or funds already encumbered for expenses incurred during the final months of the award will be available for pay-outs after this date.