

## Restricted Funds Accounting Internal Processes and Reminders

1. If you need to meet with your administrator, please confirm a meeting request date and time so that your administrator can be prepared to assist you effectively. Please do not “drop in” on your administrator as they may not be prepared to assist you with your concern or issue.
2. All Stipend and Honorarium Requests need FINAL approval by your RFA Administrator. Accounts Payable will not approve these forms without RFAs signature. If there is no budget for this on your award, your administrator will **NOT** approve. If this should be the case, please notify your administrator on agency approved budget changes so that they are aware of any budget changes. *Stipend requests for DSU employees must be processed through hiring database.*
3. If an administrator receives a PAF for a specified employee; but sees that there is no budget for the employee to be paid from the grant, the administrator will **NOT** approve the PAF. If this should be the case, please notify your administrator on agency approved budget changes so that they are aware of any budget changes.
4. If an administrator receives a PAF for a specified employee; but sees that processing the PAF will cause your budget to be over expended, the administrator will **NOT** approve the PAF. If this should be the case, please submit a budget transfer or agency approval to proceed with processing the PAF.
5. If an administrator receives a student employment form to process, numbers 3 and 4 are applied in the same manner to have the student employment form approved and processed by RFA.
6. RFA enforces the P-Card DSU Policy. When a grant is established, a certain portion of funds are automatically uploaded to the grant P-Card. After that, all other P-Card Requests need to be for **emergency purchases ONLY!** When making this request, a detailed explanation of the emergency occurred needs to be provided. After review of the justification, RFA will determine if the request made is considered an emergency. If not, the P-Card Request will **NOT** be approved. Please utilize the Rec to Check process when purchasing expenditures for your award.
7. All budget and budget transfers need to be approved by OSP. No budget or budget transfers will be approved without OSP signature.
8. All award documents and/or award amendments should come to RFA from OSP directly. Award documents received directly from the PI will not be processed.
9. Administrators send monthly reports to PIs so they are aware of any changes and expenditure charges on their budget. *Please note that a PI can request their monthly report at any time.*

10. Please copy your administrator in any agency correspondences that involve changes and/or updates to your budget. This will help your administrator effectively monitor your grant.
11. RFA does not review or administer PI Accounts. Please contact Arleen Rexrode, arexrode@desu, for this information.
12. Please respond to administrator's email when grant is closing to ensure that ALL expenditures are included in the FINAL Invoice/Draw. **If no response is received by the time of FINAL billing, the administrator will need to proceed with billing the FINAL Invoice/Draw based on the report your administrator forwarded to you at the time of review for verification.**
13. Encumbrances will **NOT** be included in the FINAL Invoice/Draw unless actual expense report(s) and vendor invoice(s) are received by the administrator for authenticated payment of encumbrance.
14. If expenditure(s) is not allowed on the award, if the agency does not approve an expense or if the PI has over expended on the award; the specified expenditure(s) will need to be recoded to the PI Account or another departmental account. It will not be included as an expense on the grant.
15. All Subawards need to have a PO attached to the Subaward Agreement for invoices to be charged against the PO from the Sub Awardee. Please feel free to reach out to the Office of Sponsored Programs for further information.

***\*\*\*RFA is working with OSP to create uniform forms for the grant community to utilize. These forms will be distributed to you once completed and approved. Stay tuned for future emails.\*\*\****