

FEDERAL GRANTS AND CONTRACTS

		Yes	No	Comments
1.	Has the person(s) responsible for administering federal grants and contracts participated in training?			
2.	Are all costs charged to federally funded projects reviewed for allowability, allocability, and reasonableness?			
3.	Is any departmental staff time directly charged to federal awards?			
4.	Are there any procedures in place for recording costs to these awards?			
5.	Are any employee salaries directly charged to more than one project in the same period?			
6.	Are any immediate family members of department faculty or staff employed on sponsored programs?			
7.	Is there a method of accounting for time worked on a project?			
8.	Are all expenditures requiring advance sponsor approval properly approved, and are the approvals documented?			
9.	Is there a monthly system in place for a monthly reconciliation of the department's records of contract and grant expenditures with Cognos?			
10.	Do principal investigators and department heads regularly receive and review reports of the financial activity and status in their grant and contract accounts?			
11.	Are there procedures in place to ensure that all technical and progress reports are prepared by employees directly involved with the grant program of contract and submitted to the sponsor in accordance with the terms of the contract?			
12.	Is there a method to distribute telephone expenses to awards?			
13.	Does the department transfer costs between projects?			
14.	Are all cost transfers approved by the PI or department head within 90 days?			
15.	Are all cost transfers supported by a full explanation detailing the reason for the transfer?			
16.	Has the department experienced any cost overruns on projects?			
17.	What Fund Source was used to cover the cost overrun?			

18.	Does the PI and/or assigned staff member review the Cognos reports monthly, and upon expiration of the grant or contract, make adjustments as may be necessary to assure that Cognos is cleared of any expenses not applicable to the award?			
19.	Does the department have a records retention requirement to supplement Sate requirements?			
20.	What methods are used to ensure that budgets are not exceeded?			