

CON-CAHS Research Administrative Hub

Standard Operating Procedures

Title: PROCEDURES FOR PRINCIPAL INVESTIGATORS, PROJECT COORDINATORS, AND ADMINISTRATIVE STAFF WORKING ON A GRANT.

1. All grant related purchases must be approved through the CON-CAHS RESEARCH ADMINISTRATIVE HUB before the purchase is made. If purchase is made without approval from Office of Research Administration (ORA), and the approval is requested retrospectively and denied, the purchaser assumes financial responsibility.
2. All communication pertaining to grant or grant activities must go through the CON-CAHS RESEARCH ADMINISTRATIVE HUB office before submission to any party.
3. Travel requests supported by grants must include the CON-CAHS RESEARCH ADMINISTRATIVE HUB office and ADR on the travel Pre-authorization line and the Grants Manager on the budget authority line.
4. Procard Statements will be submitted for approval within 5 working days after receipt of statement.
5. All financial applications- Direct Payments, Journal Vouchers, Interdepartmental Transfers, Redistributions, and Journal Entries (Banner term used to move funds) will go through CON-CAHS RESEARCH ADMINISTRATIVE HUB for approval.
6. Monthly reports (FRRGITD, FYMR208) will be printed and signed by the Principal Investigator and maintained in the CON-CAHS RESEARCH ADMINISTRATIVE HUB, subject to internal audit.
7. All contracts associated with grants will be processed through the CON-CAHS RESEARCH ADMINISTRATIVE HUB office for approval.
8. All participants on a grant must be made aware of their responsibilities to certify "Time & Effort" four times a year. Timeliness is key and non-certification will result in the individual being removed from the grant.
9. All grant related reports will be completed 5 working days prior to the due date.
10. Any requested funds from research monies must be approved by CON-CAHS RESEARCH ADMINISTRATIVE HUB.