



## Helpful Post-Award Information for Grant Directors and PIs

*NOTE: All grant expenditures should follow the general policies and procedures of the College unless otherwise stipulated in writing. Externally funded projects make it possible to accomplish goals that might not otherwise be possible. But in so doing, it is expected that institutional guidelines will be maintained. This document aims to make you aware of some of the College policies that may impact the grant you are working with. For further assistance, please contact Debbie Mathewson, Post Award Grants Coordinator, at [dmathew4@naz.edu](mailto:dmathew4@naz.edu) or 389-2381.*

### A. Making allowable grant purchases

1. **All grant expenditures and reimbursements must be processed through the Post Award Grants Coordinator in the Office of Research, Scholarship, and Innovation**, using the appropriate forms that can be found in your Grant Expenditure Booklet of Forms. This booklet of forms is specific to each grant and should have been provided to you via email shortly after the grant was awarded. If you cannot locate yours, please contact the Post Award Grants Coordinator.
2. Best practice supports charging an expenditure directly to the grant.
  - Request a vendor directly invoice “Nazareth College” whenever possible.
    - When you receive the invoice, complete the Grant Check Request Form and submit it, along with the original invoice, to the Post Award Grants Coordinator.
  - Do **not** charge to a college/department operating budget and then request a transfer of funds.
3. Before charging any expense in support of either an internal or external award to a department p-card, please contact the Post Award Grants Coordinator.

### B. Requesting Expense Reimbursements

1. General accounting standards dictate that all requests for expense reimbursements be made within thirty days of the expenditure. Please adhere to this so financial reports will accurately reflect account balances. A spike in spending, such as submitting accumulated receipts, shortly before the close of a grant is a red flag that may result in an audit.
2. All requests for reimbursement must be accompanied by **original** receipts and the appropriate grant form(s).

- Reimbursement for restaurant expense requires the detail slip be submitted along with the credit card receipt.
  - Evidence of payment is required for airfare, train and hotel expenses. Reservation confirmations are not sufficient.
3. Nazareth policy states that “A travel expense report should be submitted to the Controller's Office within two weeks of the completion of the trip...” Please refer to the [Accounts Payable website](#) under Reimbursements for more information regarding submitting travel expense reports.
  4. Requests for local mileage reimbursement should be made monthly, using the Mileage Log for Grant Funded Programs which can be found on the [ORSI website](#) under Post-Award Compliance – Documents.
  5. Requests for reimbursement of non-travel related food expenses (restaurants, grocery stores, etc.) should be accompanied by the Sign-in for Grant Funded Event/Meeting which can be found on the [ORSI website](#) under Post-Award Compliance – Documents.
  6. If you will be making expenditures that would normally be taxed, please pick up a Tax Exempt Certificate from the Accounts Payable Department (S42) prior to making any such expenditures. Tax exemption on grant purchases is not automatic.
    - Some stores (like Wal-Mart) will ask you to stop at the Service Desk the first time and they will issue you a special card to show at the register each time you check out.
    - Some stores will require that you show the tax exempt form each time you make a purchase and that you pay with cash or a college credit card...no personal credit cards or personal checks. Others will accept personal payment.
    - Many local restaurants already have Nazareth’s number on file. Simply confirm that your order should be tax-exempt.
  7. All expense reimbursements must adhere to the College’s fiscal year cut-off dates even if the grant period is different. Requests for reimbursement must align with the fiscal year in which the expenses were incurred.
  8. Alcohol is an unallowable expense for grants.
  9. All office supply purchases must be made through Office Services unless prior approval has been granted. Corporate cards and P-cards may not be used for office supply purchases.
  10. Furniture purchases must be made through Michelle Civiletti in Facilities.
  11. Computer equipment purchases must be made through Mary Jo Callahan in ITS.

12. If you will be requesting disbursement of funds from multiple sources that include a grant, please refer to the guidelines posted on the [Accounts Payable](#) website. After securing all other signatures, the Grant Check Request should be sent to the Post Award Grants Coordinator for processing.

### **C. Hiring a worker who is a student**

1. Student workers, both graduate and undergraduate, should be paid the hourly student worker rate as posted on the [Payroll website](#). If there are special circumstances that warrant a higher rate, please submit a request and justification to Kristen Green (Controller) **prior to making any commitment to a student.**

### **D. Hiring a Graduate Assistant (GA)**

1. Prior to hiring a Grant Financed Graduate Assistant, confirm funding with the Post Award Grants Coordinator.
2. Post position through Graduate Services.
3. After graduate student is identified, submit Grant Financed Graduate Assistantship Voucher to the Post Award Grants Coordinator for processing.

*The Office of Research, Scholarship, and Innovation is here to help you! If in doubt about any aspect of post award grants management, please contact Debbie Mathewson, Post Award Grants Coordinator, (x2381) for assistance.*