

**University of Nebraska at Omaha**  
**Grant, Contract, or Cooperative Agreement (Restricted Funds)**  
**GUIDELINES FOR MANAGING AND EXPENDING RESTRICTED FUNDS**

Review the award paperwork. It may contain specific granting agency requirements. Project Directors are responsible for compliance with all applicable Federal, State, and granting agency rules and regulations. Please coordinate requests that require agency approval through the Office of Sponsored Programs and Research.

Project Directors are responsible for reviewing all the expenditures on their awards for accuracy. Expenses must be reasonable, allocable, and treated consistently. If an error is found, please process the appropriate correction immediately.

Expenditures must be incurred within the time period of the project. Goods and other tangible property must be received, services must be performed, and travel must be completed within the project time period.

Every effort should be made to charge expenditures directly to the appropriate WBS Element. If an expenditure transfer is necessary, thoroughly document the transfer in SAP and retain the supporting documents. Expenditure transfers should be made as soon as possible, but at least within 90 days of the charge.

University and State policies and procedures must be followed. The grant or contract is with the University, not the Project Director. Purchases and commitments contrary to University policies and procedures shall be the personal responsibility of the individual making such purchases or commitments.

Personnel Activity Reports are required if personnel costs are charged to a federal or federal pass-thru project, or included as a cost share on any project. When requested, please furnish Grants Accounting with a list of personnel, the percentages budgeted, and the cost share Cost Objects. Personnel Activity Reports (PAR) for those individuals will be sent to the Project Director for certification for cost sharing. Please notify Grants Accounting of any changes on cost sharing personnel.

It is a requirement to account for all of the costs included in the project proposal budget, project proposal narrative, and project agreement. The PAR forms document the cost sharing for UNO salary and benefits. Project Directors must provide Grants Accounting with the detailed transaction documentation from SAP for the remaining cost sharing. Expenses from Federal or federal pass-thru funds cannot be used as cost share for other federal or federal pass-thru projects.

A Personnel Action Form (PAF) or Recurring Payment Form must be processed for each individual to be paid from the project. Please contact the Human Resources department if you have questions regarding the processing of these forms. Summer and overload pay must be approved by the granting agency. Overtime pay on hourly salary is not allowed unless approved by the granting agency.

If a retroactive personnel action is processed, the Personnel Activity Report (PAR) for that time period must also be changed. If the unchanged PAR has been signed and submitted, please contact Grants Accounting so arrangements can be made to correct the PAR. Payroll transfers should not be made until the applicable PAR has been corrected.

If scholarships are to be paid from the project, please include the WBS Element on your memo to Financial Aid, along with a list of the student names, amounts, and terms. Graduate Assistants funded by federal or federal pass-thru funds must be enrolled in a degree program related to the activities of the grant or project.

Remember to give the WBS Element to the Mailroom and/or the Telecommunications department if any allowable postage or telephone expenses should be charged to the project.

All revenue checks for grants or contracts should be forwarded to Grants Accounting. Grants Accounting's approval is required on the deposit receipts before they are processed by Cashiering.

All financial reports must be filed by the Grants Accounting Office. Your cooperation will be needed and appreciated in completing these reports, but the reports must be coordinated with Grants Accounting before they are submitted.

When your project is completed, please give Grants Accounting documentation that you have completed the final program report, as applicable.

For audit purposes, please keep all records for 5 years after the final report has been filed.

The following Cost Accounting Standards must be followed.

- CAS 9905.501 – Consistency in Estimating, Accumulating, and Reporting Costs
- CAS 9905.502 – Consistency in Allocating Cost Incurred for the same purpose
- CAS 9905.505 – Accounting for Unallowable Costs
- CAS 9905-506 – Cost Accounting Period