CSBS Grant Administration Policy

The CSBS Grant Administrator is in the Dean's Office to assist faculty and staff in the administration of grants and contracts. In order to facilitate this process, the following guidelines have been developed to assist faculty who do not have grant/contract supported staff of their own to assist them directly in the administration of their externally funded activities.

1. PAF’s will be prepared by the CSBS grant administrator when more than two separate grant/contract sources account for faculty salary. If not, department secretaries are responsible for preparing PAFs.

2. It is the responsibility of the CSBS grant administrator to reconcile monthly expenses from external sources. Department secretaries will keep track of related expenditures and provide a list of them to the grants administrator, who in turn will update PI's if needed.

3. Faculty needing assistance as they are working on grant/contract proposals should consult with the CSBS grant administrator for review prior to submission.

4. Departments must submit an annual report on their Grant Incentive Funds activity by June 30th, accompanied by a plan for fund usage during the next fiscal year.