

Grants Management Services
College of Behavioral and Community Sciences

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Pre-Award

- Review funding announcements for instructions and requirements
- Assist with and/or prepare internal form, if requested
- With the assistance of the PI, develop budget and budget narrative; collect, review and upload other proposal pieces to the application
- Complete application forms and work with Division of Sponsored Research (DSR) on application submission
- Assist with completion of *Just in Time* materials for proposals that fall within the range of possible funding

Post-Award

- Prepare GBR, subaccount establishment/project transfer forms, cost accounting standards (CAS) exception forms, and workflow requests to establish new projects in FAST and GEMS
- Coordinate with PIs, sponsors, administrators, and DSR on contracts and subawards to/from other universities and agencies
- Submit no cost extensions, amendments, budget transfers, payroll transfers (RETs), and journal transfers when required
- Work with department administrators to monitor the fiscal activities on contracts and grants (e.g., overview pay distribution, purchasing, cost transfers, etc.)
- Reconcile projects that do not have a departmental reconciler
- Run account code validation and remaining spending authority (RSA) check twice monthly
- Assist with requisitions, payment request forms, tuition waivers and petty cash, if requested
- Monitor compliance for USF, state and federal guidelines and funding agency requirements
- Assist with progress reports and deliverables, if requested
- Work with Research Financial Management (RFM) on financial summary reports (FSR) and closing out contracts and grants
- Provide periodic financial reports to PIs (e.g., monthly)
- Answer questions that faculty and staff have on grant management

Miscellaneous

- Establish and maintain a research data base for CBCS (e.g., total proposals submitted, total awards received, etc.)
- Monitor convenience and RIA accounts