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Name:	Research Grants/Special Projects – Financial Services and Reporting
Policy Number:	7-1002
Origin:	Financial Services
Approved:	1 April 1992
Issuing Authority:	Director, Financial Services
Responsibility:	Manager, Financial Planning
Effective Date	1 September 2008
Revision Date(s):	1 March 1993 1 September 2008

Financial Services provides administrative services for research grants and special projects. These services include where applicable the financial review of grant applications, the provision of all accounting functions, the preparation of financial reports for grantees and funding agencies, and review and interpretation of policies for compliance.

Financial Review: Grantees/project managers are required to have the financial component of grant applications reviewed by the Faculty of Graduate Studies and Research (FGSR) prior to submission of applications.

Grant Accounting Services: Once official written notice has been received indicating that a grant has been approved and any required Research Ethics Board (REB) or animal care approvals, Financial Planning will set up the accounts necessary to record all receipts to and disbursements from the grant. Financial Services will, according to the terms of the funding organization, provide all services relating to the receipt and disbursement of grant funds. For actual procedures to be followed see the appropriate sections of this manual.

Financial Reports to grantees: Grantees will be provided with monthly electronic financial statements for their grants through 'e~Print'. These statements include a summary statement of all receipts and disbursements to date as well as a detailed statement of the current month's activity. Security for viewing financial statements through the e~Print system is provided to

grant holders only. Should the grant holder require other employees to have e-Print access to their research grant or special project accounts, the grant holder must provide this request in writing to Financial Planning. Financial reports are available upon request should they be required outside of the monthly reporting cycle.

Financial Report formats – explanatory notes:

- **Headings** include the name of the grant holder, a brief description of the name of the grant and the Org (name of the grant holders department).
- **Current Month Encumbrances or Expenses** refers to any encumbrances set up from Purchase Orders during the reported accounting period as well as all recorded expenses for that month only.
- **YTD (Year to Date) Budget** column is used to record the grant or project opening balance under account 60000 (ending balance from prior fiscal year carried forward to the start of the new fiscal year). This column is also used for the recording of a budget for the purchase of capital equipment or construction costs that are funded by a grant.
- **YTD (Year to Date) Encumbrances** shows any outstanding commitments, i.e. purchase orders.
- **YTD (Year to Date) Expenses** shows all expenses from the start of the fiscal year to the end of the month currently being reported.
- **Budget Remaining** is the result of adding YTD Encumbrances and YTD Expenses and subtracting that total from **YTD Revenue** (Grant and Project Opening Balance added to YTD Revenues).