

Grants and Contracts Guidelines/Acknowledgement Form

1. Expenditures for Federal and State grants and contracts must be made following the state procurement laws. Please see <http://www.uttyler.edu/finserv/UTTylerFinancialServicesPurchasing.html>
2. Be sure to read and understand the award's financial terms and conditions.
3. Read and understand the applicable Federal and University policies that apply to your award.
4. Documentation for every expenditure needs to be kept for five years.
5. Know the budget restrictions of your grant or contract.
 - a. Are there budget restrictions with regard to the purchase of equipment?
 - b. Do you need the sponsor's approval to re-budget between categories?
 - c. What documentation is required for re-budgeting?
6. Be **proactive** and ask the sponsor or staff in the Office of Sponsored Research before making an expenditure that is doubtful or that is not allowed by the award.
7. Time and Effort reports will be sent to you monthly. In accordance with Federal law, these reports must be reviewed, signed, and returned to the Office of Sponsored Research immediately. Time sheets must be signed by the employees working on the grant or contract and approved by the Awardee. Copies of all signed and approved time sheets need to be kept as supporting documentation for the payments made from the grant or contract.
8. Provide complete and detailed explanations of all payments. Consider the following:
 - a. Who?
 - b. What?
 - c. When?
 - d. Where?
 - e. Why?
9. When does the award end? Does the purchase make sense considering the award is about to end?
10. Do you have a conflict of interest regarding any of the purchases (including consultants) on the award? If so, contact staff in the Office of Sponsored Research immediately.
11. As an Awardee, you are required to attend the yearly trainings that are held for budget authorities.

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12. Monthly reconciliations are required for your grant or contract account. Please insure that the Administrative Assistant for your department provides you with evidence of these monthly reconciliations. Additional reporting maybe required by the Office of Sponsored Research regarding expenditures.
13. An electronic copy of UTS 165, *Protecting the Confidentiality and Integrity of Digital Research Data*, is available at <http://www.utsystem.edu/policy/policies/uts165.html> for your review. Please read the digital research data requirements and sign this acknowledgement form confirming the receipt and understanding of your obligations as an Awardee.

Acknowledgement Form

I have reviewed the UTS 165 Policy, *Protecting the Confidentiality and Integrity of Digital Research Data*. I understand that it is my responsibility as an Awardee to protect the confidentiality and integrity of all digital research data with which I work within the confines of this funded project. I also agree to manage and expend funds for this project properly and in accordance with the award terms, federal and state laws, and policies of the University.

Signature of Awardee

Date