

THE GRADUATE CENTER GENERAL FUND
GRANT FUNDS
PROCESS & PROCEDURES

A. Notification and Acceptance of an Award

Upon receipt of a grant, Principal Investigators/Project Directors should submit the grant details to the Office of Sponsored Research. Principal Investigators/Project Directors should immediately forward all notifications of grant awards to the Director of the Office of Sponsored Research, as well as to the Graduate Center Business Office.

B. Acceptance of Grant Payments

Principal Investigators/Project Directors should forward all grant checks to the Graduate Center Office of Sponsored Research. The Office of Sponsored Research will coordinate acknowledgment of grant payments and will deliver checks and related information to the Graduate Center Business Office for deposit into an existing or a newly established grant Fund.

C. Establishment of Funds and G/L Accounts

Principal Investigators/Project Directors will complete the *New Fund Form* provided by the Business Office. Principal Investigators/Project Directors will provide the Business Office with general information (project summary, project budget, any special conditions/requirements) needed to establish expense accounts for projects. After the Business Office creates the new Fund, Principal Investigators/Project Directors will be provided with Authorized Signature Forms which must be completed, signed and returned to the Business Office. Payment Request forms, and Deposit Request forms can be downloaded from Argos once the new Fund has been created. The Business Office will provide any other forms needed for processing payments as well.

D. ARGOS: Financial Reports

Principal Investigators/Project Directors are responsible for expending and managing funds in conformity with *approved* budgets. Principal Investigators are also responsible for ensuring that there are no over-expenditures or non-approved expenditures. To help with this matter, two types of financial reports are available on the web:

1. Cash Report (FWRCASH) – which provides transactions including the opening balance, total revenue, actual expenditures, dollar amounts transferred and the available balance;

2. Soft Funds Organizational Detail Activity by Fund (FWRODTA) – which provides details of all revenues and expenses clustered by account, allowing a quick look at the details of the transactions that have affected a particular Fund for a specific period of time.

Principal Investigators/Project Directors should review and validate the reports of expenditures generated by Argos. Any questions pertaining to the reports must be addressed to Mario Benitez, Assistant Director of Finance, at Ext. 7671. It is advisable that Principal Investigators/Project Directors maintain their own spreadsheets of budgeted amounts and expenditures, and address any discrepancies to the Director of the Graduate Center General Fund.

Accessing Financial Manager Reports using Argos:

IMPORTANT - All faculty and staff, who are authorized to review the financial reports for their specific non-tax levy Funds, will have access to those financial reports using Argos, a web-based reporting tool. The financial reports reflect live financial data, which means you could have access to the information as soon as it is entered in BANNER. With Argos, you can access reports at any time during the month, and it will include your entire Fund's financial activity; even the most recent transactions. For step-by-step directions on how to access those financial reports, click on the following PDF document:

[Argos Guide](#)

Be aware that a Banner account is needed in order to access Argos. If you do not have a Banner account, you can request one by filling out the PDF form below, and submitting it to the IT Helpdesk:

[Banner Account Request Form](#)

If you have any issues accessing Argos, or if you have questions regarding authorization to access a particular department, organization, and/or Fund, please contact Mario Benitez at Ext. 7671 or mбенитез@gc.cuny.edu.

E. Hiring Grant-funded Personnel

For payments of salary from grant funds, individuals should be placed on CUNY Research Foundation payroll to cover the employee's salary, fringe benefits and MTA tax (.34% x the salary). Please prepare a check request, with the CUNY Research Foundation as the payee and submit it to the Business Office. Also, provide such details as the RF Project Number and the budgeted period.

F. Grant-related Personnel on Tax-Levy Payroll

In order to transfer funds from grants to reimburse the New York State Department of Taxation and Finance for payroll expenses paid with tax-levy funds in connection with visiting professor, guest speakers and contractors, Principal Investigators/Project Directors must submit completed Payment Request Forms (along with the appropriate supporting documentation) to the General Fund office in Room 8401. Please indicate the exact dollar amount to be reimbursed to the New York State Department of Taxation and Finance. Additionally, please provide a breakdown of the payroll expense: specify the amount pertaining to academic year salary and the amount pertaining to summer salary.

G. Payments to CUNY Colleges for Resident Fellows or Release-time

Principal Investigators/Projects must submit completed Payment Request Forms (along with appropriate supporting documentation) to the General Fund office.

H. Managing and Preparing Change Requests

During the grant period changes may occur unexpectedly, prompting the need for an extension, re-budgeting, carry forward request, change to key personnel, change on scope of the work and investigator change. As soon as these changes are identified, Principal Investigators/Project Directors should ensure that the modifications are pre-approved by the funding agency. Please notify the Business Office as soon as possible indicating any adjustments.

I. Purchasing Policy – Goods and Services

All orders for goods and services must go through the [Purchasing Department](#) to ensure that the College is receiving the best competitive price. Charges to grant funds must be documented and justified with supporting documents. Payments to outside vendors for goods and services will be made upon receipt of an original invoice. Requests to reimburse personnel for expenses must include the required supporting documentation such as original receipts and invoices. Photocopies of the original documentation will not be approved for processing. Internal charges (i.e. mailing, photocopying, and Office supplies) must be itemized and coded before expenses will be posted.

J. Project Reports

Reporting to grantors is very important. Therefore, Principal Investigators/Project Directors are responsible for the preparation and prompt submission of any progress and final reports required by the granting agencies. The Graduate Center General Fund will provide any financial reporting required.