



Office of Sponsored Programs Grant and Contract Implementation Guidelines

- Upon receipt, official award letters/documents must be sent to MSU's Office of Sponsored Programs (OSP) and Grants & Accounting Analyst. Continuation award letters/documents must also be shared.
- Principal Investigators/Project Directors are not authorized to sign any grant award documents, other official documents, or agreements. Official Signatures must be processed via the OSP and Grants & Accounting Analyst offices.
- Grant work may *only* begin once the official award notification is received, or signed contract is in place. Verbal approval is not considered "official notification."
- New awards are set up in *People Soft* by the Grants & Accounting Analyst.
- The Business Office will provide the Principal Investigators/Project Directors with Fund/Project #s for all new or continuation grants and contracts. Fund/Project #s must be used on all payment vouchers; then costs are applied to the appropriate project fund.
- Project implementation and costs should align with the proposed budget, which was reviewed and approved prior to grant submission. Following the proposed budget helps to ensure project costs are allowable.
- Please contact the MSU Purchasing Agent when buying items over \$5000. Specific purchasing processes are dependent on the exact dollar amount. *Three* quotes are required for *any* purchases (e.g., *equipment including shipping/handling and installation costs, service contracts for the initial term and/or renewals*) over \$10,000.
- Only activities (e.g., *personnel, travel, supplies, equipment*) approved and budgeted for a *specific* grant/contract may be paid for using those funds. Grant/contract funds, which are intended for a *specific* project, may **not** be used to pay for *other* work, supplies, equipment, etc., even if it seems related.
- Work with the OSP and Grants & Accounting Analyst regarding the process to purchase supplies and other necessary grant items using MSU's tax exempt status.
- Purchase of marketing/promotional items (e.g., *pens, note pads, key chains*) must be preapproved, contact the Grants & Accounting Analyst.
- Purchase of research participant incentives must be preapproved. Purchase of gift cards is not allowed. Contact the OSP and Grants & Accounting Analyst for details.
- Purchase of food or clothing using grant funds is typically not allowed. Contact the Grants & Accounting Analyst regarding exceptions.
- Before making purchases using grant funds, please refer to the detailed list of [Specific Unallowable Costs](#).

- Pay close attention to grant deadlines and MSU fiscal year deadlines when making grant purchases. Avoid large purchases near the end of the grant period.
- Budget and/or work plan changes must be requested and coordinated with the funding agency, OSP, and Grants & Accounting Analyst.
- Current budget status (amount spent/remaining and details) information may be requested via Grants & Accounting Analyst.
- Project staffing (salary and fringe) costs:
 - Faculty adjunct overload contracts must be initiated by the department chair and sent to VPAA office for approval by VPAA and VP for Finance, then shared with Payroll.
 - Faculty and staff buy-outs from current work must be coordinated and approved by the department chair and VPAA, then shared with Payroll.
 - New faculty or staff positions must be posted with Human Resources and coordinated with Payroll once a new hire is made.
 - Student worker/researcher positions must be posted with Human Resources. Once a hire is made, next steps must be coordinated with Payroll. See Student Hiring Procedures [here](#). Hourly rates must follow MSU's [Student Employment Wage Policy](#).
- Principal Investigators/Project Directors are responsible for submitting programmatic reports by the required deadline(s). A final copy of programmatic reports must be submitted to the OSP and Grants & Accounting Analyst.
- All project financial reports are submitted by the Grants & Accounting Analyst.
- Principal Investigators/Project Directors are encouraged to direct any questions regarding project implementation, budgeting, etc., to OSP and/or the Grants & Accounting Analyst.

This document is based upon Minot State University policies and procedures, State of North Dakota purchasing and procurement rules, and federal grant guidelines.

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