
SECTION 10

GRANTS AND CONTRACTS

Athens State University accepts Federal, State and Local grants to assist in funding activities that are in accordance with the University's mission. A grant process has been established by the University. A grant approval form has been established that requires approval of the appropriate Department Head and/or Dean, the Vice-President for Finance and the President of the University. This form **must be completed prior to applying for grant.**

Athens State University's pre-award procedures require that a grant approval form be completed. The grant approval form is initiated by the person or persons seeking the specific grant. As detailed above, the grant approval form is then submitted through the appropriate channels to ensure that all personnel, accounting, matching and other University requirements have been considered. If the President approves, then the grant application will be submitted to the appropriate grantor agency.

The post-award procedures require that all grants received by the University be administered by the Business Office and thus be subject to the Business Office practices and procedures manual in a same manner as other University funds. The Business Office establishes the appropriate account in which the activity will be captured. All disbursements and receipts are executed in accordance with guidelines established in the grant agreement. All accounting activity is reconciled annually by the Business Manager. The Vice-President for Finance oversees all grants, contracts, proposals and accounting activity.

Receipts and disbursements are included in the scope of the transactions included in the University's annual audit. The University accounts for indirect costs in accordance with the requirements as set forth in each grant agreement and in accordance with OMB Circular A-110.