

**OLD DOMINION UNIVERSITY
OFFICE OF FINANCE PROCEDURE MANUAL**

Title: Post Grant Award

Procedure: 3-901

A. PURPOSE

The purpose is to document a procedure for establishing an organization and fund code for Grants and Contracts (ledger 5), monitoring activity and closeout of grants.

B. DESIGNATED STAFF

Grant Accountant
Financial Reporting/Compliance Manager
Assistant Controller

C. PROCESSING CYCLES

Upon request

D. REQUIRED RESOURCE MATERIALS

1. <http://www.odu.edu/facultystaff/university-business/budget/development/forms>
<http://www.odu.edu/content/dam/odu/offices/finance-office/data/master-signature-list.pdf>
Exhibit 1
2. Grant Award Notice/contract along with the Terms and Conditions from the appropriate University Department with all authorized University and Grant signatures. **Exhibit 2**
3. <http://www.odu.edu/facultystaff/university-business/budget/development/forms> **Exhibit 3**
4. Memo requesting Org change. **Exhibit 4**

E. GOVERNING POLICY AND PROCEDURES

- OMB /Circular A-21 - Cost Principles for Educational Institutions
- OMB Circular A-110 - Uniform Administrative Requirement for Grants and Agreement
- Commonwealth of Virginia Cash Disbursements Procedures
- Sponsoring Organization
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Exhibit 1

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SECTION

(b) If no, attach a Budget Adjustment Form

New Budget Unit Director Yes No

3 The attached Master Signature and sent to the Finance Department Data Control to be used to

DEPARTMENT 15F00

4516 MONARCH WAY

757-343-4003

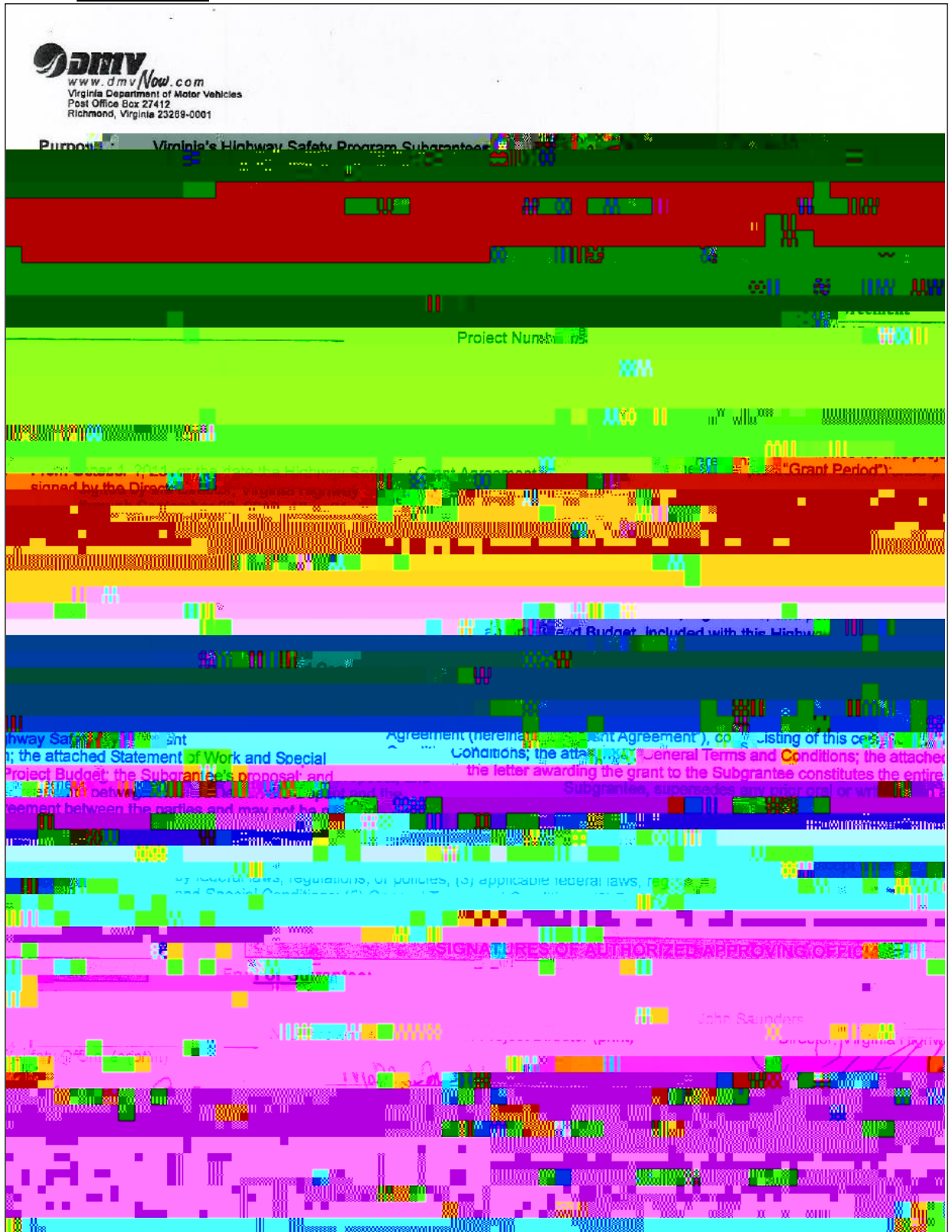
Establishment of Ledger & Grant/Contract Budgets require Approval

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Exhibit 2

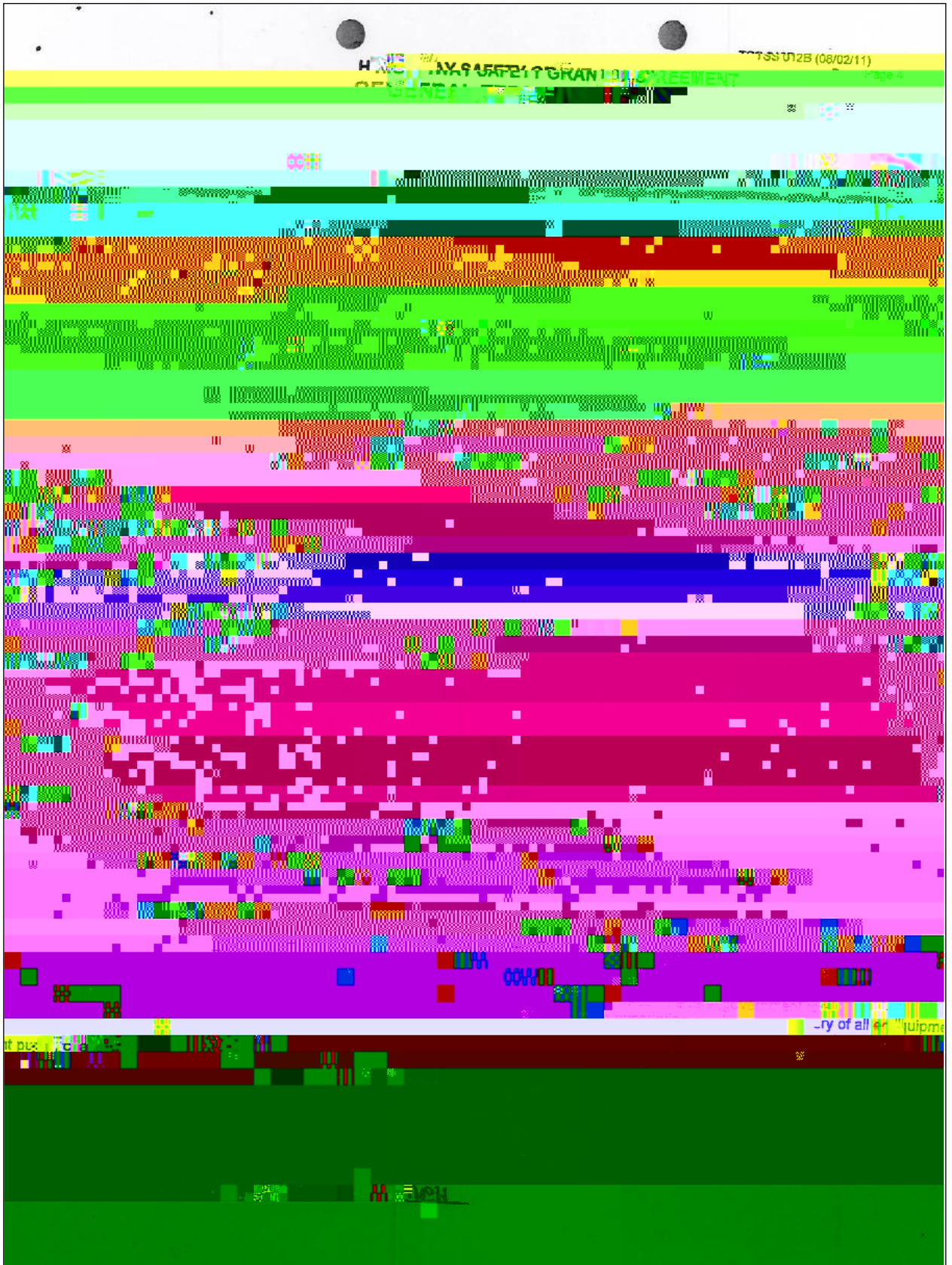


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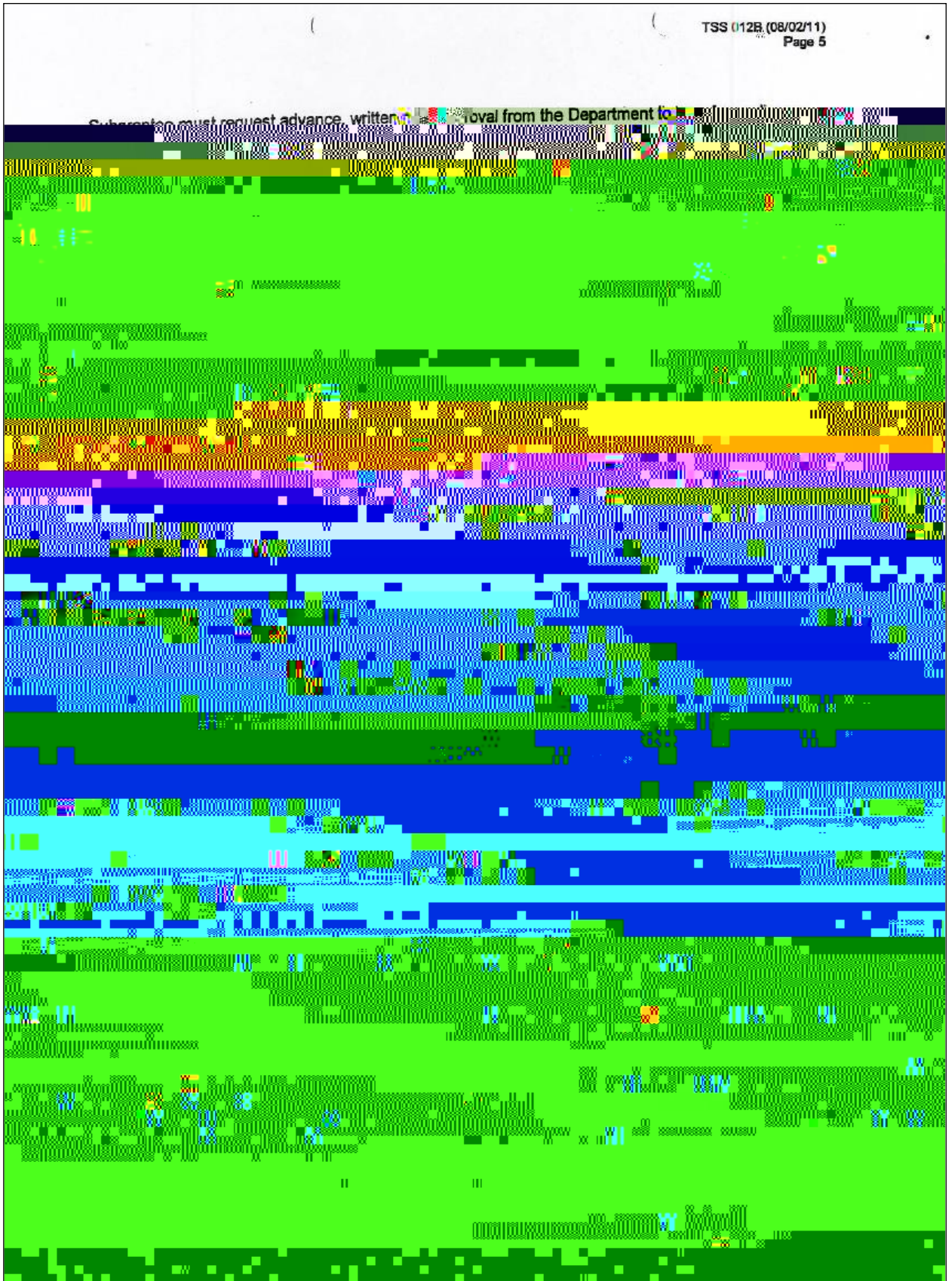
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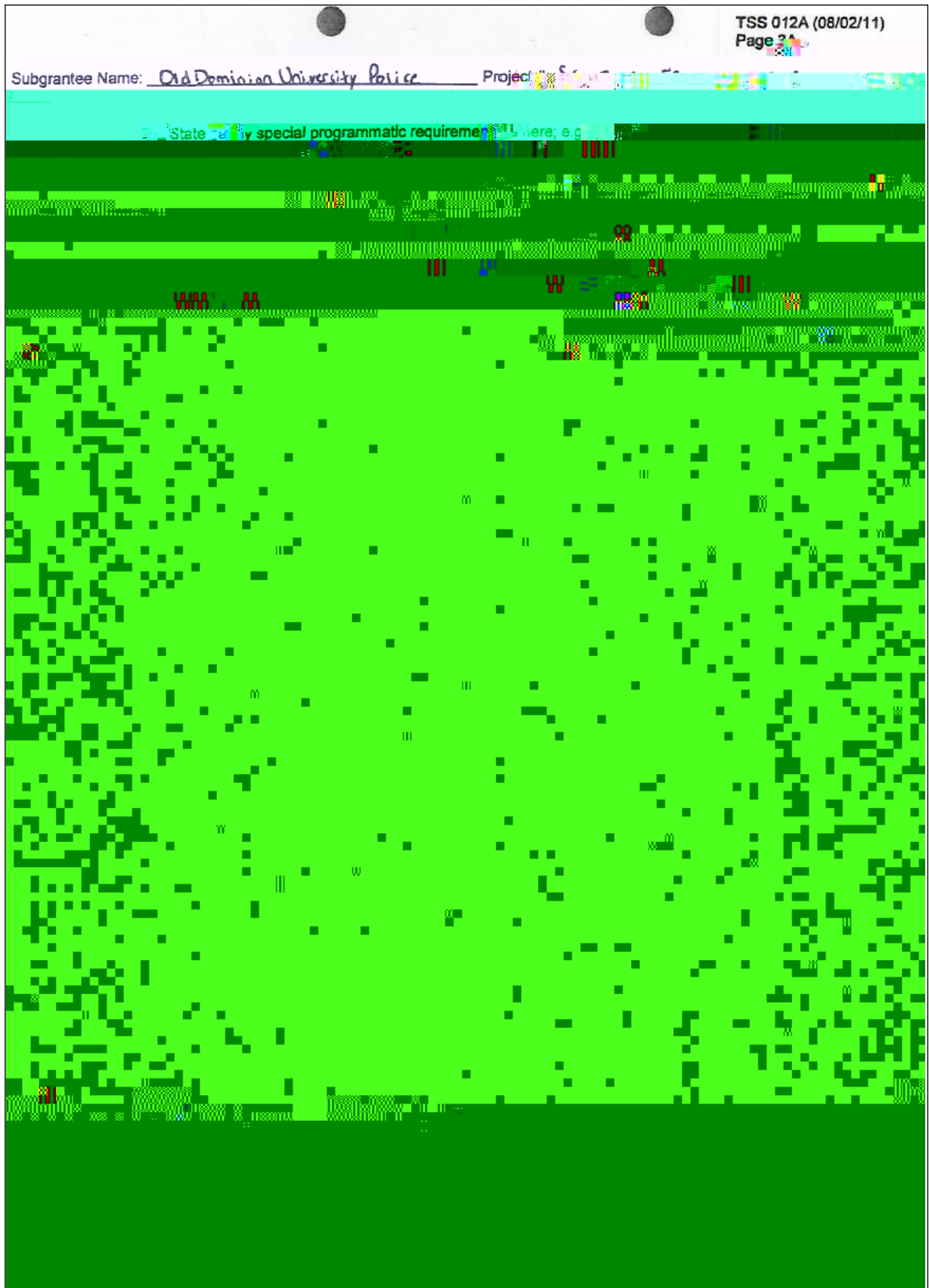
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Exhibit 3



