Welcome to the Grants and Contracts Public Folder. This folder has been set up to familiarize you with the Grants Office personnel, assignments, and reporting requirements within the Finance & Administrative Services area. Also included are guidelines and information that will help you in working with your grant or contract as it relates to the Grants Office financial reporting functions.

Grants Office Personnel and Assistance

Elaine Davis, Controller, Office W-9, ext. 3308:
➢ Manager for the Accounting department that consists of the Accounts Payable, Systems Data Entry, and the Grants Office areas
➢ Account number creation and assignment
➢ NSCC, TTCN, and TTCD financial statements/other TBR reporting requirements
➢ Financial aid related accounts such as PELL, SEOG, TSAC, CWSP, restricted scholarship accounts
➢ Lottery Scholarships
➢ Community Education/Workforce Training contracts
➢ Contract log
➢ Special contracts – institutional and restricted

Vilia Buckingham, Grants Fiscal Clerk, Office W-5, ext. 3388:
➢ WIA student related accounts: TRAs, UCHRA, Co-op student accounts
➢ Raytheon Systems
➢ Tennessee Quality Award
➢ Perkins Funds (NSCC and TTCD)
➢ Tech Prep Executive Director Leadership Grant
➢ CIW Model Sequences grant
➢ PEG Studio
➢ State sales tax reports
➢ State car mileage account postings
➢ Print shop charge(s) account postings
➢ In-house copy machine account postings
➢ Credit/purchasing card postings
➢ Bookstore commission reports

Laurie Rhoton, Accountant, Office W-7, ext. 3711:
➢ NSF CITE grant
➢ NSF Case Files grant
➢ NSF Synergy grant
➢ NSF Career Pathways grant
➢ NSF Chemistry grant
➢ NSF CITE/EDS Project grant
➢ NSF Quarterly reports
➢ Ford Learning Lab grant
➢ Assists with NSCC, TTCN, and TTCD financial statements
➢ Reconciliations/adjustments/general account information
➢ Account Control/Object Code list updates/corrections
➢ Restricted account clean-up/deletions
➢ Back-up person for printed check processes
➢ Public folder updates for grants/contracts

The assignments above give you an idea of the various and numerous contracts, grants, and responsibilities that our campus administers. The grants and contracts change periodically. As grants/contracts expire, new ones are awarded or accepted to replace them. The number and scope of the grants and contracts vary each year as well.

Requirements and Responsibilities for Administering Your Grant Account

There are several phases involved in financial grant administration. Following these guidelines will help assist you in getting your account established as quickly as possible and ease the confusion that forms and reporting can cause.

1) Establish your account
2) Establish your grant account contact and budget
3) Account responsibility
4) Financial reporting and requirements
5) Closing your expired grant

Establish Your Account
When you receive your award letter, confirmation letter, or official notice, you should forward a copy to the Controller preferably by e-mail for account number assignment. If the letter cannot be scanned and sent by e-mail, a hard copy should be forwarded as soon as possible.

The Controller will assign a **restricted** account number and give notice to you of the assigned number. Other employees may be notified of this number for informational purposes only. One of the employees notified will also be your assigned grants office account contact.

Establish Your Grant Account Contact and Budget
Once your account number has been established, your grants office account contact will need a copy of your grant budget as well as the award letter. The account contact will prepare the necessary form to "load" or post it onto the FRS system according to the grant budget and NSCC guidelines. Additional details may be needed by your assigned account contact to properly load your funded amounts.

After the budget has been loaded, the grant payroll and expenditures will pull from these budget totals and leave you with an "available balance" on your monthly financial reports. This available balance is helpful in identifying overspending.

Account Responsibility
Account responsibility ultimately rests upon the grant administrator. No one is more familiar with a grant than the person initiating it or working with it on a regular basis. While you are working with your grant exclusively, grant account contacts are assigned and work with numerous and varied accounts each day.

Account contacts act as advisors and executors of your instructions. We review accounts according to NSCC policy and try to incorporate any differences in overriding Federal policy. While we cannot see the individual items that you order within your account, we can see the vendor name and the purchase amount. From this information, we may ask for more details about a purchase.

You are responsible for providing any copies of purchases that are requested by your account contact. Again, no one has easier access and knowledge about your account than you. You are a major resource in helping us keep your financial reports accurate.

We recommend that you review your account monthly when you receive your account print-outs. If you need account print-outs with to-date information, you may print your report directly from your computer screen from the FRS system. (If you would like access to FRS, contact the Controller or your account contact for further instruction.) You may also request copies of your print-outs from anyone in our area. Reviewing your account on a regular basis will help alleviate discrepancies as they arise. Your account contact can help you with any problems or questions about your account.

Financial Reporting and Requirements

NSCC is required to follow TBR and State policies and procedures for the majority of our grants. Some grants are governed by Federal guidelines as well.

Invoicing schedules for grants vary – monthly, quarterly, yearly, within a specified number of days or with an expiration date. It is our responsibility to provide as complete an invoice as possible according to grant specifications.

Grant personnel are required to have documented proof of the charges that are invoiced. When charges are in doubt within an invoice period, we may omit or include these charges with the intention that we can reconcile them with the grant administrator. The grant administrator is responsible for justifying purchases or charges within their grant. Proof and justification may be required by the grant account contact, the grantor, or State or outside audit personnel.

Purchasing privileges for grant (restricted) accounts are not subject to the NSCC purchasing cut-off date. Restricted accounts may continue to purchase as needed until the grant expires. We do recommend that grant administrators attempt to complete account transactions as far ahead of the grant expiration date(s) as possible to minimize encumbrances and the differences in P.O. amounts and actual invoice amounts. Once a grant is financially closed, the grantor will not normally reimburse or refund any differences in outlays. Any overage or shortage in amounts after the grant has been financially closed will be charged to the grant administrator's NSCC account or an account that has been approved to accept the charges.

You are also encouraged to provide blanket approvals when possible for food purchases and update Employee Access Forms as necessary.

Closing Your Expired Grant
Your grant account contact is normally responsible for financially closing your account. The grants office does not provide program evaluations or project summaries that lean toward the actual administration of the grant. The grant administrator may need cost figures from our office to complete these reports and we are happy to help.

Most grants have a specific expiration date. You should be aware of your expiration date, but your grant account contact may alert you in advance.

In the few months before your grant expires, ideally your costs and purchases should dwindle down to payroll (if applicable) charges only. This does not mean you cannot purchase. But, purchases made close to an expiration date have little time to be paid and cleared in the account. This leads to possible overages and shortages after the grant has been financially closed. When making last minute purchases, you should be very diligent in getting actual amounts (not estimates) for purchases. Remember, any overage/shortage cannot remain in the expired grant account and will be charged to your NSCC account instead.

Overview
The grants account office is available to advise you and help carry out your account transactions. If we cannot assist you from within our office, we will try to direct you to the office that can. We want to make the financial responsibilities of your grant as easy as possible for you, while guaranteeing adherence to reporting requirements.

REMINDERS

1. The grant administrator is ultimately responsible for all aspects of a grant.
2. We need an official letter from the grantor to set up an account.
3. We need the budget for your grant account.
4. Provide blanket food purchase memo if applicable.
5. Update Employee Access Forms.
6. We need authorization from you to transfer funds, charges, etc.
7. Any overage/shortage after the grant expiration will be charged to your NSCC account.