

Institute for Advanced Study Policy

Policy Title:	Federal Awards: IAS Personnel Roles and Responsibilities.	Issue date:	April 16, 2021
Section:	Comptroller's Office	Latest revision:	April 16, 2021
Approval Authority:	CFO, COO Director	Contact:	Comptroller's Office ECP Building compoff@ias.edu
Responsible Office:	Comptroller's Office		

POLICY STATEMENT

It is the policy of the Institute for Advanced Study (IAS) that any application for a Federal Award be prepared, reviewed, approved and administered by the IAS personnel noted below, as authorized by the Board of Trustees.

REASON FOR POLICY

To set forth the roles and responsibilities of IAS personnel for pre-award, post-award, grant accounting, and close-out responsibilities required in the administration of Federal Awards.

SCOPE OF THIS POLICY

This policy is applicable to all Schools, Departments, and/or IAS personnel involved in applying for, managing and administering Federal Awards.

RESPONSIBLE PARTIES

Principal Investigator (P.I.), School Administrative Officer (A.O.), Grant Accountant, Institutional Authorizing Official/Chief Operating Officer, Chief Fiscal Officer.

POLICY TEXT

Pre-Award:

IAS faculty are eligible to be Principal Investigators on Federal Awards. The P.I. is responsible for the academic and technical portions of any Federal Award proposal. The P.I. can designate proposal preparation to the Administrative Officer (A.O.). The P.I. and/or A.O. initiate the proposal and request a budget from the Grant Accountant. The Grant Accountant obtains and reviews the Sponsor's program guidelines, and develops a budget and budget justification in collaboration with the P.I. and/or A.O.

The Grant Accountant ensures accuracy and adherence to sponsor and solicitation guidelines and adherence to IAS policy. Once the proposal is deemed complete, it is reviewed by the P.I. and Chief Operating Officer (Institutional Authorizing Official), who completes and signs the Representations and Certifications for incorporation into the proposal, as required by the Sponsor. The Grant Accountant then submits the proposal as required: by mail, email, or electronic submission. Copies of the submitted proposal are retained by the Grant Accountant, the Office of Development, and the P.I.'s School (Academic Department).

Award Process and Acceptance:

If a Notice of Award is received, the Grant Accountant reviews the terms and conditions to identify any differences between the awarded and proposed budget.

The Institutional Authorizing Official (or designee) provides the final review and authorizes IAS's acceptance of the Federal Award.

Post-Award:

Notice of the Award is shared with the P.I., A.O., and the Office of Development. The official Notice of Award is retained by the Grant Accountant.

The Grant Accountant establishes a unique cost center through which all approved expenditures are accounted for.

The P.I. and A.O. initiate, review and approve any salaries or stipends, and direct expenses to be charged to the Federal Award. These are reviewed by the Grant Accountant before being implemented.

The Grant Accountant reviews each Federal Award on a monthly basis to ensure compliance with the Sponsor's terms and conditions, and the IAS's internal policies.

All post-award accounting, financial reporting, compliance, close-out, and audit requirements are performed by the Grant Accountant, as per the terms and conditions of the Federal Award and IAS's internal policies, and reviewed by the Chief Fiscal Officer.