

BCTC Policies

General Responsibility

- A. Project manager/Principal Investigator (PI) and College's Responsibility
– PI and College are responsible for the following:
1. The PI must complete a GC-1 Internal Approval Form (IAF) and GC-2 Budget Revision Request and submit to college Budget Office; college Budget Office reviews, obtains all college required signatures, and forwards the original GC-1 and GC-2 form, along with the sponsor information (award, budget, and scope of work) to the director of the Office of Sponsored Projects Administration (OSPA).
 2. The PI is responsible for charging all allowable, reasonable, and allocable direct costs to the proper project/grant account string. The college is responsible for maintaining the documentation for these costs (i.e.; time-sheets and ProCard invoices). Any expense identified as unallowable, will be the responsibility of the Program Manger/PI and must be reimbursed from their divisions' budget. Any incorrect charge will be the responsibility of the PI to process a timely correcting journal along with supporting documents to college Budget Office. College Budget Office reviews and obtains signature from CFO and forwards to OSPA.
 3. Grants and contracts are awarded with specific end dates. The PI and college Budget Office are responsible for monitoring the end date and ensuring that any and all charges related to a project/grant are posted to the proper account string prior to the ending date. The KCTCS Sponsored Projects Accounting Office will prepare the final financial report/invoice. Any costs determined disallowed (including services performed after the end date, and items received after the end date) will be the PI responsibility to pay from their divisions' budget.
 4. The PI is responsible for final technical reports. Sponsors that require their own forms for final technical reports may provide them in the application packages, with the award documents, or on-line via the internet. Sponsor instructions should be carefully followed.

Budget Changes

A. Budget Transfer.

1. Once a budget is established in the accounting system, a GC-2 Budget Revision & Transfer Request form must be completed to move funds between budget pools. Based on the terms and conditions of the grant or contract, a sponsor's approval may be required prior to budget transfer. A PI is to prepare the GC-2 with appropriate justification/remarks, attach documentation (sponsor's approval, if required), sign and submit to college Budget Office. The Budget Office obtains college signatures (college business officer, and/or college president/CEO) and forwards to KCTCS Sponsored Projects Accounting Office for entry into KCTCS' financial system.

B. Budget Revision.

1. Increases or decreases to a project/grant budget must be requested on GC-2 Budget Revision & Transfer Request form. A PI prepares the GC-2 with appropriate justification/remarks, documentation (copy of sponsor's award showing increase or decrease must be attached) signs and submits to college Budget Office. Budget Office reviews and obtains signatures college business officer, and/or college president/CEO). Completed GC-2 forms are submitted to the Director of the Office of Sponsored Projects Administration (OSPA) for final signature and then forwarded to the KCTCS Sponsored Projects Accounting Office for entry into KCTCS' financial system.

Grants and Contracts Close-out

Thirty (30) days prior to the end date of a grant or contract, the KCTCS Sponsored Projects Accounting Office will send a notification to the college regarding project close out. This notice is to verify the ending date and request that the PI and college Budget Office review all expenses posted with KCTCS' financial system for their correctness and accuracy. College Budget office and PI are responsible for posting final expenses and corrections to ensure all expenses are correct at the time KCTCS Sponsored Projects Accounting prepares the final report to the sponsor. If the grant or contract is cost reimbursement, the budget will be reduced to equal actual expenses at the time of final billing/reporting to the sponsor to ensure no further expenses are posted. If a grant or contract is a fixed-price agreement, any residual will be transferred to the college, once all final expenses have been posted.