

## **UAM OPERATING PROCEDURE 230.1**

### **GRANT AND SUBGRANT REPORTING**

Grant information must be submitted as follows:

1. At the time of grant application, a completed copy of the grant application, grant narrative, line item budget and funding agency's guidelines for administering the grant (i.e., instructions pertaining to budget transfers, expenditure reports, etc.) should be submitted to the Vice Chancellor for Finance and Administration.
2. Upon receiving notification of grant award from the funding source, a copy of the notification should be submitted to the appropriate Executive Council member. That person will forward this information to the Vice Chancellor for Finance and Administration.
3. Upon receipt of all information, the Office of Finance and Administration will establish the accounts and initiate a budget transfer for signatures of the supervising Vice Chancellor and the Chancellor.
4. The Office of Finance and Administration will then appropriately distribute information to the various units within the University and to the granting organizations.

*Revised: July 1, 2011*  
*July 1, 1982*