Contracts & Grants Manual
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I. **RESPONSIBILITIES**

Stewardship and accountability in the management of funds on behalf of the contracting/grant agency necessitates the establishment of procedures applicable to all types of restricted funding. Most contracts/grants have specific reporting and management requirements, as well administrative support needs.

The objective of this document is to provide general information and outline responsibilities with respect to financial management and fiscal reporting aspects of contract/grant funding.
Memorandum

To: Liz Halpin, Grants Assistant for Financial Analysis

From: New Grant Director Information Letter

Re: This aspects

Congratulations on receiving your grant! I would like to introduce myself, or perhaps re-introduce myself if we’ve met or worked together already. My name is Liz Halpin. I work in the Finance Office and I’m responsible for the financial administration of HVCC and EOC grants and restricted accounts. I will be your contact for the financial aspects of your grant.

This Memo is intended to highlight information that you will find useful in monitoring your grant.

1. The Finance Office has a Contract/Grant Procedures Manual on our web page. That address is cited below. This manual will give you an overview about how grant funds are managed. Included in this manual is information on monitoring your budget, employment authorization and payroll procedures, purchasing procedures, grant Invoicing, forms you may need and an overview of Banner screens that will help you monitor financial transactions for your grant.


Other web pages that may be of some interest to you are listed below:

Finance Dept: https://www.hvcc.edu/finance/index.html
Purchasing Dept: https://www.hvcc.edu/purchasing/index.html
Accounts Payable Dept: https://www.hvcc.edu/finance/ap/index.html
Payroll Dept: https://www.hvcc.edu/finance/payroll/index.html

2. **Grant Document:** Please send me the original grant award document, or a copy, including the approved budget and any other related information that you received from the grantor.

3. **Banner Access:** You will need access to Banner in order to view the financial information for your grant – information such as the grant budget, expenditures and available balance, and to create and view purchase orders. If you do not have access to Banner you will need to complete the **Usercode Request Form for Banner System** which is available on the Computer Services web page. The specific address is https://www.hvcc.edu/deptweb-cs/logon.php?p=https://www.hvcc.edu/compserv/forms.php. Print and fill out the form and send the completed form to Computer Services. You will be given a user name and password by Computer Services. Contact me after you have a user name and I will give you access to the screens and accounts in Banner that will help you monitor your budget and view the expenditure activity in your grant.

4. **Purchasing:** After you have Banner access you will need to set up an appointment with Purchasing to receive training on how to create purchase requisitions. You will need to create purchase requisitions to expend your grant funds.
5. **HR:** If your grant includes funding for a new employee you will need to work with the Office of Human Resources to obtain the necessary approvals and information regarding the college’s hiring procedures. If the grant includes funding for additional compensation for you, or other college employees, you will need to complete Payroll Authorizations and obtain the necessary approvals before hours are worked on the grant. All expenditures, including payroll expenditures, must be approved in advance. The Office of Human Resources can provide you with instructions on how to complete the Payroll Authorization forms.

6. **Effort Report:** Employees who are paid from grant funds must complete an Effort Report on a monthly basis. The Effort Report serves as verification that grant-funded employees are working on grant related tasks/duties. This form can be found on the HVCC Website under the **Grant Manual** link listed above. Effort Reports must be completed and signed by the grant employee, approved by the employees’ supervisor, and sent to me within 15 days following the end of the month.

7. **Invoicing & Fiscal Reporting:** All invoicing and fiscal reporting will be done by me. Program and all narrative reporting is your responsibility. Reporting requirements can be found in the grant award and/or the supporting documentation.

I am here to help you in any way I can with all financial issues. You can reach me at extension 7990 (629-7990), or via e-mail at e.halpin@hvcc.edu. You can also stop by my office which is in the Administration Building, Room 266. Don’t hesitate to contact me with any questions you may have. If I am unable to answer your question, I will gladly try to find an answer or will direct you to someone who can help.

Again Congratulations on receiving your grant and I look forward to meeting/speaking to you.

*Liz Halpin*
II. **GRANT/CONTRACT PROPOSAL**

All contract/grant proposals must be thoroughly reviewed by the Comptroller prior to submission to the contract/grant agency. The individual (or department) who has prepared the proposal must provide sufficient time for this review process to be conducted.

A. **Procedure**

**Step 1.** All grants/contracts will be processed through the Director of Grants. The Vice President for Administration and Finance and/or Comptroller should be consulted during the grant funding negotiation process.

A *Grant/Contract Proposal Form* will be prepared and become the cover page for all grant/contract proposals (see forms). This form must be complete and have the signatures of all principals.

**Step 2.**

**Note:** The budget for each grant/contract proposal must be complete in all detail. It should include all direct and indirect costs including in-kind and/or cost sharing contributions by the College.

Negotiations with grant and contracting agencies should not be considered complete until the grant/contract proposal has been signed by the President or the Vice President for Administration and Finance.
III. CONTRACT APPROVAL AND NOTIFICATION
A contract/grant award is effective for use on campus when the contract document is signed by both the College and the contracting/grant agency, and/or the College receives an award letter that fully outlines the budget that has been approved, with effective beginning and ending dates. Letters of intent are not considered “official” notification, and as a result, cannot be utilized as the document to authorize expenditures.

Payroll authorizations and requisitions should not be processed until a fully executed contract is received unless approved by the Vice President for Administration and Finance.

Employees are not authorized to perform work on contract/grant activities until after the above award documentation is received and the necessary payroll authorization(s) has been fully processed.

A. Business Office Notification to Project Director
   The Grants Assistant for Financial Analysis in the Business Office will advise the Project Director of the budgetary account structure and other guidelines relevant to grant expenditures. *(See forms)*

B. Budget and Modifications
   1. Expenditures must stay within approved expense category budget levels.
   2. The Grant/Contract Budget Modification Form must be completed and approved for all budget modifications.
   3. Fully executed/approved budget modifications must be forwarded to the Grants Assistant for Financial Analysis. Expenditures will not be authorized in advance of the receipt of an approved budget modification.
   4. Contract/grant amendments must be accepted by the President before they will be implemented.

C. No Cost Extension
   1. Request for no-cost extensions must be forwarded to the Comptroller's Office for review and approval prior to submission to contracting agency.
   2. Fully executed/approved no-cost extension must be forwarded to the Comptroller's Office to enable expenditures to occur beyond original contract ending date.
IV. COMPUTERIZATION OF BUDGET

A. **On-line Access/Retrieval**

Following the receipt of a fully executed contract document, the Grants Assistant for Financial Analysis in the Business Office will assign a contract/grant number for computerization. The following data is computerized:
- Contract/grant (fund) number;
- Contract description/title;
- Expiration date;
- Expense/account numbers that correspond with grant budget.

B. **Access to Grant Budget in Banner:**

To access the following Banner forms you must have Banner access. If you do not have access to Banner, please contact Computer Services to obtain access. After you have Banner access, contact the Grants Assistant for Financial Analysis to gain further access to the forms listed below for your grant.

1. FGIBDST - Organizational Budget Status *(see instructions page 17)*
   a. This form will enable you to view your grant activity, budget and available balance.

2. FGRZBUDC – Funds Budget Detail Report *(see instructions page 23)*
   a. This will enable you to view grant expenditures in more detail.

C. **Expenditures:**

It is the responsibility of the grant director to regularly review the above financial reports, i.e. monthly.

Expenditures should be reviewed and paid within 30 days of receiving payment notification. Any outstanding expenditure, it is the grant director’s responsibility to follow up and inquire the status. All expenditures and payments should be made within a reasonable time frame.

Transfers of expenditures is not generally allowed unless the reason for the transfer can be sufficiently explained (and documented), and the request for transfer is received within 60 days of expenditure. Expenditures incorrectly directed to a grant will be transferred to the project director’s departmental (college) budget if received more than 60 days after expenditure, or if there are insufficient funds in the grant.
V. HUMAN RESOURCES/PAYROLL PROCESSING

A. Search Procedures
Employment of contract/grant employees should follow the College’s search procedures which are administered by the Office of Human Resources.

B. Payroll Authorizations
Payroll Authorization forms are required to be completed for all employees who are either paid from contract/grant funds, or whose salary or a portion thereof is charged to a contract or grant. Payroll Authorizations should be created by the Grant Director and authorized by the responsible Dean and Vice President, Director of Human Resources and Vice President for Administration and Finance prior to any service being rendered. Payroll Authorizations should designate the contract/grant number(s) to be charged upon disbursement of funds.

Payroll Authorizations should also be created for full-time College employees who are assigned to perform direct contract/grant duties as part of their “College” workload if their salary or a portion thereof, is being charged to the grant. When this occurs, the Payroll Authorization should specify the duties/functions to be performed and indicate the following: “For chargeback purposes only”. This description indicates that the College employee will continue to receive his/her College salary, and that the contract/grant will be charged for the applicable portion of his/her salary that relates to the performance of contract/grant functions (See Effort Reports Section).

C. Time Sheets

1. Time Sheet Submission - Hourly
Contract/grant employees who are paid on an hourly basis for services rendered, will be paid via the submission of time sheets to the Payroll Office. Payroll Authorizations will indicate the need for the submission of time sheets. Time sheets should be signed by the employee and authorized by his/her immediate supervisor, usually the Project Director of the contract/grant. Time sheets should be submitted to the Payroll Office no later than 9:00 A.M. on the Friday prior to payday and should indicate the grant/contract number(s) in addition to the dates and hours to be paid. Individuals authorized, via Payroll Authorization, to work on and have all or a portion of their pay billed to a grant, must submit timesheets within 30 days of working. If approved timesheets are not submitted to the Payroll Office within 30 days of working, the payroll expense may not be charged to the grant, in which case an alternate source of college funding will have to be identified by the department.

2. Time Sheet/Attendance Records
All employees paid on a salary basis (not hourly) should submit biweekly attendance records to the Office of Human Resources.
D. **Effort Reports** (See forms section for document)

Monthly Effort Report forms must be completed to certify, after the fact, the percentage of an employee's effort that was expended on a grant/contract, or various grants/contracts.

The Effort Report must be approved by the employee’s supervisor and submitted to the Grants Assistant for Financial Analysis in the Administration Building Room 266 by the 15th of the following month.

E. **Fringe Benefit Chargebacks**

Fringe benefits are charged back using a composite rate which is calculated by the Business Office on an annual basis. Fringe benefit expense includes employer expense for FICA, Medicare, health insurance, retirement and vacation and sick leave pay.

The fringe benefit expense is calculated and charged back to grants on a pay period basis.

At an employee's point of termination, and in accordance with the employee's terms and conditions of employment, any accruals that are paid to the employee (vacation leave, etc.) will also be charged to the contract/grant (when allowable).

F. **Consultant Agreements**

Consultant Agreements must be submitted to the Vice President for Administration and Finance for approval.

Consultant Agreements for individuals will be forwarded to the Payroll Office for processing, after they are approved by the Vice President. A 1099 form will be issued at the end of each calendar year to all consultants paid through the Payroll Office.

Consultant Agreements for companies require a purchase order, and payment will be processed thru Accounts Payable upon receipt of an invoice and payment authorization.
VI. PURCHASING & PAYMENTS:

Grant Directors will need to schedule an appointment with the Purchasing Office for training on how to create Requisitions, Travel Authorizations and Purchase Orders.

A. Requisition Processing

Requisition processing of grant/contract expenditures must follow the College's purchasing procedures. This included creating requisitions/PO’s prior to the expense delivery. The Grants Assistant for Financial Analysis will review all grant requisitions/purchase orders to verify that the purchase is in accordance with the approved grant budget. All costs must be reasonable, allocable and allowable in accordance with the provisions of the applicable cost principles and the terms and conditions of the grant. Project Directors should adhere to the contract funding period and avoid acquisitions that cannot be fulfilled during the contract/grant funding period.

B. Travel

Travel authorizations should be processed in accordance with the College's travel procedures. The College's per diem rates for accommodations and meals should be followed, unless other reimbursement rates are specifically identified in the contract/grant document. This also applies to mileage reimbursement.

C. Temporary Services

If the need arises for use of personnel through a temporary service agency to fill a vacancy while the search process is being conducted, the Grant Director should forward his/her request to the Office of Human Resources. The Office of Human Resources will contact the appropriate temporary service agency after receiving funding authorization from the Grants Assistant for Financial Analysis.

D. Vendor Payments

Payments to vendors for contract/grant activities shall follow procedures as documented in the Finance Office and Purchasing Procedures Manual. Vendor payments should be made on a timely basis. Payment should be made in 30 days of receiving vendor invoice. Grant Directors will need to work closely with the Finance Office if and when the contract/grant terms indicate that all vendor payments must be made prior to the conclusion of the grant.

E. Chargebacks

The Finance Office will charge the appropriate contract/grant on a monthly basis for actual activities/uses of the following college services (not limited to):

1. Postage;
2. Printshop/Graphics;
3. Photocopying (if not done on grant-owned/leased copier);
4. Telephone usage;
5. Classified Advertising.
F. **Equipment**

Equipment purchases must be explicitly approved in the grant document, and/or be authorized in writing by the grantor.

G. **Unallowable Expenses**

Expenditures for food for meetings, unless specifically authorized in the grant budget, are not an allowable grant expense.

H. **Substitution Cost**

Faculty working on grants may need substitutions to cover their classes so they can attend grant related activity. The cost of a substitute can be directly attributed (assignable) to specific grant and therefore the related expense can be charged to the grant (if there is provision/budget for the expense). Finance office should be informed when a substitution is needed because a faculty member is attending a grant related activity to appropriately direct the substitution salary expense to the grant. Prior to charging the grant for this expense, Finance will also need confirmation/approval of the expense from the grant director.
VII. FISCAL REPORTING

The Grants Assistant for Financial Analysis will prepare required fiscal reports, working with the Project Director and his/her fiscal staff, or review fiscal reports/financial information prepared by grant personnel before submission to grant sponsor. Time frames for these reports will be as outlined in the contract/grant document.

A. Matching or Cost Sharing

The Grant Director, working with Grants Assistant for Financial Analysis, is responsible for the preparation of “match or cost sharing” documentation, as required by the contracting agency. “Match or Cost Sharing” information should not be submitted to the contracting agency until reviewed and approved by the Comptroller.

B. Billing

Grant funds will be collected in accordance with the provisions of the grant award or governing regulations related thereto. Grant funds are typically secured thru periodic billings to the grantor that detail expenditures, or periodic electronic fund requests to cover disbursements. Generally grant billings/funds requests are done as reimbursement to cover grant disbursements.

The Grants Assistant for Financial Analysis will prepare required invoices working with the Project Director and his/her fiscal staff, or review all invoices prepared by grant personnel before they are submitted to grant sponsor for processing. Invoicing will be done in accordance with grant/contract requirements, i.e. frequency, format, etc. Federal cash “drawdowns” will be done by Finance Office personnel where applicable.

C. Receivables

Finance Office personnel will take appropriate “follow-up” action with the contracting agency to obtain prompt payment. The Grant Director may be requested to assist with “follow-up” action, when necessary.

D. Payments to the College

Contracting agencies are expected to remit payment within 30 days after the receipt of said bill. All payments should be forwarded by the contracting agency directly to Hudson Valley Community College, P.O. Box 1470, Troy, New York 12180.

Checks received by the Grant Director should be stapled to the Check Identification Form (See form on page 23) and addressed to the Grants Assistant for Financial Analysis in the Administration Building, Room 266.

E. Equipment Decaling/Inventory Process

Inventory Office personnel are responsible for the numerical decaling of all equipment acquired from contract/grant funds in accordance with existing documented procedures of the Inventory Office. A physical equipment inventory is to be taken on an annual basis in conjunction with the College's annual equipment inventory process.
VIII. PROJECT/CONTRACT CONCLUSION

At the close of the contract/grant funding period, the Grants Assistant for Financial Analysis will be responsible for the preparation or review of all final fiscal reports or financial information submitted to the grantor. The Grant Director is responsible for the completion and submission of all required programmatic and technical reporting in accordance with specified due dates. Communications between the Finance Office and the Project Director are essential to ensure coordinated reporting.

Care should be taken, even after submission of the final technical and fiscal reports, to maintain all the records relating to the project until audits are completed and in accordance with documented retention standards.
GRANT/CONTRACT PROPOSAL FORM

1. SPONSOR (Funding Source) ____________________________________________________________

2. TITLE OF CONTRACT/GRANT __________________________________________________________

3. STARTING DATE: ______________________   ENDING DATE: ______________________

4. TOTAL AMOUNT OF CONTRACT/GRANT:
   a. Direct Cost: $ _________   Amt. of Direct Cost to be Reimbursed: $ _________
   b. Indirect Cost: $ _________   Amt. of Indirect Cost to be Reimbursed: $ _________
   c. Total Cost: $ _________   Total Amt. to be Reimbursed: $ _________
   d. Tuition dollars in Reimbursement Dollar Amt.? $ _______   FTE’s ________________

5. Will this project / program take place on campus or off campus?
   (If 51% of program occurs off campus, it is considered an “off-campus” project)
   ON CAMPUS   OFF CAMPUS ______
   INDIRECT COST RATE USED ______ % of ______ (i.e. salaries or direct costs)
   Was this rate specified or limited by the sponsor? YES _____    NO _____

6. Is cost sharing or matching required? YES _____    NO _____
   If cost sharing/match is required, what is the required amount of cost sharing/month? $ _____________
   If cost sharing is required, attach a copy of the cost sharing budget to this transmittal if it is not included in the proposal.

7. Does the contract/grant contain any full- or part-time College employee salaries for which the College will receive reimbursement? YES _____    NO _____
   If yes, how many College operating dollars will be compensated by contract/grant funding? $ _____________

8. Does the contract/grant require instructional contact hours currently taught by a department chairperson or full-time faculty member to be replaced due to their involvement in the grant/contract? YES _____    NO _____
   If yes, please explain ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

9. Are any College services, e.g. telephones, office supplies, printing, copying, postage, etc. not being reimbursed by grant/contract? YES _____    NO _____
   If yes, how many dollars are being reimbursed? $ _____________

10. Will College computer support be required? YES _____    NO ______
11. Will LRC support be required? YES _____    NO ______
12. Will facility renovations be required? YES _____    NO ______

PROPOSER IS REQUIRED TO OBTAIN ALL SIGNATURES UP TO AND INCLUDING THE PRESIDENT

__________________________  ____________________________  ____________________________
Proposer                    Dept. Chair / Unit Head         Supervisor

__________________________  ____________________________  ____________________________
Director of Grants          Human Resources                Comptroller

__________________________  ____________________________
Vice President for Administration and Finance          President
GRANT/CONTRACT ACCEPTANCE FORM

(Review of Contract Document Prior to Signature)

A. Funding Source:  

B. Project Director:  

C. Title of Grant/Contract:  

D. HVCC Grant/Contract Number:  

E. Grantor Project I.D. Number:  

F. Amount of Approved Budget:  

G. Starting and Ending Dates:  

H. Name and Phone Number of Grantor:  

I. Terms/Conditions:  
   Date of first project report:  
   Date of final report or subsequent reports:  

Special Conditions (explain on reverse side)

The Project Director named above hereby accepts this award, its terms and conditions and recommends acceptance by the College:

__________________________
Project Director

__________________________
Dept. Chair/Unit Head

__________________________
Director of Grants

__________________________
Vice President

__________________________
Comptroller

__________________________
Vice President for Administration and Finance
Title of Contract/Grant: 
Grant Award/Agreement Number: 
Grant Period (Dates): 
Total Amount of Contract/Grant: 
Banner Fund Number: 

Explanation/Reason for Budget Adjustment:

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<tr>
<th>Budget Category</th>
<th>Current/Original Budget</th>
<th>Banner Account</th>
<th>Requested Adjustment (Inc/Dec Amount)</th>
<th>Explanation</th>
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<tr>
<td>Personnel</td>
<td>$ - 61110</td>
<td>$ - 61101</td>
<td>$ - 61102</td>
<td>-</td>
</tr>
<tr>
<td>Fringe Benefit</td>
<td>$ - 62730</td>
<td></td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>Travel</td>
<td>$ - 71001</td>
<td></td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>Supplies</td>
<td>$ - 71605</td>
<td></td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>Contractual</td>
<td>$ - 71960</td>
<td></td>
<td></td>
<td>-</td>
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<tr>
<td>Overhead</td>
<td>$ - 71961</td>
<td></td>
<td></td>
<td>-</td>
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<tr>
<td>Equipment</td>
<td>$ - 75900</td>
<td></td>
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<td>-</td>
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<tr>
<td>Other</td>
<td>$ - $</td>
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Indirect cost rate used: _____% of __________ (e.g. salaries or direct costs)

Does the grant require prior approval by Grant Officer or Grant agency? Yes No
Grant/Contract Budget Modification Form

Title of Contract/Grant: ____________________________________________________________

Submitted by (Project Director or Person responsible for grant): _______________________

Date: ________________________________

Additional Conditions/Requirements

All budget modifications will need to be approved by the President. It will be the responsibility
of the Project Director or person responsible for the grant to obtain Presidents approval, thru
his/her Vice President and forward to the Grants Office for processing.

Cost that overruns budget will become the responsibility of the college and specifically the
project directors department / division.

Cost transfers into and from an operating account will not be considered regardless of the
documentation, if not received within 90 days of cost.

Copy of current/original budget must be attached with modification form.

If prior approval for modifications is required by Grantor/Sponsor agency, documentation of
approval must be attached with form.

I, the Project Director (or person responsible for the grant), accept the additional conditions
and requirements associated with the requested above budget modification.

Submitted by (signature): _______________________________ Date: ____________________

College Administrative Approvals

________________________  __________________________
Dean                  Vice President

________________________  __________________________
Vice President for Administration and Finance  President
Memorandum

TO: _________________________________

FROM: Elisabeth Halpin, Grants Assistant for Financial Analysis
       Finance Office

DATE: ______________________________

SUBJECT: GRANT FUND NUMBER

I have established the following grant fund code for your use:

HVCC Grant Fund Number: _________________________________
Account Title: ___________________________________________
Account/Grant Period (Dates) _______________________________
Expiration Date: _________________________________
Budget and Expenditure Codes: ____________________________

<table>
<thead>
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<th>Account (Expenditure)</th>
<th>Budget</th>
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<tbody>
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<td>___________</td>
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<td>___________</td>
<td>$</td>
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<tr>
<td>___________</td>
<td>$</td>
</tr>
<tr>
<td>Total Budget</td>
<td>$</td>
</tr>
</tbody>
</table>

All expenditures charged to this account must be in accordance with the approved budget and must occur within the grant period identified above. In no case will expenses be approved after the fact. This grant fund will be inactivated and closed on the above expiration date.
Memorandum

TO:

FROM: Elisabeth Halpin, Grants Assistant for Financial Analysis
       Finance Office

DATE:

SUBJECT: EFFORT REPORTS

A College employee who receives part or all of his/her salary from a grant, or multiple grants, must submit a MONTHLY Effort Report form that accurately states the amount of time (effort) spent working on the grant, or grants. Completed Effort Reports are retained in the grant folder for audit verification purposes.

The Effort Report must be approved by the employee’s supervisor and sent to me in the Administration Building Room 266 by the 15th of the following month.

If you have any questions, please contact me.
MONTHLY
CONTRACT/GRANT EFFORT REPORT
HUDSON VALLEY COMMUNITY COLLEGE

EMPLOYEE NAME: ____________________________________________

EMPLOYEE BANNER ID #: ______________________________________

TITLE/POSITION: ______________________________________________

MONTH ____________________________  YEAR _____________________

<table>
<thead>
<tr>
<th>GRANT NUMBER</th>
<th>PERCENTAGE OF EFFORT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
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<td></td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>COLLEGE</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL 100%

I certify the above information to be a reasonable estimate of my effort to the best of my knowledge and ability.

__________________________  ____________________________
Employees Signature  Date

__________________________  ____________________________
Supervisors Signature  Date

Forward Original to the Business Office, Administration Building, Room 266
CHECK IDENTIFICATION FORM

TO: Elisabeth Halpin, Assistant for Financial Analysis
    Finance Office

FROM: ______________________________

DATE: ______________________________

SUBJECT: Check

Please process the attached check as indicated below:

Check # _________________________
Amount $ ________________
Dated _________________________
From ___________________________

( ) Check should be deposited to Grant Account.
    number: ________________

( ) Check should be deposited to General Operating Fund.

Detailed explanation of what this payment represents:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
How to View Grant Activity in Banner:

Log-in to Banner – log-in and password should be obtained from Computer Services.

1. Use the “Go To” box to enter form FGIBDST

2. Press Tab or enter and the form will open

3. Once in the form, fill in the following fields
   3.1. Chart Type
      - E – SUNY Education Opportunity Center
      - H – Hudson Valley Community College
3.2. Tab over the fiscal year field. It will default to the current year.

3.3. Tab over the Fund field and enter the Grant number.
   - This will auto-populate the Organization number (which is 85001) and the program number.

4. Click Block on the above menu and choose ‘Next Block’ (or press Ctrl+Page Down) to view account information. If there are a lot of accounts, be sure to use the scroll bar on the right to view them all.

5. To calculate the remaining balance in the Grant, subtract the YTD Activity for all accounts (highlighted below in the first account’s revenue line) from the Net Total. Please note, the Net Total is a negative number in Banner. Be sure to use the positive value of this number when making your calculations. Once the YTD Activity is subtracted, subtract the total Commitments from that sum. This will yield the Total Available Balance for the grant.

6. To view the Year-to-Date account activity
   - Click in the YTD activity box on the particular account you’d like to view
   - Click Options on the above menu and then click Transaction Detail Information (FGITRND)
7. To view the fully detailed account activity (including encumbrances, reserves, YTD, etc…) 
   - Highlight the Account number 
   - Click Options on the menu above and then click Transaction Detail Information [FGITRND]

- This will show you the detailed YTD activity of the particular transaction
8. When viewing account activity, to view the detailed transaction reports
   - Highlight the account number of the transaction you wish to view
     - When doing this, pay attention to the Document number in the middle of the page. This will let you know if you have highlighted an Invoice (Doc # starts with an ‘I’), a Journal entry (starts with ‘J’) or a Feed (starts with an ‘F’). This will determine the screen you will be directed to.
   - Click Options on the menu above and the click Query Document [by Type]
• The Document number will auto-populate
• Click Block on the above menu and choose ‘Next Block’ (or press Ctrl+Page Down) to open the full screen (see images below)
Invoice Screen (Doc # begins with an 'I')

<table>
<thead>
<tr>
<th>Document: 00014360</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase Order: P0001836</td>
<td>Vendor: H0054973 Hoyes, Paula S.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Invoice Date: 09-JAN-2009</th>
<th>Transaction: 09-JAN-2009</th>
<th>Cancel:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check Vendor:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address Code: VN</th>
<th>Sequence Number: 2</th>
<th>Collects Tax: N (Collects no taxes)</th>
<th>City: Saratoga Springs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Line 1:</td>
<td>2 Assst Cir Apt 1</td>
<td>State or Province: NY</td>
<td>ZIP or Postal Code: 12866-9427</td>
</tr>
<tr>
<td>Street Line 2:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Street Line 3:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Discount Code:</th>
<th>Payment Due: 12-JAN-2009</th>
<th>Credit Memo</th>
<th>Tax Exempt</th>
<th>Direct Deposit Status: X</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank: HA FLEET BANK - ACCT A/P A/C</td>
<td>Vendor Invoice:</td>
<td>1099 Vendor</td>
<td>Direct Deposit Override</td>
<td></td>
</tr>
<tr>
<td>Vendor Invoice:</td>
<td>1099 Tax ID:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income Type:</td>
<td>User ID: COSTESUZ</td>
<td>Activity Date: 09-JAN-2009</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Activity Date:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Record 1:  |  |  | <DOC> |
GRANTS BUDGET DETAIL PRINTING

1) Sign on to Banner and then type the form name FGRZBUDC in the direct access box. Press the enter button. The process submission controls form should appear on the screen.

![Banner Process Submission Controls](image)

2) Type your network printer name in the area labeled Printer in the Printer Control block. To locate your printer name, simply click in the Printer box. Then click on the down arrow button next to the Printer box. The printer validation window (GTVPRINT) will appear on the screen. Using the down arrow button, scroll until you see your printer name. Double-click on either Portrait 17 or Landscape 17 and it will appear in the box.

![Printer Control Block](image)

3) Under Parameter Values, identify or confirm the following four values:

   a) **COAS** - This should read H for Hudson Valley OR E for EOC.
   b) **Fiscal Year** - This should be 13 for the current 2012-2013 fiscal year.
   c) **Posting Per** - This should be a two-digit number for the period you are printing, i.e. 01 for Period 1, 02 for Period 2, etc. (list on next page for both Hudson Valley and EOC)
Use the posting per Period Number as follows:

**Hudson Valley:**

<table>
<thead>
<tr>
<th>Use Period Number</th>
<th>Thru the Month Ending</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>September 30</td>
</tr>
<tr>
<td>02</td>
<td>October 31</td>
</tr>
<tr>
<td>03</td>
<td>November 30</td>
</tr>
<tr>
<td>04</td>
<td>December 31</td>
</tr>
<tr>
<td>05</td>
<td>January 31</td>
</tr>
<tr>
<td>06</td>
<td>February 28 or 29</td>
</tr>
<tr>
<td>07</td>
<td>March 31</td>
</tr>
<tr>
<td>08</td>
<td>April 30</td>
</tr>
<tr>
<td>09</td>
<td>May 31</td>
</tr>
<tr>
<td>10</td>
<td>June 30</td>
</tr>
<tr>
<td>11</td>
<td>July 31</td>
</tr>
<tr>
<td>12</td>
<td>August 31</td>
</tr>
</tbody>
</table>

**EOC:**

<table>
<thead>
<tr>
<th>Use Period Number</th>
<th>Thru the Month Ending</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>July 31</td>
</tr>
<tr>
<td>02</td>
<td>August 31</td>
</tr>
<tr>
<td>03</td>
<td>September 30</td>
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<td>October 31</td>
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<tr>
<td>11</td>
<td>May 31</td>
</tr>
<tr>
<td>12</td>
<td>June 30</td>
</tr>
</tbody>
</table>
d) **Fund Code** – This should be your grant number (a six digit code number) for the current 20xx-20xx fiscal year.

4) Place your cursor in the submission block by clicking in the **Name** box. Click the **Save** icon button on the toolbar located on the top of the screen.

5) Your report(s) should print off the network printer you’ve chosen. It may take several minutes. Do not retry if your report doesn’t print on the first instance. It may take several minutes.