

9 Principal Investigator/Program Manager Financial Responsibilities

Principal Investigators, Program Managers, and Fund Managers are responsible for the fiscal management and compliance of restricted projects.

Visit: [Grants and Contracts Accounting HSC Policies](#) or [Accounting Services website](#) for more information.

Contact GrantAccounting@ttuhsc.edu with questions.

01 Obtain Fund

Obtain a new fund via the [New Fund Request System](#) to account for all project revenues and expenses.

06 Confirm Subrecipient Compliance

Confirm subrecipients compliance by reviewing subcontract, programmatic and financial reports. Accounting will only submit subcontract invoices after PI/PM and Fund Manager approval.

02 Establish Budget

Utilize the [Budget Revision System](#) to establish and revise the sponsor approved project budget.

07 Utilize Cost Share

Complete mandatory or committed cost share requirements agreed to in the award document by establishing and utilizing cost share funds.

03 Record Revenue

Ensure project revenues are invoiced/received/recorded for fee for service, milestone, or fixed price contracts. Accounting bills cost reimbursement and draws letter of credit projects.

08 Complete Reporting

Complete non-financial sponsor required reports. Accounting will complete required financial reporting with assistance from departmental personnel.

04 Ensure Compliance

Ensure that directly related expenses are posted to the project fund and are allowable and appropriate per the award/contract guidelines and [OMB 2 CFR 200](#).

09 Close Funds

Ensure the timely [close-out](#) of the project fund. Funds must be closed in Banner within 90 days of the project end date.

05 Understand Personnel

Understand personnel related aspects of the project including positions eligible to be paid, [effort reporting](#), and salary caps or other limitations.



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