

**CLAS Secretarial Training Seminar—November 13 & 14, 2003
Grant Fiscal Administration**

Grants Fiscal Staff

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Julie Weber G3B	Jweber@niu.edu	815-753-1717	State non-research grants, IDC coordinator
Other Staff			
Keith Jackson	Kjackson@niu.edu	815-753-8416	NIU Controller
Lawrence Sallberg	Lsallber@niu.edu	815-753-6061	Director, Grants Fiscal Administration
LaRonda Thuestad	Lthuestad@niu.edu	815-753-1576	Departmental Secretary

Webpage Address

<http://www.finfacil2.niu.edu/GrantsFiscal/>

Grant Financial Information

Grant Number Explanation

44-G1A62084: 44 = Grant 1A = Federal Research 62084 = speed type designator Cost Center = KK00000

- G1A = Federal Research (NSF, HHS, DEd)
- G1B = Federal Non-research (NSF, HHS, DEd)
- G2A = Federal Research (all other Federal)
- G2B = Federal Non-research (all other Federal)
- G3A = State Research
- G3B = State Non-research
- G5A = Private Research
- G5B = Private Non-research
- G6A = Private Research from Federal source
- G6B = Private Non-research from Federal source

Signature Requirements – Financial

- Most Grant related paperwork must be signed in GFA before going to the Accounting Office
 - Check Requests
 - Purchase Orders
 - Honorarium Forms
- Only signatures on Grant Signature Card are accepted on Check Requests and Purchase Orders.
- Project Directors (or designees per card) may sign Check Request reimbursements to themselves but must have a supervisor's signature on Travel Vouchers.
- Travel Vouchers must be signed by traveler AND the traveler's supervisor.

Miscellaneous Grant Information – Financial

- Monthly grant financial reports are available on the web through the GFA website.
- Project Directors are automatically given access to their own grant reports once we have their Novel ID.
- Support staff may also have access if Project Directors send written permission.
- Project Directors are given a budget with NIU account codes – please use these accounts when preparing Check Requests and Purchase Orders.

Grant Personnel (HR) Information

Grant Number Explanation – HR

HR Account Code: 44-G1A62084-644000 (fund, Grant number, "line item")

Signature Requirements – HR

- Faculty PAF and PRD
- Graduate Student PAF and PRD
- GFA signs after Dept and college and before HR

Miscellaneous Grant Information – HR

- ❑ Grant Additional Pay reason code for summer faculty = GNC
- ❑ Grant Additional Pay reason code during regular employment = E30
- ❑ Grant Additional pay forms must include some type of justification in the comment box.
- ❑ Comment line on grant related PAF's should include the following: **Grant Funding: Grant Number Gxxxxxxx**. (For example, Grant Funding: G2B66588)
- ❑ Grant Administrators approve personnel paperwork – we do not initiate it.

Steps that will help us – and you

- ❑ When you call our office with a grant question – please reference the grant by its “G” number – not by grant description or by Project Director.
- ❑ Other campus offices such as Campus mail, Document Services, Telecommunications and HSC Bookstore also need specific grant number information.
- ❑ GFA secretary logs all check requests, purchase orders, and travels vouchers in and out of the department, and hand delivers paperwork to accounting usually twice a day. If you have questions about missing or tardy paperwork – give us a call before you call accounting.
- ❑ Please do not use inactive grant numbers on any paperwork! Active grants are listed on the accounting webpage at <http://www.peoplesoft.niu.edu/Reports/Distrib/GenAccess/>
- ❑ When a new grant is established, the Project Director is sent a blue folder which contains information about the project and yellow forms to sign and return to the Office of Sponsored Projects. On top of the blue folder are forms that relate to the grant – please keep these. These forms will be stamped “For Your Files”.



Welcome to Grants Fiscal Administration!

Northern Illinois University is committed to supporting externally funded faculty research. As part of that support, the [Office of Sponsored Projects](#) (pre-award) and Grants Fiscal Administration (post-award) are designed to assist faculty with the process of applying for and administering externally funded grants.

Grants Fiscal Administration (GFA) is staffed with professional grant administrators who are familiar with agency regulations, NIU procedures, and the PeopleSoft Human Resources and General Ledger systems.

Grant Reports

Monthly on-line grant reports

Web distribution [procedural memo](#)

GFA Services

GFA Staff

GFA Services

Project Director Responsibilities

Policies

Grants Fiscal and University Policy links including:

- Foreign National Information Form and W-7
- Independent Contractor's Certified Work Statement
- Intellectual property patents
- NIU Business Procedure Manual
- NIU travel regulations
- Office of Research compliance
- Payments to a foreign visitor
- PeopleSoft HR forms matrix
- PeopleSoft journal helper
- Tuition and fee payment for graduate students

Hints, Tips and Rules

Accounting check requests, travel vouchers, and Procurement purchase orders

From the Hallway

Frequently Asked Questions

[GFA Services](#) | [Policies](#) | [Hints, Tips & Rules](#) | [From the Hallway](#) | [NIU Home](#)
[Grant Reports](#) | [Accounting Home](#) | [Accounting Forms](#) | [Accounting Tax Forms](#) | [HR Forms](#) | [HR Employee Lookup](#) | [OSP Home](#)