Section D: Award Acceptance
Policy D1: FRS Account Number Assignment

PURPOSE:

To establish the criteria for the issuance of account numbers for sponsored awards from external funding agencies.

DEFINITIONS:

FRS – Financial Records System (University’s accounting system)
RA – Research Administration (Pre Award Office)
SP – Sponsored Programs Financial Administration (Post Award Office)
SP – Sponsored Programs Expenditure Compliance Administration (Post Award Office)
SPM – Sponsored Management System (University’s sponsored programs accounting subsystem)
Note: Rosenstiel School Sponsored Team acts as RA and SP

POLICY:

FRS sponsored account numbers will be issued by SP Financial Administration upon award acceptance and receipt of the award document.

Accounts can be set up prior to receipt of an award, by using a solvent departmental account as a guarantee in the event the award is not received or in case the pre-award costs are incurred without proper authorization (see Sponsored Programs Policy/Procedure E5, “Pre-Award Expenditure Requests” at http://www.miami.edu/controller/policies/text/e5.htm).

REFERENCES:

None

PROCEDURES:

1. Account numbers are issued by SP Financial Administration upon receipt of the original award document forwarded by RA.

2. If the executed award document has not been received, an account number can be issued by SP Financial Administration prior to receipt of the award document by following the steps below:
   a.) Complete a “Request for Assignment of a Sponsored Account Number in Absence of an Executed Award Document” form –see http://www.miami.edu/controller/assignment.doc
   b.) Form must be signed by both the principal investigator (PI) of the anticipated award and the Chair/Dean or Designee of the department that owns the university departmental account being used to guarantee the charges.
   c.) Completed form is submitted to RA who reviews, signs and forwards to SP Financial Administration
3. SP Financial Administration creates account numbers in the following manner:
   a.) collecting the appropriate proposals, awards, modifications, certifications, correspondence, internal forms, and other documents necessary to open the account.
   b.) opening the award account(s) by creating/updating/maintaining the attributes in both the SPM and FRS.
   c.) setting up the initial budget within SPM for new and continued awards.

4. Account numbers are released by SP Financial Administration to SP Expenditure Compliance, which relays them to the Principal Investigator and the appropriate personnel in the department.

5. The status of accounts issued under a guarantee will be monitored jointly by RA and SP Financial Administration on a monthly basis.
   a.) Accounts can only be guaranteed for a maximum of 180 days. If the award notice is not received by RA or SP Financial Administration within the 180 days, or if grant/contract/subcontract is not actively being negotiated by RA, the sponsored account will be frozen and all expenditures and commitments will be transferred to the guaranteed account listed in the form.
   b.) RA will advise SP Financial Administration, the Principal Investigator and the department administrator that the 180 day period has expired and the account is to be frozen.
   c.) SP Financial Administration will freeze accounts based on RA notification and transfer charges to the account guaranteeing the expenditure.
   d.) RA can initiate a request to SP Financial Administration, or SP Financial Administration can act to freeze the account and transfer charges prior to the 180 period if there is evidence either verbally or in writing that the award will be not be funded.