


AUSTIN PEAY STATE UNIVERSITY  
POLICIES AND PROCEDURES MANUAL

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| Policy Number:<br>99:008   | Supersedes Policy Number:<br>IV:05:03 |
| Date:<br>August 1, 1986  | Dated:<br>April 1, 1982               |
| Subject:<br>Grants Management  |                                       |
| Initiating Authority:<br>Vice President for<br>Finance and Administration                                | SBR Policy/Guideline Reference:       |
| Approved:<br> President |                                       |

Grants Management

Grants or contracts are normally given to Austin Peay State University and not to the project director. The University then becomes the legal entity responsible for carrying out the conditions of the grant or contract, including programmatic and/or financial reports, after the President accepts the grant or contract.

In order for the University to provide timely and appropriate reports, all grants and contracts received by Austin Peay State University will be reviewed by the project director with the Office of External Grants. The Office of External Grants will then:

1. Negotiate all contracts with changes in funding level or programmatic changes;
2. obtain restricted budget numbers from the Business Office;
3. establish the appropriate programmatic and financial records to be maintained by the project director in conjunction with the Grants Accountant;
4. establish a schedule for preparing and submitting programmatic and financial reports;
5. review the accuracy of all reports when requested;
6. review all communications with the granting or contracting agencies when asked in behalf of the University.