



NORTHERN ARIZONA UNIVERSITY

GIFTS, GRANTS AND CONTRACTS CONTROLS SELF ASSESSMENT

Gifts, Grants, and Contracts are a critical activity in any governmental organization. Universities have unique requirements relating to this cycle due to budgetary reporting needs, the various fund types, and statutory compliance requirements related to disbursing monies. Internal control must be established to ensure that practices are consistent with sound business practices and legal requirements. Controls must also provide reasonable assurance that transactions are properly authorized, accurately classified, recorded on a timely basis and at correct amounts.

The following list of questions is designed to help you assess the state of your departmental gifts, grants and contracts procedures and practices. These guidelines will align your business with best practices. Additionally, these are the types of practices that an auditor would look for when reviewing your operation. The optimal answer to each of the questions below is “Yes”.

If you find any “no” responses, now is the time to make a few changes. It may be easier than you think! If you need help working through process improvements and thinking through alternatives, please feel free to contact the [Financial Controls Office](#), [Office of Grants and Contract Services](#) or [Sponsored Project Services](#) office.

Related Comptroller policies include:

- [CMP 301-03](#) Deposits - Grant and Contract Funds
- [CMP 308-14](#) Grants and Contracts - Federal
- [CMP 308-15](#) Grants and Contracts - State
- [CMP 308-16](#) Grants and Contracts—Local
- [CMP 308-17](#) Grants and Contracts - Private
- [CMP 402-01](#) Usage of College Overhead Accounts
- [CMP 402-02](#) Residual Funds
- [CMP 402-03](#) Distribution of Indirect Cost Recovery

Additional resources can also be found on the [Office of Grants and Contract Services policy page](#) as well as the [Sponsored Project Services website](#).

1. Do procedures exist to ensure that differences between gifts, grants and contracts are recognized, and that the appropriate accounts are properly established in Advantage and/or NAU Foundation?
2. Has the department developed its own criteria for the approval of grant and contract proposals, to include, at a minimum, the university’s criteria?
3. Has the department developed its own criteria for the acceptance of gifts, to include, at a minimum, the university’s cash and check handling criteria? *(please refer to Cash Handling procedures)*

Response



4. Have employees responsible for administering federal grants and contract participated in adequate training?
5. Is any departmental staff time directly charged to federal awards?
6. Are there any procedures in place for recording costs to these awards?
7. Do procedures ensure that expenditures from restricted gift accounts comply with the donor's intent?
8. Are all expenditures, including payroll expenses, incurred under a grant agreement or contract reviewed for feasibility (reasonable, allowable) by the principal investigator or another individual with suitable means of verification?
9. Does the department have a procedure to ensure that all potential matching fund requirements are met?
10. Are there procedures to ensure that all technical and progress reports are prepared by employees directly involved with the grant program or contract and submitted to the sponsor or contractor in accordance with the terms of the agreement?
11. Are disbursements to subgrantees/subcontractees approved by management and based only on properly completed reports or billings submitted in a timely manner?
12. Do procedures require the monitoring of subgrantees/ subcontractees, and is appropriate corrective action taken to address material problems and abuses prior to the final payment of subgrant/subcontract funds?
13. Are all expenditures requiring advance sponsor approval adequately documented?
14. Are departmental expenditures reconciled on a monthly basis to the Advantage system?
15. Do appropriate personnel such as PIs and department heads receive regular, periodic updates of the status of grant and contract accounts?
16. Are costs that are transferred between projects approved and supported by adequate documentation?
17. Does your department have all its grants and contracts on file at the Grant and Contract Office, with proper approvals?



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Please enter any comments in the box below. Please be sure to reference the question number.

Questionnaire Completed By :

First Name:

Last Name:

EmplID:

Department:

Date Completed:

Please enter 3 letter code from [this list](#).

Please use format mm/dd/yy

By submitting this form, I am attesting that all information given is correct and whole to the extent of my knowledge.

Please submit only once – this process may take a moment.

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