DGCA

**Grant and Contract Accounting**

Award Acceptance
Once the ORSP sends the DGCA the award documents, the Grant & Contract Accounting section is responsible for reviewing the terms and conditions of the award, assigning an account number, entering approved award budget for the investigator’s use in the University’s systems. The staff is ready to work with investigators who have questions with their budget / financial records and assist the investigator in making the necessary adjustments.

Fiscal Reporting
The staff is responsible for the preparation of billings on sponsor projects, analysis of fringe benefits, F&A costs, processing journal entries, and other expenditure documents submitted for review, verification & collection of cost sharing documentation, preparation of final fiscal reports and submission of all additional data other than technical reports, required to close-out an account.

Audits
The staff coordinates all audits of sponsored program accounts. Any contact made by an auditor directly with a principal investigator should be referred to the DGCA.

**Topic Links**

- Award Notices - Sponsor
- Close Out Procedures
- Consultants
- Cost Sharing
- Cost Transfer
- Effort Reporting
- Equipment
- Expenditure Guidelines
- Facilities and Administrative Cost Rates
- Faculty Extra Compensation
- Faculty Summer Compensation
- Financial Reports
- Fringe Benefit Rates
- Honoraria
- Human Subject Fees
- Institutional Prior Approval (IPAS)
- Journal Entry Preparation
- National Institute of Health - Salary Cap
- No-Cost Extension and Budget Revision Requests
- Other Pay Documentation
- Prior Approval to Incur Expenditures Prior to Receipt of Award
- Stipends
- Subcodes for 42 Accounts
- Subaward & Subcontract - Information