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Contracts And Grants

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GOAL: Clean Up Of Contract & Grant Awards

Objective

Review Of Old Contract & Grant Files

Review of old project files to determine if the project can be closed on the University's financial records

Associated Goals: Clean Up Of Contract & Grant Awards

Indicator

Invoice Or File Claim On Old Accounts

Invoice sponsors for revenues not paid to SHSU on old accounts. For State of Texas accounts, file miscellaneous claim form.

Criteria

Invoice Old Accounts

Review old accounts and invoice sponsors where necessary. File miscellaneous claims form to State of Texas on state awards.

Finding

Reviewing old accounts

This is an ongoing process which is currently been put on hold due to 2 vacancies in the department.

Indicator

Write Off Of Old Account Balances

Write off of balances on old accounts after reviewing project files

Criteria

Write off old projects to grant audit adjustment

Write off old account balances to grant audit adjustment account after review of old project file and approval by appropriate SHSU management.

Finding

Write off of accounts

This is an ongoing process and will continue when the office is fully staffed.

Actions for Objective:

Action

Invoicing old accounts

The invoicing of old accounts will continue when the department is fully staffed.

Action

Write Off of Old Accounts

No further action needed at this time.

GOAL: Clean Up Of Invoicing Function**Objective****Invoices Are Prepared Accurately**

Invoices to sponsors are accurate and reflect expenditures incurred on the University's financial records

Associated Goals: Clean Up Of Invoicing Function

Indicator

Invoices Are Accurate

Invoices are mathematically correct, report costs in correct category and agree to amounts per the University's records

Criteria

Invoices are accurate and complete

Invoices submitted are correct, include required support documentation and reconcile to the University's Financial records

Finding

Accuracy on Invoicing

This is an ongoing process and will be evaluated when the office is fully staffed.

Actions for Objective:

Action

Invoices accurate and complete

No further action at this time.

GOAL: Clean Up Of Invoicing Function

Objective

Invoices Are Prepared In Correct Format

Invoices to sponsors are prepared in the format specified by the award terms
Associated Goals: Clean Up Of Invoicing Function

Indicator

Correct Invoice Formats

Invoices will be prepared according to samples provided by sponsors.

Criteria

Formatting of Invoices

Invoices will be formatted according to the samples provided by sponsors.

Finding

Format of Invoices

This is an ongoing process and will be evaluated further when the office is fully staffed.

Actions for Objective:

Action

Format of Invoices

Action will be taken when office is fully staffed.

GOAL: Clean Up Of Invoicing Function**Objective****Invoices Are Prepared Timely**

Invoices are prepared in accordance with the award's terms

Associated Goals: Clean Up Of Invoicing Function

Indicator

Monthly & Quarterly Invoices

Sponsors are billed monthly or quarterly as indicated in the award's terms and conditions

Criteria

Monthly & Quarterly Invoices

Monthly & Quarterly invoices are not delinquent and are prepared within the timeframe specified by the contract terms and conditions

Finding

Timely Invoices

This is an ongoing process that will be sampled when the department is fully staffed.

Actions for Objective:

Action

monthly and quarterly invoices

No action at this time.

GOAL: Develop Policies And Procedures**Objective****Policies And Procedures Manual**

Development of written policies and procedures for contract & grant awards

Associated Goals: Develop Policies And Procedures**Indicator**

Policy And Procedures Manual

Prepare a manual that lists policies and procedures for post award administration at SHSU.

Criteria

Policy and Procedures Manual

A written manual of the policies and procedures of the Contract & Grants Office at SHSU.

Finding

Policy/Procedrue Manual

The policy and procedure manual for contracts and grants in still being formulated and will be completed after a new director of Contracts and Grants is hired.

Actions for Objective:

Action

Policy and Procedure Manual

This process to create the manual will continue and updates will be made as changes in procedure occur.