

specialist role, who creates the budget, and then all additional award tasks are completed by roles according to the routing established in Workday.

2.1 Indirect Cost Rates. Indirect cost rates to be used in the submission of proposals for grants and contracts to outside agencies are computed in accordance with the College's federally negotiated indirect cost rate. The full rate is to be used in grant budgets unless otherwise specified by the funding agency or determined by GBC administration that a lower rate is to be used.

Indirect cost allocations, except for financial aid-related indirect cost, are recorded in Cost Recovery PG00264, fund FD201. The indirect Financial Aid indirect account for Federal Financial Aid is PG02638, which is in fund FD202. All indirect cost recovery and expenditure of the same shall be recorded in these funds.

3.0 Personnel Activity Reports and Effort Certification

Effort reporting, also known as effort certification, is the mechanism used to provide assurance to federal or other external sponsors that payroll expenses charged or cost shared to sponsored projects are reasonable in

The funding agency will be invoiced on a quarterly basis or as specified by the funding agency. The business office will submit all invoices unless a narrative report is required for payment. If a narrative report is required for payment, the grants office will submit the report and request for payment in coordination with the business office.

5.0 Grant Revisions

Grant revisions are submitted to the funding agency for approval as necessary and as required. The most common revisions are the budget revision and no-cost extension. Occasionally, the College will request permission from the funding agency to alter the scope of work if the project is not working out as originally planned.

6.0 Supplies/Equipment Inventory

At the close of each grant, the grants office will document the value of any remaining supplies and other

