Grants and Contracts Accounting:
The Pursuit of GCA Operations
November 8, 2018

1. When a PI receives a no-cost extension, which 2 departments should be notified?

   _Office of Sponsored Programs_____

   _Grants and Contracts Accounting_____

2. If expenses are posted in error to a particular fund, what is the name of the document that must be completed and submitted to GCA in order for the expenses to be removed?

   _Cost transfer_____

3. Which office is responsible for establishing and revising budgets in Banner?

   Grants and Contracts Accounting (GCA)

4. What is the current on-campus indirect cost rate?

   _48%_____

5. What is the estimated turnaround time for GCA to process documents they have received?

   _48 hours_____

6. Which office is responsible for approving state (1-account) related expenditures?

   _The Office of Budget and Planning_____

7. Which GCA accountant is responsible for managing the College of Engineering awards?

   Lucy Huang

8. Which of the following documents do not require an encumbrance to be entered into Banner?

   Stipend   (Scholarship)   Travel

9. All invoices submitted to federal agencies are submitted by the Office of Grants and Contracts Accounting. (circle the correct answer)

   (True)

   False

10. Which office is responsible for submitting all financial reports?

    Grants and Contracts Accounting (GCA)

11. GCA is not allowed to do which of the following with an EPAF? (circle the correct answer)

Approve   Disapprove   (Make Changes)   Make Comments   Return for Correction

12. What is the name of the form that GCA must receive before they can establish a fund number and budget in Banner?

   Budget Approval Form (BAF)
_____

13. All grant related payments should be mailed to which office on campus?

   Office of the Comptroller
_____

   105 Patton Building, Normal , AL 35762
_____ (Address) *Bonus

14. After the final billing is completed for an award, what happens to any open encumbrances that remain in Banner?

   liquidated
_____

15. If an award ends on 12/31/18, what is the last day to enter requisitions and encumbrances in Banner? (circle the correct answer)

30 days before the end date   (On the end date)   Up to 30 days after end date

16. When submitting a cost transfer form to move salary dollars, which 3 key details need to be provided on the form?

   person's name   A#   period of time to be moved
_____, _____, _____

17. When GCA reviews EPAFs, which two things are they verifying?

   (1) Active fund number and (2) Fund Availability

18. What is the name of the form that is used to request or remove access to Banner Fund and Organization Codes, and/or Approvals?

   Banner Finance Fund, Org, or Approval Access request Form
_____

19. Who submits applications and proposal requests on behalf of the university?

   Office of Sponsored Programs
_____

20. Who is A&M's authorized official?

   Dr. Daniel K. Wims
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