

Florida State University

SPONSORED PROJECT DEPARTMENTAL RECONCILIATION REQUIREMENTS

Purpose

To ensure that expenses charged to sponsored projects are allowable and appropriate.

Scope

The assigned school/departmental staff member will reconcile departmental records with OMNI and ensure that all expenses charged are allowable and appropriate.

Roles and Responsibilities

A school/departmental staff member must be assigned to complete reconciliations during the life of the award.

A higher-level administrator must review and approve reconciliations. If a higher-level administrator is unavailable, the PI's approval can satisfy this requirement.

Definitions

OMNI: FSU's financial system of record (PeopleSoft)

Reconciliation process: Ensuring that the departmental records reconcile to what has been charged in OMNI and correcting any errors.

Procedure

1. **SRA will:**
 - a. Obtain the following written confirmations from the PI upon project initiation and closeout.
 - i. At the time of proposal submission, the PI will certify that they understand they are responsible for the fiscal and budget management of their project, if awarded.
 - ii. Obtain PI sign-off on the final expenses and reconciliation at the closeout of award.

2. **Assigned school/departmental staff member will:**
 - a. Complete the reconciliation regularly (monthly is preferred; at least quarterly is required).

- i. The Office of the Vice President for Research provides a reconciliation workbook with instructions for completing the reconciliation. This may be used. Alternatively, another tool that accurately reconciles departmental records with OMNI, as described above, can be used. Any questions regarding whether a tool meets the requirements should be directed to the SRA Post-Award Director or Assistant Director.
- b. Keep the PI informed of what has been charged to the project, the amount of unspent funds, and whether there appears to be adequate funding remaining for the remainder of the budget/project period.
- c. If any questionable charges are identified, the PI must be immediately informed. If it is determined that any inappropriate item has been charged to the project, ensure that the charges are promptly removed in compliance with FSU's cost transfer policy. The PI must provide written approval for all corrections and related justifications. These can be made:
 - i. Via a physical or virtual signature confirming review and approval (such as DocuSign or Adobe).
 - ii. An email from the PI confirming review and approval.
- d. Maintain all records (reconciliation and approval) in accordance with the FSU records retention schedules, ensuring they are accessible and provided upon request during an audit or by SRA. *For these reconciliations and their related approvals, FSU requires that they be maintained for seven years.*

References, Materials, and/or Additional Information

- [Monthly Reconciliation and Review](#) section on RAM
- [Reconciliation Workbook](#)
- [Reconciliation Workbook Instructions](#)
- [Sponsored Project Reconciliation Module](#) (eSpear Course)
- [FSU Record Retention Schedules](#)
- [FSU Cost Transfer Policy](#)
- [SRA Cost Transfer Guidelines](#)
- [Up-2-Speed](#) (Reconciliations explained in about two minutes)

History

With each revision, there should be an updated effective date, version number, author (if applicable), and description of the change.

Effective Date	Version Number	Author	Brief Description