

CONTROLLER OF SPONSORED PROGRAMS

What are the main objectives of your unit and how do you measure success in achieving them? How do you review and evaluate your department's yearly performance?

This unit exists to serve the Adams State University grant community in the areas of processing of grant contracts and grant award notifications, budgeting, accounting, cash receipts management, fiscal reporting, and audit. Successfully achieving the main objectives is measured by meeting the timelines and criteria established by grantors, the state, and the university.

Review and evaluation of this department's yearly performance is based only on evaluation of the staff members' annual evaluations by their respective supervisors. Any grant related audit findings or comments aid in evaluating performance as well.

In what ways does your unit relate to other units of the university, academic and non-academic?

Grant personnel (who can come from any unit on campus-academic or non-academic) can request training in the area of grant budget management. Monitoring of all grant budgets is achieved through monthly payroll review and quarterly budget reviews in an effort to spend grant funds accurately, effectively, and timely.

This unit works continuously with the university grant specialist in reviewing grant proposal budgets and intent to apply forms for future funding opportunities.

Recent awards containing sub-recipient pass-thru monies to other institutions has been a huge undertaking by this unit as the process is very involved and time extensive.

This unit updates and maintains templates of grant budgets and grant personnel for reporting purposes.

In addition, this unit works closely with other units in the department to ensure consistent communication of each unit's respective state and institutional policies and procedures to grant personnel.

What resources do you need to improve your services to a superior level? How could the university help your unit do its job better?

Banner training to help us better utilize the functions of our ERP system is needed. There are some features we don't have functionally set up. Some examples are online personnel contract recommendation forms, tracking of salary and benefits, and position control.

Preparation of indirect cost plan is required by the federal government every four years. This is an extensive undertaking that has yet to be determined how it will be completed.

Updating and keeping current the sponsored projects accounting financial management guide.

Do you see needs and demands for services that your unit cannot currently meet? If so, what are they, and how do they relate to the university's mission?

Preparation of indirect cost plan as required by the federal government every four years. This is an extensive undertaking that has yet to be determined how it will be completed.

Updating and keeping current the sponsored projects accounting financial management guide.

These are core components of infrastructure needed to ensure compliance and sound fiscal management.