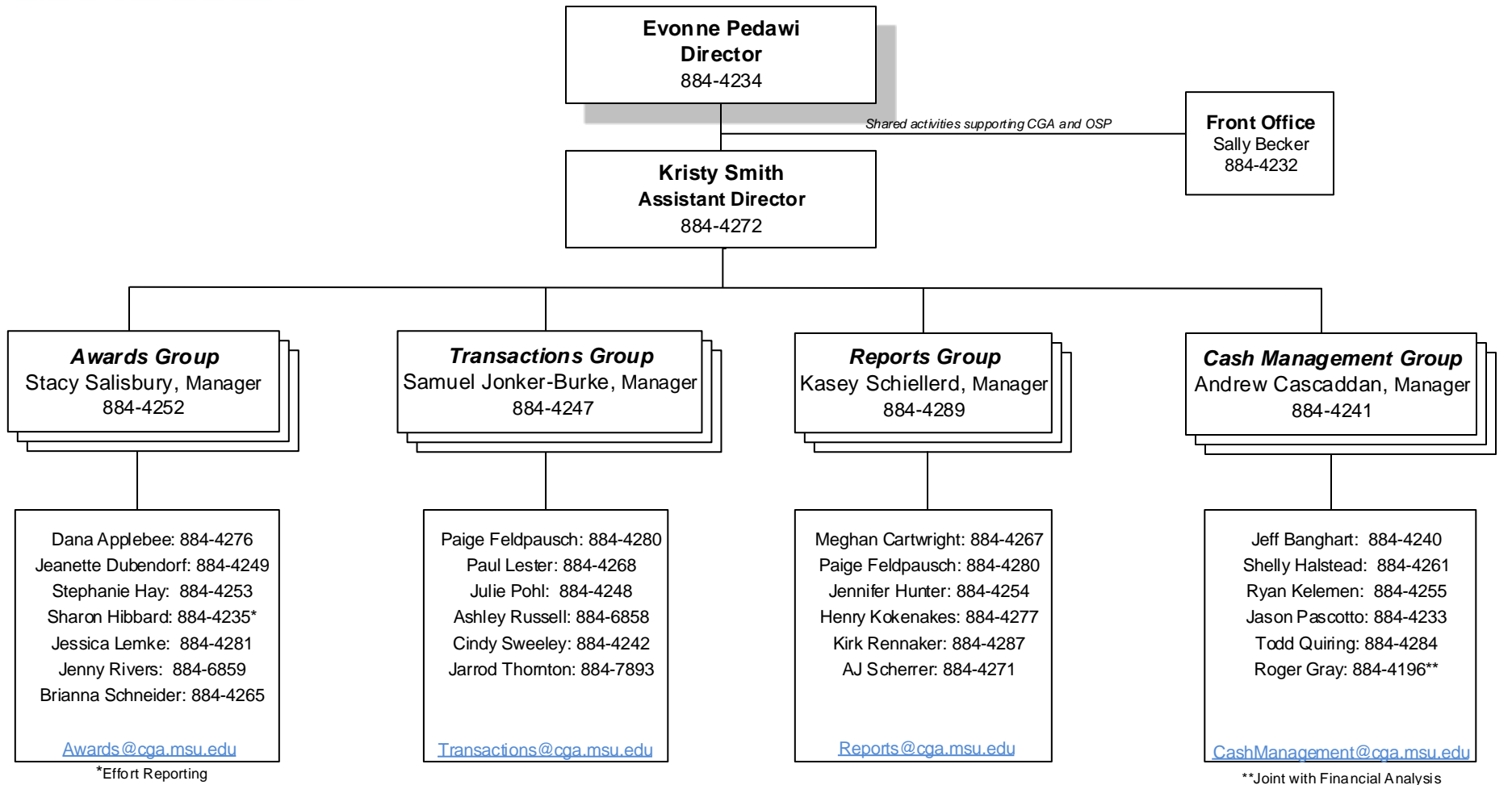


Contract & Grant Administration (CGA)

(Postaward Administration)

Room 2 Admin Bldg (517) 355-5040 Fax 353-9812

www.cga.msu.edu



*Effort Reporting

**Joint with Financial Analysis

Awards Group Responsibilities:

Account number assignment, no-cost extension requests, account amendments, prepare and amend (FDP) subcontracts, and effort reporting operations.

Help Desk: In the event you are unsure who to contact in CGA, please contact the Awards Group.

Transactions Group Responsibilities:

Conducts pre and post audit of RC account expenses including, SAP redistributions and payroll transfers > 60 days, international travel, cost transfers, domestic and non-resident personal service contracts, equipment and subcontract payments.

Reports Group Responsibilities:

Prepare invoices and financial reports for cost reimbursable and fixed price accounts, monitor cost share, prepare expense estimates, closeout of non LOC RC accounts, service center rate review.

Cash Management Group Responsibilities:

Letter of credit (LOC) draws and related agency reporting, deposits, account receivable follow-up on invoices, financial reporting, closeouts on RG and LOC RC accounts, service center rate review.