

**Budget Manager / Administrator Responsibilities**

Budget Manager and Administrator, as they pertain to sponsored projects, responsibilities include:

**I. Expenditure Monitoring**

Monitor expenditure activities on sponsored project funds through the budget progress report on a monthly basis to ensure timely and accurate processing.

**II. Daily Transaction Processing**

Process daily transaction paperwork associated with sponsored research projects and forward to the Post Award Administrator for review BEFORE processing through Financial Services.

**III. Cost Transfer and Salary Reallocation Processing**

Process required cost transfers documentation, including salary reallocations

related to sponsored projects and forward to the Post Award Administrator BEFORE forwarding on the Financial Services.

**IV. Time and Effort Certification Reporting**

Assist Principal Investigators in the review of Time and Effort Reporting documents, to ensure accurate and timely certification BEFORE forwarding to the Post Award Administrator.

**V. Project Closeout**

Assist PIs working with grant administrators/staff to review project expenditures to ensure timely closeout and submission of financial reporting BEFORE forwarding paperwork to the Post Award Administrator.