

Oklahoma State University Policy and Procedures

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| ASSIGNMENT OF ACCOUNT NUMBERS FOR GRANT AND CONTRACT AWARDS | 3-0253 BUSINESS & FINANCE May 2011 |
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POLICY

1.01 Establishing account numbers for externally funded grants or contracts has been assigned to the Grants and Contracts Financial Administration by the Vice President for Administration and Finance. This policy sets forth the procedural requirements and actions necessary to assign a new grant or contract account number, to assign an emergency account number, or to retain an old or existing account number under certain contractual conditions.

PROCEDURES

Assignment of New Account Numbers

2.01 The unit requesting a grant or contract account number must submit a completed routing sheet stating "New Account Number Requested" under "OSU #." Before an account number can be established, information or documents as detailed below must have been previously furnished to Grants and Contracts Financial Administration (GCFA) or must accompany the routing sheet. The required information and/or documents are as follows:

- A. Grant or contract proposal document
- B. All revised proposal budgets
- C. Notice of award for grant or contract
- D. The routing sheet must also detail any cost-share arrangements consistent with Policy and Procedures Letter 1-0113, Cost Sharing in Sponsored Research and Service Projects.

2.02 Funds committed from the Oklahoma State University Foundation will also require the above documentation. In addition, an agreement between OSU and the OSU Foundation shall be included.

Assignment of an Emergency Grant or Contract Account Number

2.03 In some instances, it is necessary to request assignment of an account number prior to receipt of a sponsoring agency's official award notice. If such a need exists, account requests are to be directed to GCFA. The request may be submitted at <http://vpaf.okstate.edu/gcfa/links.htm>. Normal procedures require routing of proposal documents and revised proposal budgets before an emergency account number can be assigned. In addition, please attach a budget with your request.

2.04 Following assignment of an emergency account number, routing is normally targeted for completion within a 30-day period.

Retention of an Existing Grant or Contract Number

2.05 Certain preconditions are required before a department is allowed to retain an existing contract account number. By University policy, each state, federal, or private award must have a separately identified account number. The only instances where previously established account numbers may be retained are as follows:

- A. Federal, state and private awards - Modification or amendment to an existing contract. A routing sheet with appropriate information must be submitted through normal channels.
- B. Private awards - Previously established account numbers for awards made by non-federal or state agencies may also be retained. OSU Policy and Procedures Letter 1-0118, Multiple Private Awards for Sponsored Projects with the Same General Objective, recites the conditions necessary to establish or retain account numbers for private source awards.

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