



## **Cost Principles, Audit, and Administrative Requirements for Sponsored Research Administrative Policy**

Approved By: July 1, 2015  
Effective Date : June 30, 2015  
Type: Administrative Policy, Finance Division  
Policy Number:  
Responsible Official: Associate Vice President for Finance and Controller  
Financial Services  
Office of Research and Sponsored Programs  
Related Policies: Unallowable Costs

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### **Policy Statement**

The University conducts research that is sponsored by the federal and state government as well as private sponsors. Sponsored research grants and contracts are an essential element in creating a collegiate university and providing outside funding to support the academic mission and research function of the University. As a recipient of federal, state and privately sponsored grants and contracts, the University is required to comply with all policies and regulations set forth by the federal and state government and private sponsors, including compliance with the Office of Management and Budget (OMB) Uniform Guidance (Uniform Guidance). Uniform Guidance identifies the costs principles, audit and administrative requirements for Sponsored Research.

All University faculty, staff, and students who are responsible for administering federal and state sponsored grants should be familiar with these principles as well as other requirements of a granting agency or authority to mitigate risk associated with noncompliance.

### **Reason for the Policy**

The purpose of this policy is to implement and inform the campus community of the requirements set forth in Uniform Guidance. This policy does not provide guidance on other requirements that might apply to federal, state or privately sponsored grants or contracts though the campus community should be aware of these as well.

## **Responsibilities**

### **Primary Guidance**

OMB Uniform Guidance “OMB Uniform Guidance: Cost Principles, Audit, and Administrative Requirements for Federal Awards”

[www.whitehouse.gov/sites/default/files/omb/financial/grant\\_reform/proposed-omb-uniform-guidance-for](http://www.whitehouse.gov/sites/default/files/omb/financial/grant_reform/proposed-omb-uniform-guidance-for)

### **Responsible University Office or Officer**

Associate Provost for Research

AVP for Finance & Controller

Financial Services

Office of Research & Sponsored Programs

Deans and Department Chairs

Principal Investigators

Business Administrators

### **Who Is Governed By This Policy**

All Wake Forest University faculty, staff, and students who administer federal, state and privately sponsored research agreements/contracts.

### **Who Should Know This Policy**

All Wake Forest University faculty, staff, and students who administer federal, state and privately sponsored research agreements/contracts.

### **Exclusions & Special Situations**

None.

### **Highlights of Revisions, by Date**

#### **Related Policies:**

**Unallowable Costs, Finance Policy Number: 3.12.05**

<http://finance.wfu.edu/policies-and-procedures>

#### **Related Documents**

Account Code Dictionary (<http://finance.wfu.edu/faculty-staff/financial-reporting>)

Business Expense Policy (<http://finance.wfu.edu/policies-and-procedures>)

Unallowable Costs Administrative Policy (<http://finance.wfu.edu/policies-and-procedures>)

Unallowable Costs Administrative Procedure (<http://finance.wfu.edu/policies-and-procedures>)

Cost Transfer Explanation Form (<http://finance.wfu.edu/forms>)

Expenditure Voucher Form (<http://finance.wfu.edu/forms>)

Travel, Meals and Entertainment Policy (<http://finance.wfu.edu/policies-and-procedures>)