

# Policies and Procedures Handbook

## Illinois Institute of Technology

Procedure No.: J.2  
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**Subject:** Control of Organized Research and Training    Page 1 of 1  
Program Expenditures

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Funds for organized research and training programs are limited to those amounts secured from sponsors. Project expenditures must be carefully controlled to ensure that total expenditures do not exceed funds available and that expenditures are allowable under sponsor guidelines. Control rests primarily with the principal investigator. To control and monitor expenditures, the procedure outlined below should be followed.

- I. Principal investigators and department heads are responsible for ensuring that projects assigned to them are performed within budgeted appropriations.
- II. The Project Accounting Department will submit to each department head and principal investigator, on a monthly basis, a copy of the cost sheet with expenses of each category as well as the total cumulative costs for each project. Furthermore, when 75 percent of funds are expended, or three months before a project's expiration date, whichever comes first, the Project Accounting Department will notify the project's principal investigator of all project funds expended and any remaining balance in the fund account.
- III. The principal investigator must submit the final report, as defined in the notice of award, to the Office of Sponsored Research and Programs.
- IV. Purchase requisitions, payroll authorizations or other commitments will not be processed on any project unless funds are available. Requisitions and authorizations will be returned to the principal investigator with written notice in the event that funds are not available.
- V. Should an overdraft occur, the principal investigator will be notified and given the opportunity to provide an unrestricted account to which the overdraft will be charged. If no account is provided within 60 days of notification of the overdraft, the amount will be charged against the departmental account to which the project is assigned.
- VI. All requests for expenditures on sponsored agreements must be reviewed by the Project Accounting Department to determine if project funds are available and whether expenditures are allowable under sponsor guidelines before being processed for purchases or payment.