

UNIVERSITY OF PUERTO RICO – Mayagüez  
RESEARCH DEVELOPMENT CENTER

BUDGET MONITORING

A. INTRODUCTION

The University of Puerto Rico at Mayagüez and the Research and Development Center are responsible for the administration of federal, state and private funds that are assigned. One of the functions of the administration of said funds falls on the budget office, which is responsible for the monitoring of budgets for all the funds received no matter their origin. This monitoring of the budget must be attached to the policies and regulations of the University of Puerto Rico and the agencies that grant said funds.

B. LEGAL BASIS

We promulgate this procedure of conformity with the Regulations of the University of Puerto Rico and the circulations from the Office of Management and Budget: OMB Circular A-21, Circular A-110 and Circular A-133.

C. PURPOSE AND APPLICATION

Establish a uniform procedure that will serve as a guide to monitor the budgets that arise from the different proposals approved by the different agencies and which will be administered by the Research and Development Center.

D. PROCEDURE

- We receive documents applying for the creation of the account which will be approved by the director of the Research and Development Center. It must be accompanied by the document that certifies the granting of these funds “Notice of Grant Award”, contract, sub-contract, etc. and copy of the proposal.
- Define the 7 segments of the structure of the account solicited (32 digits), maintain control of the “project segments”(12 digits)in the corresponding order of the projects.
- Create a parallel account in financial systems (FRS) and at the same time create a file “shadow” in Excel to maintain control of the salary expenditures and employer contributions. (It is recommended that each administrator have a “shadow account”.)
- Create a file in an internal data base Q&A which contains details of the projects, such as:
  - Agencies
  - Contract No. or of awards; federal, state, or private

Project Title

Account number in FRS and your "Map code"

Account number in UFIS

Principal researcher

Department and Faculty

Date of beginning and ending

Type of agency (FED, ELA, PRV, UPR)

CFDA (Catalogue of Federal Domestic Assistance) (Federal)

Budget

Lines of expenses that have the calculations of indirect cost

- Proceed to create the account in UFIS according to the 7 segments beginning with the project segment. Then the different combinations and finally do the mapping with the financial systems FRS.
- Proceed to distribute the budget according to the MP-001 submitted, comparing it with the budget submitted and approved by the agency. If there are differences you call the principal researcher to ask for additional information or consult with the External Resources office personnel to obtain more information.
- Once the budget has been distributed you print the letter of notification of the creation of the account to send to the researcher and you sent to Accounting Office all the documents to create the file(s) of the project with the "creation of file" form.
- Upon concluding the creation of account process, the researcher can start expenditures corresponding to the project as long as he follows the norms, procedures, rules and regulations applicable to each project be it federal, state, private, matching, etc. applications such as: the A-21, A-133 and A-110.
- At the date of the termination of the project we proceed to eliminate the balance not used in the financial systems UFIS, the Accounting Office should have finally billed the project.
- The dates of commencement and termination are defined in the approved proposal document. It may be modified, by a written agreement, between the parts and you may proceed to change the UFIS as well as Q&A.

#### E. FILE

We maintain a file for each research project, such as: the proposal, the approval of the proposal, letter applying for the creation of accounts, distribution of budgets, adjustments, transfers, requisition for students and daily wage employees, attendance sheets, and any other documents related to the account.

F. ENFORCEMENT

This procedure for budget monitoring is enforced immediately and its duration is subject to the federal, state regulations or the institutional policies of the University of Puerto Rico at Mayaguez and the Development and Research Center.

Modification 1

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