



Section 500: Award Management

OSR Policy 500.5 — Pre-Audit Approval of Transactions

Responsible Officer: Director
Responsible Unit: Award Management
Effective date: July 1, 2008
Last revised on: November 4, 2008

Policy Statement

During the life of an award, the pre-audit unit of the Office of Sponsored Research ([OSR](#)) reviews expenditures (except personnel) for approved budgeted items to assure appropriate spending according to federal regulations of OMB [Circular A-21](#) and [Circular A-110](#) and the specific award terms and conditions. To avoid possible spending and accounting errors, the Principal Investigator (PI) and Departmental Administrator (DA) should interact and advise OSR when considerations arise that may affect the allowability of expenditures.

Reason for Policy

Consistent monitoring of project expenditures during the award life cycle helps maintain correct spending compliance of sponsored funds and prevents future audit issues from arising.

Exclusions/Exceptions

None.

Procedures and Related Policies

When requesting information about allowable expenditures, providing the following award details helps OSR provide a timely response:

- Award Account Number
- FRS Account Number(s)
- Funding Agency Account Number
- Name and Phone of Principal Investigator



- Name and Phone of Departmental Administrator
- Any applicable subcontractors or consultants, applicable account numbers, contact and phone number.
- Detailed explanation of the request.

OSR Research Tool Kits

None.

Contacts

Questions and concerns can be submitted online at [Ask OSR](#) or by using the [OSR staff directory](#). Within [RAMSeS](#), the “*Speak to Someone*” option assists in locating the staff member best suited to address project-specific issues.

References

 [Research Administration Glossary at Carolina](#)

1. OMB Circular A-21, *Principles for Determining Costs Applicable to Grants, Contracts, and Other Agreements with Educational Institutions*.
2. OMB Circular A-110, *Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations*.

Revision History

Prior Revisions: The policies in the *Office of Sponsored Research Policies & Procedures Manual* supersede any OSR policies, procedures and appendices previously included in the *University Business Manual*, a publication of UNC Chapel Hill’s [Division of Finance](#).

