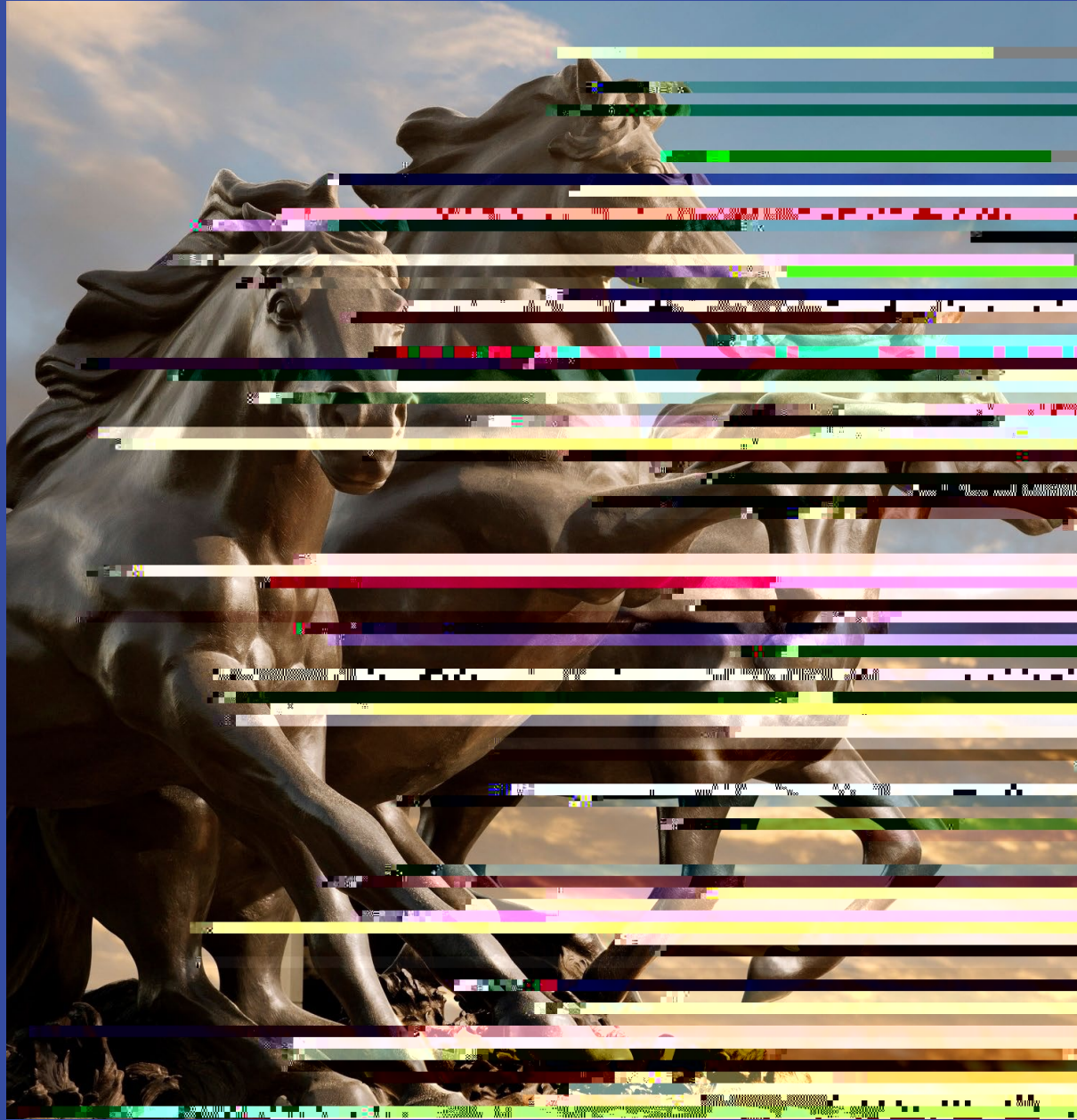
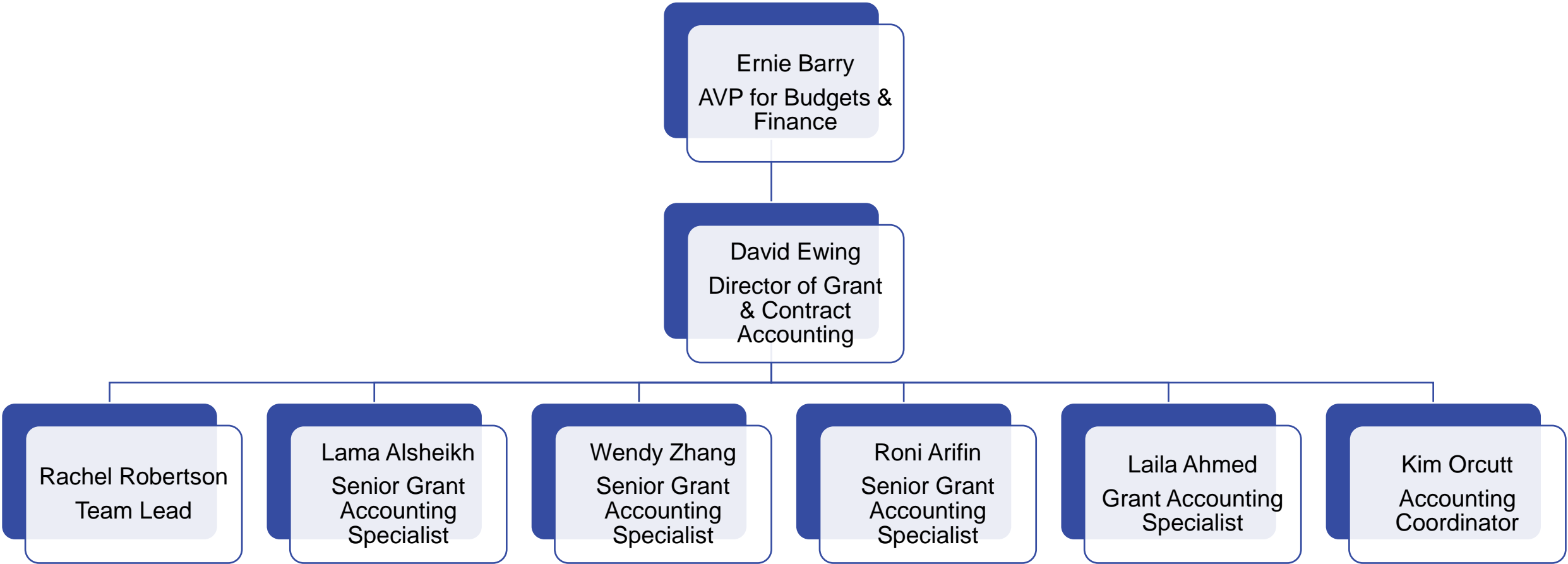




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GCA Organization Chart



Use [this link](#) to access the GCA website for further details.

Grant Accounting Specialist – School Breakout

Rachel Robertson

- » Dedman College – Math Dept
- » Perkins School of Theology
- » Dedman School of Law

Lama Alsheikh

- » Lyle School of Engineering (except for CEE)
- » Dedman College – Earth Sciences Dept

Laila Ahmed

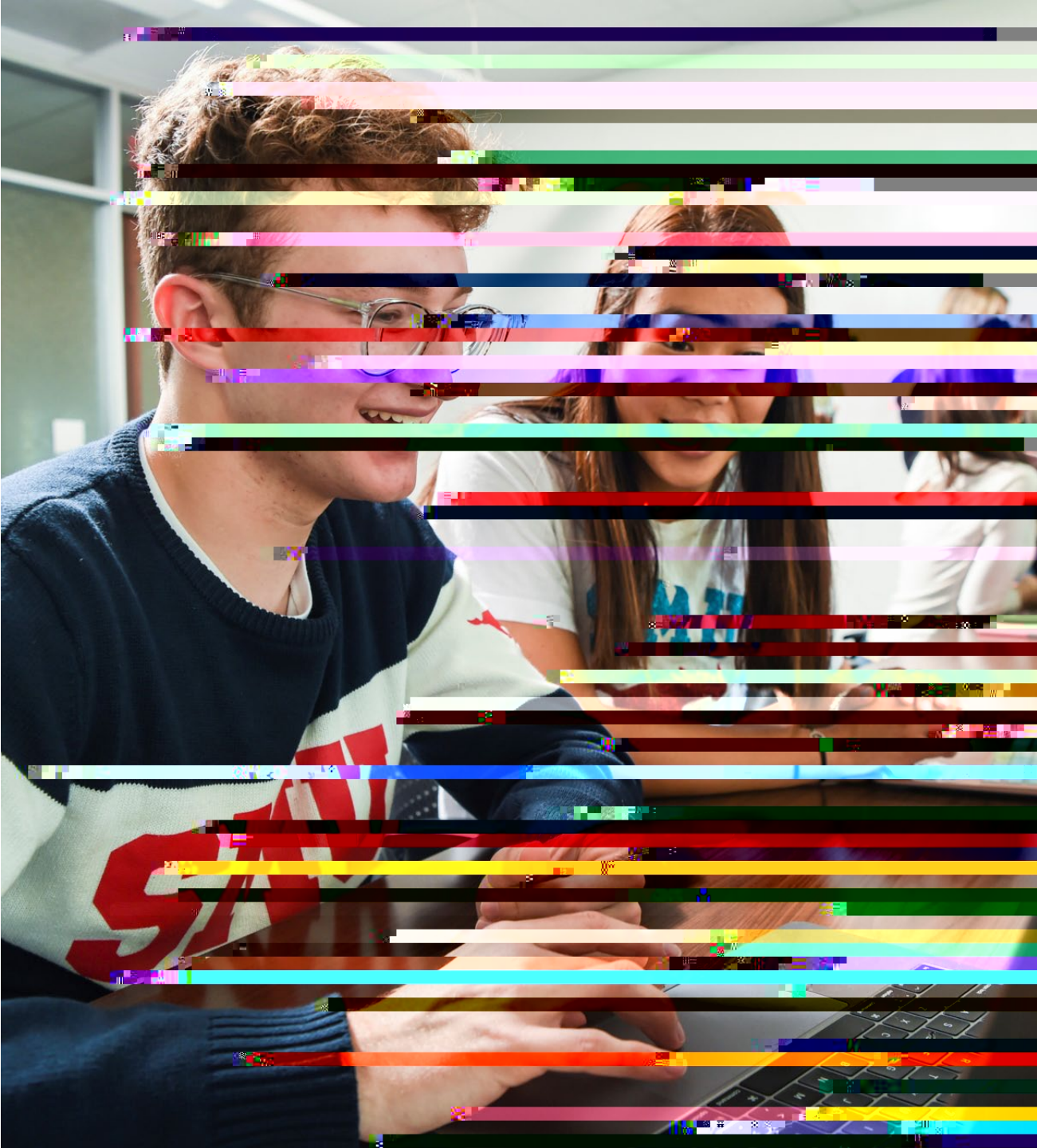
- » Dedman College – Biology, Chemistry, Statistics Depts
- » Lyle School of Engineering – Civil and Environmental Engineering Dept
- » Cox School of Business

Grant and Contract Accounting – What We Do

The GCA office manages the financial component of the University's externally-funded research and other sponsored projects. The main functions of GCA include:

-
- » Payroll on awards
 - » Concur travel requests, Concur expense reports on awards
 - » Purchase requisitions/purchase orders on awards
 - » Vendor invoices/payment requests on awards
 - » PARs
 - » Processing of approved Budget change Requests
 - » Financial reporting
 - » Invoicing/billing on awards
 - » Award close out
 - » Proposals
 - » Incremental fundings, No Cost Extensions, Preawards
 - » Sponsor Approval of Budget Change Requests
 - » Non-financial reporting such as progress reports, invention statements, etepor683

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Payroll and Personnel

Efficiently supervising your research
and support staff

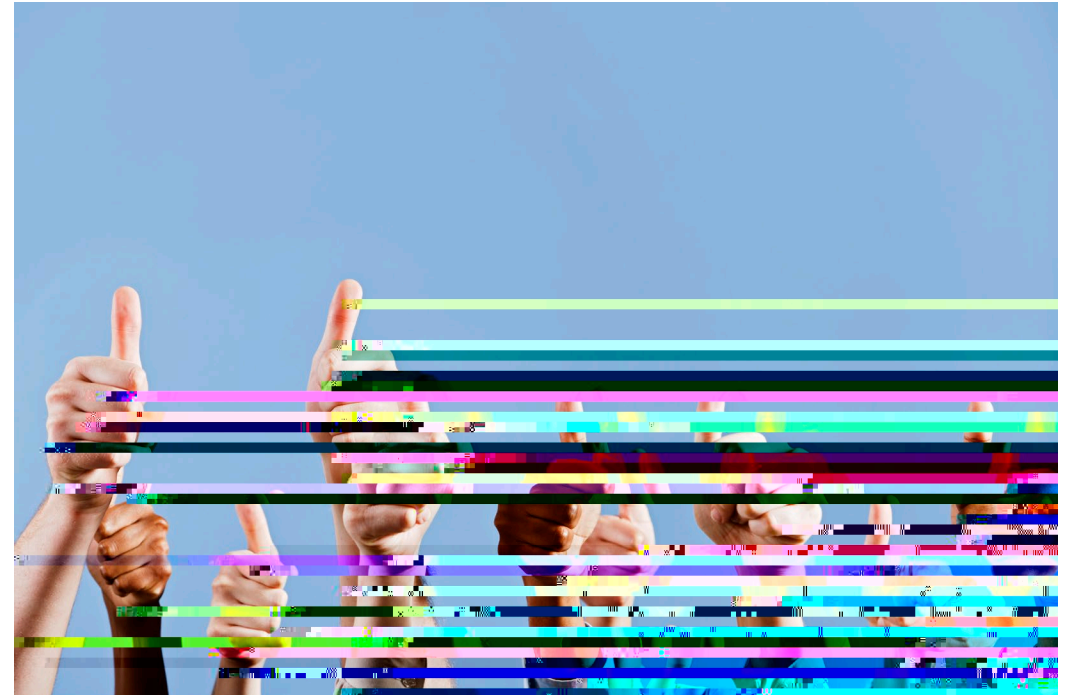
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Personnel Activity Reports (PARs)

SMU and federal policy requires regular Principal Investigator certification of effort and payroll charged to awards. Certification forms, called PARs, are distributed to each Principal Investigator and are broken out by award and then by employee.

- » PARs must be certified monthly.
- » PARs are generated for each employee paid from an award.
 - » Employees split-funded on multiple grants will have multiple PARs to be certified.
- » Changes to percentage effort will be processed with a JE.
- » Email gca_par@smu.edu with any questions or assistance with PAR certifications.

GCA Note: Late, incorrect, or missing PARs can result in adverse audit findings and penalties to the University. Principal Investigators are expected to submit PARs within the time frame provided.





Travel, Purchasing, and Reimbursements

Managing your travel and purchasing
needs

SMU[®]

- » Travel costs will be reimbursed with the processing of a completed Concur Travel Expense Report.
- » Review [SMU's travel procedures](#) prior to booking reservations to avoid any issues after-the-fact. **Note:** University policy can differ from the sponsor agency's policy. The most rest(s)-3 (r)-3.4oEt.



Supplies/Equipment – At or Greater than \$5,000

Supplies or equipment at or greater than \$5,000 must be purchased using a purchase requisition and purchase order.

- » The purchase requisition form can be found on [this link](#).
- » The purchase requisition form is completed by the Principal Investigator or supporting department staff, signed by the Principal Investigator, and then attached to the purchase requisition request within PeopleSoft.
- » All purchase requisitions on awards are approved by GCA for allowability and to ensure adequate budgeting.
- » Approved purchase requisitions are then set up as a purchase order
- » Purchase orders are placed on awards as an open commitment, reserving the funds for that specific purpose.
- » After the purchase is completed, the invoice should be sent to invoices@smu.edu.
- » The invoice will be routed through the GCA office where it will be set up in DocuSign for appropriate signatures and coded to be paid from purchase order on the award.

GCA Note

