Policy Statement

Loyola University Chicago has agreed to establish and maintain effective internal controls with respect to management of sponsored awards. The internal controls are in compliance with Federal statutes, regulations, and the terms and conditions of the individual sponsored award. The University's obligation to comply with such requirements is further detailed in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR 200.303 Internal Controls.

As part of the University's adherence to the above mentioned controls, only those individuals who have completed an AU or Level Access Form for his/her sponsored agreement will be able to approve or initiate salary and non-salary expenses for that accounting unit.

Procedure

Sponsored Program Accounting will email an AU or Level Access Form to the Principal Investigator when a new accounting unit is established. The Principal Investigator can designate additional personnel to have authority on his/her accounting unit by allowing additional personnel to be included as an authorized user on the AU or Level Access Form.

This form includes the following certification, whereby the PI acknowledges their fiscal management responsibilities. Upon submission of this form, it is formally acknowledged by the PI that they certify the following:

> *As the Principal Investigator of this grant or contract, I acknowledge that I bear the prime responsibility for the fiscal management of this project. A monthly review of expenditures will be conducted to ensure accuracy and appropriateness of the charges on this accounting unit. Any costs assigned to this accounting unit are allowable, allocable and reasonable costs of the project. Any costs that do not meet these criteria will be removed from the sponsored program in a prompt and timely manner.*

If, through the course of the sponsored project, there is a need for changes to the authorized users, the changes can be made as follows:

- Change in PI: A new AU or Level Access Form will be sent from Sponsored Program Accounting at the time the PI is updated within the financial system (i.e., Lawson). The Principal Investigator can designate additional personnel to be an authorized user on their accounting unit by having them added on the AU or Level Access Form. The completed form should be returned to Sponsored Program Accounting via GRNTCON@luc.edu. The previous authorized users will be maintained in the appropriate database for audit and recordkeeping purposes.
- Change in personnel/change in approver: A new AU or Level Access Form may be completed and submitted to Sponsored Program Accounting via GRNTCON@luc.edu. The PI should also complete this form to designate their approval of the staffing change on their sponsored project. The previous authorized users will be maintained in the appropriate database for audit and recordkeeping purposes.