

**Research and Grants Administration
CAMC Health Education and Research Institute, Inc.**

Approved by: Sharon G. Hall
President, CAMC Institute

Effective date July 22, 2011

TITLE: 6.0 SPONSORED PROJECT POST-AWARD COMPLIANCE

Policy: All external funding awards to any department or entity (through affiliation agreement or contract) of CAMC or IHCP shall be fiscally managed and monitored by CAMC Institute Department of Research and Grants Administration

Acronyms: CAMC Institute (CAMC Health Education and Research Institute, Inc.)
IHCP (Integrated Health Care Providers)
GAAP (Generally Accepted Accounting Principles)

Procedures:

1. All grants and contract awards (checks) are to be made payable to:
CAMC Health Education and Research Institute, Inc.
Re: Grant Number XXXXX
PO Box 765
Charleston, WV 25323

2. Grant contracts and activity will be accounted for according to Generally Accepted Accounting Principles (GAAP) and according to institutional policy. The CAMC Accounting Department will establish appropriate general ledger and activity accounts to account for grant revenue, expenses, accounts receivable and accounts payable.

3. In addition to reviewing all grant budgets prior to submission, the CAMC Institute Grants Accountant shall also be responsible for generating regular departmental grant financial reports, monitor award expenditures and participate in the development and coordination of internal control and auditing standards for all grants and contracts awarded. All sponsored projects and research is subject to federal audit requirements.

4. The Director of Research and Grants Administration is assigned as the Compliance Officer for the CAMC Institute. Compliance with all other grant agreement/contract terms and conditions are monitored by the Department of Research and Grants Administration.