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Questions, Comments, Suggestion?

If you have questions, comments or have a suggestion about how we can improve our human research protection program (HRPP) at UHCMC, send an email to: clinicalresearch@uhhs.com or contact Carol Fedor, Clinical Research Manager at (216) 844-5524

Contact Us

Office of Research Compliance
Lakeside 1400
11100 Euclid Avenue
Cleveland, Ohio 44106
216.844.5576
E-mail us!

Spotlight on Grants Accounting

One of the major functions of the Center for Clinical Research and Technology (CCRT) is to oversee all aspects of grants accounting activities at University Hospitals, including grant funding received by the community hospitals. The Grants Accounting team supports all federal, state, industrial, and internally funded grant accounts. Grant accountants in the office provide a variety of accounting duties including creating grant accounts, reviewing and approving grant expenditures, generating grant revenue, managing funds to grant awards, and closing out grant awards upon successful conclusion of research projects. In addition, the Grants Accounting team, led by Kumar Mukesh, manages all cross-charges of salary and non-salary tasks related to research activities between UHCMC and Case. The office works with Finance, Institutional Relations and Development, UHMG, Compliance, and Legal departments to help assist in smooth functioning of fiscal aspects all grant accounts. The Grants Accounting team also works with grant administrators and study coordinators to educate and train them on pertinent policies and procedures, and use of financial applications implemented at UH for managing grant accounts from inception to conclusion.

Through future issues of Collaboration Corner, the Grants Accounting team will send valuable communications and announcements to the research community. For any questions or concerns, please contact Kumar Mukesh at kumar.mukesh@uhhospitals.org

Adjustment Request Policies

There are two Grants Accounting policies regarding adjustments to charges on research grant awards (PTAEOs): [R-20](#) (Non-Salary Adjustments) and [R-22](#) (Labor Distribution Adjustments).

Effective January 1, 2008, all adjustment requests, whether salary or non-salary, must be submitted on either a [Grants Non-Salary Adjustment Request Form](#) or a [Grants Salary Adjustment Request Form](#) for audit purposes. E-mails requesting adjustments are no longer accepted.

Please remember the following when submitting adjustment request forms:

- ◆ The appropriate approval signatures must be obtained *before* submitting the forms to the Grants Accounting team.
- ◆ Any adjustments involving transfers to or from University Hospitals Medical Group (UHMG) accounts must be approved by UHMG Finance *before* they are submitted to Grants Accounting.
- ◆ Department administrators may receive e-mail requests to transfer charges to PTAEOs from the UH Finance Department. In such cases, please complete the appropriate adjustment form and submit to Grants Accounting along with a copy of the e-mail.
- ◆ All adjustment requests that must be completed for a particular month-end close must be submitted to the Grants Accounting Office no later than five (5) business days before the end of that particular month.

Coming Soon: There will be a new procedure for processing UHMG patient bills charged to Case accounts. In the meantime, please forward the completed [UH Patient Billing Charges To CWRU Grant Accounts Memorandum](#) along with the original patient bills to Tricia Booher in the Grants and Contracts Office. Be sure to include the 9-digit CWRU account number on the memorandum.

