

Grants & Contract Services: Overview

Grant and Contract Services (GCS) is the WHOI office that interacts directly with the grant and contract offices of all agencies (federal and non-federal) that provide support to Principal Investigators (PIs) through the funding of research and technical proposals. GCS is authorized by the Board of Trustees to negotiate terms and conditions of those awards and to submit proposals to agencies on behalf of the Institution and our PIs.

When an award is received, GCS alerts relevant areas of the Institution about the award and establishes the project(s) in the WHOI accounting system. The accounting system is a legal requirement of our funding agencies and also provides the data necessary for PIs to manage the financial aspects of their projects. GCS works closely with the Controller's Office, which is responsible for the accounting computer systems and all financial aspects of WHOI.



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GCS is responsible for the computer programs that develop budgets for proposals, maintain a database of proposal and award information, and provide reports on that data. The focus of this tool is to ensure that every proposal requests a budget that will provide sufficient funds to accomplish the work. The most important element, salary support and the related benefits and indirect costs, is calculated with complete accuracy for the hours requested by the PI.

GCS also maintains the paper files of proposals and awards that are required by DCAA and other auditors due to the large amount of federal money that we receive. These files must be complete and up-to-date at all times. GCS is responsible for the timely closeout of expired awards. This includes providing the financial, property and patent documents applicable to each particular award. The files must be maintained for a minimum of 3 years after the award has been closed out and then they should be destroyed.

The making of subawards to collaborators of funded projects is managed by GCS. After the Department has provided all the necessary documentation, GCS creates the subaward documents and negotiates the terms and conditions with the subrecipient. We are also responsible for the payment of invoices received from subrecipients and the closeout of those subawards in a timely manner, which includes a Desk Audit of the accounts after the Final Invoice has been received.

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