

GTRC & GTARC Policies and Procedures

Title: Expenditures of GTRC and GTARC Unit Allocation and Grant Funds

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Policy Owner: Georgia Tech Research Corporation and Georgia Tech Applied Research Corporation

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1.0 General Policy Statement

After payment of GTRC and GTARC (the Research Corporations) operating costs, residual funds may be made available for expenditure by GIT departments as unit allocation or grant funds by vote of the Research Corporations' Board of Trustees. The use of all unit allocation and grant funds held by the Research Corporations must be in accordance with the restrictions or intent of the allocation or grant and with Georgia Institute of Technology (GIT) policies and procedures. Research Corporation funds intended to benefit a function of GIT (research, instruction, public service, and supporting functions) are to be recorded on Institute financial records. All transactions financed by Research Corporation allocations and grants are to be made through GIT in accordance with generally accepted business practices and procedures except where there are specific prohibitions on the use of Institute funds, or when prior approval of individual transactions has been received from the Office of the Executive Vice President for Research. These standard operating procedures are designed to minimize costs and duplication, and to enhance accountability.

2.0 Procedures

2.1 Signature approval

As with the use of any GIT funds, faculty and staff are to use prudence and good business judgment with the use of Research Corporation funds. Unit management is responsible for assuring the funds are used properly and has the responsibility and accountability for the use of funds consistent with all GIT and Research Corporation policies and procedures and applicable state and federal laws. Signature approval by the unit of financial documents submitted to the Research Corporations is necessary to indicate that an expenditure of the funds is consistent with any applicable restrictions imposed on the specific fund being used and with the purpose and mission of the Institute, and that adequate funds are available in the designated unit allocation or grant account to fund the expenditure. The approver must be an authorized individual who is knowledgeable of account restrictions and purpose and GIT and Research Corporation procurement policies and procedures.

2.0 Expenditures

2.1 Expenditures processed through GIT

With the exception of expenses listed in section 2.2 below, business transactions financed by Research Corporation funds are to be processed through GIT in accordance with general business practices and processes. GIT purchasing and expenditure policies and procedures are to be used for these purposes.

2.2 Expenditures processed through the Research Corporations

Unless permissible for payment by GIT under GIT policies, the following types of transactions may be submitted for direct payment by the Research Corporations using the GTRC/GTARC Procurement Request form (see links to the Word and PDF forms below). All other transactions must be processed through GIT.

1. Business Meetings and Events in support of the GIT research enterprise. Please reference the following GIT policy: [Business and Finance 5.2.1.9 Procurement of Group Meals for Employees, Students, and Official Visitors](#)
2. Employee Moving Expenses in support of the GIT research enterprise. Please reference the following GIT policy: <http://policylibrary.gatech.edu/academic-affairs/relocation-assistance-policy>.
3. Membership Dues and Conference Registrations in support of the GIT research enterprise.
4. Reimbursement of Tuition and Fees for GT employees. Please reference the following GIT policy: [Employee Benefits & Services | Policy Library | Georgia Institute of Technology | Atlanta, GA \(gatech.edu\)](#)

2.3 Exceptions to expenditure process policies

Any exceptions to sections 2.1 and 2.2 of this policy must be approved by the Executive Vice President for Research in writing in prior to the expenditure of funds.

2.4 Project expenditure reports

Project expenditure reports generated by the Controller's Office and GTRI Accounting reflect financial activity recorded to both GIT and Research Corporation records. The transaction details and amount of Research Corporation direct expenditures will be reported to the Controller's Office and GTRI Accounting on a regular basis for entry into the GIT and GTRI accounting system as "Other Memo" expenditures to provide account managers with financial reports that reflect total project costs. Project budget and expenditure reports for these accounts are available in the Workday financial system.

Forms:

GTRC/GTARC Check Request form: <https://gtrc.gatech.edu/other-forms>