



Medical College of Georgia Foundation, Inc. Non-Sponsored Project Procedures

Updated January 2024



Overview

A Non-Sponsored Project represents a financial arrangement where Augusta University initially covers departmental expenses, with subsequent reimbursement from the department's account within the Medical College of Georgia Foundation.

To ensure adherence to State of Georgia laws governing payroll and travel expenses for state employees, Augusta University ("the Institution") mandates processing all such expenses through the Foundation. The Institution, subject to an annual audit, emphasizes strict adherence to this procedural framework.

Non-Sponsored Projects are the conduit for utilizing Foundation funds to pay state employee payroll, travel expenses, and other departmental costs such as supplies and materials. The Foundation Accounting Department approves Non-Sponsored Projects contingent upon the availability of funds for the fiscal year and alignment with the fund's designated purpose.

The approved amount for a Non-Sponsored Project is budgetary, allowing the department to spend up to the specified limit for associated account strings. It is crucial to note that this process is not a simple money transfer for unrestricted use.

The Controller's Office diligently bills within the approved project amounts, ensuring expenditures stay within authorized limits. Monthly reimbursement billing follows incurred expenses, supported by proper documentation obtained by the Controller's Office.

Departments are responsible for maintaining sufficient funding in the account to cover approved Non-Sponsored Projects. The Foundation, devoid of encumbrance accounting, grants approval based on the assurance that there is an adequate amount in the fund to cover the Non-Sponsored Project for the approved period.

Should a department submit a check request directly to the Foundation, and the request surpasses the fund balance, taking into account already approved Non-Sponsored Projects, the Foundation reserves the right to deny the check request or may require a budgetary amendment to pre-approved Non-Sponsored Projects.

Procedures

1. Initiation (Department):

- The department initiates the process by submitting signed and completed "Request to Setup Non-Sponsored Project" and "Budget Amendment Request" forms to the MCG Office of Operations. These forms can be requested from and should be returned to mcg_operations@augusta.edu when complete.



2. Review and Approval (MCG Office of Operations):

- The MCG Office of Operations thoroughly reviews the submitted forms and approves them. The MCG Office of Operations then forwards the forms to the Foundation Accounting Department upon approval.

3. Review and Approval (Foundation):

- The Foundation Accounting Department verifies:
 - i. That the requested dates fall within the current fiscal period.
 - ii. The fund's purpose can support the requested expenses.
 - iii. There are sufficient funds in the expendable account to cover the requested amount.
- Upon completion of the review, the Foundation signs the Non-Sponsored Project form and emails a copy back to the department, the MCG Office of Operations, and the Controller's Office.

4. Monthly Billing (Controller's Office):

- The Controller's Office then initiates monthly billing to the Foundation.

Additional Notes:

Departments are permitted to initiate Non-Sponsored Project requests for the following fiscal year starting in June of the preceding year. Early submissions facilitate efficient processing and planning.

In the event that the Controller's Office bills from a fund for which the Foundation has not approved a Non-Sponsored Project, the department must revisit and complete steps 1 through 3 of the setup process before the Foundation will disburse funds to Augusta University.

This policy outlines the systematic steps and responsibilities involved in establishing and approving Non-Sponsored Projects, ensuring transparency, accountability, and compliance with fiscal regulations. Departments are encouraged to follow these procedures diligently for efficient processing.

Contact Us

Please contact the Foundation at 706-823-5500 or info@mcgfoundation.org if you have any questions about these policies or procedures.