

Research and Sponsored Projects Manual (RSP)

RSP 503–01: Purchase Requests on Sponsored Projects and Internal Grant Programs

Effective: 3/1/1985

Revised: 11/1/2024

Purpose

To describe the individuals responsible for the purchase of items and authorization of costs on sponsored projects and internal grants

Sources

Knowledge Enterprise (KE)

Office for Research and Sponsored Projects Administration (ORSPA)

Policy

Principal investigator responsibilities

The [principal investigator \(PI\)](#) of a [sponsored project](#) is responsible for ensuring that all expenditures charged to a sponsored project are reasonable and necessary to achieve the goals of the project and are allowable within the terms and conditions of the award agreement and state and federal law.

In situations where obtaining explicit PI approval before every transaction is impractical, the PI may delegate approval authority to specific full-time, non-temporary ASU personnel, such as the Workday Grant Manager. The PI must still review monthly financial reports detailing all transactions, providing after-the-fact implicit approval by notifying staff of any discrepancies within 10 business days. This delegation is valid for one fiscal year and must be documented and renewed annually.

Grant manager responsibilities

Grant managers, who are delegated authority to approve purchases within the Workday Financial Management system must:

1. **Verify PI Approval:** Ensure that the PI has approved all purchases in accordance with this policy and as required by FIN 201, “Cost Center, Grant, and Project Manager Fiscal Responsibilities.”
2. **Adhere to Procurement Standards:** Follow university procurement policies in compliance with 2 CFR 200.317-327. Standard university purchasing policies apply to purchases charged to sponsored funds. Any planned deviations from standard purchasing policies must be discussed and documented with the grant and contract officer.
3. **Obtain prior approvals:** Coordinate with the PI to obtain prior written approval from the sponsor for costs that require it under 2 CFR 200.407, such as equipment purchases or participant support costs.

Consultation with ORSPA

The Office for Research and Sponsored Projects Administration (ORSPA) should be consulted for guidance on the allowability of costs, the need for prior sponsor approval, and any planned deviations from university policies. ORSPA does not approve project spending but provides advisory support to ensure compliance with applicable regulations.

Internal grant programs

PIs managing internal grant programs are responsible for authorizing only those expenditures that have been separately budgeted for and approved.

Procedure(s)

Information for processing transactions is located at [researchadmin.asu.edu > Process expenses](https://researchadmin.asu.edu/Process%20expenses).

Find reconciliation procedures at [cfo.asu.edu > Account reconciliation](https://cfo.asu.edu/Account%20reconciliation) and [researchadmin.asu.edu > Reconcile project](https://researchadmin.asu.edu/Reconcile%20project).

Additional Information

For definitions of underlined terms, see the [ORSPA Acronyms and glossary](#) webpage.

Cross-References

- [FIN 201](#), "Cost Center, Grant and Project Manager Fiscal Responsibilities."
- [PUR 300](#), "Federal Procurement"
- [PUR 301](#), "Methods of Procurement and Dollar Limits"