Title: SMALL RESTRICTED RECEIPTS (SMALL GRANTS)

Purpose: To describe the procedure for receipt and deposit of small grant revenue.

Official CU policy and forms can be found at OSP website under Forms and Templates: http://www.clemson.edu/research/sponsored/index.html

Person 1: Department (Receipt of Funds/Admin Asst)

1. Receipt of SSR (Small Restricted Receipts) Funds:
The check should qualify as a "Small Restricted Receipt" ($15,000 or less) and be accompanied by a letter stating the intended use of the funds. Funds from each sponsor should not exceed $15,000 per fiscal year. Contact the College Grants Administrator (CRCA) if there is any question as to whether the funds qualify as a small grant.

2. Revenue Deposit Log:
Record check on log or in receipt book, including “responsible person’s name – small grant” in “Purpose” column. Promptly endorse (stamp) check “For Deposit by Clemson University.”

3. Submit:
Provide check, letter, and other back-up to Person 2.

Person 2: Department (Deposit of Funds/Dept Accountant)

4. Receipt Transmittal Form:
Complete the Receipt Transmittal Form including check log or receipt book number. Make a copy of the form and the check. Deposit the funds according to current Accounts Receivable procedures.

5. Bursar/Bank Receipt:
Attach the receipt to the department file copy of the “Receipt Transmittal Form.”

Complete the “Small Restricted Receipt Form,” including signature of the Responsible Person. Funds must be identified as either research or extension in support of the PI’s program in the description. Please contact the College Grants Administrator (CRCA) with questions about account numbers or budgets.

7. Copy/Submit:
Submit to Person 3 (College Grants Administrator): original SSR Form, original letter from sponsor, copy of check, copy of Receipt Transmittal with original Bursar’s receipt attached. Be sure to keep copies of all items for your records.
Person 3: Department (Grants Administrator)

8. **Review Forms:**
   Review all forms for accuracy. Complete account number and budget if necessary. If the P.I. does not yet have a small grant account set up, refer to instructions at the bottom of this policy.

9. **Budget Amendment Form:** [http://www.clemson.edu/research/sponsored/forms-and-templates.htm](http://www.clemson.edu/research/sponsored/forms-and-templates.htm)
   Complete form indicating the budget breakdown.

11. **Submit:**
    Send original SRR Form, original letter from the sponsor, copy of Receipt Transmittal form with original receipt attached, and original Budget Amendment Form to **Stanley Richardson** at 300 Brackett Hall. (Be sure to keep copies of all items.)

**New Account Number:**
E-mail **Chart-L@clemson.edu** requesting that a small research or extension grant number be set-up. Include the principal investigator’s full name, college/department, and employee ID#.

**Other Items for Consideration:**
1. Do NOT make deposits to fund 19 via IDO.
2. If a cash receipt correction is processed, a budget amendment may be required as well.
3. NEVER invoice a sponsor for receipt of funds for fund 19. It’s against policy.
4. If a budget amendment is made to move money from one project to another one, a corresponding cash journal is required to transfer the funds. Contact the Business Office or the College Grants Administrator for assistance.