

Lehigh University  
Research Accounting Department

The Research Accounting Department is responsible for the administration of all sponsored Research Grants, Ben Franklin state and industry grants, Faculty and department incentive funds, Equipment use maintenance and reserve Funds, and separately budgeted and accounted for institutional faculty research funds.

Grant administration responsibilities:

- Creating banner indexes within the university's financial hierarchy structure;
- Assigning Banner Attributes to identify financial managers, authorized signers and other reporting elements;
- Assigning viewing access within financial system based on employees viewing security access;
- Reviewing sponsored research billing instructions and incorporating requests of reimbursement through letter of credit drawdowns, periodic invoicing on a monthly, quarterly, fixed billing or fixed payment basis;
- Reviewing sponsored research award for financial reporting requirements;
- Terminating banner indexes in a timely manner based on closeout instructions from authorized individuals.

Grant financial reporting responsibilities

- Processing journal entries such as cost reallocations, funding entries, and transfers;
- Approval and payment of subcontractor invoices where Lehigh is either the prime or sub recipient of an award;
- Applying individual payments or mapped billing payments through a financial upload into the financial system.
- Monitoring financial activity through the term of the banner index and providing financial reports to ORSP on a monthly basis;
- Running the month-end close process for grants that applies indirect cost expense and indirect cost recovery to grants and incentive funds, respectively; and processes the entries to record grant revenue.
- Utilizing Access databases to run various monthly reconciliations to ensure direct and indirect costs are applied correctly and that automated journal entries done via month end closing processes were also applied correctly;

Other research accounting responsibilities:

- Coordinate, prepare, and submit all internal and external financial reports, as required: Includes Single Audit, F&A Rate Proposal, Fringe Benefit Proposal, NSF Herd Survey, NSF Program Income, SAM Registration. (See Roles\_External Compliance Reporting.docx);
- Coordinating the effort reporting process (3 times annually);
- Meet regularly with Senior Leadership of Finance and Research Stems to discuss status on Research Accounting initiatives;
- Update internal documentation per federal regulations and internal reporting processes;
- Ensuring Record retention is done per both federal and non-federal requirements.