

**From:** [Goodwin, Kimber](#)  
**To:** [Gen Ledg Acct - Grant Principal Investigators List](#)  
**Cc:** [Houck, Heather](#); [Bolton, Robyn](#); [Rickert, Christina](#); [Hintz, Erin](#); [Jore, Katie](#); [Jakubek, Debi](#); [Verbockel, Sierra](#)  
**Subject:** Grant Administration Updates  
**Date:** Wednesday, May 15, 2019 11:33:00 AM

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Hello!

I hope everyone is enjoying the sunshine this finals week! It's been a while since I've sent an email regarding post-award grant administration, and this has been for two reasons: 1) we have been short-staffed, and 2) because there haven't been that many recurring issues because you all are doing such a great job

Fortunately, we are back up to our usual staffing level, as the new Grant Assistant, Heather Houck, started her position today. Please join me in welcoming her to UW-Stevens Point! You will be hearing from Heather regarding match certifications, time and effort, and internal grants, among other things. In preparation for this staff change, we have also changed locations. You can now locate Heather and me within 002B Old Main (Heather is in 002C, and I am in 002D), which is just across the hall from our previous office.

I'll leave you with a few grant administration reminders:

- Please limit purchases near the end of grant budget periods. Remember grant spending should typically follow a bell-shaped curve, with the heaviest non-personnel spending in the middle of the grant. If you are making a lot of supply purchases near the end of a grant, you may want to consider requesting a no-cost extension.
- Please remember to take advantage of budget conferences with me when you are awarded a new grant. These meetings usually don't take much time, but provide an opportunity to go over any questions you or I have about the budget and reporting requirements.
- Remember any purchases made with grant funds become university property.
- Principal Investigators are responsible for preparing and submitting programmatic/technical reports. You are also responsible for keeping track of these report deadlines (see the grant terms and conditions for these dates, or consult with your program officer). My office is responsible for all financial reporting – if you receive any requests for final reports or information, please forward them to me.
- If you have a grant/contract with the WI Department of Natural Resources, final invoices for FY19 will be due around July 10. Please make sure purchases are made, reimbursements are submitted, etc. in a timely fashion so they can be processed and posted to WISDM by the end of the fiscal year. Carryover approval has been very limited by the WDNR for the past couple years, so you may not be able to count on spending past June 30.

Thanks!

Kimber

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\*\*Please note my new office room number\*\*

