Grant Cost Principles Procedure

The Grant Expense Procedure is the process by which the Sponsored Projects Office ensures all charges to Sponsored Projects are **reasonable, allocable, consistently treated, and allowable**:

- The Principal Investigator (PI) is made the budget authority for the fund(s) associated with their sponsored project.
- All purchases made must follow Western Oregon University's (WOU) Purchasing Policy which includes approval at the department level as well as final approval from the Business Office.
- Purchasing cards have restrictions on account codes to disallow purchases that do not align with the purchasing policy.
- The Administrative Support on the project provides monthly transaction listings to the PI.
- SPO reviews charges during invoicing/claims to confirm that all transactions on the fund are reasonable, allocable, consistently treated, and allowable.