

The Office of Grants and Contracts Accounting

James G. Fortner, Director
404-385-7561

The Office of Grants and Contracts Accounting is a unit of Financial Services in Administration & Finance
Offices are Located in the Research Administration Building (RAB) at 505 Tenth Street

3/11/2010

Grants & Contracts Operations Ellen Reece, Accounting Manager II, Team Leader			
Ellen Reece	Acctg. Manager II	Compliance, ECT, A/R	894-3499
Ylonda Moore	Admin Supervisor	Office Operations	385-6119
Clavdia Jean	Senior Secretary	Invoice Mgmt, Admin Support	894-4624

Cost Accounting James S. Childers, Associate Director for Cost Accounting 404-894-4625			
A. Chea Smith	Cost Accountant II	F&A Rates & Reporting	894-3496
Curtis Bonner	Cost Accountant II	Service Centers Rates	894-5525
Greg Bradley	Accountant I	F&A Study & Reporting	894-5527

Salary Planning and Distribution Center Robert L. Ellington, Project Director II 404-894-3488			
Vacant	Accountant II	SPD Input & Reporting	385-0120

Board of Regents - Sponsored Programs Robert Roy, Director of Business Operations 404-385-6120 (BOR Office 404-463-2033)			
Georgann Billetdeaux	Acctg. Manager I	BOR Sponsored Programs	894-6757

Grants Management Systems Management Don Cochran, Business Analyst III 404-385-0858			
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Project Accounting Sandy Mason, Associate Director for Project Accounting 404-894-5526			
GTRC Projects, Local Gov, Commerce, & DLPE Team Sheree Posey, Accounting Manager II, Team Leader			
Sheree Posey	Acctg. Manager II	GTRC Spreadsheet Billing	894-2629
Pamela Gordon	Accountant II	New Proj./DLPE/ NEETRAC	894-8295
Oliver Bao	Accountant II	Commerce, IPST Members, EDI Short Form, ATDC	385-0840
Heather Meagher	Accountant I	GTRC Funded Projects, Local Gov, Initiation Control	894-8801
Federal Agencies & Universities Team Sandy Barber, Accounting Manager II, Team Leader			
Sandy Barber	Acctg. Manager II	BOR	894-1222
Donna Blessitt-Young	Accountant III	Air Force, Army, DoD, Navy, Ed, Misc Other Federal	385-2737
Michael Cox	Accountant II	Universities, Foreign Sponsors	894-6759
Vacant	Accountant II	NSF	385-0122
Gabrielle Downs	Accountant I	DHHS, Closeout Control	385-3860
Private Industry, NASA, EPA, & State Team Esther J. Peters, Accounting Manager II, Team Leader			
Esther Peters	Acctg. Manager II	Memb.-GEDC, MARC, GTEC,	894-5522
Carol Jackson	Accountant III	NASA, EPA, DoEnergy, NIA, State of Georgia	385-0121
Cheytorria Phillips	Accountant II	Industry (A-L), Memb-GTBI	894-5521
Joshua Vance	Accountant II	Industry (M-Z), Memb.-PRC,	894-5524

General Information

Office Fax Number	894-5519
Main Conference Room	894-6892
WEB Page Address: http://www.grants.gatech.edu	Mail Code 0259

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Project Accounting

Financial management of sponsored projects from point of award through closeout (for all units except GTRI). Responsibilities include:

1. Establishment of sponsored project accounts in the GIT General Ledger system and the Grants & Contracts Accounting system.
2. Manage project financial reporting and invoicing to sponsors of GTRC and GIT sponsored projects.
3. Complete financial project close-out reports and final invoices.
4. Monitor sponsored projects for budget variances and unallowable costs.
5. Develop and implement required new procedures to accommodate changes in accounting regulations and OMB Circulars.

Cost Accounting

1. Prepare annual experienced and projected Institute Facilities & Administrative (Indirect cost) rates and Fringe benefits rates cost studies and reports.
2. Negotiate Institute Facilities & Administrative (Indirect cost) Fringe benefits and Tuition Remission (GSTRP) rates.
3. Prepare Service Center Rate studies for campus units.
4. Manage Federal and State sponsored program direct, indirect and system audits and responses.
5. Prepare and update Georgia Institute of Technology and GTRC CASB DS-2, Disclosure Statements.
6. Prepare monthly and annual reconciliations and ad hoc reports of Direct and F&A expenses/revenues.

Salary Planning and Distribution (SPD)

1. The Salary Planning and Distribution (SPD) System is used to assign and redistribute salary charges to sponsored projects.
2. System designed and implemented during FY 99 and provides improved access to managing units.
3. Plan Confirmation System - Monthly Workload Assignment Forms and Annual Statements of Reasonableness (i.e., Effort Certifications) for all covered employees.

BOR Sponsored Programs

1. The BOR (Board of Regents) Sponsored Programs is a unit contracted to manage financial

G&C Operations

1. Budget Control and General Office Operations.