Grant Spend Verification Tool

College of Built Environments
Dean's Office

Purpose

To clarify the use of the Grant Spend Verification Tool, it's timeline for submission and timeline for approval.

Note: The GSVT is not for confirming the charges on the budget are correct, it is to confirm you have seen all of the transactions that are on the award. Other internal controls have been set up to determine if the expenses are on the correct budget.

Definitions

Grant Spend Verification Tool (GSVT) is a tool created by UW to maintain compliance with federal regulations on Principal Investigators (PIs) reviewing and approving transaction level details on sponsored budgets. While GSVT isn't the only way to maintain compliance, CBE has decided to use it as our tool to maintain compliance with federal regulations.

DocuSign is the system where GSVT documents will come from. PIs will receive emails from DocuSign to follow the steps to approve the transactions.

DocFinity is the system UW uses for storing GSVT approvals. The signed GSVT will automatically transfer into DocFinity to make sure we are compliant with approvals and tracking approvals.

UW Policy

The University policy on PI responsibility to review and approve costs is in GIM 23 as well as GIM 02. https://www.washington.edu/research/policies/gim-23/ and https://www.washington.edu/research/policies/gim-2/

Appropriate excerpt from GIM 02:

The PI has the responsibility to ensure that funds are spent appropriately and in accordance with sponsor requirements, UW and Washington state policies, and cost principles.

Appropriate excerpts from GIM 23:

Principal Investigator
Allowable Costs
The PI is responsible for

- ensuring direct costs charged to an award meet the four cost principles:
  - Allowable: permitted by the Sponsor, UW, Washington State, and the federal government
  - Reasonable: reflects the action that a prudent person would take given the prevailing circumstances at the time the cost was incurred
  - Allocable: provides a direct benefit to the award; it is necessary to complete the award
  - Treated consistently as a direct or indirect cost in similar circumstances
- identifying alternative funds to cover any unallowable costs incurred on an award.

If the sponsor requires institutional approval for budget changes, the PI prepares the request and submits it through the Office of Sponsored Programs (OSP).

Internal Controls

The PI shall have the necessary staff, systems, processes, and other resources to carry out adequate internal controls and to reasonably ensure that all direct costs charged to an award are consistent with this policy and GIM 2.

CBE Policy

With UW's transition to Workday completed, it is time to reinstitute policies to meet UW, Washington State, and Federal guidelines. As mentioned in the GIMs above, the PIs need to see transaction level expenses to determine if they meet the four cost principles.

To complete that step, CBE will be using the UW system "Grant Spend Verification Tool". This tool has already been reviewed by UW internal audit to conform with UW, Washington State, and Federal policies.

Procedure

The Grant Spend Verification Tool will be utilized on a quarterly basis, as required by UW policy. We will be using the quarters most similar to the academic quarters. By the end of the month following the quarter, the PIs with transactions to review will receive an auto-generated email from DocuSign with their GSVT to review and approve. The PI will need to open the email and approve by the 15th of the following month. Note that even if there is an error, the PI should mark the GSVT as reviewed and then work with the CBE grants to correct the error. A required correction does not require additional GSVT review. If the PI notices an error, send an email to be-grants to coordinate fixing the error. The PI still needs to approve the GSVT even if an error exists. The tool is only to verify you have seen the expenses, not that the expenses are correct.

Fall Quarter: October 1 – December 31. DocuSign email will be sent by January 15th. PI required to review and approve GSVT by January 31st.

Winter Quarter: January 1 – March 31. DocuSign email will be sent by April 15th. PI required to review and approve GSVT by April 30th.

Spring Quarter: April 1 – June 30. DocuSign email will be sent by July 15th. PI required to review and approve GSVT by July 30th.

Summer Quarter: July 1 – September 30. DocuSign email will be sent by November 1st. PI required to review and approve GSVT by November 15th.

Effective Date: March 1, 2026

All-College Review Date: February 12-26, 2026

Last Review Date: February 27, 2026

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