

## Challenge Grant Procedures for Department Processing

- Scholarships
  - You will receive the available funds notification from the NDSU Foundation
  - NDSU will setup the Challenge Grant Budgets in the 79400-79599 series for reporting purposes (these are not additional funds but the same funds the NDSU Foundation has notified you of)
  - Scholarships – use current process to request scholarships to be awarded via the Financial Aid & Scholarship Office
- Operating Expenses/Salaries
  - Use the normal NDSU Accounts Payable and Payroll procedures
  - Documents should be sent through Grant & Contract Accounting prior to going to Accounting
  - Use the applicable Challenge Grant Funding Source – fund # should be between 79400-79599 – Contact Grant & Contract Accounting with questions
- All Challenge Grant Funds will be billed by the Grant & Contract Accounting Office. Payments from the Foundation will be directed to the Grant & Contract Accounting Office and recorded in accordance with the billings.