

Internship Report On

**Internship report on Grant Management of Grants and
Compliance Unit, Finance Department, icddr,b**

Submitted By:

Name: Md Rabby Hassan Raju

ID: MBA 2001019003

Program: MBA

Major: Finance

Department of Business Administration

Sonargaon University (SU)

Submitted To

Department of Business Administration

Sonargaon University (SU)

**Submitted for the partial fulfillment of the degree of
Master of Business Administration**



Sonargaon University (SU)

Dhaka-1215

Date of Submission: 5th May-2021

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Abul Kalam

Associate Professor

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Date of Submission: 5th May-2021

Letter of Transmittal

5th May, 2021

Abul Kalam

Associate Professor

Department of Business Administration
Sonargaon University (SU)

Subject: Submission of Internship report.

Dear Sir,

With humble honor and respect, I am submitting my internship report on “**Internship report on Grant Management of Grants and Compliance Unit, Finance Department, icddr,b.**” As per partial accomplishment of the requirements for the MBA degree, this thesis has been carried out under the supervision.

This report is an integral part of our academic courses in completion of the **MBA** program which has given me the opportunity to have an insight into management practices Sector of Bangladesh specially real scenario of **G&C unit, Finance, icddr,b.** hope this report reflects on the contemporary issues on the (Major Area) that are being practiced by organizations in our country.

In completing the report, I tried my best to blend all my knowledge and imparted every available detail and also attempted to avoid unnecessary amplification of the report.

I humbly request you to accept this report for your kind evaluation.

Sincerely,

Md Rabby Hassan Raju



ID: MBA2001019003
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Acknowledgement

I would like to mention some people with due respect and honor who assisted us, without any hesitation to complete our Internship report within the due time. Therefore, I would like to thank them all from the bottom of my hearts.

In this procedure, at first I would like to thank All Mighty Allah for making it possible for us to complete our work properly within the given time. Most importantly I would like to thank my Internship Supervisor **Abul Kalam**, who was always ready to guide me and solved all the difficulties that I faced during preparing my internship of the report.

Most importantly, I would also like to thank **Mohammad Shafiqul Kabir** (Senior Manager, Grants & Compliance, Finance) and other members who helped me by providing informative instructions. Without their help this project would have been difficult to complete.

Md Rabby Hassan Raju

ID: MBA2001019003

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Student Declaration

I, Md Rabby Hassan Raju, a student of Master of Business Administration, bearing ID No MBA-2001019003 from Sonargaon University would like to solemnly declare here that this report on: **Internship report on Grant Management of Grants and Compliance Unit, Finance Department, icddr,b** has been authentically prepared by me. While preparing this report, I didn't breach any copyright act internationally. I further declaring that, I did not submit this report anywhere for awarding any degree, diploma or certificate.

Sincerely Yours

Rabby Hassan

.....
Md Rabby Hassan Raju

ID: MBA-2001019003

Program: MBA

Letter of Authorization

Certified that this internship report titled “**Internship report on Grant Management of Grants and Compliance Unit, Finance Department, icddr**” is the bona fide work of Md Rabby Hassan Raju, who carried out the internship under my supervision. Certified further that to the best of my knowledge the work reported herein does not form part of any other project report or Thesis on the basis of which a degree or award was conferred on an earlier occasion on this or any other candidate.

.....
Abul Kalam

Associate Professor
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Executive Summary

Grant management is all of the administration and work that goes into using and fulfilling the requirements of a grant. Both nonprofits who receive grants and organizations that distribute grants are involved in grant management, which can lead to more confusion in how the term is used. It's important to realize that a grant is more or less a contract—it stipulates how the money is used, how that use is reported, and what period it covers. By looking at grants as a contract, both grantseekers and grantmakers can avoid miscommunication and showcase the reputability and ingenuity of their organizations. For grantseekers, grant management is an important part of maintaining relationships with funders. For grantmakers, effective grant management helps ensure your valuable dollars are spent well and your contributions are above scrutiny.

Grants & Compliance Unit is governed by donor regulations, icddr,b's rules and regulations and other regulatory requirement/framework.

This Unit ensures compliance through efficient management of icddr,b's grants in the following areas:

- i. Pre-award requirements
- ii. Post-award activities and
- iii. Closure activities

TABLE OF CONTENT

	Chapter	Page number
	Cover letter	i
	Cove r Letter	Ii
	Letter of Transmittal	iii
	Acknowledge ment	iv
	Student Declaration	v
	Letter of Authorization	vi
	Executive Summary	Vii
6.0	GRANTS & COMPLIANCE	3
6.1	Pre- Award Requirements	3
6.2	Post Award Activities	4-16
6.3	Closure Activities	16-17
	Diagram & Figure	17-20
	Conclusion	21
	Reference	21

**List of
Diagram/Figures**

Name of the diagram	Page No
Figure 5.1: Sub Recipient Management-Capacity Assessment	18
Figure 5.2: Sub Recipient Management-Capacity Sub-contract Master Management & Monitoring	19
Figure 5.3: Sub Recipient Closure Activities	20

6.0 GRANTS & COMPLIANCE

Introduction

Grants & Compliance Unit is governed by donor regulations, icddr,b's rules and regulations and other regulatory requirement/framework.

This Unit ensures compliance through efficient management of icddr,b's grants in the following areas:

- iv. Pre-award requirements
- v. Post-award activities and
- vi. Closure activities

6.1 Pre- Award Requirements

Financial Information for Proposal Processing

- 6.1.1 Project proposals require submission of different types of financial information. PI or his designate requests Senior Manager, Grants & Compliance to provide such information with copy to Controller Finance/ Director Finance.
- 6.1.2 Upon receiving such request, Senior Manager Grants & Compliance forwards the request to Assistant Manager Grants & Compliance/Senior Officer Grants Management who prepares proposal documentation in line with the donor's guidelines.
- 6.1.3 Senior Manager Grants & Compliance reviews and submits the document(s) to PI or donor, as applicable, with copy to the Controller Finance/Director Finance.

Pre-Award Assessment by Donor

- 6.1.4 Some donors require completed and signed Sub-recipient Commitment Form or other forms from icddr,b during selection as a recipient or sub-recipient. Senior Manager Grants & Compliance provides guidelines to Assistant Manager Grants & Compliance/Senior Officer Grants Management for completing the Sub-recipient Commitment Form or other Forms upon receiving such request from PI or donor or Regulatory and Legal Affairs.
- 6.1.5 Senior Manager Grants & Compliance reviews the document(s) and forwards the completed form(s) along with supporting documentation to the ED or Director Finance, as applicable, for signature/authorization.
- 6.1.6 Senior Manager Grants & Compliance shares the signed/authorised form(s) with the donor or PI, as appropriate, with copy to the Controller Finance/Director Finance Director.

6.2 Post Award Activities

Grant Agreement Review

6.2.1 Senior Manager Grants & Compliance reviews the compliance requirements laid down in the agreement in line with icddr,b's policies, local laws and donor's guidelines and recommends for change(s) in order to communicate with the donor if there is any deviation before final approval of the donor agreement.

Grant Master Open and Update

- 6.2.2 RA creates Grant Master and an auto grant number is generated in ERP System based on signed grant agreement received from Regulatory and Legal Affairs and populates 'RA Tab' of Grant form and sends an e-mail to notify PI and Senior Manager Grants & Compliance, Senior Manager Budget & Planning, Assistant Manager Grants & Compliance along with a hard copy of signed agreement incorporating the grant number.
- 6.2.3 Upon completion of the data input as mentioned in clause 5.4.8, Budget Coordinator forwards the agreement to Senior Manager Grants & Compliance for review.
- 6.2.4 Senior Manager Grants & Compliance reviews the compliance requirements laid down in the agreement in line with icddr,b's policies, local laws and donor's guidelines along with necessary amendment in Grant Master and forwards to Senior Manager, Budget & Planning for activation of Grant Master.
- 6.2.5 If any amendments or changes are required in future, it is incorporated by Senior Manager Grants & Compliance in Grant Master after making necessary changes by RA. In that case amended agreement is received by Senior Manager Grants & Compliance from RA office and he/she forwards the agreement and information immediately after making the changes in Grant Master menu to Senior Manager Budget & Planning for onward processing.

Knowledge Sharing Workshop

- 6.2.6 Senior Manager Grants & Compliance organizes knowledge sharing workshops on compliance requirements of the Federal Grants among the stakeholders i.e. PI, FPI, Centre Support Unit (CSU) Coordinator, Office Managers, Finance Managers and other personnel who are directly involved in the project implementation. Senior Manager Grants & Compliance provides a presentation on the full text of Compliance Supplement and Code of Federal Regulations 2 CFR Part 200 and 45 CFR Part 75 and complies with those regulations for implementation of a federal grant

Please see Compliance Supplement in **Appendix 5**, 2 CFR Part 200 in **Appendix 2** and 45 CFR Part 75 in **Appendix 3**.

- 6.2.7 The Assistant Manager Grants & Compliance/Assistant Manager, Grants Management/ Senior Officer Grants Compliance organises knowledge sharing workshops on the compliance requirements as laid down in individual grant (not federally funded) agreements. The workshops attendees include the PI, FPI, Centre Support Unit (CSU) Coordinator, Office Manager, Finance Manager and other personnel who are directly involved in the project implementation. These workshops are arranged in consultation with Senior Manager Grants & Compliance upon receiving new grant agreements from Regulatory and Legal Affairs or Research Administration. Senior Manager Grants & Compliance provides necessary guidelines for organizing such workshops.
- 6.2.8 A compliance check list should be prepared and shared with the respective stakeholders during the workshop.
- 6.2.9 Quarterly follow-up should be ensured to receive the completed Check List Form from the assigned official by the Assistant Manager Grants & Compliance/ Assistant Manager, Grants Management/ Senior Officer Grants Compliance for each grant after end of the each workshop. The completed Check List Form should be archived in the file for future reference by the designated staff as mentioned above.

Expenditure Monitoring

6.2.10 Grants Compliance Unit monitors whether the expenditure are incurred in line with grant agreements, allowability of expenditure, local laws, policies of icddr,b and Code of Federal Regulations (CFR), where applicable, on a sample test basis.

6.2.11 If any deviation is identified during the course of expenditure review, Senior Manager, Grants & Compliance communicate officially with the Director Finance with copy to Controller, Finance to resolve the issues immediately.

Sub-Recipient's Capacity Assessment

6.2.12 Prior to entering into an agreement with a potential Sub-recipient (SR), Grants & Compliance Unit is responsible for conducting a risk assessment of the SR organisation's financial management capacity, internal controls and debarment status with the U.S. government.

6.2.13 While SR is selected, Head of Regulatory and Legal Affairs or a designate informs Senior Manager Grants & Compliance through Controller Finance the details of the SR including the following:

- i. Name and address of the SR
- ii. Amount of the sub-agreement and
- iii. Period of performance etc.

6.2.14 The designated official from Grant & Compliance Unit assigned by Senior Manager, Grants & Compliance in consultation of Director Finance assess the financial management capacity and risks of selected SR for project implementation while meeting donor's compliance requirements, local laws and icddr,b's policies. Standard SR Risk Assessments Forms (RAF) are used during such exercise.

Please see the Sub recipient Status Questionnaire in **APPENDIX 1**, Subaward Risk Assessment Form in **APPENDIX 2** and Risk Assessment Matrix for Sub recipients in **APPENDIX 3**.

6.2.15 The team prepares SR capacity assessment report within three working days of completion of the assessment. Senior Manager Grants & Compliance shares the report with Controller Finance with copy to Director Finance mentioning the status of financial management capacity of the SR and makes recommendation to Head, Regulatory and Legal Affairs in consultation with Director Finance/Controller Finance.

6.2.16 Risk assessment report will be valid for one fiscal year of the potential sub-awardees.

Sub-Awards Master

6.2.17 If required under a grant agreement, the Centre enters into sub-awards with another organisation for collaborative research activities in a standard format. The sub-award is to be signed by DED/ED.

- 6.2.18 R&LA prepares the sub-award along with a line item-wise budget and present to the Contract Review Committee Meeting (CRC) for approval.
- 6.2.19 In case of sub-award, RA populates 'RA' of Sub-Awards Form 7.0 and a sub-award number is auto generated. RA sends a hard copy mentioning sub award number to Senior Manager Grants & Compliance.
- 6.2.20 Assistant Manager Grants & Compliance inputs terms of subsequent payment, sub-awarding currency, sub-award amount in currency, sub-award amount in USD in the 'Finance Tab' of Form 7.0 within two working days after obtaining the signed sub-award agreement from Legal Counsel.
- 6.2.21 Senior Manager Grants & Compliance reviews and approves the agreement for further processing.
- 6.2.22 After update of Sub-award Master, Assistant Manager, Grants & Compliance sends the documents to Budget Coordinator with copy to Senior Manager, Budget & Planning for updating 'Budget Code Master' and opening budget code(s).

Sub-Recipient's (SR's) Financial Capacity Development Training

- 6.2.23 Grants & Compliance Unit organizes 'Financial Management Capacity Development' training for the SR(s) at a regular interval in order to develop the financial management capacity of the SR(s) for smooth operation of the project and ensuring value for money.

Sub-Recipient's Financial Activities Monitoring

- 6.2.24 Monitoring is the regular and systematic examination of all aspects associated with the administration and implementation of a state approved program in an effort to ensure compliance with local, federal and other regulations.
- 6.2.25 This policy applies to all grants, both local and federal, administered by icddr,b where a grant program may adopt more stringent and/or specific monitoring requirements than those required in this policy. Such requirements shall apply in addition to the requirements in this policy.
- 6.2.26 Grants & Compliance Unit is responsible for monitoring grant recipients to ensure compliance with local, federal and other laws and regulations.

Modes of Delivery

- 6.2.27 Grants & Compliance Team conducts financial monitoring activities through both desk reviews and onsite monitoring, as appropriate. The monitoring schedules are prioritized by a risk-assessment criterion (described below). Certain grant programs may choose to use a multi-step monitoring process, which includes desk reviews and onsite monitoring in addition to other forms of monitoring. All monitoring strategies and schedules are coordinated donor wise to meet the

following goals:

- i. To identify cross-cutting areas of monitoring across programs
- ii. To achieve synergies and
- iii. To set clear expectations for SRs and to ease the burden on the individual SRs

Desk Review Monitoring

6.2.28 During desk reviews, the Grants & Compliance team performs an intensive review of documents submitted by the sub-recipient or evidence that is otherwise available. This type of monitoring is a tiered monitoring approach that could be as specific as a request for documentation supporting a single reimbursement request or as expansive as a request for a series of quarterly reports or external audit. Desk reviews or onsite monitoring may include a review of a sub-recipient's fiscal activities and records.

Onsite Monitoring

6.2.29 Onsite monitoring involves a comprehensive assessment conducted by a review team, at a site where a related program is operating. A review panel comprised of content area experts spends approximately two to five days onsite to evaluate all phases of program administration and operations using a comprehensive evaluation rubric. Any sub-recipient selected for onsite monitoring is notified at least one week in advance and informed of any pre-visit documentation, which needs to be prepared.

6.2.30 During the onsite review, the review team may perform the following tasks:

- i. Review selected documentation (e.g. expense reports, vouchers, supporting documents bank reconciliation statement) relevant to the grant expenditures or program
- ii. Review study data records as they relate to the program area
- iii. Service areas of the related program
- iv. Whether the expenditure is in line with sub-recipient budget approved by Director Finance
- v. Perform an exit interview with key staff to discuss preliminary findings and
- vi. Conduct additional monitoring activities, as needed

Monitoring Schedules and Criteria

6.2.31 Grants & Compliance team considers at least the following risk-assessment criteria when determining the monitoring rotation and focus areas for each sub-recipient monitoring effort. Please note other program specific criteria may also be considered at the discretion of the respective grant manager.

- i. Single audit results under 2 CFR Part 200 or 45 CFR Part 75 and Federal Compliance Supplement
- ii. Consistent noncompliance relative to unresolved findings identified during previous monitoring reviews
- iii. Individual complaints
- iv. Higher grant award totals
- v. Excess carryover or failure to liquidate funds
- vi. Late reporting (e.g. expenditures, status reports, progress reports, equipment inventory)
- vii. Lack of alignment between expenditures and approved budget
- viii. Ratio of disallowed to allowed expenditures
- ix. Excessive administrative costs
- x. Failure to adhere to terms and conditions set forth in the Grant Award Notice and
- xi. Failure to make substantial progress towards grant goals and objectives

Types of Evidence

6.2.32 While it is impossible to provide an exhaustive list of all the documents that might be needed, commonly requested records may include the following:

- i. Payroll transactions (i.e. a list of employees paid with grant funds; job or position descriptions; time and effort records demonstrating employees worked on grant activities; time and attendance records demonstrating when employee worked; evidence of payroll reconciliations; accounting records indicating how salaries were charged; and/or payment records indicating how salaries were paid).
- ii. Procurement transactions (i.e. requisitions; cost estimates; requests for bids, proposals, etc.; copies of bids, proposals, etc. submitted; evaluation documents; purchase orders or awards; invoices; proof that items purchased were received; and/or inventory records).
- iii. Other expenditure receipts.
- iv. Fiscal documentation showing the grantee is meeting its obligations including documents providing the following information:
 - a. The amount of funds available under the grant
 - b. How the grant recipient used the funds
 - c. The total cost of the project
 - d. The share of that total cost provided from other sources
 - e. Other records to facilitate an effective audit and
 - f. Copies of policies and procedures

Desk Reviews Monitoring Response

6.2.33 Within a reasonable time after completion of the desktop review, the Grants & Compliance review team sends written correspondence to the sub-recipient. The correspondence provides an overview of any findings, recommendations and plans for onsite monitoring, if applicable. In addition, the icddr,b program team is available to provide targeted technical assistance, if necessary.

Onsite Reports

6.2.34 Within a reasonable time after completion of the onsite review, the Grants & Compliance monitoring team sends a monitoring report to the sub-recipient. The report addresses any findings, recommendations and corrective actions, if applicable. Sub-recipients have between 30 to 60 days, to develop a corrective action plan, which describes strategies and a timeline in which they plan to correct any findings. The icddr,b program office is available to provide targeted technical assistance, if necessary.

Corrective Actions Plan

6.2.35 Grants & Compliance team reviews a sub-recipient's Corrective Actions Plan (CAP) and provides feedback to the sub-recipient within a reasonable time. The icddr,b program team also works with the sub-recipient to ensure the plan is sufficient, manageable and timely. The icddr,b Grants & Compliance Team may conduct post-monitoring visits to ensure the plan has been sufficiently implemented.

Conditions/Restrictions

6.2.36 A sub-recipient's failure to sufficiently implement its CAP within a timely manner may lead to icddr,b imposing special conditions or restrictions on the sub-

recipient's ability to receive grant funds in the future Special conditions or restrictions may include the following:

Y

- i. Additional reporting
- ii. Additional onsite monitoring
- iii. Mandatory technical assistance and
- iv Withholding or suspension of grant funds with appropriate written notification

6.2.37 Additional program-specific conditions may also be imposed at the discretion of the concerned grant manager/officer The sub recipient is notified in writing by the Senior Manager Grants & Compliance with copy to Director Finance Controller Finance PI and Head R ___regulatory and Legal Affairs if there are any special __ conditions or restrictions attached to the grant award The notice should include the following:

Y

- i Nature _____of the special conditions/restrictions
- ii Any corrective actions which must be implemented before the conditions /restrictions may be lifted and
- iii The process by which such conditions/restrictions may be appealed by the sub-recipient

6.2.39 The Senior Manager Grants & Compliance makes all communications related to finance with donors with copy to PI/FPI, concerned Finance Manager/ Coordinator Senior Manager Budget, Director Finance and Controller Finance in favour of Director Finance

Invoices and Financial Reports

6.2.40 _Invoice and financial report are prepared by Budget Coordinator/Assigned Officer

6.2.41 The Budget Coordinator/Assigned Officer _ prepares draft donor financial reports based on reporting format provided with the agreement (if any) or using icddr standard format in compliance with agreement using the following reports generated from ERP System:

- i Cost reports by budget codes and GL account codes
- ii. Detailed cost register
- iii Commitment register and
- iv Grant inception report

6.2.42 The financial report is sent to PI for review/feedback and acknowledgement.

6.2.43 Senior Manager Budget & Planning reviews the components of invoices and financial reports with grant master and grants agreement. After completion of review forwards to Senior Manager Grants & Compliance for review

- 6.2.44 Senior Manager, Grants & Compliance reviews the invoices and financial reports about terms and conditions of agreement. If there are any discrepancies and required changes for ensuring compliance, Senior Manager, Grants & Compliance returns the documents to Senior Manager Budget & Planning for change the invoice or reports with comment(s). If any change is not required, report is forwarded to Controller Finance for final review.
- 6.2.45 Controller Finance reviews the invoices and financial reports and forwards to Director Finance for Approval.
- 6.2.46 Senior Manager, Grants & Compliance communicates and forwards all invoices and financial reports to donor upon receipt of approved copy and after ensuring compliance to the donors with a copy to the PI/FPI, concerned Finance Manager/Coordinator, Senior Manager Budget & Planning, Controller Finance and Director Finance.
- 6.2.47 The Senior Manager Grants & Compliance responds to the donor's queries on a priority basis.
- 6.2.48 The designated official from Grants & Compliance will upload the invoice and financial report in the Finance Document Management System (FDMS).

Receivables Management

- 6.2.49 Assistant Manager, Grants & Compliance/ reviews two aging reports for donors' receivables with detailed analysis each month. One report identifies invoices and financial reports sent to donors and the other provides a summary of total revenues.
- 6.2.50 Receivables aging report based on invoices and financial reports are reviewed within five and three working days respectively of the following month and receivables aging report based on summarized revenue report is reviewed within five working days after month closing (system run).
- 6.2.51 Senior Manager Grants & Compliance reviews the receivables aging reports with necessary comments upon receipt from Assistant Manager Grants & Compliance/. In case the fund is not received within 60 days after submission of invoice or time schedule provided in the agreement, Senior/Assistant Manager, Grants & Compliance sends an e-mail reminder to donor for release of funds with copy to Director Finance and Controller Finance. Follow up on overdue funds is continued until receipt.
- 6.2.52 If payment against restricted grant is overdue for more than 180 days, the related PI is informed. Subsequently, the Senior Manager, Grants & Compliance requests the Senior Manager, Budget & Planning to suspend the budget code on a temporary basis with copy to Director Finance and Controller Finance.
- 6.2.53 The Senior Manager Grants & Compliance shares the receivables aging reports with Director Finance with copy to Controller Finance recommending other action(s), if required.
- 6.2.54 After making all reasonable efforts to recover funds from a donor, if it is clear that the donor will not disburse further fund, i.e. donor declines to pay the outstanding amount, provision for doubtful debt has to be made, the provisions may also be made if the accounts receivable remains outstanding for five years from the payment due date unless the Donor confirms in writing their willingness to pay. Senior Manager Grants & Compliance has to seek approval to make a provision

for doubtful debt from the Director Finance through Controller Finance. Accounts Unit makes provision once the Director Finance approves the request. The receivable balance against the provision for doubtful debts is to be written off after receiving approval from the Board of Trustees.

- 6.2.55 Assistant Manager, Grants & Compliance identifies the correct grant for the received fund from donor and informs the concerned official of Treasury Unit

Notes to the Interim or Annual Financial Statements

- 6.2.56 As per guidelines provided by Senior Manager, Grants & Compliance, Assistant Manager, Grants & Compliance/ Senior Officer, Grants Compliance prepares notes as per main and individual donor wise contribution, accounts receivables and deferred contribution for the interim and annual financial statements.
- 6.2.57 Senior Manager Grants & Compliance reviews the notes and submits those to the Senior Manager, Financial Accounting with copy to Director Finance and Controller Finance to incorporate those into the financial statements.

6.3 Closure Activities

Closeout

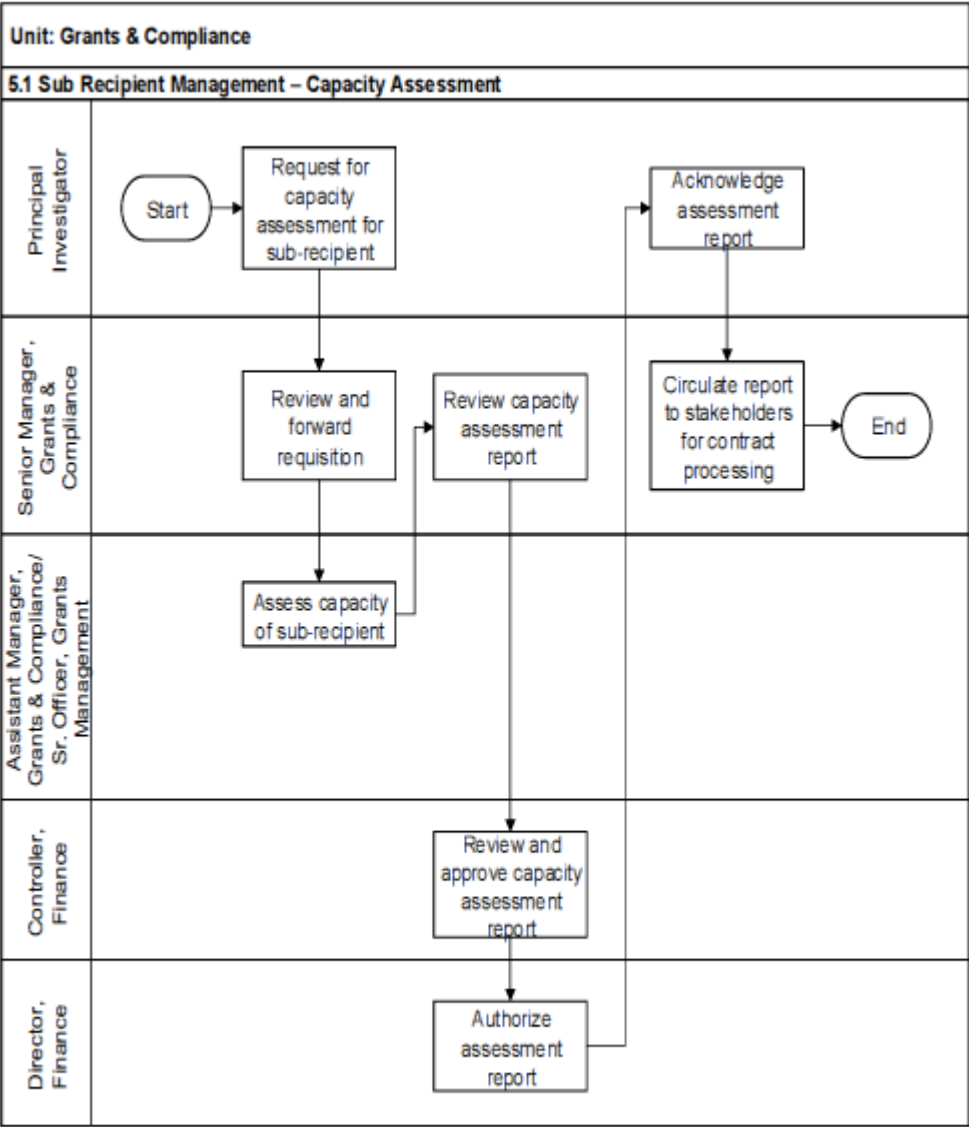
Sub-Recipient

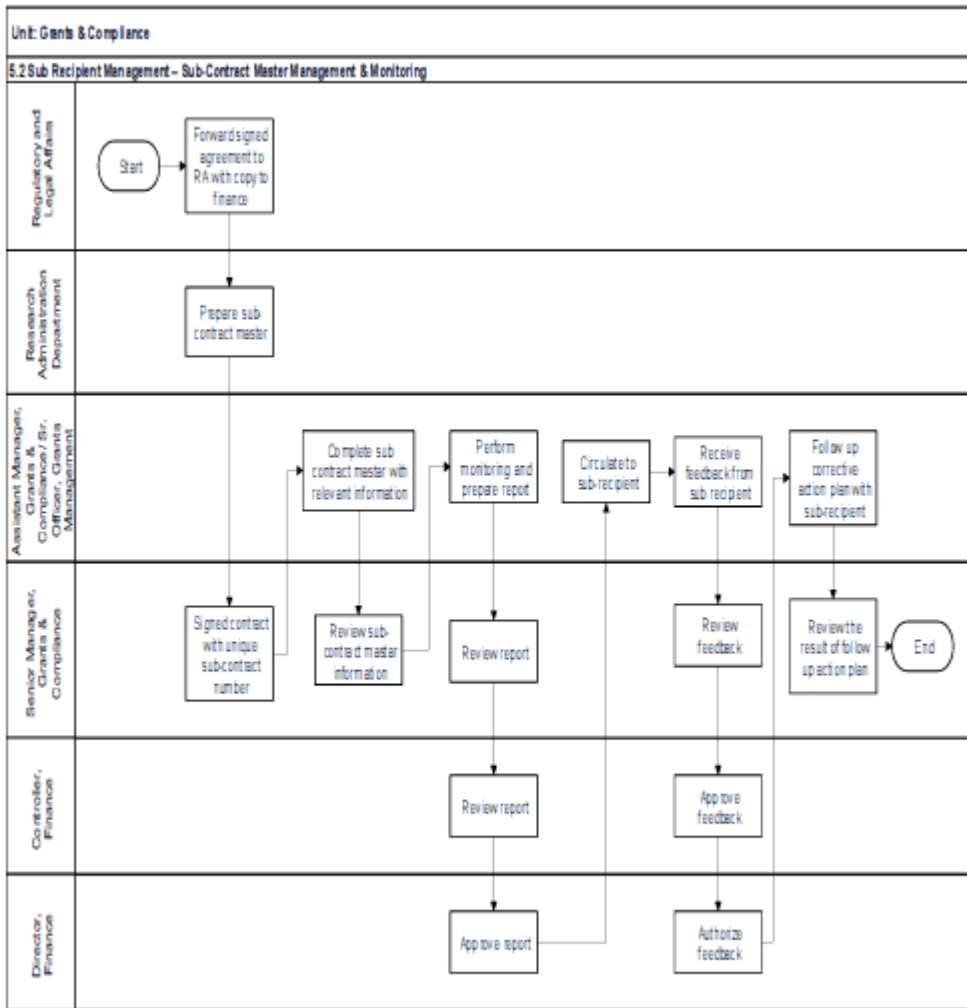
- 6.3.1 Assistant Manager, Grants Management ensures that all sub-recipients must submit all invoices, closeout declaration and financial and other reports that are required by the terms and conditions of the award within 30 days after the end date of the award.
- 6.3.2 Sub-recipients start the closeout process as soon as the program is completed and all funds have been spent. This enables accurate reporting of financial information on the financial statements.
- 6.3.3 Assistant Manager, Grants Management ensures that icddr,b makes prompt payments to the recipient for allowable reimbursable costs after confirming the expenditure under the award being closed out and the recipient promptly returns all balances owed to icddr,b.

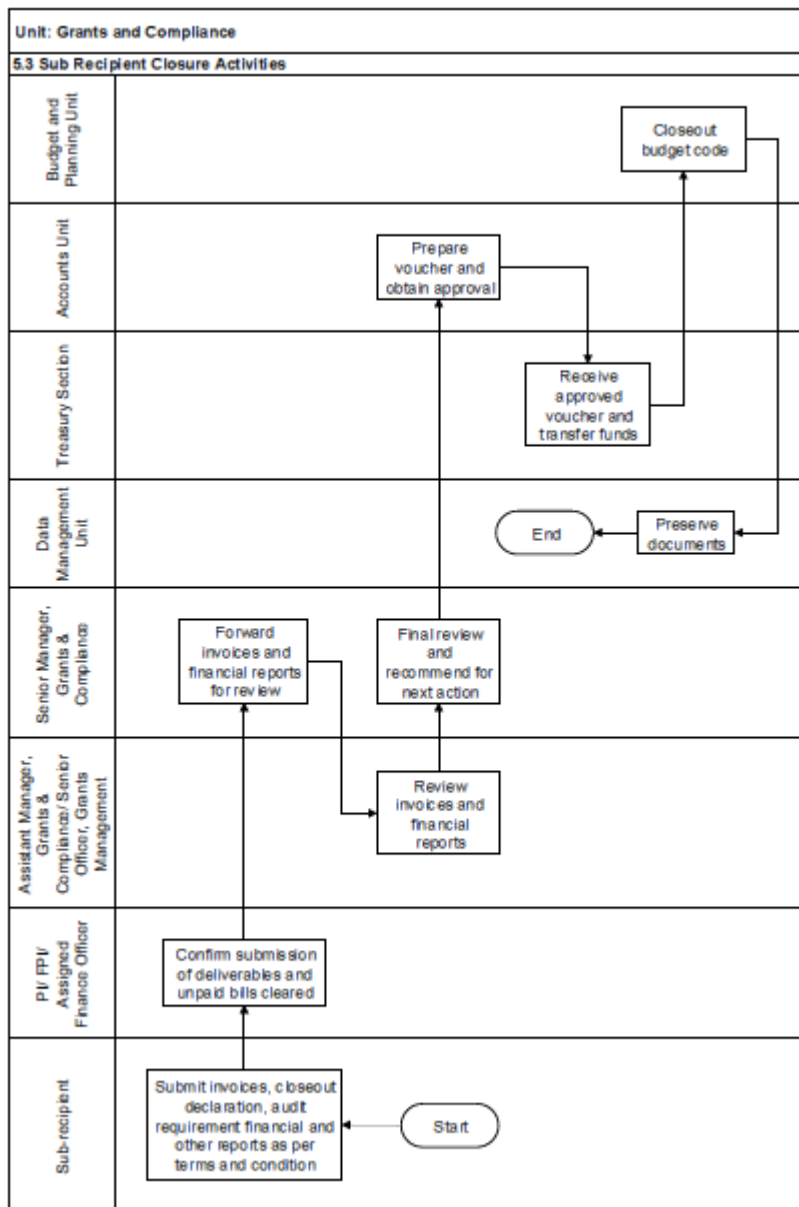
icddr,b

- 6.3.4 Assistant Manager, Grants Compliance/Senior Officer, Grants Compliance ensures that all invoices and financial and other reports are submitted as per the terms and conditions of the award within 30 days or as per agreement after the end date of the award. He/she works closely with the Budget Unit in this regard.
- 6.3.5 Assistant Manager, Grants Compliance/Senior Officer, Grants Compliance liaises with the Budget & Planning Unit so that each grant is balanced and unspent amount is refunded within 90 days after the end date of the award or as per terms and conditions laid down in the actual cost/reimbursable agreement.
- 6.3.6 Any residual amount under fixed price award is to be transferred to projects contingency fund within 6 months of the end of the grant period. Senior/Assistant Manager, Grants & Compliance communicates with PI, FPI and Assigned Finance Officer to confirm that the deliverable has been completed and duly submitted to the donor and there is no unpaid bill. Assigned Finance Officer

confirms that all related costs have been fully charged and all outstanding funds have been received. After receiving confirmation from PI, FPI and Assigned Finance Officer, Senior Manager, Grant & Compliance forwards transfer request to Senior Manager, Financial Accounting with copy to Senior Manager, Budget & Planning, Controller Finance and Director Finance. A separate policy is followed for using the projects contingency fund.







Conclusion

Working alongside icddr,b researchers and clinicians, students are offered the chance to learn from the experts, witness the generation of critical new evidence and knowledge, and to see low-cost interventions in action. Across the world, thousands of health professionals consider their time at icddr,b as formative to their career.

Each year about 300 national and international students from more than 30 national and international institutes are offered internship in Bangladesh alongside icddr,b researchers. In addition to internship in scientific division, students can complete their internship also in support services and management divisions (e.g. HR, Finance, Development and Communication, Training unit).

After doing this report I would like to conclude by saying that it had been a great experience for me. Moreover the survey that I conducted gave me a stronger and more helpful knowledge about the entire research. This report may contain few flaws yet I have tried my best to maintain accuracy. I hope this report can be a helpful resource to use in future.

References

1. Icddr,b finance Manual
2. Icddr,b HR Manual
3. Icddr,b SCM Policy
4. www.icddr.org