

## **Office of Sponsored Programs Pre-Award**

The Office of Sponsored Programs (OSP) Pre-Award is the administration office for proposal submission. Pre-Award works with faculty researchers and business officers to submit proposals for research funding, negotiate sponsored research and related agreements.

### **PRE-AWARD Responsibilities - OSP has primary responsibility for:**

- Providing faculty researchers with funding opportunity resources.
- Training faculty on the use of KUALI Research
- Proposal preparation, routing and submission, including obtaining authorizing signatures.
- Award negotiation
- Accepting the award and obtaining authorized signatures.
- Creating and monitoring subawards.

## **Office of Sponsored Programs Post Award**

The Office of Sponsored Programs (OSP) Post Award is the designated unit responsible for the management of fiscal activities related to the University's sponsored research agreements.

### **POST AWARD Responsibilities - OSP has primary responsibility for:**

- Creating a distinct Grant Account in Workday
- Monitoring spending on awards and companion accounts (cost share).
- Follows Procurement guidelines for Purchase Orders, Requisitions, and Supplier Invoices
- Manages Payroll Certification and Costing Allocations
- Serving as Liaison for financial matters and/or award amendments with sponsors.
- Providing expert guidance on adherence with University and sponsor rules and regulations.
- Preparing invoices and collecting sponsored funds.
- Completing and filing financial reports.
- Reviewing and approving all cost transfers involving sponsored awards.
- Managing accounts receivable.
- Close out awards following proper sponsor and University procedures.

## **POST AWARD Transaction Procedures**

**For all grant transactions, the Grant manager reviews and verifies the following:**

- Allowability on the grant
- Correct project code
- Correct account code
- Proper prior approvals received
- Proper documentation or back-up is attached. Documentation must match the expense.

### **Employment – Current SU Employees**

- Current employees shall be paid through payroll, regardless of their role on the grant.
- Contracts will be created by the department HCMAI upon receipt of a Period Activity Pay form from the post award grant manager.
- Contract dates will be determined by the post award manager in consideration of the payroll dates.
- Costing allocation dates shall be in accordance with the grant dates. Costing allocations will route via Workday for approval by the Sponsored Program Manager.

### **Payments to non-employees**

- Non-SU employees can be paid via an honoraria, stipend request, or supplier invoice request. i.e. Performers, consultants, evaluators
- Post Award Grant manager or departmental administrator shall initiate the process.
- The PI must approve the transaction in Workday.
- The Grant manager must approve the transaction in Workday.

### **Other Grant-related Expenditures**

- All transactions are routed through Workday and approved by the Principal Investigator followed by the grant manager.
  - Subaward invoices are approved by the Principal Investigator for programmatic appropriateness.
  - Grant manager codes the subaward appropriately and sends to Procurement for payment in Workday.
  - Subaward payments are routed through Workday for further approval.

- Spend Authorizations are required for travel and are initiated in Workday by the PI or department administrator.
  - Spend Authorizations are routed to the PI and grant manager for approval.
- Travel Expense Reports are initiated in Workday by the PI or department administrator.
  - Expense Reports are linked to spend authorization and routed to PI and grant manager for approval.
  - Grant manager verifies proper travel account code is used based on the transaction.

## **POST AWARD REPORTING AND ACCOUNTING**

### **Accounts Receivables**

Grant managers are responsible for billing all sponsored research programs.

- Using Workday's supplied invoicing tool, expenses are reviewed and invoices created.
- Using a Sponsor's template. Often required for the award. If Sponsor template is used, a Workday invoice is created to provide Accounts Receivable so the proper grant is credited.
- Letter of Credit Draws are initiated by the Grant Manager. An invoice is created in Workday to provide Accounts Receivable (AR). AR completes recording the receipt of funds in Workday.

Grant managers track billings and receipts. The Grant Manager works closely with the Comptroller and Administration & Finance in outstanding receivables.

### **Financial Reporting**

Grant managers are responsible for the financial reports sent to the sponsors.

- Based on Sponsor guidelines
- Often through grant portals
- SF 272 and Federal Reporting

A variety of reports are used to verify all expenses on the award, whether by period or by life of the award. If Cost Transfers are necessary, they are created by the grant manager and approved by the Comptroller