Award Administration Part Two: Management of Grants

Presented by: Katy Roberts and Sandy Jutte

Recording date of this workshop is April 17th 2020

Some of the rules and procedures discussed in this workshop are subject to change.

Please check university resources before relying exclusively on this recorded presentation.

WHERE ARE WE?
Post-Award Review

- Department Review
- Sponsored Programs Services (SPS) Review

Award Management Responsibilities

- Department and SPS:
  - Expenses are Allowable
  - F&A Expense Review
  - Coordinate Invoicing
  - Reporting Cost Share Obligation is Met
  - Approving Subcontract Invoices
  - PI Technical Reports
  - Office of Commercialization handles Patent Filings
  - Monitor Property/Equipment per University Guidelines

The Storyline:
Emilie is working with Principal Investigator, Dr. Pat Researcher, who received notification that WSU will be awarded a new NIH agreement for the performance period 1/1/20-12/31/20.
The PI is anxious to start the project prior to the 1/1/20 start date, and Emilie will start the process.
What form needs to be completed to setup an account so that the project can start before the agreement arrives?
The Forms
- Sponsored Projects Activity Request (SPAR)
- Research or Conference Account Request (RCAR)
- Subaward/Subcontract Initiation Form
- Subaward/Subcontract Change
- Expenditure Transfer Request (ETR)
- Expense Assignment Action (EAA)
- Cash Advance

Sponsored Program Activity Request (SPAR) BPPM 40.23
Guarantee for New Account with 90 day Pre-award
See Example #1

SPAR – Guarantee Tips
- It is important to answer these questions:
  - Is the account federal flow through?
  - Is the account research or non research?
  - Where will the work be conducted–on campus or off campus?
  - Is pre-award allowed by the sponsor without prior approval?
  - The guarantee holds the department responsible for the expenditures in the event that WSU does not receive an executed agreement.
Research or Conference Account Request (RCAR)
BPPM 40.07

New Subaccount

See Example #2

RCAR

- Used to set up a new: (submit to ORSO first)
- Self Sponsored Research Account
- Conference Account
- Program Income Account
- Subaccount under an Existing Award
- Blanket Research Account
- Graduate Education Account
- Fixed Price Consolidation Account

Subcontract Forms (ORSO Website)

See example #3
Initiation
form posted on the ORSO website under Forms & Templates

See example #4
Change (online submission)
myresearch.wsu.edu → grants → subcontracts → subcontract change
Subcontract Initiation and Change Form

- **Initiation Form:**
  - SOW, budget, budget justification required
  - Include any cost share (uncommon)
  - Where is the subcontract allocation set aside?
    - If the allocation isn’t in object 14, SPS will need a SPAR completed to rebudget.

- **Change Form:**
  - Used to amend current subcontract to provide the next year of funding, no-cost extension, or any other change.
  - Online (easy) submission through the MyResearch database.
  - Budget required for additional funding

Expenditure Transfer Request (ETR) BPPM 30.25

See example #5 (Materials, Supplies, Travel, etc)

Common Errors on ETRs

- Missing signatures (i.e. effort certification)
- Including wage transfers on same form with non-payroll transfers
- Including wage transfers for more than one employee on the same form
- Failing to include 90 day exception justification

90 Day Deadline & Exception

- SPS must receive the ETR within 90 days of the transaction date of the original charge, or the department will need to request a 90 day exception (BPPM 30.25)
- 90 day exceptions must explain the following:
  - Why the transfer was not initiated within 90 days.
  - What internal control procedures have been implemented to reduce the risk of recurrence.
### Award Management & Maintenance

<table>
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<tr>
<th>ORSO</th>
<th>ORAP</th>
<th>EPS</th>
<th>PI</th>
<th>DEPT</th>
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<tr>
<td>Fiscal Admin for grants &amp; contracts, coop agreements, sub-contracts, and financial assist; Agreements negotiated with federal, state, &amp; private sponsors at the central level</td>
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<td>Review &amp; approve expenditures for allowability &amp; allocability (See NOTE 13)</td>
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<td>Oversees expenditures for allowability &amp; allocability (See NOTE 13)</td>
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<td>Retain documentation to support allocation of expenditure</td>
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<td>Audit the allowability &amp; allocability of expenditures</td>
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<td>Reviews, on a regular basis the grant/contract acct expenditures with appropriate dept., college, or newer campus</td>
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### Note 13

- This responsibility includes the following:
  - a. That funds are used only for purposes directly related to the activity supported and that these funds are reasonable, allowable, and allocable as defined in 2 CFR 200.
  - b. That expenditures are consistent with all special terms, conditions, or limitations applicable under the particular grant/contract.
  - c. That expenditures do not exceed the total funds authorized for a given period under the grant or contract. In many cases, the grant or contract may also specify expenditure limits by budget category or line item.

### Expense Assignment Action (EAA) BPPM 58.03

See example #6 (Salaries)
Retroactive EAAs

- Retroactive EAAs involving sponsored accounts require SPS approval and a retroactive justification in the comments section.
- 90 day exception is also required if transferring salaries that meet the criteria.

EAAs – Common Errors

- The end date of the assignment exceeds the end date of the sponsored project.
- Lack of reason for action or comments.

Cash Advance Request

BPPM 40.21

See example #7

Cash Advances

- Cash Advances are only used on Sponsored Programs.
- These are different from Petty Cash Funds and Travel Advances.
- SPS handles Cash Advances. 335-2058 sps@wsu.edu
- Used mostly for field work in remote areas and for subject payments.
- Funds are to be used only for the purpose requested and detailed records/receipts are required to clear the advance.
- By signing for the advance, the applicant agrees to properly account for expenditures and also that funds may be withheld from applicant’s pay to cover any unaccounted balance.
Questions?

Contact information can be found at www.sps.wsu.edu

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hrstraining@wsu.edu

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