

# Post Award Reporting Requirements

What happens after the award is received

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# Agenda

- ORA/GCA main duties
- GCA/Department/PI responsibilities
- GCA accountant's workload
- Final Notification process
- Preparing the final financial report
- Closeout of the project
- Requests: ECAVs, Re-budgets, No-Cost extensions
- Required Progress reports

# Office of Research Administration

- ORA is the central resource for the negotiation of contracts at OUHSC.
- Reviews, negotiates and executes all basic research, clinical research, public service, subrecipient, and professional agreements.
- Responsible for all communications with the sponsor.
- Handles no cost extension, change of PI, effort changes, etc.

# Grants and Contracts Accounting

- GCA (Grants and Contracts Accounting) is the central resource for all post award administration and financial support to Principal Investigators, Project Directors, and Sponsors.
- Responsible for all activities concerning external and internal audits of sponsored project expenditures and audit resolution.
- GCA is also responsible for ensuring compliance of cost sharing, effort reporting, cost allowability and F&A administration.
- Responsible for invoicing, final report preparation and collection of funds.

# From ORA to GCA

- Once a fully-executed contract is received, ORA submits the contract to GCA which notifies GCA to setup the project in PeopleSoft.
- GCA accountants are assigned by department. The project is setup by the departments' assigned accountant. Project numbers are based on type of sponsor.
- GCA Accountant notifies department contact of the project's chart field spread and other pertinent information by sending a new award email with the award document attached.

# Responsibilities

## GCA

- Financial Reporting
  - GCA reconciles and prepares all financial reports for all sponsored projects.
- Invoicing
  - GCA invoices all sponsored projects that require an invoice with the current exception clinical trials.
- Deposits
  - All deposits related to sponsored programs are posted through GCA.

## Departments

- First line compliance
- Proper effort assignment
  - Properly assigning effort to projects is crucial for the proper distribution of salary costs which are generally the most significant cost associated with sponsored projects.
- Monthly Reconciliation
  - Reconciliations are required on a monthly basis. These must be reviewed with the PI and signed by the PI to be considered complete.

# Responsibilities

## Principal Investigators

- Coordinate with the Department's business manager to ensure that personnel and other expenditure records are maintained.
- Determine that any expenditure charged to an award, whether for personnel, supplies, equipment, travel, or other types of expenses, is allocable to the project as well as allowable and reasonable.
- Certify time and effort reports quarterly.
- Monitor effort commitments to ensure that the PI and key personnel are meeting the effort commitments agreed to when the award was accepted, and update effort distribution as changes become known.
- Review award expenditures monthly to ensure that expenditures are correct and appropriate.
- Review and approve subrecipient agreement requests.
- Review and approve subrecipient invoices for payment.
- Review and approve other project changes, some of which may require sponsor approval (change to the scope of work, or significant change in a PI's effort on the project).

# GCA Accountant workload

- Award/Project setup in PS
- Accounts Receivable Collection
- Cost Transfers
- PI Effort Review/eCRT
- Invoicing
- Finals Notifications
- Final Financial Reports
- Closeouts
- Cost Share Review
- Salary Cap Review
- Voucher/Concur Review
- SUR Review
- Special Pay Review
- Milestones Past Due Review
- Interim Financial Reports
- Quarterly Reviews (Non-invoicing)

# GCA Processing Time Goals

- 1 - 2 business days
  - Cost Transfers
  - Special Pays
  - SURs
  - Vouchers/Concur vouchers
- 2 - 3 business days
  - Invoicing
  - Finals

# GCA Processing Time Goals

- 3 - 5 business days (with trained staff at full capacity)
  - New Award setup
  - Award Modification setup
- 5 business days
  - A/R Aging Report
- Monthly
  - Quarterly Reviews
- Quarterly
  - Cost Share, PI Effort and Salary Cap reviews

# GCA Processing Time Goals

- 120 days after project end date
  - Project Closeouts
- 180 days after Clinical Trial end date
  - Mandatory Project Closeouts

# Finals Notification Process

- 60 days prior to the final report's due date, GCA emails the department contact
- Email content is standardized template, but is altered to include project specific dates/information
- Expenditure query is attached with items highlighted if backup is needed for compliance
- Purpose is so the department can ensure all relevant costs are posted to the project and any cost transfers are submitted 30 days prior to the final report's due date which reduces the back-and-forth time during the final reconciliation preparation

# Preparing a Final

- Approx. 2 weeks before the deadline, GCA will start running multiple queries to reconcile the project and prepare the Final Report
  - OU SPNSR Activity query
  - OU SPNSR Expenditure query
  - Project Resource query
  - Cost Share query (if applicable)
  - Payroll query
  - Budget Status Report

# Preparing a Final cont.

- All queries are analyzed and the Final Reconciliation form is initially prepared. At this time GCA will email the department contact (copying the PI) and provide the final cumulative expenditure total to be reported.
- Department is asked to confirm the total is correct and that nothing else is to post to the project.
- Upon receipt of the department's confirmation email, the GCA accountant will then finalize the Reconciliation form and submit to their supervisor for review.
- The Sr. Staff Accountant reviews the reconciliation form, queries, and double checks backup documentation to verify accuracy. They will sign off on the Final Reconciliation form and submit to the Assistant Controller for approval.
- Once approved, the system-generated Final is created in PS and then submitted to the Sponsor.

# Closeouts

- Once the Final has been submitted to the Sponsor and payment has been received the project is ready to be closed and inactivated in PS.
- Open Award query ran and sorted by Accountant each month showing projects which have ended  $\geq 120$  days ago.
- Accountants run queries to confirm all payments have been received and nothing has posted after the final was prepared/completed. If anything has posted after the final was completed, then the department is contacted to submit a cost transfer to remove the cost.

## Closeouts cont.

- Accountants complete a Closeout checklist and submit the project to Staff Accountant.
- Staff Accountant runs the query and the Budget Status Report to confirm amounts and then closes all of the pages in PeopleSoft which inactivates the project.
- Annually GCA destroys records according to policy. Records are purged generally 5 years after the final year of the award period.

# Post Award Requests

- ECAVs
- Rebudgets
- No Cost Extensions

# ECAVs

- Acronym for Establish a Chart field Attribute Value. Advanced spending account.
- Purpose is to provide the department with a chartfield spread to use to post project related costs prior to receiving the executed agreement.
  - If you are reasonably certain that funding is going to be awarded and the performance period is going to begin prior to execution of the contract, an ECAV must be submitted.
- Submit to ORA initially via Sooner Track <http://soonertrack.ouhsc.edu/>
- Chart field assigned by GCA

# ReBudgets

- The proper rebudget form can be found on our website in the Forms & Tools section.

[http://www.ouhsc.edu/financialservices/documents/Grants\\_Contracts\\_for\\_ms/IPAS.pdf](http://www.ouhsc.edu/financialservices/documents/Grants_Contracts_for_ms/IPAS.pdf)

- If the rebudget does not need sponsor approval or you are uncertain whether it needs sponsor approval, it should be emailed as an attachment to the GCA address: [GCA@ouhsc.edu](mailto:GCA@ouhsc.edu) .
- If the rebudget requires sponsor approval, it should be emailed as an attachment to the ORA address: [HSCORA@ouhsc.edu](mailto:HSCORA@ouhsc.edu) .

# Rebudgets cont.

- Internal rebudget requests are those that do not require Sponsor approval due to a variance provided by the Sponsor guidelines for budgetary changes
- Internal rebudgets are not processed by GCA unless they meet one or more of the following:
  - Rebudget affects the direct/indirect cost balance
  - Rebudget adds a budget category that was not included in the original sponsor-approved budget
  - Rebudget is between projects on the same award

# No Cost Extensions

- No Cost Extension requests need to be made through ORA via Sooner Track. Most Sponsors require this request be submitted 90 days before the original end date.
- If you are notified by GCA that they are starting the final report preparation, you must let GCA know that a NCE has been requested.
- A NCE should not be requested just to spend the remaining funds.

# Progress Reports

- Progress reports are the responsibility of the PI.
- Must be routed through ORA if they are not submitted by the PI through an electronic system.
- NIH reviewers are paying more attention to the information provided in the Progress Report, so be sure to make it as accurate as possible.
- Any anticipated change of effort for key personnel should be noted in the Progress Report and a copy should be routed to GCA in order to update PeopleSoft.

# Contacts

- ORA: 271-2090, [HSCORA@ouhsc.edu](mailto:HSCORA@ouhsc.edu)
- GCA: 271-2177, [GCA@ouhsc.edu](mailto:GCA@ouhsc.edu)
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