PeopleSoft Tools and Best Practices for Financial Management of Sponsored Projects

Presented by
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<table>
<thead>
<tr>
<th>Course Name</th>
<th>PS Course</th>
<th>Facilitators</th>
<th>Scheduled Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPA Seminar: Introduction to Sponsored Project Administration</td>
<td>POL012</td>
<td>Sonya Stern, Julie Macy, Emily Trantum, Linda Serrantonio and Lana Metayer</td>
<td>09/19/18 and 01/10/19</td>
</tr>
<tr>
<td>SPA Seminar: Essential Regulatory Compliance in Sponsored Project Administration</td>
<td>POL018</td>
<td>Marcy Whittle and Sonya Stern</td>
<td>09/27/18</td>
</tr>
<tr>
<td>SPA Seminar: Preparation, Review and Submission of Sponsored Project Proposals</td>
<td>POL019</td>
<td>Julie Macy</td>
<td>10/23/2018</td>
</tr>
<tr>
<td>SPA Seminar: Award Acceptance for Sponsored Agreements. Establishment of Advance Accounts.</td>
<td>POL020</td>
<td>Emily Trantum</td>
<td>11/13/2018</td>
</tr>
<tr>
<td>SPA Seminar: Outgoing Subawards</td>
<td>POL010</td>
<td>Molly Epstein and Linda Serrantonio</td>
<td>12/11/2018</td>
</tr>
<tr>
<td>SPA Seminar: Cost Transfers on Sponsored Projects</td>
<td>POL021</td>
<td>Linda Serrantonio and Dawn Caffrey</td>
<td>02/13/2019</td>
</tr>
<tr>
<td>SPA Seminar: Cost Sharing on Sponsored Projects</td>
<td>POL022</td>
<td>Julie Macy and Linda Serrantonio</td>
<td>03/19/2019</td>
</tr>
<tr>
<td>SPA Seminar: Carrying Forward of Funds From One Year to Another and No Cost Extensions</td>
<td>POL023</td>
<td>Linda Serrantonio and Julie Macy</td>
<td>04/10/2019</td>
</tr>
<tr>
<td>SPA Seminar: Sponsored Project Financial Reporting and Closeout</td>
<td>POL024</td>
<td>Linda Serrantonio</td>
<td>05/09/2019</td>
</tr>
<tr>
<td>The History of IRB, IACUC and IBC Intuitional Review Boards</td>
<td>POL025</td>
<td>Melanie Rocher</td>
<td>02/14/2019</td>
</tr>
<tr>
<td>Financial Conflict of Interest on Sponsored Research</td>
<td>POL026</td>
<td>Victoria Jones</td>
<td>02/28/2019</td>
</tr>
<tr>
<td>Export Control Regulation in the Context of Sponsored Research</td>
<td>POL027</td>
<td>Victoria Jones</td>
<td>04/25/2019</td>
</tr>
</tbody>
</table>
Agenda

• Welcome and introductions;

• PeopleSoft tools and best practices:
  ➢ Award receipt / setup;
  ➢ Award / project identification;
  ➢ Award management;
  ➢ Closeout;

• Discussion and questions;

• Educational resources.
UVM Sponsored Project Life Cycle

- **Apply**
  - Find opportunities
  - Application forms
  - Budget development
  - Proposal routing
  - Submission

- **Award**
  - Award receipt
  - Award acceptance
  - Set up notification
  - Subawards issuance

- **Manage**
  - Scope performed
  - Budget revisions
  - Budget projections
  - Project changes

- **Report**
  - Technical reports
  - Effort & cost sharing
  - Acct. payable (subs)

- **Close**
  - Budget closeout
  - Final project, and property reports
  - Patent report

UVM Research Community
UVM Research Community

- **300+** Active Principal Investigators (PIs)
- **100+** Departments with Sponsored Projects from **300+** Sponsors
- **$130M+** annual volume of awards on **700+/−** award actions
- **300+** subawards issued annually
- Office of Vice President for Research
- Many supporting departments
UVM Sponsored Project Administration Organization

Sonya Stern
Director,
Sponsored Project Administration

Marcy Whittle
Compliance Analyst Senior

Sally Roberts,
Operations & Office Support

Julie Macy
Team Lead,
Proposal Submission & Award Administration

Emily Trantum
Team Lead,
Award Acceptance, Set up & Outgoing Subawards

Linda Serrantonio
Team Lead,
Research Finance & Reporting

Lana Metayer
Team Lead,
Sponsored Revenue & Cash Management

Josh Tyack
Research Administrator Sr.

Deb Cannon
Research Administrator

Gretchen Argravas
Research Administrator

Kenny Lavalette
Research Administrator I

Bernie Caffrey
Set Up Specialist

Vacant
Outgoing Subaward Specialist

Travis Morrison
Award Acceptance Officer

Molly Epstein
Award Acceptance Officer

Kim Dutton
Financial Analyst Senior

Tina Truong
Financial Analyst

Sue Lalumiere
Financial Analyst Senior

Tiffany Stewart
Financial Analyst

Ken Viglucci
AR/BI Subject Matter Expert

Maggie Hall
Billing Analyst

Paul Sebastian
AR Specialist
Roles and Responsibilities – Unit Administrators

• A unit administrator (regardless at what level, department, dean's office or serving multiple units) provides financial, human resource, reporting and other administrative support services for Principal Investigators. Unit administrators should have a general understanding of federal and other sponsor policies and regulations, University policies and procedures, and college guidelines as they pertain to University grants and contracts.

• [https://www.uvm.edu/spa/roles-and-responsibilities-academic-unit-administrative-staff](https://www.uvm.edu/spa/roles-and-responsibilities-academic-unit-administrative-staff)
What are the main goals?

• Award setup:
  - Ensure award is set up correctly;
  - Implement controls / procedures to ensure effective management and reporting throughout project period.

• Award management:
  - Ensure expenses are allowable, allocable, reasonable and consistently charged;
  - Remain within the terms and conditions of the agreement, sponsor and UVM policies and procedures;
  - Ensure all interim reporting is done on time;
  - Assist with issue resolution, back-up documentation collection;
  - Request budget changes and Initiate prior approval requests.

• Closeout:
  - Ensure that award closeout and final financial reporting / billing can happen on time.
Award Receipt / Setup

• Read award document and understand terms and conditions of the agreement.

• Review award setup and contact SPA for questions or corrections.

• Run Closeout Report and Monthly Budget Report for comprehensive award information.

• Contact / meet with the PI to go over award details and requirements.

• Prepare salary distributions.
Award Receipt / Setup

• Award Setup Notification
  ➢ Sent by SPA once an award has been set up, modified, put on an advance account, etc.;
  ➢ Provides basic award information;
  ➢ If applicable, includes award notice, budget worksheet and PeopleSosft chartstring report;

• Contact your FA to be added to setup notifications for your department.
Award Receipt / Setup

- Award Profile page: Main Menu > Grants > Awards > Award Profile
  - Award tab – Basic demographic information:
    - Award title
    - Sponsor’s award ID / Award reference number
    - Award PI
    - Award sponsor
    - Award period
    - Associated project number
    - CFDA number = federal / federal flow-through
    - Award purpose
Award Receipt / Setup

• Award Profile page: Main Menu > Grants > Awards > Award Profile
  - Funding tab – Sponsored budget;
  - Milestones tab – Financial reporting information;
  - Additional Information link – InfoEd number (for CON awards), cost share summary, third party cost share;
  - Attachments link – Signed invoices and financial reports;
  - Grant administrator link – Assigned financial analyst.
Award Receipt / Setup

- Combination Code Table: HR > Main Menu > Set Up HCM > Common Definitions > Chartfield Configuration > Combination Code Table

  - Combination (Combo) Codes represent chartstrings in PeopleSoft HR system;
  - Search by PeopleSoft project ID and include history;
  - Automatically created for approximately 20 specific accounts twice per day once a salary line has been set up on any given sponsored project;
  - Deans Offices will set up any missing combo codes;
Award Identification

- **UV_PI_AWARDS query:**
  - Includes all awards ever set up in PeopleSoft – demographic information;

- **UV_GM_AWARD_DEMO_INFO query:**
  - Includes all projects ever set up in PeopleSoft – demographic information;

- **UV_GM_FINDINGAWDTHRUREFAWD query:**
  - Allows to look up PeopleSoft award number by specifying sponsor’s award reference ID.
Award Administration

• Salary distributions / retros;
• Budget checking errors;
• Rebudgeting and Expense Review;
• Journal entries.
Award Management:  HR

•  Job Data:  HR Module > Main Menu > Workforce Administration > Job Information > Job Data
  ➢ Provides useful employee information:  FTE, department, employment terms, salary, etc.;
  ➢ Search by first, last name, emplID, etc., and check “Include History” to see records all the way back to hire date;
  ➢ Multiple record numbers = multiple appointments;
  ➢ Important tabs:

    ✓ Work Location:  effective date, status;
    ✓ Job Information:  job code, FTE;
      ▪ Common Paymaster – UVMMC appointment;
    ✓ Compensation:  comp rate, frequency.
Award Management: HR

- Department Budget Table:
  - HR > Main Menu > Set Up HCM > Product Related > Commitment Accounting > Budget Info > Dept Budget Table
  - Search by empl ID and fiscal year;
  - Includes history of distribution changes and dates the changes were entered;
  - Effective Date – the start date of the distribution;
  - Date Entered – the date when the update was made;
  - Combo Code Description tab contains link to the actual chartstring of each combination code.
Award Management: HR

• Helpful HR queries and reports:

  ➢ UV_PAY_ERN_DIST query – HR history for any given period of time, run by project ID, empl ID, account number, etc.;
  ➢ UV_FY_ENCUMBRANCES query – remaining encumbrances by person for any given fiscal year;
  ➢ UV_RC_CF_USE_BY_COMBOCODE query – combo codes for any given project ID;
  ➢ UV_DIST_PAST_PROJECT_END_DATE query – salary distributions past the end date of a sponsored project;
  ➢ UV_TL_PAYABLE_TIME_DETAIL query – hourly staff payment detail;
  ➢ GL_HR_ACCNTG_LN query – run in the Finance Module and includes salary information by person along with GL accounting dates.
Award Management: Budget Checking Errors

- All sponsored transactions are budget checked prior to posting;
- Budget checking occurs in the Commitment Control (KK) ledger of PeopleSoft;
- All sponsored transactions are budget checked prior to posting;
- All budget checking errors must be resolved by the department.
- Review budget checking errors:
  - Main Menu > Commitment Control > Review Budget Check Exceptions;
  - Select transaction type and enter transaction number (e.g., journal entry ID, voucher number, expense report number, etc.);
  - UV_GM_KK_ERRORS_ALL query – returns all budget checking errors, sort by your department ID.
Award Management: Budget Checking Errors

• Resolve budget checking errors:
  ➢ No Budget Exists – review transaction and correct the chartstring (if wrong); contact SPA FA if a new budget line must be added to the existing project;
  ➢ Budget Date out of Bounds – contact FA to override, must submit documentation showing that transaction had been incurred prior to project’s end date;
  ➢ Budget is Closed – contact FA to re-open budget if appropriate;
  ➢ Exceeds Budget tolerance – contact FA to override; additional funding must be in process of acceptance and setup in order for the error to be overridden.

• Errors cannot be overridden once an award has been closed out and final financial report has been submitted to sponsor.
Award Management: Rebudgeting and Expense Review

• All rebudget requests must be submitted to Financial Analysts:
   Provide brief description for the change needed and explain why it is appropriate;
   FA will help determine if prior approval from the sponsor will be required;
   In certain situations, actual rebudgeting is not necessary – the FA will simply open a new budget category at $0.00.

• Review project budget and expenses in PeopleSoft:
   PI Portal;
   Monthly Budget Report;
   Closeout Report;
   Budgets Overview page;
   Queries: UV_GCA_PROJ_RESOURCE and UV_GCA_PROJ_RES_EXP_BY_CONTRAC.
Award Management: PI Portal

• Access project information – budget, chartstrings, expenses, encumbrances, financial reports and invoices;

• Demographic information;

• Search engine;

• PI landing page configured based on Project Manager role;

• Cost share:
  • Budgeted cost share only;
  • Does not include waived F&A or third party match.

• Additional information and user guide.
Award Management: PI Portal

- PI landing page – available to the Project Manager upon logging into PeopleSoft.
Award Management: PI Portal

- PI Portal Search engine: Main Menu > Grants > PI Portal
Award Management: Project Monthly Budget Report

- Main Menu > UVM Reports > Budget Reports > Monthly Budget Rpt – Projects
- Review monthly for budget vs. actuals, encumbrances, possible unallowable expenses;
- Information comes from the General Ledger:
  - Transactions that were budget-checked but not posted will not be included;
  - SPA financial reports and invoices will reconcile to PMBR;
- Detail report – individual transactions (must be run for individual fiscal year);
- Summary report – includes budget and expenses from project start date, serves as back-up for journal entries;
- Comprehensive user guide (pages 9 – 23):
  https://www.uvm.edu/sites/default/files/media/basicfinancialreports.pdf
Award Management: Closeout Report

• Closeout Report: Main Menu > UVM Reports > Closeout Report

  ➢ Comprehensive snapshot of award’s demographic information, project budget, expenses, cost share, encumbrances by name, pending transactions, budget checking errors, open POs, etc.;

  ➢ Salary is encumbered through the end of the current fiscal year only;

  ➢ Run by project ID or award number at least quarterly;

  ➢ Comprehensive user guide (pages 24 – 37):

Award Management: Budgets Overview

- Budgets Overview: Main Menu > Commitment Control > Review Budget Activities > Budgets Overview

  - Most useful to get payments / revenue information for budget bump or program income projects;
    - Budget Bump projects – fixed rate projects where sponsor pays a fixed rate per the number of agreed upon units (e.g. per patient enrolled, per blood or tissue sample, etc.).
    - Program Income projects – generate income from research related activities (e.g. conference registration fees on a conference grant).

  - Budget equals the amount of payments received.

  - View payments in the Budgets Overview page – recognized revenue, which can be drilled down to see individual payments or journals.

  - Must set up a run control to create the report.
Award Management: Budgets Overview

Budget Inquiry Criteria
Budget Overview

Amount Criteria
Search Clear Reset

Budget Type
*Business Unit UVM01 Ledger Group/Set Ledger Group

Display Chart

Ledger Group SP_REV

Time Span
*Type of Calendar Detail Budget Period

Budget Criteria
Select Ledger Group Calendar ID From Budget Period To Budget Period Include Adjustment Period(s) Include Closing Adjustments

ChartField Criteria
ChartField From Value Info ChartField Value Set Update/Add

PC Bus Unit % % %
Project 035067 035067 %
Activity % % %

Budget Status
Open Closed Hold
Award Management: Expense Queries

- **UV_GCA_PROJ_Resource** and **UV_GCA_PROJ_RES_EXP_BY_CONTRAC**:
  - Shows expense information only (no budgets or encumbrances);
  - Used by SPA Financial Analysts to prepare all financial reports;
  - **UV_GCA_PROJ_RESOURCE** – run by project ID;
  - **UV_GCA_PROJ_RES_EXP_BY_CONTRAC** – run by project or award ID.
Award Management: Journal Entries

• Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries;

• User guide: https://www.uvm.edu/sites/default/files/Division-of-Finance/UserGuides/journalentry.pdf;

• Must have valid (V / V) status prior to being reviewed by SPA;

• Cost transfer form for non-payroll transactions: https://www.uvm.edu/sites/default/files/Sponsored-Project-Administration/Nonpayroll_Cost_Transfer_v_06.18.181.pdf

• Monthly Budget Report showing the original transaction(s) must be attached;

• UV_GL_NOT_POSTED_JRNLS_BY_DEPT query – journals that have not yet posted along with their status;

• All SPA journals are reviewed and approved by Financial Analysts and posted by a Team Lead;

• Late Cost Transfers must be approved by SPA Director prior to posting.
Closeout

- 90 days prior to end date;
- 30 days prior to end date;
- 30 days after end date;
- FA review criteria.
Closeout of Award: 90 Days Prior

• Locate all awards ending within next 90 days:
  ➢ SPA monthly grant status report sent out by SPA;
  ➢ PIs receive 90, 45, 0 day PeopleSoft notifications about award expiration;
  ➢ Query for financial reporting – UV_GM_REPORTS_DUE_BY_ADMIN;
  ➢ Award Profile – milestone page.
Closeout of Award: 90 Days Prior Continued

- Run closeout report: Main Menu > UVM Reports > Closeout Report:
  - Is there a large balance remaining on the award?
    - If project is not complete a No Cost Extension should be requested.
    - Are all personnel correctly distributed onto the grant?
    - Have all key personnel met their effort commitments.
    - Are there expenses that have not been allocated correctly to the project.
Closeout of Award: 90 Days Prior Continued

• Run closeout report continued:
  ➢ Correct any overdrafts with journals or distribution changes as appropriate.
  ➢ If cost share is required, is it being met as proposed/awarded?
  ➢ Are there pending transactions that need to be addressed or submitted?
  ➢ Are there any payroll or operating errors that need to be corrected?
  ➢ If open POs or requisitions are complete, request they be closed.
Closeout of Award: 90 Days Prior Continued

• Run monthly budget report: Main Menu > UVM Reports > Budget Reports > Monthly Budget Rpt – Projects
  ➢ Confirm budget versus actuals
  ➢ Ensure we are within our rebudgeting authority
  ➢ Confirm remaining encumbrances are accurate
Closeout of Award: 90 Days Prior Continued

- Run UV_GCA_PROJ_RESOURCE or UV_GCA_PROJ_RES_EXP_BY_CONTRACT query

  - Review award expenditures to ensure costs are allowable, allocable, reasonable, and consistent
  - Correct any expenses found to be unallowable;
  - For federal awards, ensure you have an approved direct cost justification form on file for any normally indirect costs. Refer to the UVM Cost Policy.
  - Ensure no expenses were incurred prior to the start date unless there is an approved pre-award form on file.
  - Process any rebudgets if needed;
Closeout of Award: 90 Days Prior Continued

• Run UV_DIST_PAST_PROJECT_END_DATE query:
  ➢ Ensure distributions are not active past the end date of the project.

• Contact your financial analyst with questions or issues to get them cleared up prior to the end date of the award.
Closeout of Award: 30 Days Prior to End Date

- Run closeout report
  - Finalize all pending transactions and ensure all transactions processed 90 days after are complete.
  - Correct any overdrafts or budget checking errors:
    - Run UV_GM_KK_ERRORS_ALL if needed;
    - Contact your financial analyst to override budget checking errors when applicable.
  - Ensure all purchase orders and requisitions are final and can be closed.
  - Ensure all personnel are distributed correctly and no pending distributions exist:
    - Run UV_PAY_ERN_DIST query;
    - Run UV_HR_ACCTG_LINE query.
  - If there are subrecipients, have we received all reports and final invoices?
    - If not, work with subrecipients to get those submitted.
Closeout of Award: 30 Days Prior Continued

• Run Project Monthly Budget report or UV_GCA_PROJ_RESOURCE query
  ➢ Review all expenses that have posted in last 60 days;
  ✔ Process any final journals or distributions;
  ➢ Ensure cost share will be met by end of grant.
Closeout of Award: 30 Days After End Date

- Run closeout report
  - Confirm all expenses have posted:
    - No pending errors exist;
    - All journals were submitted;
    - All pending salary distributions have been posted;
    - All purchase orders and requisitions have been closed.
Closeout of Award: 30 Days After End Date Continued

• Review and approve all subrecipient invoices and final reports;

• Ensure the grant is complete and all deliverables have been met;

• Notify SPA financial analyst grant is ready to close.
SPA Financial Analyst Review Criteria

• No expenses posted outside award dates unless pre-award spending has been approved;

• Justification on equipment, supplies and computers purchased within last 3-6 months of grant;

• Confirm we are within rebudgeting authority according to our award terms;

• If federal award, direct cost justification is on file for all normally indirect expenses;

• Administrative salaries were included in proposal/award or prior approval has been received from the sponsor.
Further justification may be required for the following expenses:

- Foreign travel;
- Non-employee travel;
- Business meals;
- Parking expenses;
- Sponsored provisions;
- Any expenses requiring a direct cost justification form and not documented on an approved form;
- Any expenses not allowable per the award document terms and conditions.
SPA Financial Analyst Review Criteria Continued

- All key personnel have met the effort commitment per the proposal/award document;
- All cost share commitments have been met and third party documentation has been received;
- All final subrecipient invoices have been received and processed;
- Received confirmation from the department / PI that all costs have been charged to the project.
Audience Participation - FAQs

• **Question 1:** You are processing a purchase order for research subjects under participant support budget line (F6101) and receive a no budget exists error. What do you do to determine your action needed? Who do you contact?

• **Question 2:** You are processing an expense report and receive a budget date out of bounds errors on one of the sponsored projects lines. What do you do?

• **Question 3:** You are trying to determine if one of your projects requires a direct cost justification form to be completed on normally indirect costs. Where can you quickly find this information?

• **Question 4:** You are trying to confirm when financial reports are due on one of your projects. Where can you find all financial reports due for a particular project?
• **Answer 1**: First you should review your award document and budget to determine if they should be participants or research subjects. If they are actually research subjects, you would contact purchasing to correct the account to research subject payments. If they should be participants, then you need to contact your FA to add the participants budget line if appropriate.

• **Answer 2**: You would confirm the expense was incurred within the project period. If it was, you would contact your FA to have the error overridden. If the expenses was incurred after the end date of the project, you will need to allocate it to a different unrestricted budget.

• **Answer 3**: You can go to PeopleSoft Award Profile page: Main Menu > Grants > Awards > Award Profile. If there is a CFDA number listed and the purpose is research, instruction or public service, a DCJF is required.

• **Answer 4**: You can go to PeopleSoft Award Profile page: Main Menu > Grants > Awards > Award Profile. Then click on the milestone tab. This will list all financial reports and due dates for this award.
The National Council of University Research Administrators (NCURA) strives to make advances in the field of research administration through professional development, the sharing of knowledge, and by fostering a sense of community via multiple venues:

https://onlinelearning.ncura.edu/ Tutorials, on-line publications, magazine, industry news are available to NCURA members

http://www.ncura.edu/travelingworkshops/Home.aspx These workshops are taught by experienced leaders in the areas of compliance, department research administration, global research management, post-award administration and pre-award administration; the expertise depends on the workshop.

https://onlinelearning.ncura.edu/free-resources Education available to the public at no cost, NCURA membership is not required.
Research Administrators Certification Council (RACC) is an independent non-profit organization composed of active certified research administrators whose role is to certify that an individual, through experience and testing, has the fundamental knowledge necessary to be a professional research or sponsored programs administrator.

http://www.cra-cert.org/
Federal Demonstration Partnership (FDP) is a cooperative initiative among 10 federal agencies and 154 institutional recipients of federal funds and is a program convened by the Government-University-Industry Research Roundtable of the National Academies. Its purpose is to reduce the administrative burdens associated with research grants and contracts. Many institutions utilize FDP’s templates, including one for outgoing subawards [http://thefdp.org/default/subaward-forms/](http://thefdp.org/default/subaward-forms/).

National Institute of Health publishes YouTube videos which cover all sorts of information relevant to NIH grants [https://www.youtube.com/user/nihgrants](https://www.youtube.com/user/nihgrants).
Educational Resources Available - Other

Some universities have developed educational videos on various aspects of sponsored research administration, which they make accessible to the public. Vanderbilt University offers a “Getting Started in Sponsored Research” series of webinars at no cost. [http://www.vanderbiltlinkages.org/gssr-1/](http://www.vanderbiltlinkages.org/gssr-1/)