

# PeopleSoft Tools and Best Practices for Financial Management of Sponsored Projects

Presented by

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The University of Vermont

# SPA EDU Offerings

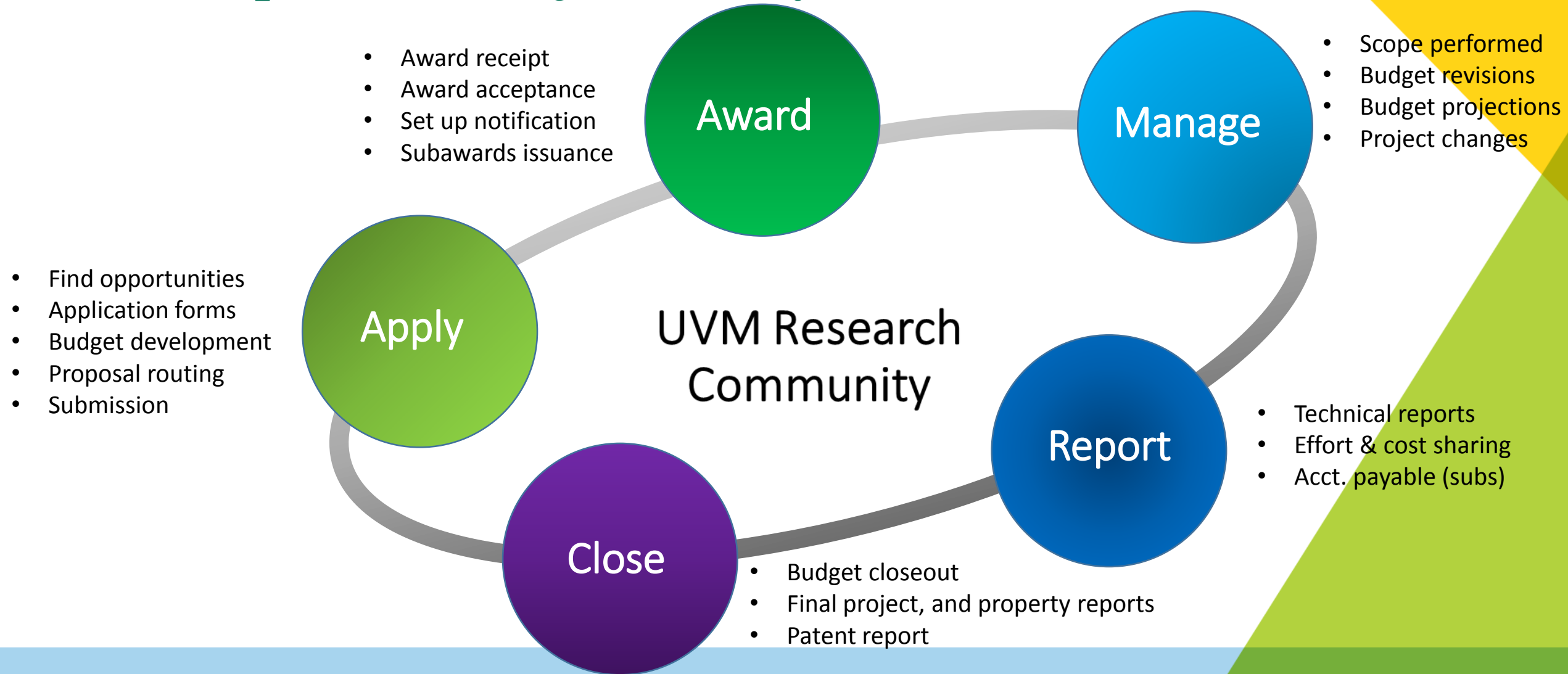
Course Name	PS Course	Facilitators	Scheduled Dates
SPA Seminar: Introduction to Sponsored Project Administration	POL012	Sonya Stern, Julie Macy, Emily Trantum, Linda Serrantonio and Lana Metayer	09/19/18 and 01/10/19
SPA Seminar: Essential Regulatory Compliance in Sponsored Project Administration	POL018	Marcy Whittle and Sonya Stern	09/27/18
SPA Seminar: PeopleSoft Tools and Best Practices for Financial Management of Sponsored Projects	CPT075	Linda Serrantonio and Lana Metayer	10/10/2018, 12/05/2018 and 04/17/2019
SPA Seminar: Preparation, Review and Submission of Sponsored Project Proposals	POL019	Julie Macy	10/23/2018
SPA Seminar: Award Acceptance for Sponsored Agreements. Establishment of Advance Accounts.	POL020	Emily Trantum	11/13/2018
SPA Seminar: Outgoing Subawards	POL010	Molly Epstein and Linda Serrantonio	12/11/2018
SPA Seminar: Cost Transfers on Sponsored Projects	POL021	Linda Serrantonio and Dawn Caffrey	02/13/2019
SPA Seminar: Cost Sharing on Sponsored Projects	POL022	Julie Macy and Linda Serrantonio	03/19/2019
SPA Seminar: Carrying Forward of Funds From One Year to Another and No Cost Extensions	POL023	Linda Serrantonio and Julie Macy	04/10/2019
SPA Seminar: Sponsored Project Financial Reporting and Closeout	POL024	Linda Serrantonio	05/09/2019
The History of IRB, IACUC and IBC Intuitional Review Boards		Melanie Rocher	02/14/2019
Financial Conflict of Interest on Sponsored Research		Victoria Jones	02/28/2019
Export Control Regulation in the Context of Sponsored Research		Victoria Jones	04/25/2019

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# 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



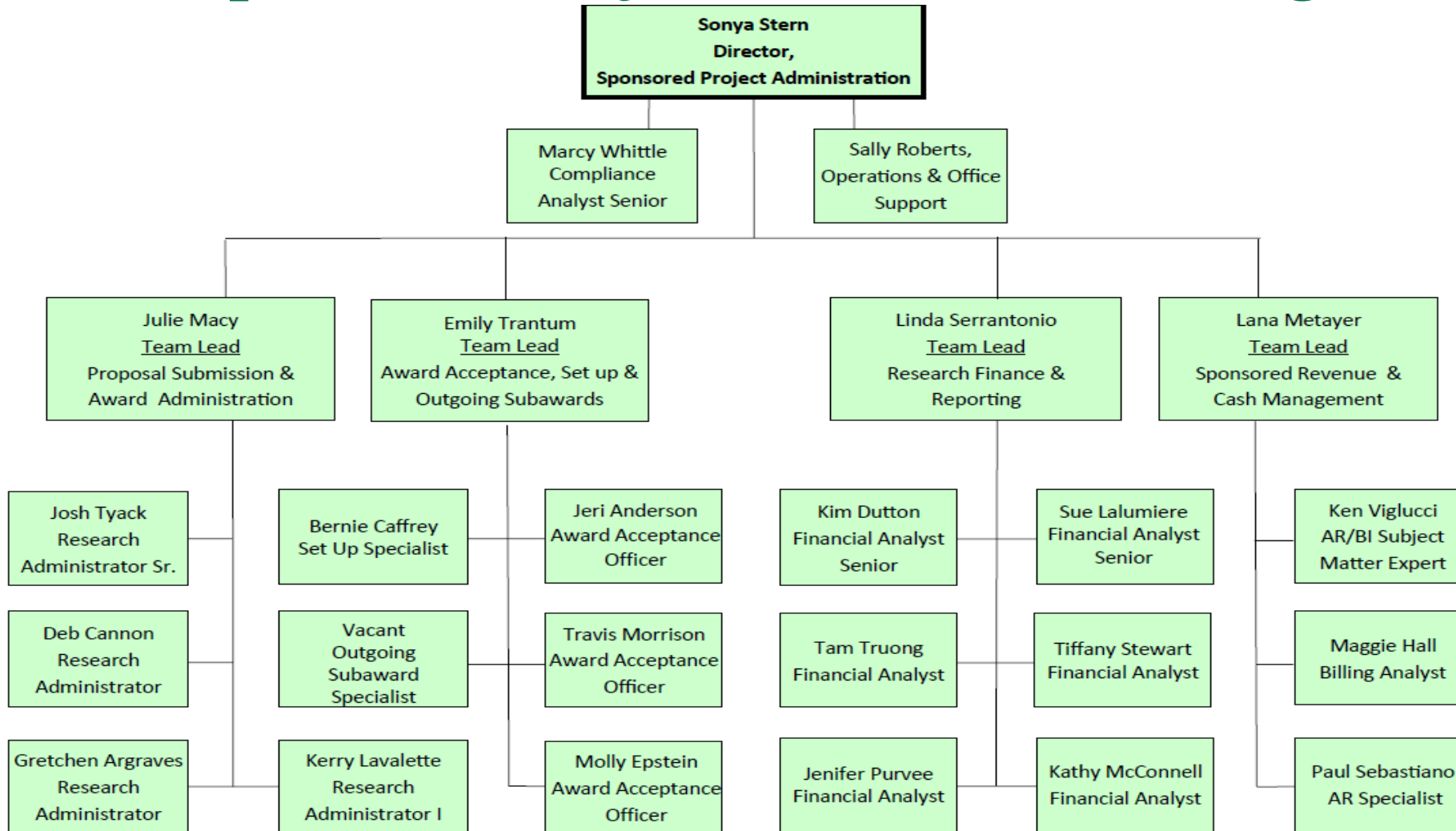
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# UVM Research Community

- **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



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## 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>

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# 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.



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## 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.

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# 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 PeopleSoft chartstring report;
- Contact your FA to be added to setup notifications for your department.

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# 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

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## 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.

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## 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;
  - Combo Codes User Guide: <https://www.uvm.edu/sites/default/files/Division-of-Finance/UserGuides/combocodes.pdf>.

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# 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.

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## Award Administration

- Salary distributions / retros;
- Budget checking errors;
- Rebudgeting and Expense Review;
- Journal entries.

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# 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.



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# 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.

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# 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.

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# 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.

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# 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.

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# 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.

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# 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.

**PI Portal**

My Active Sponsored Projects & Recently Expired (for 120 days post expiration date)

Data is refreshed nightly. Expenses in progress, such as PurCard purchases, may not be reflected.

To download to Excel, click the Full Query Results link at the bottom of this page.


Project Manger	PS Project	PS Award	Title	Sponsor	Sponsor Award ID	Start Date	End Date	Budget	Open Encumbrance thru 6/30	Expenditures to Date	Direct Remaining	F+A Remaining	Total Amount Remaining	PI Portal Search
Bongard,Joshua C.	<a href="#">029765</a>	000028095	Is Evolvability Driven by Emergent Modularity? Biomimeti	Vassar College	NSF134.A	01/01/2014	12/31/2018	461,783.00	.00	456,720.96	3,320.20	1,741.84	5,062.04	<a href="#">PI Portal Search</a>
Bongard,Joshua C.	<a href="#">032174</a>	000030468	Morphological Plasticity for the Design, Control, and De	US Department of the Army/DOD	W911NF-16-1-0304	05/01/2016	04/30/2019	400,000.00	.00	394,134.01	4,302.85	1,563.14	5,865.99	<a href="#">PI Portal Search</a>
Bongard,Joshua C.	<a href="#">035603</a>	000033125	EFRI C3 SoRo: Programmable Skins for Moldable Robots	Yale University	GR104715 (CON-80001519)	10/01/2018	09/30/2019	119,998.00	13,923.30	29,637.79	46,264.19	30,172.72	76,436.91	<a href="#">PI Portal Search</a>
Bongard,Joshua C.	<a href="#">034524</a>	000032410	Somatic Computation via Bioelectricity for Novel	Tufts University	DOD060	02/01/2018	01/31/2020	123,087.00	5,823.75	61,014.28	35,128.71	21,120.26	56,248.97	<a href="#">PI Portal Search</a>
Bongard,Joshua C.	<a href="#">034900</a>	000033319	To lower barriers to large-scale research computing	The Alfred P. Sloan Foundation	G-2018-10075	06/01/2018	05/31/2021	683,273.00	46,808.61	125,750.91	484,834.66	25,878.82	510,713.48	<a href="#">PI Portal Search</a>

[Full Query Results](#)

# Award Management: PI Portal

- PI Portal Search engine: Main Menu > Grants > PI Portal


Favorites | Main Menu > Grants > PI Portal Home | Worklist

 The University of Vermont  
PeopleSoft Finance 9.2


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Sponsored Summary


PI Portal: Sponsored Project Search


PS Project #  


Project Manager (Last,First or Partial)

PS Award ID  


Award PI (Last,First or Partial)


Department  

College  

Sponsor Name  

Sponsor Award ID (or Partial)

Start Date Greater than or =  

End Date Less than or =  

**Project Status**

All

Active and Expired up to 120 days ago



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# 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: Project Monthly Budget Report

Projects Monthly Budget Report

Run Control ID MONBUDREP      Report Manager Process Monitor     

Language

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**Required Parameters**

\*Fiscal Year  \*Period From  July to \*Period To  June

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**Output Options**

Transaction Detail in XLS       Transaction Detail in PDF       Include Closed Projects?  
 Financial Data in XLS       Include Payroll Detail      End Date Between  and   
 Non-Sponsored at Detail Level?       Include PO Summary

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**Projects**      Personalize | Find |       First 1 of 1 Last

Project	Description	Include Net Assets		
1 <input type="text"/>		<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

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**Awards (Sponsored Projects Only)**      Personalize | Find |       First 1 of 1 Last

Award	Description	Award PI		
1 <input type="text"/>			<input type="button" value="+"/>	<input type="button" value="-"/>

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**Principal Investigator (Sponsored Projects Only)**      Personalize | Find |       First 1 of 1 Last

PI Id	Name	Inclu. Co-PI Awards		
1 <input type="text"/>		<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

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**Awarded Department (Sponsored Projects Only)**      Personalize | Find |       First 1 of 1 Last

Department	Description		
1 <input type="text"/>		<input type="button" value="+"/>	<input type="button" value="-"/>

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# 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):

<https://www.uvm.edu/sites/default/files/media/basicfinancialreports.pdf>

# Award Management: Closeout Report

UVM Closeout Report

Run Control ID Closeout      Report Manager      Process Monitor      Run

**Report Request Parameters**

Projects  
Business Unit:

Project:

Award ID:

**Project or Chartstring Option**  
 By Project/Award     By Chartstring

Check to Include F and A Errors and F and A Not Calculated

Include Payroll Encumbrance Information By Person

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# 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

Inquiry BUOVERV

Description



Amount Criteria

Search

Clear

Reset

Ledger/Activity Log Integrity

Act Log Internal Integrity

Budget Type

\*Business Unit

Ledger Group/Set

Ledger Group

View Stat Code Budgets

Display Chart

Sponsored Projects Revenue

Time Span

\*Type of Calendar

Budget Criteria

Personalize | Find | View All | |

First 1 of 1 Last

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	SP_REV	1B	<input type="text" value="1"/>	<input type="text" value="1"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField Criteria

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
PC Bus Unit	<input type="text" value="%"/>	<input type="text" value="%"/>		<input type="text"/>	Update/Add
Project	<input type="text" value="035067"/>	<input type="text" value="035067"/>		<input type="text"/>	Update/Add
Activity	<input type="text" value="%"/>	<input type="text" value="%"/>		<input type="text"/>	Update/Add

Budget Status

- Open
- Closed
- Hold

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# 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.

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# 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](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.



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# Closeout

- 90 days prior to end date;
- 30 days prior to end date;
- 30 days after end date;
- FA review criteria.

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## 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.

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## 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.

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## 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.

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## 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

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# Closeout of Award: 90 Days Prior Continued

- Run UV\_GCA\_PROJ\_RESOURCE or UV\_GCA\_PROJ\_RES\_EXP\_BY\_CONTRAC 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;

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## 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.

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# 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.



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# 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.

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# 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.

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## **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.

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# 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.

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# SPA Financial Analyst Review Criteria Continued

- 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.

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## 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.

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# 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?

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# Audience Participation – FAQs Continued

- **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 were 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.



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# Educational Resources Available - NCURA

**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

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# Educational Resources Available - RACC

**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/>

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# Educational Resources Available – Federal

**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/>

**National Institute of Health** publishes YouTube videos which cover all sorts of information relevant to NIH grants <https://www.youtube.com/user/nihgrants>

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## 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/>