

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

Presented by

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Linda Serrantonio

March 6, 2024



The University of Vermont

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# Agenda

- Welcome and introductions;
- PeopleSoft tools and best practices:
  - Award receipt / setup;
  - Award management;
  - Additional reports/queries
- Discussion and questions

# SPA EDU 23/24 School Year Sessions

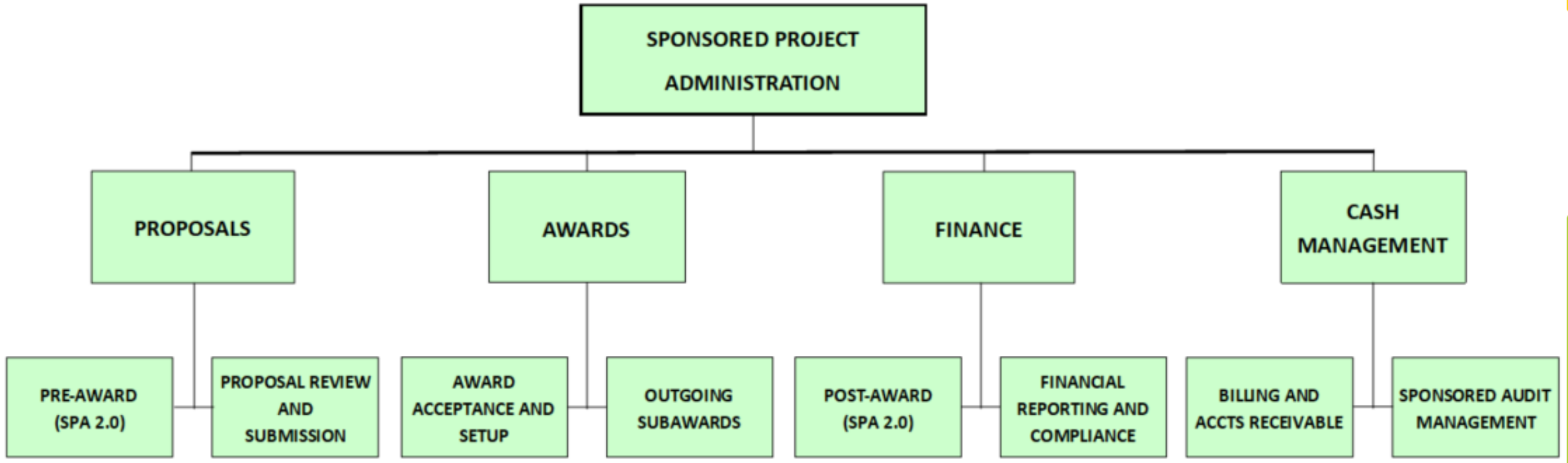
## SPA EDU

Check availability and register by logging in to PeopleSoft HR.

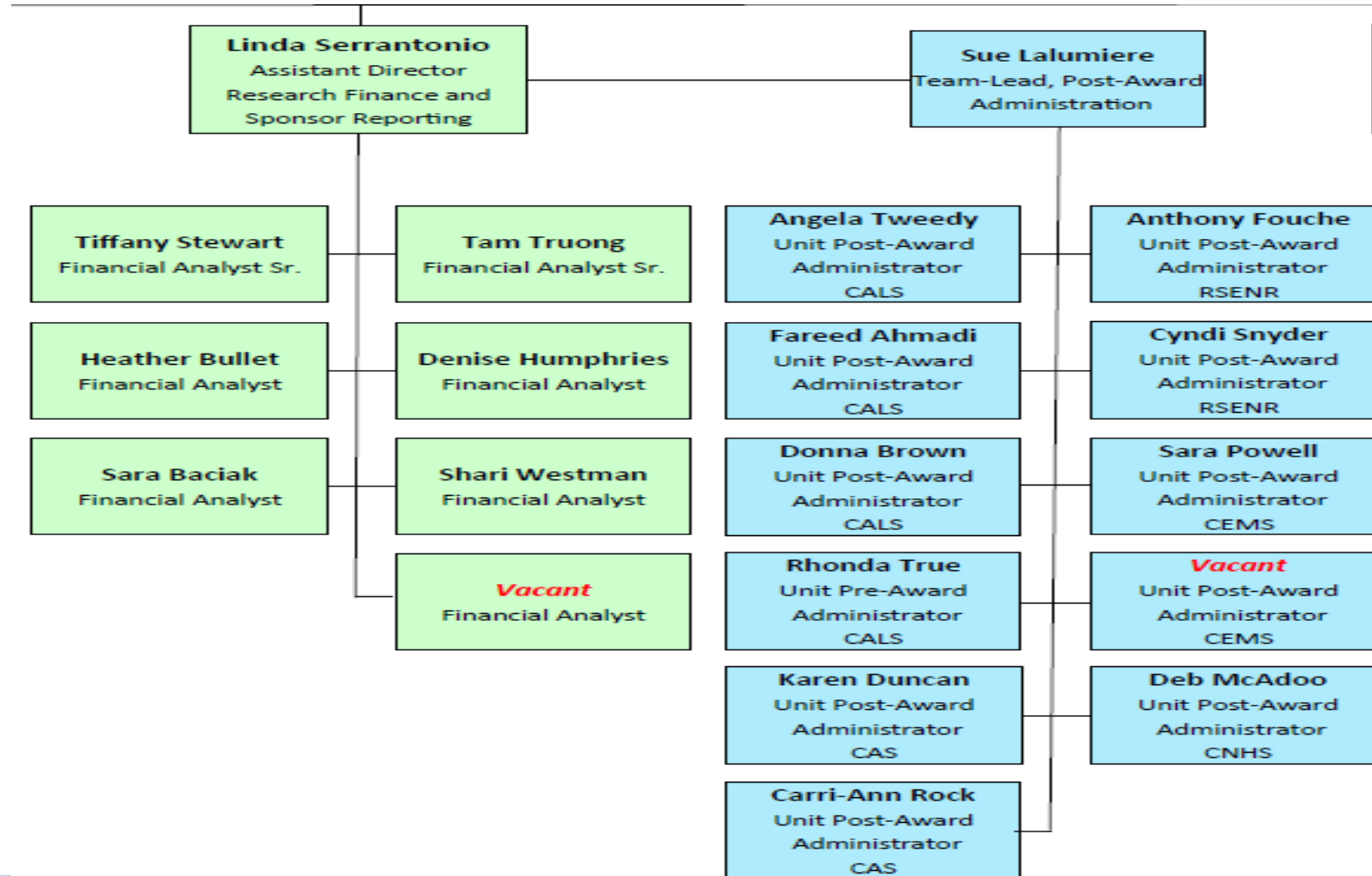
Topic	Course	Date	Time
<a href="#">UVMClick New Proposals</a>	POL036	Sept 27, 2023	9 AM - 10:30 AM
<a href="#">Introduction into Sponsored Project (PDF)</a>	POL012	Sept 29, 2023	2:30 PM - 4 PM
<a href="#">Budget Building for Proposal Development</a>	POL034	Oct 31, 2023	9 AM - 10:30 AM
<a href="#">Reviewing and Understanding Sponsored Agreements</a>	POL039	Nov 15, 2023	1:30 PM - 3 PM
<a href="#">Cost Transfers on Sponsored Projects</a>	POL021	Nov 28, 2023	1 PM - 2:30 PM
<a href="#">Proposal Submission to National Science Foundation</a>	POL043	Nov 30, 2023	9 AM - 10:30 AM
<a href="#">Cost Sharing on Sponsored Projects (PDF)</a>	POL022	Dec 13, 2023	1:30 PM - 3 PM
<a href="#">Sponsored Billing</a>	POL040	Feb 21, 2024	10 AM - 11:30 AM
<a href="#">Part I: Personnel Effort on Sponsored Projects</a>	POL042	Feb 20, 2024	10 AM - 11:30 PM
<a href="#">PeopleSoft Tools &amp; Best Practices for Financial Management of Sponsored Projects</a>	CPT075	March 6, 2024	9:30 AM - 11 AM
<a href="#">Part 2: Effort Verification on Sponsored Projects: PI Portal Commitments</a>	CPT044	March 14, 2024	9 AM - 11 AM
<a href="#">Accepting and Managing International Agreements</a>	POL045	March 27, 2024	9:30 AM - 11 AM
<a href="#">Award Acceptance for Sponsored Agreements &amp; Establishment of Advance Accounts</a>	POL020	April 10, 2024	9:30 AM - 11 AM
<a href="#">Sponsored Project Financial Reporting and Closeout</a>	POL024	April 25, 2024	9 AM - 10:30 AM
<a href="#">Outgoing Subawards</a>	POL010	May 22, 2024	1:30 PM - 3 PM
<a href="#">Proposal Submission to NIH in UVMClick</a>	POL038	May 29, 2024	9 AM - 10:30 AM



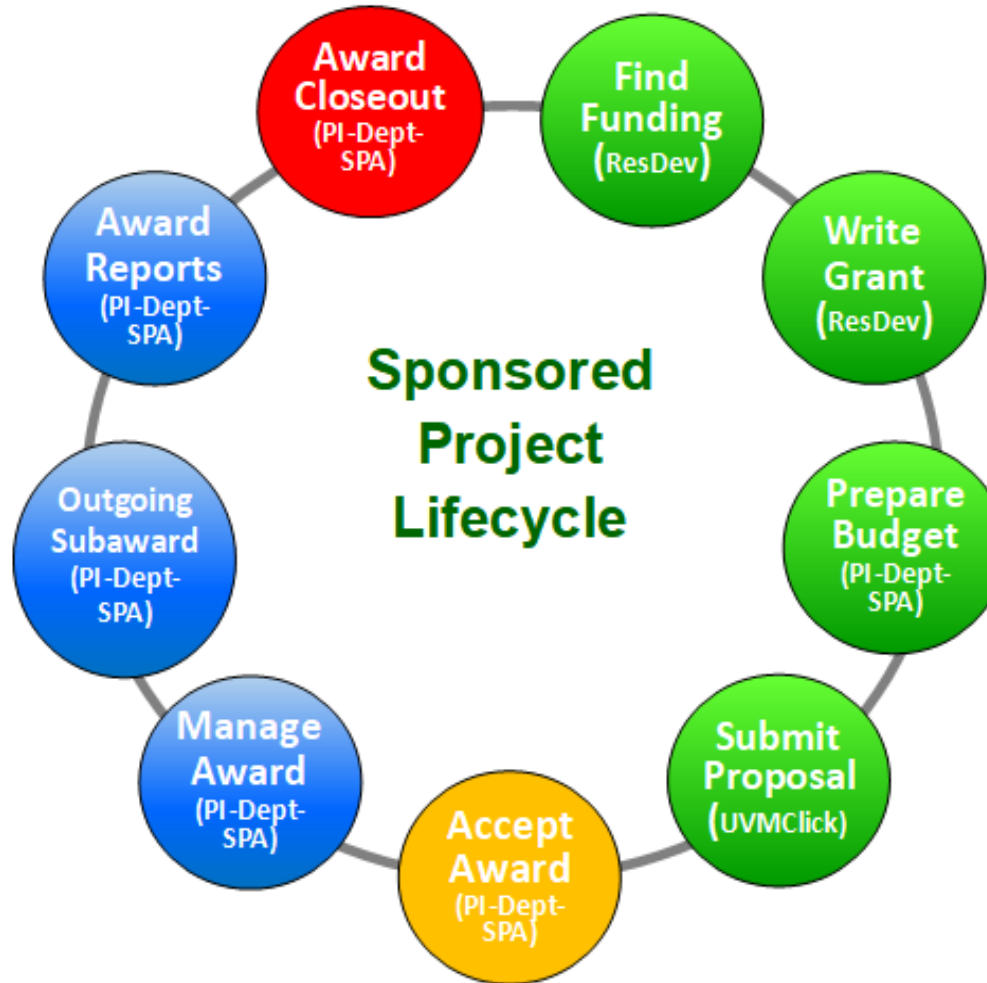
# Sponsored Project Administration



# SPA Post-Award Org Chart



# 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
- **\$230M+** annual volume of awards on **700+/-** award actions
- **400+** subawards issued annually
- Office of Vice President for Research
- Many supporting departments

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# Award Receipt / Award Acceptance

**SPA has received the award – Why is it not set up in PeopleSoft yet?**

## Award Acceptance Process

- PI Review
  - PI reviews from programmatic perspective (dates, budget, deliverables and scope, reporting requirements, etc.)
  - PI communicate concerns or confirm approval to SPA - **this is the time to speak up**
- Award Acceptance Officer (AAO) Review
  - AAO reviews award for accuracy, clarity, acceptability and manageability of the terms and conditions
  - Negotiates with sponsor (if needed)
- Signature process
- Internal Data Collection – Cost share budget, chartstring codes, confirm subawards, etc.
- Compliance checks and processes – FCOI, IRB / IACUC, Cost Policy, etc.
- UVMClick SmartForm data entry and Department Review
- Integrate from UVMClick to PeopleSoft
  - Sends the award action data from UVMClick into the queue for PeopleSoft setup
  - PI and Unit Administrator receive “Award Status Update” notification; this is *not* the setup notification



# Award Receipt / PeopleSoft Setup

## PeopleSoft Staging table: Setup Queue

AWARD DATA		Integrated (✓) or Manual setup?	
Item		New Awards/New AAs	Mods / Corrections
Award Title		✓	✓
Direct Award Sponsor & Sponsor Award ID		✓	✓
Prime Award Sponsor & Prime Award ID		✓	✓
Federal Award ID Number (FAIN)		✓	✓
CFDA Number (aka Assistance Listing Number)		✓	✓
Award Start & End Dates		✓	✓
Award PI		✓	✓
SPA Financial Analyst		✓	manual
Attribute (Identifies sponsor type(s))		✓	manual
Additional Information Notes		manual	manual
Financial Reporting Milestones		manual	manual
Billing info. (type, frequency, requirements, etc.)		manual	manual
PROJECT DATA		Integrated (✓) or Manual setup?	
Item		New Projects	Mods / Corrections
Start Date and End Date		✓	✓
Project Name/title		✓	manual
Project Manager		✓	manual
Project Type		✓	manual
F&A Rate Type, F&A Base Type, & Rate %		✓	manual
IBB F&A distribution (Depts and %)		✓	manual
Sponsored Chartstring		✓	manual
Sponsored Budget amounts		✓	✓
Cost Share budget (Chartstrings and amounts)		manual	manual
Project Personnel Effort		manual	manual
Commitment Control Settings		defaulted in PS, checked during setup	

# Award Receipt / PeopleSoft Setup – Award Profile > Award Tab

Navigation: Grants > Awards > Award Profile > Award Tab

[Award](#) [Funding](#) [Resources](#) [Certifications](#) [Terms](#) [Milestones](#) [Key Words](#) [Funding Inquiry](#)

Award ID AWD00001058

Reference Award Number 2R01AI132378

Federal Award Identification Number R01AI132378

Title Renewal: Structure and Function of the Plasmodium

Long Description Structure and Function of the Plasmodium Myosin XIV-actin Glideosome

186 characters remaining

Award PI Trybus,Kathleen M.

Reporting Role

Sponsor Natl Inst Allergy Infectious/NIAID/NIH

Post Award Administrator

Purpose RBAS

Status Accepted

Award Type Grant

Assistance Listing 93.855

Proposal ID AWD00001058

View Proposal

Version ID V101

Start Date 07/01/2022

End Date 06/30/2027

☒ Hold Billing on Unpaid Cost

☐ Hold Revenue on Unpaid Cost

[View Contract](#) [Contract Rates](#) [Additional Information](#) [SPA Fin Analyst](#) [Sponsor Website](#)

## Dates in Award Profile

- Award dates** = period of performance awarded to date
- Project dates** = allowable dates for expenses to be incurred under the project
  - If pre-award spending applies, the project for first budget period will include the pre-award period
- Commitment Control dates** = Project dates plus 30-day grace period at the end to allow expenses to post before closeout

Primary Project PI Trybus,Kathleen M.

Associated Project								Personalize   Find		First	1 of 1	Last
PC Business Unit	Project▲	Description	Project Status	Project Start Date▲	Project End Date	Commitment Control Begin Date	Commitment Control End Date					
GCA01	500616	Year 6-10 Plasmodium Myosin	Open	04/02/2022	06/30/2027	04/02/2022	07/30/2027					

Go To:

[Sponsor](#) [Protocols](#) [Attributes](#) [Department Credit](#) [Notepad](#) [Award Modifications](#) [Supplemental Data](#)

# Award Receipt / PeopleSoft Setup – Award Profile > Award Tab

[Award](#) [Funding](#) [Resources](#) [Certifications](#) [Terms](#) [Milestones](#) [Key Words](#) [Funding Inquiry](#)

Navigation: Grants > Awards > Award Profile > Award Tab

Award ID AWD00001058

Additional Information

Award ID AWD00001058

Reference Award Number 2R01AI132378

Additional Information Find View 1 First 1-2 of 2 Last

\*Type CST

Comments Award has Over the Salary Cap cost share: see proposal, FP, and/or Award Data Collection form for additional details.

\*Type PRV

Comments This is a competing continuation of 000031656

Proposal ID AWD00001058 View Proposal

Version ID V101

Start Date 07/01/2022

End Date 06/30/2027

☒ Hold Billing on Unpaid Cost

☐ Hold Revenue on Unpaid Cost

View Contract Contract Rates

Additional Information SPA Fin Analyst

Primary Project PI Trybus, Kathleen M.

Associated Project

PC Business Unit	Project	Description	Project Status
GCA01	500616	Year 6-10 Plasmodium Myosin	Open

Go To: Sponsor Protocols Attributes Department Credit Notepad Award Modifications Supplemental Data

## Award Profile Links

### Additional Information link:

- Cost Share Type
  - Third party source and amounts (if applicable)
- Previous award numbers
- PI change (ex: "PI change Smith to Jones, effective 1/1/2024")

### SPA Fin Analyst Link:

- Responsible Department
- Financial Analyst (FA) assigned to the award

Grant Administrator

Institution ID UVM The University of Vermont

Department 55140 Molecular Physlgy & Biophysics

Contact 0154705 Westman, Shari C

Fax

Phone

Email ID

Official Type

OK Cancel Refresh

# Award Receipt / PeopleSoft Setup – Award Profile > Milestones Tab

Navigation: Grants > Awards > Award Profile > Milestones Tab

*Milestone Type▲	*Milestone Code▼	Due Date▼	Milestone Status	Report Assignee	Assignee
0_DAY	0_DAYS	09/30/2027	NEW		
45DAY	45_DAYS	09/30/2027	NEW		
90DAY	90_DAYS	09/30/2027	NEW		
FINCL	FINAL	11/29/2027	NEW	0105014	Truong, Tam Van
FINCL	SEMI	10/30/2027	NEW	0105014	Truong, Tam Van
FINCL	SEMI	04/30/2027	NEW	0105014	Truong, Tam Van
FINCL	SEMI	10/30/2026	NEW	0105014	Truong, Tam Van
FINCL	SEMI	04/30/2026	NEW	0105014	Truong, Tam Van
FINCL	SEMI	10/30/2025	NEW	0105014	Truong, Tam Van
FINCL	SEMI	04/30/2025	NEW	0105014	Truong, Tam Van
FINCL	SEMI	10/30/2024	NEW	0105014	Truong, Tam Van
FINCL	SEMI	04/30/2024	NEW	0105014	Truong, Tam Van
HRDCL	HARD CLOSE	03/28/2028	NEW	0105014	Truong, Tam Van
SFTCL	SOFT CLOSE	11/29/2027	NEW	0105014	Truong, Tam Van

## 90/45/0-day Automated Notices

- Automatic reminders to sent to PI at 90, 45, and 0 days before the award ends to help guide them through award close-out.
- These notices do not account for any in-process award extensions.

## Financial Reports due to sponsor (FINCL lines):

- Report types and due dates set up in according to award document.
- Financial reporting milestones are assigned to FA.

*Please note:* Programmatic reporting is not recorded in PeopleSoft; it is the responsibility of the unit and PI.

# Award Receipt / PeopleSoft Setup – Budget Setup

## Sponsored Budget Setup

- Budget detail amounts set up as approved by the sponsor (i.e. either as detailed in the award document or as proposed.)
  - Serves as baseline for tracking approved budget vs. rebudget; necessary for determining when/if prior approval is needed
- Standard budget lines (applies to all awards):
  - Each budget set up with standard set of F-levels.
  - Standard lines without budgeted dollars set up at \$0.
  - Additional lines set up when appropriate.
- Direct Cost Justification Form / [UVM Cost Policy](#) (applies to all federal awards):
  - Cost categories normally considered indirect costs must be justified and approved by SPA prior to setup.
  - There are some exceptions for the activity types that have lower F&A rates. See the table below.

### Standard Budget Setup F-Levels

F-Level	Description	Award/Sponsor Type
F5000	Person-Salary	These lines are set up for <b>all award projects</b> <u>unless restricted by Award Terms</u>
F5990	Fringe Benefits	
F6000	Other Services and Expenses	
F6004	Lab & Research Supplies	
F6011	Publication Costs	
F6021	Computer Devices	
F6050	Domestic Travel	
F6104	Research Subject Costs	
F6120	Consultant Services	
F6510	Equipment Maintenance	
F6002	Supplies	For <b>Non-Federal awards</b> , these lines are set up in addition to the lines above
F6005	Agricultural Supplies and Services	
F6020	Computer Supplies and Services	

### Direct Cost Justification Form (DCJF) needed prior to setup for federal awards

F-Level	Description	Award Purpose
F6002	General supplies & service	<b>DCJF Required for Research, Public Service, and Instruction.</b> (N/A for Experiment Station, Extension Research, or Extension Service)
F6006	Memberships & subscriptions	
F6020	Computer supplies & services	
F6320	Telephone / Telecom Services	
F6007	Work orders	<b>DCJF Required for All Purposes</b>
F6301	Utilities	

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# Award Receipt / PeopleSoft Setup – Budget Setup Continued

## Cost Share Budgets

- UVM Direct Cost Share only.
  - Unrecovered (waived) F&A and third party cost share are tracked outside PeopleSoft.
- Cost share chartstrings and amounts gathered from the pre-award Unit Administrator during award acceptance.
  - Opportunity for department to provide updated amounts from what was in UVMClick Funding Proposal Budget in case of changes (ex: salary increases).
  - *Note:* Cost share can be added or rebudgeted later if needed.

## Commitment Control

- Projects are set up with the control settings that will produce budget checking errors (guardrails to ensure compliance with the award terms and conditions).

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# Award Receipt / PeopleSoft Setup – Project Setup & Personnel Effort

## Project Structure

- Most awards: project structure depends on award's carryover terms
  - Automatic carryover: one project spanning the life of the award
  - Restricted carryover: one separate project for each budget period
- Circumstances resulting in the setup of additional/separate projects –
  - A piece of the budget is restricted to specific purpose and cannot be used for anything else without prior approval (ex: participant support costs, many NIH administrative supplements)
  - Internal sub-projects or internal-subawards with their own distinct scopes and budgets (ex: COBRE awards, VT Space Grant Consortium, SARE, Food Systems Research Center)

## Personnel Effort Commitments – PIs and Co-PIs, Named Key Personnel, and Faculty only

- Sponsor-approved effort commitments quantified in award document and/or proposal
- Updates to effort setup for sponsor approved changes only (prior approvals)

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# Award Receipt / PeopleSoft Setup – Other pieces of setup

## IBB F&A Distributions

- SPA sets up the distributions as agreed upon in the initial proposal route
- All projects will be set up with the same distribution for the life of the award
- *Navigation:*  
*PS Finance > Grants > Awards > Establish Project General Info > Project Department Tab > Department Info*

## Billing

- PeopleSoft billing pages set up in accordance with the award: billing type, frequency/schedule, contact information, other sponsor requirements



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# Award Receipt / PeopleSoft Setup – Combination Codes

## Combination Codes (Combo Codes)

- Combo Codes represent chartstrings in PeopleSoft HR system; used for salary distributions
- Once salary chartstrings are set up in a project's budget, PeopleSoft automatically creates Combo Codes for approximately 20 most common accounts per salary chartstring
  - Combo Codes for new salary budget lines generated twice per day (12pm and 5pm)
- Deans Offices will set up any missing combo codes
- Navigation:  
PS HR > Menu > Set Up HCM > Common Definitions > Chartfield Configuration > Combination Code Table
- Combo Codes User Guide: <https://www.uvm.edu/sites/default/files/Division-of-Finance/UserGuides/combocodes.pdf>

# Award Receipt / PeopleSoft Setup

## PeopleSoft Setup Notification –

### **When you receive this notification, the setup is complete!**

- One notification sent per project
- *From:* spa@uvm.edu  
*To:* Project Manager  
*Cc:* 1) SPA FA, 2 & 3) SPA Billing, 4) Unit Admin (UVMClick), 5) SPA AAO, 6) SPA Setup Specialist
- Unit Administrator forwards notification to relevant contacts
- Contents:
  - Award and project identifying information, project dates, and total project budgets to date.
  - Highlights some available award management resources (ex: Award Kick-off meetings)
- Please reply-all with any questions about the award setup

PeopleSoft Setup Notification, Project ID: 501526 Title: CR:Ganciclovir Period 4



Dear Stapleton,Renee,

Please forward this communication to all contacts relevant to this award.

SPA is pleased to inform you that your New Award has been established in PeopleSoft. The chartstrings have been entered, and the budget is now released. Please see the details below.

<b>Award Title:</b>	CR: Ganciclovir to Prevent Reactivation (2023-24)
<b>Award ID:</b>	AWD00001526
<b>Award PI:</b>	Stapleton,Renee
<b>Sponsor:</b>	Fred Hutchinson Cancer Center
<b>Prime Sponsor:</b>	00000140
<b>Prime Sponsor Award ID:</b>	5 UH3HL147011-05
<b>Project:</b>	501526
<b>Project Title:</b>	CR:Ganciclovir Period 4
<b>Project Manager:</b>	Stapleton,Renee
<b>Project Start Date:</b>	09/01/2023
<b>Project End Date:</b>	08/31/2024
<b>Project Sponsored Budget (Direct + F&amp;A):</b>	237,097.00
<b>Project Cost-Share Budget:</b>	35,140.40

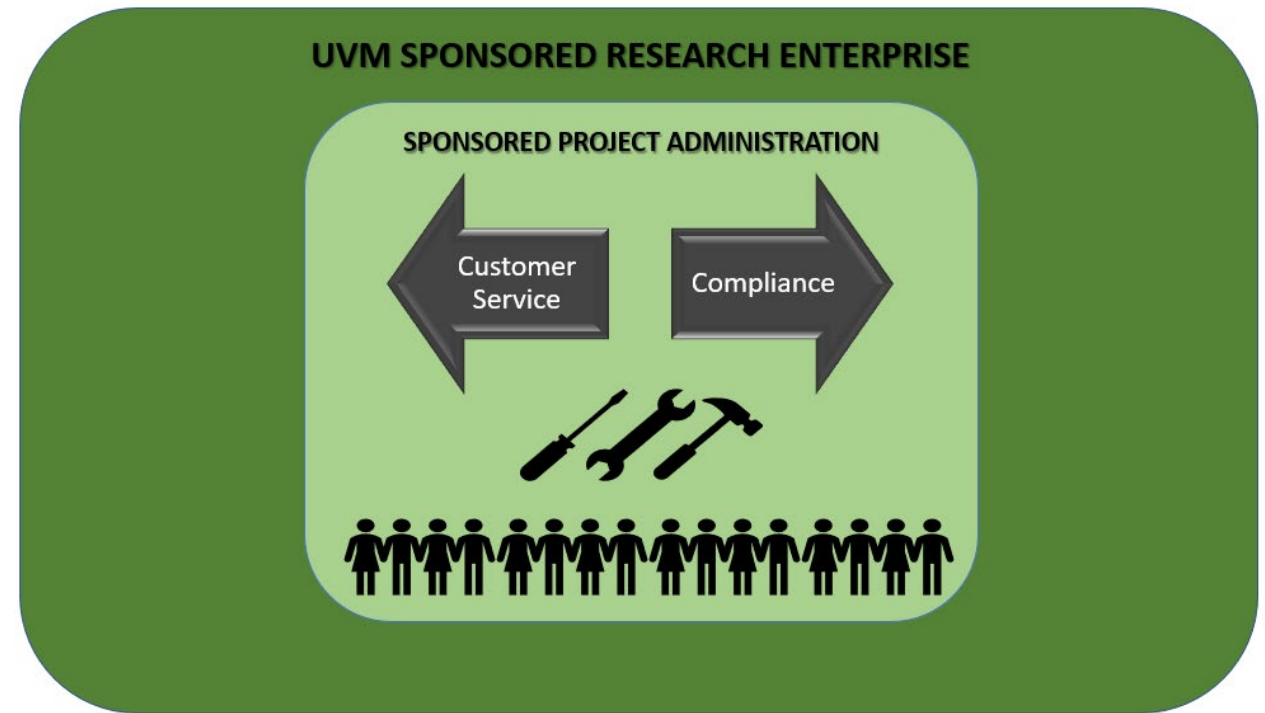
**SPA Financial Analyst:** Stewart,Tiffany T

#### **ESSENTIALS FOR AWARD MANAGEMENT**

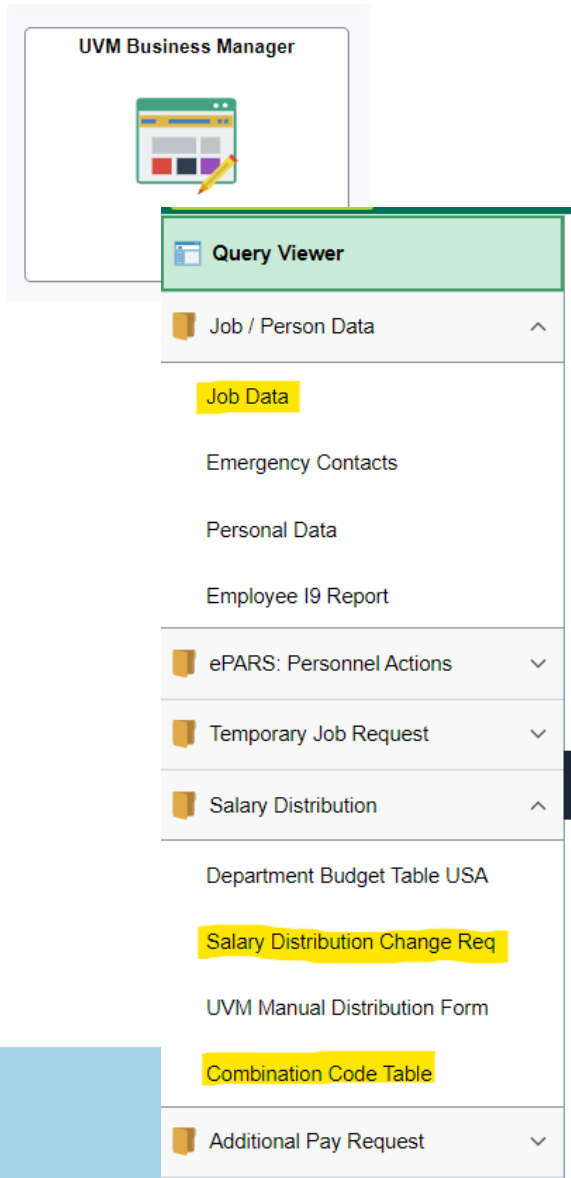
Please visit the Manage Award section of our website for an outline of essential administrative elements that you will need to be aware of as you prepare the award.

# Award Management – Customer Service, Budget Management, and Compliance

- Award Setup Review – Setup Notification Email handoff (share if desired)
- Quarterly Project Reviews - Expense Review, Effort Review, Forecasts
- Management Tools
  - PS HR Module
  - PI Portal – one stop shopping
  - Other PS Financials Tiles
  - Budget checking errors
  - Rebudgeting
  - Expense Review
  - Forecasts/Budget Review Workbook
- Close Out Review



# Award Management: PS HR – UVM Business Manager Tile



## Job Data:

### Work Location

### Job Information

### Job Labor

### Payroll

### Salary Plan

### Compensation

- Work Location: effective date, term date for GRAs, status, dept
- Job Information: job code, Empl Class, FTE
- Compensation: comp rate for Empl Class at FTE (e.g. 9 months or 12 months at given 0.5 FTE), pay rate frequency
- “Include History” to see HR actions all the way back to hire date
- Multiple record numbers = multiple appointments (consecutive or concurrent)

## Salary Distribution Folder:

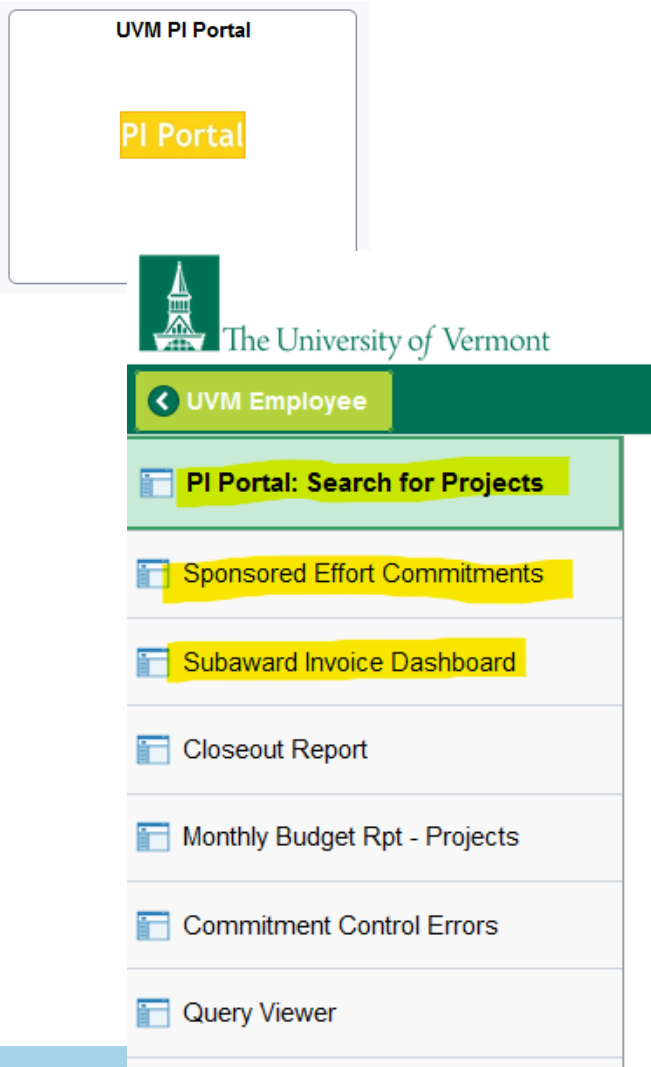
- **Salary Distribution Change Req** – path to update salary distribution
- **Combo Code Table** – lookup by account code and project and fund
- Query: UV\_DEPT\_BUDGET\_TBL - Shows salary distributions for a fiscal Year by home dept, project, or empl ID
- Query: UV\_TL\_PAYABLE\_TIME\_DETAIL - Shows hourly staff payment detail
- Query: UV\_PAY\_ERN\_DIST - Shows actual earnings by various criteria (Empl ID and project).  
NOTE: PI portal shows posted date, not earnings date

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# Award Management: PI Portal Highlights

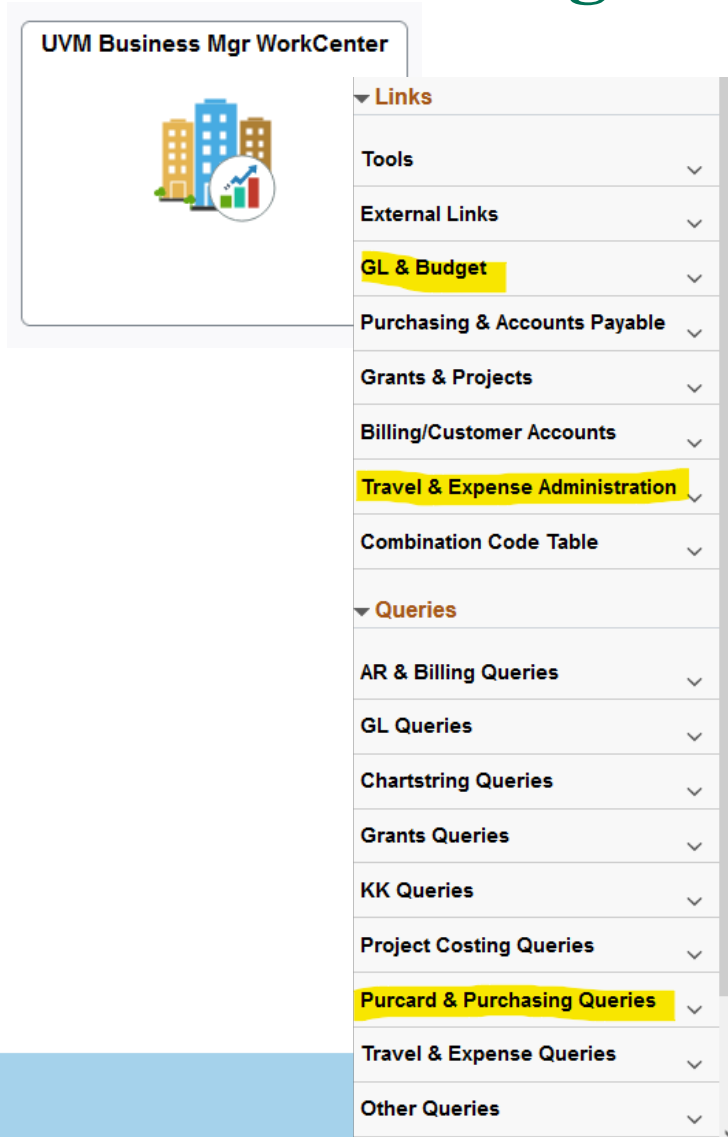
- Project level data warehouse pulling from other tables: demographic, chartstrings, budget, encumbrance and expenses
- Multi-project Award level detail data available with Award Profile and Monthly Budget Report
- Faculty landing page configured based on Project Manager role
- Cautions:
  - Refreshed Nightly
  - data on payroll +1 days
  - salary is by posted date not earnings date (use UV\_PAY\_ERN\_DIST if needed)
  - Encumbrance is only through fiscal year
  - Encumbrance does not include F&A
- Cost share:
  - Budget and actuals do not include waived F&A or third party match.
- PI Portal Resources:
  - PI portal training is available via SPA FAs
  - <https://www.uvm.edu/spa/pi-portal>
  - [https://www.uvm.edu/sites/default/files/Sponsored-Project-Administration/PI Portal Visual Job Aid.pdf](https://www.uvm.edu/sites/default/files/Sponsored-Project-Administration/PI_Portal_Visual_Job_Aid.pdf)

# Award Management: UVM PI Portal Tile



- Preconfigured links in UVM PI Portal Tile
- Links available to faculty
- PI Portal: Search for Projects
  - All/Active, lots of search fields
- Sponsored Effort Commitments
  - Committed effort (key personnel, % over effort length, cost-share)
  - Actual salary distributions (same data as UV\_DEPT\_BUDGET\_TBL)
  - Download to excel
  - [https://www.uvm.edu/sites/default/files/Division-of-Finance-Administration/UserGuides/effort\\_verification.pdf](https://www.uvm.edu/sites/default/files/Division-of-Finance-Administration/UserGuides/effort_verification.pdf)
  - Effort Training – March 14, 2024 – highly recommend
- Subaward Invoice Dashboard
  - Contains invoices since implementation 7/1/22
  - Find pending invoices (by FA, PI, Dept, etc.)
  - [https://www.uvm.edu/sites/default/files/Sponsored-Project-Administration/Work Instructions for Subaward Invoice Processing Unit Admin Guide.pdf](https://www.uvm.edu/sites/default/files/Sponsored-Project-Administration/Work%20Instructions%20for%20Subaward%20Invoice%20Processing%20Unit%20Admin%20Guide.pdf)

# Award Management: UVM Business Mgr WorkCenter



- GL & Budget
  - Journal Inquiry (new and existing)
- Travel & Expense Administration
  - View Travel Authorizations
  - View Expense Reports
- Purcard & Purchasing Queries
  - UV\_PO\_OPEN\_BY\_DEPT\_PROJECT
  - Pre-encumbrance detail found on Closeout Report

# Award Management: UVM PurCard Reallocations



## UVM PurCard Reallocations

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

### ▼ Search Criteria

Business Unit =

Journal Date =

Journal ID begins with

Journal Header Status =

Budget Checking Header Status =

Last Name begins with

Attachment Exist =

Search

Clear

Basic Search



Save Search Criteria



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# Award Management: Budget Checking Errors

- All sponsored transactions are budget checked prior to posting – this is a good thing!
- Budget checking occurs in the Commitment Control (KK) ledger of PeopleSoft
- Resolve Budget checking errors:
  - No Budget Exists – invalid component(s) of chartstring, Flevel (budget level) not setup – need to fix before expense can post
  - Budget Date out of Bounds – the accounting date is outside period of performance – FA can provide override if agreement/amendment/NCE arrived at UVM.
  - Budget is Closed – the project or Flevel has been closed
  - Exceeds Budget tolerance – For projects or controlled Flevels, the attempted transaction exceeds the available budget amount.
- <https://www.uvm.edu/sites/default/files/Division-of-Finance/UserGuides/commitmentcontrol.pdf>
- <https://www.uvm.edu/finance/chart-of-accounts> (files of all possible values)

# Award Management: Rebudgeting

- Verify if Sponsor has rebudgeting restrictions, contact FA for assistance
  - Examples (10% budget restriction, Equipment not allowed, Foreign travel not allowed, Etc. )
- Controlled Budget lines – budget checking errors if insufficient funds
- Indirect Cost Categories – need DCJF and can open \$0 Flevel
- F&A excluded budget categories – rebudgeting these categories requires rebudget of F&A
- If none of these conditions, then rebudget not necessary or Flevel can be opened with \$0 budget
- <https://www.uvm.edu/spa/forms-library> (Rebudget form and Direct Cost Justification form)

## Controlled Budget Lines

<b>F6350</b>	<b>Non-UVM Facilities Rental</b>
<b>F6500</b>	<b>Equipment</b>
<b>F6520</b>	<b>Sub-Award &lt;\$25k</b>
<b>F6521</b>	<b>Sub-Award &gt;\$25k</b>
<b>F6532</b>	<b>Tuition &amp; Fees</b>

## Normally Indirect Cost Categories (requiring a Direct Cost Justification Form)

F6002	General Supplies & Services*
F6006	Memberships & Subscriptions*
F6007	Work Order Services
F6020	Computer Services*
F6301	Utilities
F6320	Telephone & Telecom Services

\*Not required for Extension or  
Experiment Station Award Types

## F&A Excluded Budget Categories:

F6101	Participant Expenses
F6127	Patient Care
F6350	Facility & Equip Rental
F6450	Acquisitions
F6500	Equipment > \$5000
F6521	Sub Contract > \$25000
F6532	Tuition and Fees
F6910	Alterations & Renovations

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# Award Management: Expense Review

Expense transactions should be reviewed on quarterly basis

- Allowable, allocable, and reasonable?
- Have all incurred expenses posted?
- Extenuating circumstances required for any cost transfer greater than 90 days

## Red Flags

- Spending at the end of the grant (esp. Equipment)
- Effort or cost-share not met
- Travel or tuition that do not follow salary
- Indirect costs being charged to grant

## Tools

- PI Portal
- Monthly Budget Report
- Closeout Report

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## Award Management: Workbook and Forecasting

- SPA 2.0 uses a workbook to manage projects
  - Forecasts for rebudgets and projected expenses
  - Effort
  - Salary and expense transaction details
  - Original budgets and proposal narrative
  - Award Document information

# Award Management: Workbook and Forecasting

The University of Vermont  
PI Portal Expense Projection Worksheet

## Sponsored Project Administration

PI: Underwood

Award #: AWD220

Project #: 037905

F&A Rate from Award Document: 56%

start date: 9/1/20

end date: 8/31/22

expecting a NCE 8/31/2023

SPN: NSF

Title: Eagar

Copy from PI Portal and Paste Below			Optional Use	Do not change	Copy from Portal and Paste Below			Do not change-will auto populate		
Account	Account Description	Current Budget	Rebudget	Revised Budget	Open Encumbrances (Thru 6/30)	Expenditures	Projected Expense	Available Budget with Projections	Vlookup Category	Vlookup Type
F5000	Personnel Salary	131,283.00	10,255.00	141,538.00	3,198.53	47,259.12	40,529.36	50,550.99	PERSON	1. MTDC
F5990	Fringe Benefits	37,553.00	5,743.00	43,296.00	1,107.65	18,220.53	13,542.93	10,424.89	FRINGE	1. MTDC
F6000	Other Expenses and Services			-				-	OTHER	1. MTDC
F6004	Lab Research Supplies & Servic			-				-	LABRSCHSUP	1. MTDC
F6011	Publication Costs	2,000.00		2,000.00				2,000.00	PUB	1. MTDC
F6021	Computer Devices			-				-	COMP_DEVICES	1. MTDC
F6050	Domestic Travel	5,455.00		5,455.00				5,455.00	DOTRAV	1. MTDC
F6104	Research Subject Costs			-				-	RSRCH_SBJCT_C	1. MTDC
F6120	Consultant & Contract Services			-				-	CONSLT	1. MTDC
F6510	Equipment Maintenance			-				-	EQUIPMAINT	1. MTDC
F6532	Tuition & Fees	24,957.00	-24,957.00	-				-	TUITIO	2. Excluded
F6600	Facilities & Administration	98,723.00	8,959.00	107,682.00	2,411.46	36,668.62	30,280.48	38,321.44	FACADM	3. F&A
Total		299,971.00	0.00	299,971.00	6,717.64	102,148.27	84,352.78	106,752.31		
1. MTDC		176,291.00	15,998.00	192,289.00	4,306.18	65,479.65	54,072.29	68,430.88	Remaining Direct Cost Balance	
2. Excluded		24,957.00	-24,957.00	0.00	0.00	0.00	0.00	0.00		
3. F&A		98,723.00	8,959.00	107,682.00	2,411.46	36,668.62	30,280.48	38,321.44		
Calculated F&A Rate		56.00%	56.00%	56.00%	56.00%	56.00%	56.00%	56.00%		

### Indirect Cost (F&A) Calculator Tool - Optional

56.00%	Sponsor Approved F&A Rate
\$ 24,957.00	Excluded amount to rebudget
\$ 15,998.00	Direct Cost Rebudget
\$ 8,959.00	F&A Rebudget

### Fringe Calculator Tool:

56.00%	Fringe Rate
\$ 15,998.00	Direct Cost Rebudget (whole dollars only)
\$ 10,255.00	Salary Rebudget
\$ 5,743.00	Fringe Rebudget

Salary Encumbrances		
who	Salary	Fringe
Kristen Underwood	611.63	285.02
Kincaid,Dustin Willia	2,586.90	822.63

contact Sylvie for 1 year NCE, then rebudget taki

REU estimate ?

Dustin plan to stay past Aug (thru Dec 2022) - 50%

summer salary - Donna, Byung Le, Pespeni

4043 - Byung, 4399 - Pespeni, 1541 - Donna

Kristen @ 10% Jul 2022-Jun 2023 7400

### ACTION ITEMS:

Rebudget all of tuition to salary

Kristen to confirm Pespeni summer salary

Kristen to reach out to Julie Macy for NCE if Sylvie

Kristen to confirm REU with Byung

➤ Forecast  
Rebudget

➤ Expenses to  
date

➤ Projected  
Expense

➤ Notes/history

➤ Calculators

➤ Real-time with  
PI

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# Award Management: Close Out Review

- 90 days before end (active project in PI portal)
- Checklist
  - Forecast with pending expenses
  - Rebudget any unused F&A excluded items
  - NCE needed?
  - Key personnel effort commitments met?
  - Red Flag expenses and are they documented?
- 30 day adjustment period

---

# 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;
- Most useful for multi-project awards;
- 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 - Monthly Budget Report](#) (pages 11 – 25):

# Award Management: Project Monthly Budget Report

Projects Monthly Budget Report

Run Control ID MONBUDREP

Report Manager Process Monitor

Run

Language English

Required Parameters

\*Fiscal Year 2019

\*Period From 1 July

to \*Period To 12 June

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

▼ Projects

Personalize | Find | 1 of 1

First 1 of 1 Last

Project	Description	Include Net Assets
1		<input type="checkbox"/>

▼ Awards (Sponsored Projects Only)

Personalize | Find | 1 of 1

First 1 of 1 Last

Award	Description	Award PI
1		

▼ Principal Investigator (Sponsored Projects Only)

Personalize | Find | 1 of 1

First 1 of 1 Last

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

▼ Awarded Department (Sponsored Projects Only)

Personalize | Find | 1 of 1

First 1 of 1 Last

Department	Description
1	



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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 – Closeout Report](#) (pages 26 – 39)

# 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:

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

☒ Include Payroll Encumbrance Information By Person

Project or Chartstring Option

☒ By Project/Award ☐ By Chartstring

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# Award Management: Journal Entries

- Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries;
- [Journal Entries - User Guide](#);
- Must have valid (V / V) status prior to being reviewed by SPA;
- PDF of Monthly Budget Report (detail) or Operating 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; emails come at end of the month from UVM accounting
- All SPA journals are reviewed and approved by Financial Analysts and posted by a Team Lead;
- Late Cost Transfers must be approved by the PI prior to posting.

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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;

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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;
  - UV\_DEPT\_BUDGET\_TBL query – shows salary distributions for fiscal year by home dept, project, or empl ID
  - GL\_HR\_ACCNTG\_LN query – run in the Finance Module and includes salary information by person along with GL accounting dates.

# PS Finance Reports and Pages Summary

	Award Profile	PI Portal	Monthly Budget Report	Closeout Report	Budgets Overview
Demographic Info	x	x		x	
Sponsored Budget Total	x	x	x	x	x
Sponsored Budget Summary		x	x		x
Costshare Budget		x	x	x	x
Reporting Milestones	x			x	
FA Assignment	x			x	
Reports / Invoices	x	x			
Expenses Total		x	x	x	x
Expenses Summary		x	x	x	x
Expenses Detail		x	x		x
Multiple Projects View	x		x	x	
Clinical Trials Revenue Totals		x	x	x	x
Clinical Trials Revenue Details					x
HR Distribution Info		x			
Budget Errors				x	
Pending Transactions (not in GL)				x	x
Encumbrance Info		x	x	x	x
F&A Rate		x		x	
Distributions Past End Date		x		x	
Open P.O.s and Requisitions				x	
Commitment Control				x	x
General Ledger		x	x	x	

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# QUESTIONS