University of Minnesota

Sponsored Projects

June 2008

www.finsys.umn.edu
Overview

- Audience: sponsored project users
- Highlight impacts to a project’s life cycle
- Discuss sponsored business process updates
- Reveal navigational paths to inquiry screens and commonly used pages
- Provide additional resources
PeopleSoft Grants Integration

- EGMS/PRF
  - Proposal
    - Projects, Activities and Budget Data
    - Projects
      - F&A and Revenue
    - Contracts
      - Award Data
      - LOC and Invoicing
    - Billing
      - Billed Data
    - Receivables
  - General Ledger
    - Payables
    - Purchasing
    - General Ledger
    - HRMS - Travel & Expense

Feeder Systems

- Projects
  - Grants Transactions

Integration Flow:
- EGMS/PRF to Proposal
- Proposal to Projects
- Projects to General Ledger
- General Ledger to Payables, Purchasing, General Ledger, HRMS - Travel & Expense
- General Ledger to Billing, Receivables
- Projects to Contracts
- Contracts to Billing, Receivables
Proposal Phase

- **EGMS:**
  - Core functionality will remain the same
  - Minor retrofits
  - PRF is required by departments
  - SPA will continue to review/approve
  - Departments can monitor status
Monitoring a Proposal’s Status

- Page Name: Maintain Proposal

<table>
<thead>
<tr>
<th>Proposal</th>
<th>Projects</th>
<th>Budgets</th>
<th>Resources</th>
<th>Certifications</th>
<th>Reports</th>
<th>Attachments</th>
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<tr>
<td>Proposal ID: LARSO169A</td>
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<tr>
<td>Description: Proposal for LOC Awa</td>
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<tr>
<td>Version ID: V101</td>
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</table>

- Title: Proposal for LOC Award Processing
- PI ID: 2764746 Kevelin, Michelle
- Sponsor ID: 0000000006 National Institute of Health
- Purpose: RSCH
- Proposal Type: New
- CFDA: 
- Confidence %: 

Status:
- *Proposal Status: 2 PropE CA Processing
- Submit Status: Submitted
- Generate Status: Not Generated
- In Approval Process

- Facilities & Admin Requested
- Foreign Application/Component
- NIH Modular Grant

Due By Budget Express Additional Information
Monitoring a Proposal’s Status

- Page Name: Maintain Proposal
- Navigation: Home > Grants > Proposal > Maintain Proposal (Proposal Tab, Additional Information Link)

### Additional Information

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Type: PRF Number

Comments:

[Return To Maintain Proposal]
Monitoring a Proposal’s Status

- Page Name: Maintain Proposal
- Navigation: Home > Grants > Proposal > Maintain Proposal (Projects Tab)
Advanced or Preaward Accounts

- Department must:
  - Prepare “Preaward / Advance Account Request Form” (available from SPA Web site)
  - Obtain appropriate signatures
  - Submit completed, signed form to SPA
- SPA will review and enter
- No Award or Contract record is initially created for preawards, only a Project record
- Ability to monitor and track by viewing Project record
Monitoring an Award’s Status

- Page Name: Award Profile (Award Tab)
- Navigation: Home > Grants > Awards > Award Profile

![Award Profile Form]

- **Award ID:** LARSO169GEN
- **Reference Award Number:**
- **Title:** Proposal for Generated Award
- **Award PI:** Kevelin, Michelle
- **Sponsor:** National Institute of Health
- **Purpose:** RSCH
- **Award Type:** Grant
- **Proposal ID:** LARSO169GEN
- **Version ID:** A101
- **Start Date:** 09/01/2008
- **End Date:** 08/31/2013
- **Status:** Accepted
- **CFDA:** 93.847

[Links: View Contract, View Proposal, Additional Information, Grant Administrator, Sponsor Website]
Award Phase

Award Setup

- Joint effort between SPA and SFR
- SPA and SFR are responsible for GPC entry
- Grant administrators
  - Continue to add notes about key elements of an award
  - Serve as contact for departments
Award Phase (cont.)

- Central will upload award documents into system

Award Phase (cont.)

- NOGA (Notice of Grant Award)
  - Sent via e-mail to PI and department admin. list at award
  - Departmental users can generate the UM NOGA report thereafter
  - Cumulative record of activity
Sample NOGA

- **Page Name:** UM NOGA Report
- **Navigation:** Home > Grants > Awards > Award Profile > UM NOGA Report
- **Click on the NOGA image at right to download a PDF of the report sample**
# NOGA Header and Award Info

- **University of Minnesota**
- **Print Date:** 4/22/2008
- **Page:** 1 of 5
- **Award:** CON00000013794
- **PRF #:**

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**AWARD INFORMATION**

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<td>NEW</td>
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<tr>
<td>Kevelin, Michelle</td>
<td>External Sales Office</td>
<td>National Institute of Health</td>
<td>R01-AT036982</td>
<td>Freezing Tree Frogs</td>
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Award Projects and History

AWARD HISTORY (Online Page Navigation: Main Menu > Grants > Awards > Review Award Modifications)

Reference Award#: 1R01-AT036982-01  
Amount: $158,852.00
Period: 1  
Issue Date: 02/01/2006  
Begin Date: 02/01/2006  
End Date: 01/31/2007
Modification Seq: 1  
Modification Type: Original  
Mod Issue Date:

Comments:
Awarded under the terms and conditions of the Federal Demonstration Partnership Phase IV.

An unobligated balance may be carried over into the next budget period without Grants Management Officer prior approval.

This grant is subject to Streamlined Noncompeting Award Procedures (SNAP).

In accordance with P.L 110-161 compliance with the NIH Public Access Policy is now mandatory. See NOT-OD-08-033 and the Public Access website http://publicaccess.nih.gov for additional information.

Reference Award#: 5R01-AT036982-02  
Amount: $163,618.00
Period: 2  
Issue Date: 01/30/2007  
Begin Date: 02/01/2007  
End Date: 01/31/2008
Modification Seq: 2  
Modification Type: Continuation  
Mod Issue Date:

Comments:
Year 2 funding
Special Reviews and Budget

SPECIAL REVIEWS (Online Page Navigation: Main Menu > Grants > Awards > Award Profile – Certifications Tab)

Project #: 00003942
Description: Vertebrate Animals
Approval Date: 01/13/2008  Expiration Date: 01/12/2009  Assurance Number: 0601A3372
Comments: No activities involving animals may occur during any period where there is a lapse in IACUC approval.

BUDGET INFORMATION (Online Page Navigation: Main Menu > Grants > Awards > Project Budget)
Please review online budget for valid account string combinations (ex. PCBU, Activity, Fund, Dept_Id, Project, Account)

Project #: 00003942  Cost Share Budget Total: $0.00
Project Start Date: 02/01/2006  Project End Date: 01/31/2010
ICR Sharing  Department: Veterinary Biomedical Science  Percentage: 100.00

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<th>Direct Cost (Approved)</th>
<th>F &amp; A Cost (Approved)</th>
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COST SHARE/MATCH/IN-KIND
Terms and Conditions

TERMS & CONDITIONS (Online Page Navigation: Main Menu > Grants > Awards > Award Profile – Terms Tab)

APV - Additional Approval
   APV01 - Prior sponsor approval or notification required for reduction of PI's effort by 25% or more.

   APV04 - Prior sponsor approval required to replace PI.

   APV07 - Prior sponsor approval required for changes to key personnel that would impact the scope of work.

   APV10 - Prior sponsor approval required for changes to work scope.

   APV14 - Prior sponsor approval required for the absence of the PI for 3 months or more.

   APV20 - Prior sponsor approval required for the addition of foreign sites or foreign subcontracts.

   APV23 - Prior sponsor approval required for a second no cost extension.
### Reports (PI)

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<th>Milestone Code</th>
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<td>Descr:</td>
<td>Due Date:</td>
<td>A SNAP continuation proposal is due at NIH by December 1st of each year.</td>
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<td>Comments:</td>
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<td>A final Invention Statement must be submitted within 90 days after project termination.</td>
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<td>Final Progress Report</td>
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18
Invoice/Billing & Financial Reports

Invoice Form: GPC - GM_LOC
Interim Invoice Deadline: 90

Final Invoice Deadline: 90

Contact Name: Test Contact
Contact Phone: 555-5555
Contact Fax:
Contact Email: gates001@msn.com
Contact Address: 4000 Grant DHHD Ave

address3
Arlington VA 22230

FINANCIAL REPORTING

Report Form ID: R_FFR
Interim Reporting Deadline: 90

Reporting Frequency: Termination/Final
Final Reporting Deadline: 90
Sample Detailed Budget Info

BUDGET INFORMATION (Online Page Navigation: Main Menu > Grants > Awards > Project Budget)
Please review online budget for valid account string combinations (ex. PCBU, Activity, Fund, Dept_Id, Project, Account)
Management Phase

- Personnel Setup
  - Department will continue to set up in HRMS
  - Cost-sharing combo codes entered in HRMS
  - Effort coordinator no longer enters cost sharing in ECRT; instead, HRMS will feed the effort statement
### Combo Codes in HRMS

#### Distribute UM

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<td></td>
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<th>Pay Period Hours</th>
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<th>PERCENT</th>
<th>Encumb</th>
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<td>REG</td>
<td>80.00</td>
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**Totals:**

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<th>Hours</th>
<th>Amount</th>
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<tbody>
<tr>
<td>80.00</td>
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</table>
Coordinate Subawards

- Department provides SPA with work scope, budget, contact info, etc.
- SPA assigns subaward numbers
- SPA issues the subaward
- Invoices are approved by PI and processed by SPA
Coordinate Subawards (cont.)

http://www.ospa.umn.edu/subaward/
Management Phase (cont.)

- Purchase supplies, equipment, services
  - F&A will run daily instead of weekly
  - Departments will continue to prepare in other modules
  - Identifying non-payroll, cost-shared commitments at initiation of transaction
  - Training and assessments for access
  - Click to view a list of required training courses
Manage Program Income

- **Policy Change**
  - Will be deposited and entered into the financial system at a local or academic department level

- **Department’s Responsibilities**
  - Completes online “UM Prepare Deposit” page
  - Provides specific reference information for Sponsored Program Income
  - Totals all checks and prints deposit form
  - Submits deposit form and checks/cash to the campus Bursar Office
Manage Program Income (cont.)

- **SFR’s Responsibilities**
  - Runs query to identify deposited sponsored program income
  - Applies the program income to the sponsored project (revenue account)
  - Program income will be expended prior to sponsored funds
  - Notifies department that it was applied
Award Modify

- Department submits change request to SPA (e.g., PI change, no cost extension, proposal for additional funding)
- SPA modifies award (e.g., incremental funding, supplement, continuation)
Rebudgeting

- Department must perform any F&A calculations
- Net budgeting (within existing lines):
  - Includes regular and cost share
  - Dept. preparer creates online request that routes to Certified Approver (CA)
  - CA will perform data entry
Rebudgeting (cont.)

To create a new Account value, move dollars to another project, or to impact the cost-share budget:

- Only SPA can perform these tasks
- Certified Approvers must access the request form via the SPA Web site, complete it, and forward it electronically to SPA
Billing and Receivables

- Accrual basis of accounting
- SFR will continue to
  - Facilitate sponsored billing and receivables
  - Generate interim and final reports to the sponsor
- Payments go to a sponsored lockbox
- Electronic fund transfers go to a sponsored bank account
- Departments can review collection notes, if applicable
### Transaction Detail by Invoice

**UNIVERSITY OF MINNESOTA**

**Sponsored Financial Reporting**

**Transaction Detail By Invoice**

Report ID: UMFPCC002

Run Date: 6/10/2008

Run Time: 8:10:59 AM

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<th>Invoice Number</th>
<th>Contract Number</th>
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<tr>
<td>06/03/2007</td>
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**Accounting Phone:** 612/424-2282

**Accounting Email:** madison@umn.edu

- **Document Description:** PAYROLL-UMN
  - **Document Number:** 17560005

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**Salaries & Wages TOTAL:** $0.00

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**Fringe Benefit TOTAL:** $549.32

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</table>

**Click on the image to download a PDF of this report sample**
Sample Invoice to Sponsor

Click on the image to download a PDF of this invoice sample.
Closeout Phase

- Department
  - Responsible for administrative and technical requirements
- SFR will generate final financial report
- After all money is collected and the final report is issued, SFR will initiate the closeout process
UM Sponsored Award Overview

Grants > Interactive Reports > UM Sponsored Award Overview

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Grants > Interactive Reports > UM Sponsored Project Detail

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## Sponsored Transaction Detail

Grants > Interactive Reports > UM Sponsored Transaction Detail-Expenses

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### Sponsored Transaction Detail

<table>
<thead>
<tr>
<th>BUDGET ITEM</th>
<th>DETAIL ACCOUNT</th>
<th>BUDGET AMOUNT</th>
<th>END-OF-DAY AMOUNT</th>
<th>EXPENSE</th>
<th>AVAILABLE BALANCE</th>
<th>BUDGET AMOUNT</th>
<th>END-OF-DAY AMOUNT</th>
<th>EXPENSE</th>
<th>AVAILABLE BALANCE</th>
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<tbody>
<tr>
<td>FAC10L_SALARY</td>
<td>TJ100 Faculty Salary</td>
<td>$71,721.91</td>
<td>$71,420.71</td>
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<td>GRANT10L_SALARY</td>
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<td>TJ1000 Link Electrical Services</td>
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**PROJECT TOTALS**

$200,000.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00
Resources

Sponsored Projects EFS
Web site:
http://www.ospa.umn.edu/efs_sp/index.htm
Resources (cont.)

- Sponsored Projects Administration (OSPA)
  [http://www.ospa.umn.edu](http://www.ospa.umn.edu)

- Policy Updates for Sponsored Projects:
  [http://www.ospa.umn.edu/efs_sp/notices.htm](http://www.ospa.umn.edu/efs_sp/notices.htm)

- Sponsored Financial Reporting:
  [http://www.controller.umn.edu/SFR/sponsored_reporting.htm](http://www.controller.umn.edu/SFR/sponsored_reporting.htm)

- Training Services:

- Enterprise Financial System: [http://www.finsys.umn.edu](http://www.finsys.umn.edu)