



AWARD MANAGEMENT

Tamara Franklin

Assistant Vice President of Research Financial
Services



RESPONSIBLE FOR ALL ACTIVITIES CONCERNING EXTERNAL AND INTERNAL AUDITS OF SPONSORED PROJECT EXPENDITURES AND AUDIT RESOLUTION.



REFS IS ALSO RESPONSIBLE FOR ENSURING COMPLIANCE OF COST SHARING, EFFORT REPORTING, AND COST ALLOWABILITY.



RESPONSIBLE FOR INVOICING, FINAL REPORT PREPARATION AND COLLECTION OF FUNDS.

RESEARCH FINANCIAL SERVICES

Financial Compliance Office



RESPONSIBILITIES

ReFS

- ▶ Expenditure Approval
 - ReFS approves all OU Marketplace, ePAFS, requisitions, and Concur transactions as well as all cost transfers. This is to determine if the expense is allocable and allowable on the award.
- ▶ Financial Reporting
 - ▶ ReFS prepares all financial reports required by funding agency.
- ▶ Invoicing
 - ▶ ReFS invoices all sponsored projects that require an invoice. We monitor to make sure OU receives timely payments from agencies.
- ▶ Deposits
 - ▶ All deposits related to sponsored programs are posted through ReFS.

Departments

- ▶ First line compliance
 - ▶ Depts should be monitoring expenses to determine if they are allowable & allocable on the award.
- ▶ Spending according to proposed budget
 - ▶ Budgets should be monitored to ensure spending in appropriate categories and anticipating any budget changes that may require a re-budget.
- ▶ Proper effort assignment
 - ▶ Properly assigning effort to projects is crucial for the proper distribution of salary costs which are generally the most significant cost associated with sponsored projects.
- ▶ Monthly Reconciliation
 - ▶ Reconciliations are required on a monthly basis. These must be reviewed with the PI and signed by the PI to be considered complete.

Principal Investigators Responsibilities

Overall grant management.

Determine that any expenditure charged to an award, whether for personnel, supplies, equipment, travel, or other types of expenses, is allocable to the project as well as allowable and reasonable.

Certify time and effort reports monthly.


Monitor effort commitments to ensure that the PI and key personnel are meeting the effort commitments agreed to when the award was accepted, and update effort distribution as changes become known.

Review award expenditures monthly to ensure that expenditures are correct and appropriate.

Review and approve subrecipient agreement requests. Review and approve subrecipient invoices for payment.

Review and approve other project changes, some of which may require sponsor approval (change to the scope of work, or significant change in a PI's effort on the project).

Monthly Reports Provided

- Automated email sent to PI within 3 days of the month end close
 - Excel file of Financial Reports with tabs for Status, Expenses, Labor Certifications, Cost-Share, and Analytics
 - Monthly reconciliations required by University policy
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University of Oklahoma
 Research Financial Services
 Project Status Report



Chartfield: SPNSR OUT02540 00000 00013 10560210
 Award Number 21000345
 Expenses as of: March 31, 2021
 Commitments as of: April 13, 2021

Title: Heroic Deeds Management

Principal Investigator: Monica Rawling
 Department: Engineering
 Project Period: 12/01/2020-02/28/2021
 Budget Period: 12/01/2020-02/28/2021
 Sponsor: S.H.I.E.L.D.
 Reference No.: 0
 Contract Type: Cost Reim b - Non LOC
 Financial Coordinator: Kailee Amanda Hoover

Budget Categories	Current Operating Budget	March Expenses	Cumulative Expenses	Unexpended Balance	Commitments	Uncommitted Balance
Salary & Wages	236,695.00	15,520.23	56,741.79	179,953.21	46,560.69	133,392.52
Fringe Benefits	88,761.00	5,820.09	21,278.19	67,482.81	17,460.27	50,022.54
Supplies	204.00	0.00	0.00	204.00	0.00	204.00
Travel - Domestic	524.00	0.00	0.00	524.00	0.00	524.00
Travel - Foreign	0.00	0.00	0.00	0.00	0.00	0.00
Other	4,373.00	240.91	457.53	3,915.47	0.00	3,915.47
Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Subrecipient <\$25,000	0.00	0.00	0.00	0.00	0.00	0.00
Subrecipient >\$25,000	0.00	0.00	0.00	0.00	0.00	0.00
Consulting	0.00	0.00	0.00	0.00	0.00	0.00
Tuition	0.00	0.00	0.00	0.00	0.00	0.00
Stipends	0.00	0.00	0.00	0.00	0.00	0.00
Alterations & Renovations	0.00	0.00	0.00	0.00	0.00	0.00
Patient Care	0.00	0.00	0.00	0.00	0.00	0.00
F&A	43,551.00	1,484.64	8,951.17	34,599.83	0.00	34,599.83
Total	374,108.00	23,065.87	87,428.68	286,679.32	64,020.96	222,658.36

Labor Certification

Labor Certification - Review & Confirm in Excel file

- ▶ Who was paid
- ▶ Amount paid
- ▶ Account paid from

Contributed Labor Review & Confirm (Cost Share)

- ▶ Who contributed the labor
- ▶ Amount of pay contributed
- ▶ Account paid from

If everything is fine, sign Labor Certification and email back to ReFS

If anything is incorrect

- ▶ Please mark thru and notate corrections and send to Departmental Staff or Shared Business Services. ReFS cannot make corrections for you.
- ▶ Send Labor Certification annotated with corrections and signed to ReFS email box (refsinfo@ou.edu)

Labor & Expenditure Certification

Review and notate any items that are incorrect.

Please submit documentation to correct inaccuracies within 90 days of original post date.

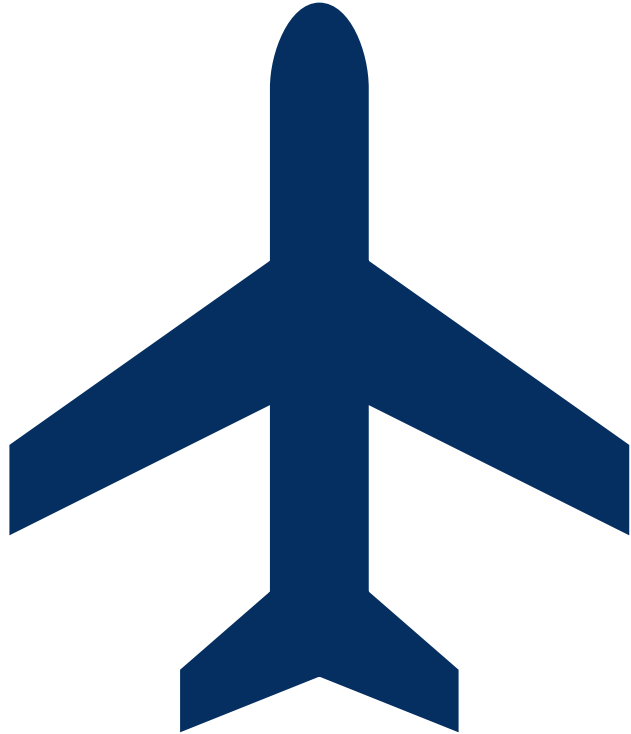
In accordance with the OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, I have used suitable means to verify that the distribution of direct labor as shown, are reasonable and accurate. I certify to the best of my knowledge and belief that the expenditures are true, complete, accurate, and are for the purposes and objectives set forth in the terms and conditions of the award.

PI Signature

Date

Pay End D	Posted Dat	ID	Position	Name	Title	Account	Fund	Org	Functio	Entity	Project	Amount
2021-09-30	2021-09-30	603181	20004	Johnson, Karen	Graduate Research Assistant	521551	SPNSR	ENG0500	00012	E0681	10537330	1,800.00
2021-09-30	2021-09-30	449388	05274	Shepherd,Cybil	Graduate Research Assistant	521571	SPNSR	ENG0500	00012	E0681	10537330	2,250.00
2021-09-30	2021-09-30	477078	12568	Wilcox, Steve	Graduate Research Assistant	521571	SPNSR	ENG0500	00012	E0681	10537330	1,800.00
2021-09-30	2021-09-30	408794	00941	Fields, John	Research Assistant Professor	511021	SPNSR	ENG0500	00012	E0681	10537330	5,861.47

MONTHLY PAYROLL CERTIFICATION



Budgeted Travel

- ▶ Specific trips budgeted
- ▶ Who is traveling? Will they be paid with project funds?
- ▶ How does it relate to the research project?
- ▶ Travel to collaborate. Are the collaborators identified in your proposal?

Federal Awards

- Fly America Act
- Open Sky's

Foreign Travel

- ▶ Specifically budgeted is easiest route to approval
- ▶ Highly scrutinized by auditors
- ▶ International travel form required

COST TRANSFER CONSIDERATIONS

What's required?

- Cost transfers are processed thru PS bolt-on.
- Justification
- How does it benefit the research?
- Why was it charged to the wrong account?

Over 90 days ago?

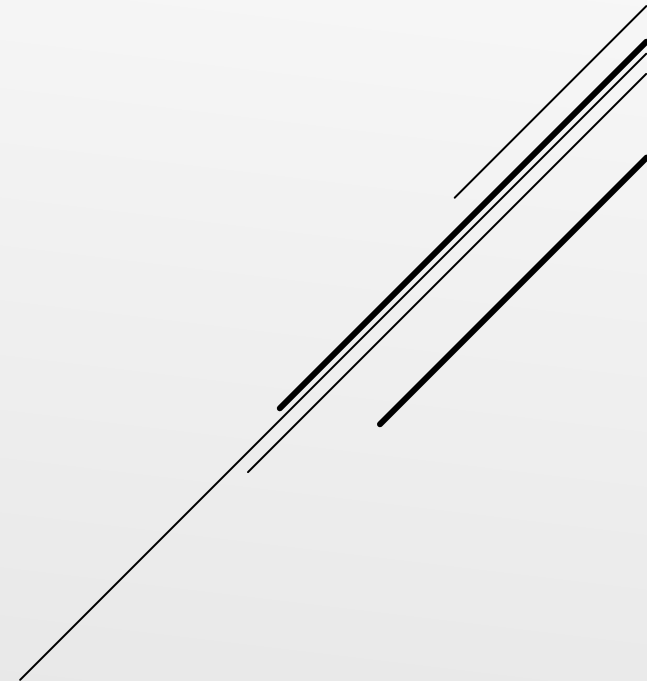
- If over 90 days transfers may not be approved
- Higher audit risk
- Requires strong justification
- Requires higher level of ReFS approval

Grant to Grant

- What controls have been put into place to ensure that this does not occur again.
- **Cannot charge Project X for Project Y expenditures while waiting for a project to be awarded, receive additional funding or a no cost extension to be approved.**
- Intentional or unintentional misuse of grant funds will likely result in the university or responsible individuals being subjected to fines, penalties, sanctions and/or legal action

- ▶ Best to spend as closely as possible to the awarded budget
- ▶ Award have different thresholds for re-budgets (be familiar with award terms)
- ▶ ReFS Coordinator can assist in determining threshold
- ▶ Will the re-budget change the scope?
- ▶ Justification
- ▶ ReBudget form to ReFS to start the process
- ▶ ReFS will work with ORS to get sponsor approval

RE-BUDGETING CONSIDERATIONS



Project Ending Notification Emails

From: OPRID | @ouhsc.edu [OPRID | @ouhsc.edu] on behalf of FSPRDnoreply@ouhsc.edu [FSPRDnoreply@ouhsc.edu]
Sent: Tuesday, March 02, 2021 8:05 PM
To: Beckmann, Gary (HSC)
Subject: Award 20201549 Milestone END90 is due on 2021-05-31.

Award 20201549 Milestone END90 is due on 2021-05-31. Please take an appropriate action to complete this task.

Your project is ending in 90 days. If you will need additional time to complete your project, please contact the Office of Research Services as soon as possible to initiate the extension process.

If you are completing your research, please start to review all expenditures to ensure they are accurate and complete.

Expenses have more restrictions

No equipment purchases w/out sponsor approval

Computer purchases will require very strong justification or sponsor approval

Cost transfers will be highly scrutinized

Other institutions fined for “trying to spend down” award at end of grant period



RESEARCH FINANCIAL SERVICES CONTACTS

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