Today's Topics

- Central Office Post-Award Team Intro

- Required New Award Meeting

- Effort Requirement/Reporting

- PI Portal

- Departmental Admin Support

Office of Research Administration and Compliance Post-Award Team

Grants and Contracts Administration Team

- Four Senior Financial Analysts, Five Financial Analysts, and a Financial Analyst/Development and Training Specialist
- Managed $85.6M in sponsored projects awarded in FY23
- Perform administrative oversight and financial management for 825+ active sponsored projects and clinical trials

Billing and Revenue Team

- Billing and Revenue Manager, Billing and Revenue Specialist, and Grant Revenue Management Technician
- Processes over 900 invoices, manages an average of 785 Federal Cash Draws, and processes an average of 2,100 deposits quarterly

Award Setup Team

- Award Analyst
- Created 362 new funds in FY23
- Processes over 300 eTRACS actions quarterly and fields numerous requests daily from Award Setup email box

ECU

New Award Meeting

- Both ECU policy and best practice require a PI New Award Meeting at the beginning of projects.
- Principal Investigators are required to attend the meeting as a condition of accepting responsibility for the sponsored project and to plan for project management with hub and departmental personnel.
  - Identify personnel resources used on the grant
  - Identify Sub-award recipients
  - Confirm cost share obligations
  - Identify unique issues to the project, such as budget alignment or carryforward
- Hub or departmental personnel documents that the PI New Award Meeting has taken place or waived via a Change Request in eTRACS.

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Effort Requirement/Reporting

- Per federal Memorandum 01-06, "...most Federally-funded research programs should have some level of committed faculty (or senior researchers) effort, paid or unpaid by the Federal Government. This effort can be provided at any time within the fiscal year (summer months, academic year, or both)."

- At ECU, a forthcoming policy on senior/key personnel effort will reflect concepts from the Memorandum and also emphasize other key points regarding effort commitments

Determining Personnel Effort

- ECU senior/key personnel must devote at least 1% of annualized effort – or a level of effort as required by the sponsor – per sponsored project.

- Beyond this **minimum** requirement, the specific amount of effort committed to a particular sponsored project is left to the judgment of the senior/key personnel, based on an estimate of the actual effort necessary to meet the technical goals and outcomes of the project. <u>In most cases, it is expected that the effort will be substantially larger than 1%.</u> Planning for effort commitment should take into consideration researchers' other current and pending awards in order to avoid becoming highly committed; **maximum** total sponsored project effort for researchers with faculty appointments cannot exceed 95%, as the remainder of their 100% appointment is allocated to University responsibilities (i.e. service, student mentoring/advising, other administrative duties).

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Determining Personnel Effort

- Effort for senior/key personnel should be budgeted, expensed and certified according to WHEN the project effort takes place.

- At ECU, effort reporting is completed 3 times during a 12-month cycle; this process allows the government and other sponsors to verify that salaries charged to a project reasonably reflect <u>effort spent on each project during the reporting time frame</u>.

- Project work performed during any month (academic year OR summer months) should be expensed to the sponsor during that month and certified during the effort reporting cycle in which the work was performed; to expense or report effort outside of the month in which the work was actually performed is falsifying the effort certification.

- Any work performed and not expensed to the sponsor becomes a subsidization of the project by state funding (unless the project contains required cost share effort).

ECU

PI Portal

- The PI Portal provides key project information using graphics and figures to PIs and staff in order to stay on top of projects.
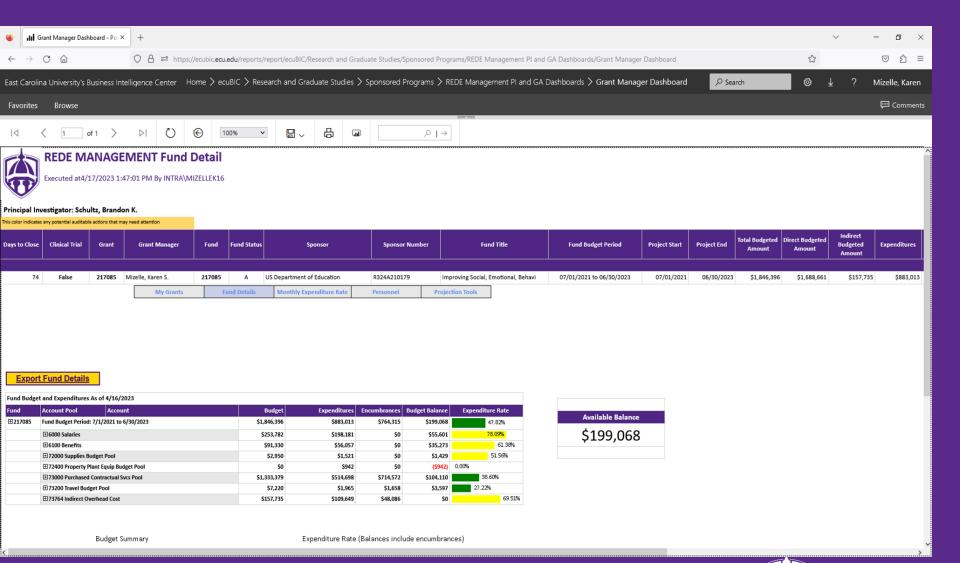
- The information in the PI Portal is Banner data arranged in a more useful format.

PI Portal Tabs

- My Grants
- Fund Details
  - Budget, Expenditures, Direct Cost Remaining, Budget Summary Pie Chart
- Monthly Expenditure Rate
- Personnel
- Projection ToolsS

Grant Manager Dashboard - Po... ×

https://ecubic.ecu.edu/reports/report/ecuBIC/Research and Graduate Studies/Sponsored Programs/REDE Management PI and GA Dashboards/Grant Manager Dashboard

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REDE MANAGEMENT Fund Detail

Executed at 4/17/2023 1:47:01 PM By INTRA\MIZELLEK16

Principal Investigator: Schultz, Brandon K.

This color indicates any potential auditable actions that may need attention

Days to Close	Clinical Trial	Grant	Grant Manager	Fund	Fund Status	Sponsor	Sponsor Number	Fund Title	Fund Budget Period	Project Start	Project End	Total Budgeted Amount	Direct Budgeted Amount	Indirect Budgeted Amount	Expenditures
74	False	217085	Mizelle, Karen S.	217085	A	US Department of Education	R324A210179	Improving Social, Emotional, Behavi	07/01/2021 to 06/30/2023	07/01/2021	06/30/2023	$1,846,396	$1,688,661	$157,735	$883,013

My Grants	Fund Details	Monthly Expenditure Rate	Personnel	Projection Tools

Export Fund Details

Fund Budget and Expenditures As of 4/16/2023

Fund	Account Pool	Account	Budget	Expenditures	Encumbrances	Budget Balance	Expenditure Rate	
⊞217085	Fund Budget Period: 7/1/2021 to 6/30/2023		$1,846,396	$883,013	$764,315	$199,068		47.82%
	⊞6000 Salaries		$253,782	$198,181	$0	$55,601		78.09%
	⊞6100 Benefits		$91,330	$56,057	$0	$35,273		61.38%
	⊞72000 Supplies Budget Pool		$2,950	$1,521	$0	$1,429		51.56%
	⊞72400 Property Plant Equip Budget Pool		$0	$942	$0	($942)		0.00%
	⊞73000 Purchased Contractual Svcs Pool		$1,333,379	$514,698	$714,572	$104,110		38.60%
	⊞73200 Travel Budget Pool		$7,220	$1,965	$1,658	$3,597		27.22%
	⊞73764 Indirect Overhead Cost		$157,735	$109,649	$48,086	$0		69.51%

Available Balance
$199,068

Budget Summary   Expenditure Rate (Balances include encumbrances)

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Departmental Admin Support

- Monthly All Flags Report – Introduced May 2023

- Grants with Cost Share – Introduced June 2023

- Grants with Sub-recipients – Introduced June 2023

- Questionable Costs for Administrators – Introduced August 2023

ECU®

Monthly Management Reports

- Confirms salary is being charged correctly

- Allowability, allocability, and reasonableness

- Identifies incorrect charges

- Identifies overspending

- Facilitates efficient closeout

- Minimizes grant audit findings

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