



TOOLS FOR POST-AWARD GRANT MANAGEMENT

Using data to better understand and manage your grant portfolio

March 12, 2020

OBJECTIVE

This session will explore reporting tools available to PIs and Administrators to assist with the management of grant funds. Participants will gain insight on how to find, report and understand data collected and generated within NAU business processes, and how to use that information to better understand and manage restricted funds.

NOTICE OF AWARD ACTION



Office of Sponsored Projects

NOTICE OF AWARD ACTION IN PEOPLESOFT

Date: 02/03/2020 Type of Action: Activation Contract #: 20.0048

Primary Project ID#: 1004159 Speedchart: G 1004159 Department ID: 2789000

Principal Investigator: Joshua Emery Dept. Name: Astronomy

Agency Name: NASA Award Number: 80NSSC20K0291

Project Title: Search for OH/H2O on NEOs

Period of Performance: Budget:

	Start Date	End Date		Current Budget	Previous Budget	Cumulative Budget
Period			Period			

ACTIVATION OUTREACH

Emery Project 1004159 Budget

Account Class	Budget Item*	Distributed	Not Distributed	Budget Total
711 - Salary Expense		\$ 40,427.00	\$ 15,823.00	\$ 56,250.00
	Post Doctorate Salary & Wages	\$ 40,427.00	\$ 15,823.00	\$ 56,250.00
712 - Other Wages				
713 - Student Wages			\$ 9,500.00	\$ 9,500.00
	Student Wages		\$ 9,500.00	\$ 9,500.00
714 - Work Study				
715 - Graduate Assistants			\$ 14,252.00	\$ 14,252.00
	Grad Student		\$ 14,252.00	\$ 14,252.00
720 - Employee Related Expenses		\$ 15,038.00	\$ 17,797.00	\$ 32,835.00
	Fringe	\$ 15,038.00	\$ 8,001.00	\$ 23,039.00
	Tuition Remission		\$ 9,796.00	\$ 9,796.00
730 - Operations		\$ 650.00		\$ 650.00
	Operations	\$ 650.00		\$ 650.00
750 - Professional & Outside Services			\$ 1,400.00	\$ 1,400.00
	Consultant Services			
	Publication Costs		\$ 1,400.00	\$ 1,400.00
	Supplies			

NEW AWARD ACTION OR MODIFICATION

Questions:

- Is Financial Department set correctly?
- Correct Principal Investigator?
- How much funding is available?
- Is the budget distributed as expected?
- Is there a cash cost-share commitment?
- What is the Period of Performance?
- Who is the sponsor?

Answers:

- NAU PI Dashboard
- Enterprise Reporting (ERS)

REPORTING SYSTEMS @ NAU

NAU PI Dashboard: for Principal Investigators

in.nau.edu/osp/ - follow the link in the right column

Getting Started ▾ Announcements ▾ Resources ▾ Sponsored Project Lifecycle ▾ Information Sessions Limited Submission Opportunities Uniform Guidance ▾

Office of Sponsored Projects

The Office of Sponsored Projects (OSP) is the university's centralized office responsible for authorizing extramural funding proposals submitted to sponsors, negotiating with sponsors, and accepting awards. It has the institutional responsibility for assuring the Arizona State Board of Regents (ABOR), the public, and the Federal government that the University has in-place systems and best practices for internal controls and fiscal accountability for sponsored project funds awarded to NAU.

The Sponsored Project Lifecycle

OSP has adopted a lifecycle management approach to research administration. This means that teams within our office are organized to manage proposals from the business or pre-award stages of a project through the termination or

OSP

928-523-4880
NAU-OSP@nau.edu

Announcements

Informational Sessions

Resources

NAU NORTHERN ARIZONA UNIVERSITY
Office of Sponsored Projects
PI Dashboard

NAU PI DASHBOARD

I'm a Principal Investigator and I want a quick financial summary of my Projects

- (for PIs only)
- Summary of Active Projects
 - Project ID
 - Full and Short Titles
 - Award Type
 - Sponsor Name
 - Start and End Dates
 - Current budget
 - Posted Expenses and Encumbrances
 - Available balance
- Click any Project to see
 - Budget / Expenses / Balance
 - by Account Class
 - Project Team Members
 - Including Fund Manager
 - Click name to send an email

email NAU-OSP@nau.edu for access

REPORTING SYSTEMS @ NAU

Enterprise Reporting (ERS): for all of Campus (with a need to know)

<https://in.nau.edu/its/enterprise-reporting/>

The screenshot shows the top navigation bar with links for Services, Security, Get Help, and About. The main heading is "Enterprise Reporting, Analytics and Data Visualization" followed by "NAU Data Warehouse". A paragraph describes the reporting environment. A "Contact Us" sidebar contains email addresses for Reporting and GIS-Reporting, a phone number, and a "Get Help" button.

Services ▾ Security ▾ Get Help ▾ About ▾

Enterprise Reporting, Analytics and Data Visualization

NAU Data Warehouse

Institutional information is provided to the NAU community via a secured reporting environment (Business Objects) accessing the NAU Data Warehouse. Our reports provide data to conduct university business and support internal planning and decision-making. Reports are refreshed nightly and reflect data as of the end of the previous day.

Contact Us

Reporting@nau.edu

GIS-Reporting@nau.edu

📞 [928-523-1511](tel:928-523-1511)

Ask for Enterprise or GIS Reporting

Get Help

ENTERPRISE REPORTING (ERS)

Title ^	Type	Description
Grant Account Rollup	Web Intelligence	This report summarizes transactions by account co
Grant Monthly Inception to Date Summary	Web Intelligence	Displays inception and year to date totals for the se
Grant Open Encumbrance Report	Web Intelligence	Shows Open encumbrances for Requisitions, Purch
Grant Payroll Recon with IPT	Web Intelligence	Displays payroll related transactions associated with
Grant Project Summary	Web Intelligence	Displays total awarded, direct cost expensed, indire
Grant SpeedCharts and Financial Code Descriptions	Web Intelligence	Description of basic codes within PS Financials such
Grant Status of Funds-Associated Projects	Web Intelligence	Displays budget data and expenditures for a contra
Grant Transactions	Web Intelligence	Displays grant transaction details including a cash e
Grant Transactions State and Local	Web Intelligence	Displays cost share transaction details for state and
Grant Transactions with Personnel Summary	Web Intelligence	This report displays grant transaction details for no
IDC Distribution Settings	Web Intelligence	This report shows settings in PeopleSoft for the dis
IDC Revenue by Project/Dept/PI	Web Intelligence	This report displays IDC revenue posted to the loca
PI Current & Pending Ver 1.2	Web Intelligence	Displays PI's "Current" list of all active projects fro
Project Expense Summary, Standard IDC Distributions	Web Intelligence	Displays standard indirect cost distributions for the
Shortcut to Grant ITD Status of Funds	Shortcut	Displays grant revenue, budget, expenses, encumb

COMMON FEATURES OF ERS REPORTS

- Top Menu:
 - **Export Results**
 - **Refresh**
- Left Menu:
 - **Navigation Map**
 - list of contained report
 - **Input Controls**
 - limit results
 - **User Prompt Input**
 - re-run report
- Report Headers
 - **Project ID**
 - **PI Name**
 - **Financial Department ID**
 - **Chartfield Values**
 - **Start and End Dates**

(SHORTCUT TO) GRANT ITD STATUS OF FUNDS

- Expenses tab (by Account Class)
 - **Current Budget**
 - **Posted Expenses to Date**
 - **Encumbered Funds**
 - **Available Balance**
- Cost Share Expenses tab (by Fund and Acct Class)
 - **Current Budget**
 - **Posted Expenses to Date**
 - **Encumbered Funds**
 - **Available Balance**

GRANT STATUS OF FUNDS-ASSOCIATED PROJECTS

Large or Complicated Award with Multiple Projects
Similar to ITD Status of Funds
Associated by Cayuse/Contract number

- Combined Summary tab
 - **Award Level, multiple projects combined**
- Associated Projects tab
 - **Project Level (by Project ID, Fund Code)**

GRANT SPEEDCHARTS AND FINANCIAL CODE DESCRIPTIONS

Reference Tool for Posting Transactions: what is the right coding?

- Project SpeedKeys (SpeedCharts)
- Acct Class-Acct Code Roll Up
 - **Shows associations in PeopleSoft Grants Module**
 - Differs from State / Local associations
- Fund Codes
- Item Category and Acct Codes
 - **Shows associations**

GRANT MONTHLY INCEPTION TO DATE SUMMARY

Monthly Reconciliation of Posted Expenses

A Status of Funds Report

- **Similar to ITD Status of Funds with additional breakout**
 - Accounting Period expense summary – “Current Month”
 - Fiscal Year to Date expense summary – “YTD Actual Expense”
 - Expense summary thru previous Fiscal Year
 - Fiscal Year to date expenses – thru the accounting period input

GRANT TRANSACTIONS / GRANT TRANSACTION STATE AND LOCAL

Transaction Details for reconciliation / close-out preparation

- Cash Expenses tab
 - Each posted transaction, by Account Code
 - Use Input Controls to limit results
 - Account Class
 - Account Code
 - Fiscal Year, Accounting Period
 - Commonly allowed/disallowed
 - Use this report to support IDT journal transfers

- Vendor PO History tab
 - Transaction Details by Vendor
 - if paid by RQ/PO/RC process
 - Very useful for Projects with one or more sub-awards

COMMONLY DIS-ALLOWED ACCOUNT CODES

Account Code	Account Description	Account Code	Account Description
730100	Office Supplies	740100	Other Insurance
730190	Staples Office Supplies PCard	740110	Utilities Electric
730110	Other Material and Supplies	740120	Utilities Gas
730300	Maint & Repair Supplies	740130	Utilities Water
730301	Maint & Repairs/sup - grounds	745100	Other Telecommunications
730302	Maint & Repairs/sup - Bldgs	750110	Advertising
730390	Licenses	750140	Legal Services
738100	Other Furn & Equip Non Cap	755100	Rentals/Lease Bldgs/Office/Room
738101	Office Furniture Non Cap	759100	Business Meals/foods
738108	Wireless Equipment Non Cap	759120	Dues and Subscriptions
738109	Telecom Equip Non Cap	780200	Buildings
		780300	Other Furniture & Equipment

GRANT TRANSACTIONS WITH PERSONNEL SUMMARY

Summary of Payroll Costs by Project

- Personnel by Month (Accounting Period)
- Personnel by FY (Fiscal Year)
- Personnel by PP (Pay Period)
- Non-personnel Cash Expenses

*Payroll Transfers (IPTs) can muddy the results

IDC DISTRIBUTION SETTINGS & IDC REVENUE

Indirect Cost Recovery, how does that work?

- IDC Distribution Settings
 - **Use input prompts to focus the search**
 - Project
 - PI
 - Project Department
 - Contract (Cayuse) Number
- IDC Revenue
 - **Results of those settings**
 - By Distributed-to Department ID
 - By PI

GRANT PROJECT SUMMARY

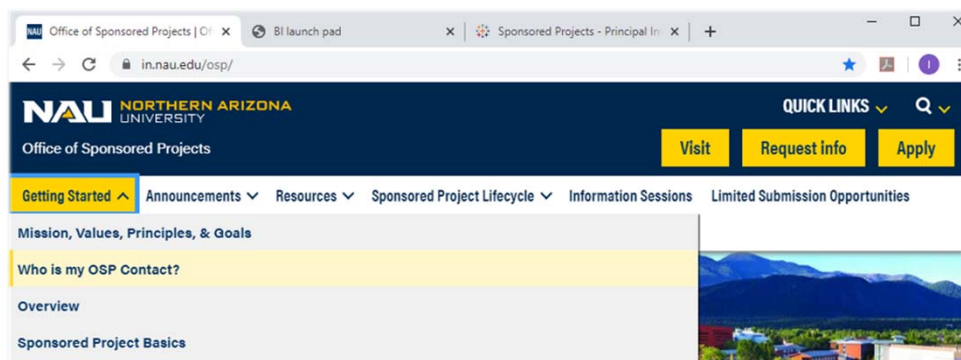
Snapshot of Projects by Department / PI / Sponsor

- Summary of All Projects
 - [Principal Investigator](#)
 - [Department ID](#)
 - [Sponsor](#)
 - [End Date](#)

WHO IS MY OSP CONTACT?

Questions specific to my grants / portfolio

- Contact your Fund Manager: in.nau.edu/osp – Getting Started – Who is my OSP Contact?



TOOLS FOR POST-AWARD GRANT MANAGEMENT

NAU Office of Sponsored Projects

Science Annex (bldg. 20), fourth floor

website: nau.edu/osp/

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