Effective Award Management

Using OSU eTools to Find Out Everything You Need to Know

April 20, 2018

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OSU Office of Sponsored Programs, Grants and Contracts
Contact me with questions!

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Lifecycle of a Sponsored Project

1. Pre-Award
   - Proposal Submission & Sponsor Review
   - Proposal Development
2. Award Negotiation & Acceptance
3. Award & Project Set-Up
4. Spending Money
5. Project Monitoring
6. Approaching Project End
7. Institutional Clearances
8. Post-Award
   - Project Monitoring
   - Approaching Project End
eTools – Post Award

- ePA-005 (authorization to submit a proposal)
- PI Portal
- e-Activity reports (financial activity reports)
- e-MEFS (Month-end Financial Statements)
- e-ProjEnd (ending projects with personnel appointments)
- E-Cert (Effort Certification System)
Necessary for the approval process

- Select proper sponsor: If funded, WHO is issuing an award to OSU?
  - If a subaward, THAT institution is the sponsor
  - Ask, “If funded, WHO is issuing an award to OSU”?

- List all OSU PIs/CoPIs and their org #s
  - This drives the approver list

- Include the allowable F&A rate to be used for the proposal
  - Always use OSU’s approved rate unless restricted by the Sponsor

- Identify any salary recovery & cost share included in the proposed budget
ePA-005

- Include Discovery Themes that apply to your scope of work
  - This does not mean you or a CoPI are a Discovery Themes hire
- If Sponsor requires cost share/match, indicate this
  - If NOT, select N/A (not voluntary)
  - Never offer CS unless required. Always requires Dept./College approval
- Include any applicable protocols that apply (Human/Animal subjects, DNA)
- Check “Export Control” if any foreign/international component involved
PI PORTAL

- Administrative summary of award and project
- Budget itemization
- Project start and end dates
- Technical reporting requirements
- Property and equipment management info
- Any special budget or sponsor restrictions
- Project history
- Billing and fiscal instructions
- Compliance info on COI status, human subject and animal protocol, training, and committed percent effort
eActivity

• A reporting tool that provides access to proposal, award and expenditure activity

https://rf.osu.edu/secure/e-activity/
eMEFS

• Provides a month end snapshot of the financial status of a project

https://rf.osu.edu/secure/e-mefs/
Budget considerations

• Know your budget
• Monitor your spending
• If a revision is required:
  • Check sponsor’s guidelines
  • Check restrictions on specific budget categories
    • Many sponsors allow spending between approved categories without approval
    • Some sponsors restrict deviations up to a certain % of the award or category
  • Your SPO will obtain sponsor approval for a rebudget, if required
eProjEnd

• Provides a list of employees appointed to projects that are close to or have passed their end dates

http://rf.osu.edu/e-projend/
eCert: Time and Effort Reporting

- All individuals who receive some portion of their compensation from, or who contribute effort to, a sponsored project.
- 100% effort encompasses total amount of time spent by faculty/staff to perform all activities required by University job.
  - Effort is not based on a 40-hour week.
- Effort reports are generated from payroll information.
- Certifying effort report reasonably represents how effort was actually expended.
- Tools on PI Portal, Profile tab:
  - E-Cert — where effort is certified.
  - E-Scan — report including all personnel with effort on a project.
eCert

• ACCESS FROM OSP Homepage - http://osp.osu.edu/resources/etools/
• e-Cert
  e-Cert is the application the university uses to comply with mandated effort certification. PIs access the application through the Profile tab in the PI Portal, research staff without a PI Portal Profile can certify via e-Cert.
• Effort Certification and e-Cert Resources
• Reports
  • All Uncertified e-Cert Reports (Older Than 45 Days)
  • All Uncertified e-Cert Reports
Approaching Project End

• Prior to project end (90-120 days)
  • Terminate or move personnel appointments to a department account or another project in consult with human resource professional
    • Appointments still on project when it ends will go to department/college clearing fund
  • Resolve non-personnel commitments
  • Remind subawardees to submit invoices within 60 days of project-end date
  • Ensure all costs have been recorded
Project Closeout

- **Office of Sponsored Programs**
  - Submits final invoice and fiscal, patent, property reports
  - Transfers project overruns and/or disallowed costs to the PI’s department
  - Transfers residual funds to appropriate department (applies to fixed-price agreements)

- **Principal Investigator**
  - Prepares and submits final technical report and any other required deliverables
  - Retains all research-related records (e.g., lab notebooks, data analyses, manuscripts) as required by sponsor
## Resources

### Office of Sponsored Programs  
osp.osu.edu

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In Summary:

• Know your projects
• Use the eTools available to you
• When in doubt, ask your SPO
• There are no “dumb questions”!
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