

NOTES FROM RESEARCH ADMINISTRATORS-POST AWARD MEETING, APRIL 4TH, 2012

INTRODUCTION

Sandra McKinley

- Let's share information and learn from one another.
- Please listen to the presenters and give your feedback about how you yourselves do things in your department.

RSSP UPDATE

Dr. Dennis Brewer

- RazorGrant will launch in RSSP May 1st, and roll out to the campus over the summer and fall
- VPRED has a contract with Hanover Grants out of DC to help with proposal development
 - Please remind your PIs that this resource is available to them
 - While only one proposal can be worked on at a time. This service will focus on large grants or a smaller proposal can be inserted into the schedule

INSIGHTS ON MANAGING GRANTS

Presenters: Cindy Pickney, System Support Administrator, CSCE (cpickne@uark.edu)

Donna Johnson, Assistant Director of Fiscal Operations, ARSC (dojohnso@uark.edu)

Cheryl Nimmo, Fiscal Support Analyst, CVEG (cnimmo@uark.edu)

RED HAT Forum: Reaching out, Extending a hand, Developing new friendships, Helpful tips, Acquiring new skills, Teamwork across UofA

- Receive and Review
 - Compare budget to proposal
 - If you see a discrepancy, check with the PI first to find out if it is perhaps a typo, then check with RSSP
 - Note categories
 - Verify cost sharing
 - If there a cost-share, you'll need to know how to split expenses, including equipment. Cost shares not spent do not help anybody. Sponsor may request a percentage return of its funds at the same percentage of cost-share spent.

- Set up FILE
 - Electronically
 - Paper in a file cabinet
 - Update internal database
- Meeting with the PI (principal investigator):
 - Review budget
 - Review period of contract
 - Cost-Share requirements
 - Distribution of salaries
 - Processing Purchases
 - You cannot purchase equipment 90 days before the end of the grant
 - Travel Arrangements
- Monitoring Grants
 - Whatever is the best system for you to track the grant, use it and remember to monitor
 - Monitoring Tools
 - Report Codes sets in BASIS
 - PI's and WebBasis
 - BASIS Job FTP reports
 - Budget Meetings
 - Emp Rpt Set Codes (Demo)
 - In development, will allow
 - DART/LBSP/DBR
 - Excel Spreadsheets
- Revisions and Extensions
 - Cindy is very proactive and will meet with her PIs to see if there are revisions 3-6 months before the end of the grant
 - She also projects the budget spending
 - Communication with the PIs is **KEY**
 - Request to funding agency first
 - Often investigators talk to their program officer to see if it is possible
 - Request directly to RSSP
 - RSSP will send the official request to the grants administrator
 - Use RSSP budget revision form
 - Excel spreadsheet available in Investigator's Toolbox
 - Cindy does initial budget revision
 - Makes sure that fringes and indirects are correct
 - Sends to PI for their approval
 - PI sends to RSSP
- Reconciliation
 - BASIS and WebBasis
 - Use of Follow-up codes in Dart – LATM, LATC and AD
 - DBR Monthly and/or Quarterly
 - Reconcile invoices and reports
 - Cheryl does this continuously, almost every day and uses follow-up codes
 - Process ETTPs and IITPs as necessary
- Questions

- How does the panel handle close-out?
 - Cindy: Another accountant in department follows-up, but they close out PAs, etc.
 - Donna: Looks very closely at expenditures to make sure that NO overspending occurs.
 - RSSP memos are not seen by the Departmental Administrators
 - Would it work for the memo be sent to the DA and have them initiate the memo?
- Things that go to the PIs are not seen by the DAs unless there is a problem; if you send something to the PI and it is not getting done, copy the DA
- Is there something that was difficult when you first started that you have made easier?
 - Cindy left spreadsheets for Cheryl to use, but the double data entry created more problems for her than positives; instead uses the BASIS follow-up codes and trained the faculty to monitor information
 - Cindy quit printing DBRs...why to keep the paper copy when there is an electronic file?
 - Cindy says "Thank You BASIS" – the ability to download reports to Excel from WebBasis. There is now also a way to download the detail of the cost center. She tries to do everything electronically as much as possible.
 - Donna finds knowing the steps and getting organized invaluable.
- How do you bring the RAs and TAs into the fold, communicate with them, and get them on the same page as you and the PI?
 - Cindy: I enter the GA appointments so I build the relationship with them starting from when I start their paperwork. The TAs work for the department but the RAs work with their PIs; to touch base with them every semester, they must sign contracts every semester.
 - Cindy: If the RAs request a purchase, I send the e-mail to the PI requesting approval.
 - Sharon Brasco, Electrical Engineering: Got the interim department head on board, requires requisition form ahead of time, reminds them that reimbursements
 - Janet Bowlin: Schedule meeting with faculty every 3 months, if they don't have money, they are excused. Go over printed DBRs so they have a take-away to their office. For graduate students, do a PowerPoint on purchasing and travel once a semester. If students want to purchase something, require paper form that the PI or professor must sign; this is scanned and sent over with P-Card documentation.
- Are faculty members monitoring the RIF accounts on WebBasis?
 - Silence from the panel and the audience.
- Do most folks keep shadow books or is that going away yet?
 - Some folks do and it is pretty common. Think that some of them will go away once the Employee Report codes are implemented. The Basis team is working hard on making DART reporting more user-friendly and more what the DA need to see so that shadow books are unnecessary.
 - Jo Ann Kvamme: Uses a reverse shadow book, where she starts with the budget and counts down as she encumbers and expends.
 - Cindy: Also does this, allows catching of mistakes. She thinks the DBR is not useful for explaining to the PIs, while the shadow books allow the DAs them to explain to the PI easily.
- Do DAs go out to Basis to monitor A21s that the PIs are supposed to do?

- Yes, absolutely. But for some faculty, A21s are the only time they get to out to WebBasis.
 - Janice Harrison, Property Accounting: Suggest to PIs that they go out and look at their assets when they go to WebBasis.
 - AIMS and Data Warehouse allow DAs to view assets by budgetary code or cost center.
- Property question – will we have to go back and track equipment that is under the current limit?
 - Janice Property: Policy change has not been approved yet. Low-value/High-pilfered items will probably need to be tracked (laptops, cameras, iPads, lab-sensitive stuff, weapons). Do not know what the exact policy and list will be. Tool with in the works with BASIS will allow for easier data entry.
- Check out the Web Timeclock! Has saved departments many man-hours.
- Announcements
 - Fringe benefits rates are rumored to go up, but will not be released until the end of April.
 - Keep receipts after close-out for state projects, either paper or electronically, for up to seven years (may be 3 years after end of end of project audit). The documentation must be kept.
 - Watch the newest NCURA on Export Control on Travel; suggest everyone watch this and suggest that the PIs watch it as well. The departments may need one laptop with unrestricted software