

Best Practices in Award Setup

October 23, 2014



NORTHWESTERN
UNIVERSITY

OSR-School Workgroup (“Consistency Workgroup”)

- WCAS – Reid Wellensiek & Chris Moores
- OSR – Kelly Morrison & Kathy Maczka/Josh Richards
- McCormick – Cathy Barrera & Nathan Youngblood
- SoC – Sheri Carsello
- SESP – Carmen Robinson
- OR Centers – Eric Betzold & Jody Hirsh



Background

- Began meeting in March 2013
- Accomplishments to date: Administrative Shell, Non System to System proposals, ESPR, Letters of Intent, Award Setup
- Currently underway: Last minute proposals and Proposal Review



Award Set Up

Schools

- Gathered feedback from RA's
- Created new resource document

OSR

- Created new resource document based on earlier presentation at OSR Quarterly Network



Before the award is established in OSR

- Ensure **IRB/IACUC** approvals are in place: obtain copy of approval letter from PI
- **Revise Budget** if necessary
- If **subprojects** exist, send OSR separate budget spreadsheet for each subproject



Review Project Account Summary (PAS)

- Ensure accuracy:
 - Chartstring (including cost share)
 - Dates
 - Budget (including subprojects)
 - Facilities & Administration (F&A) – rate and base
 - PAS notes
- Read award documentation attached to PAS for unusual terms and conditions



PAS

Cumulative Award Budget to Date

Direct Costs Budget	F&A Costs Budget	Total Cost Share Budget	Total Budgeted
\$81,280.80	\$21,132.96	\$0.00	\$102,413.76

Chartstring Information

Type	Project ID	Department	Fund
Sponsored	60038337	4011400	620



PAS

Project Details - 60038337

Project Title:	Lei Fang - Joint NU/Argonne ap
Department Description:	Chemistry
Department:	4011400
Project PI:	Kanatzidis, Merkouri G
Project Dts:	7/1/14 - 6/30/15

Activity: 01

F&A Rate:	26
F&A Base:	MTDCN



PAS

Sponsored Project Budget Detail - Activity 01 Budget Period Ending 7/31/15

Description	Department	Fund	Activity	New Funding	Previous Funding	Cumulative Budget to Date
Academic Personnel	4011400	620	01	\$28,000.00	\$195,729.00	\$223,729.00
Equip Under \$5000	4011400	620	01	\$0.00	\$0.00	\$0.00
Fringe Benefits	4011400	620	01	\$560.00	\$49,262.00	\$49,822.00
Non-Academic Temp, Work	4011400	620	01	\$0.00	\$0.00	\$0.00
Study						
Services	4011400	620	01	\$10,000.00	\$23,202.00	\$33,202.00
Supplies	4011400	620	01	\$11,790.00	\$38,672.00	\$50,462.00
Travel, Domestic	4011400	620	01	\$1,000.00	\$9,200.00	\$10,200.00
Tuition	4011400	620	01	\$12,991.00	\$0.00	\$12,991.00
Visa/Intl Office Fee	4011400	620	01	\$0.00	\$0.00	\$0.00
Subtotal Direct Costs				\$64,341.00	\$316,065.00	\$380,406.00
F&A	4011400	620	01	\$26,959.00	\$165,935.00	\$192,894.00
Subtotal Sponsored Project Budget Detail				\$91,300.00	\$482,000.00	\$573,300.00



PAS

Mandatory Cost Share Budget Detail (191) - Activity 01 Budget Period Ending 7/31/15

Description	Department	Fund	Activity	New Funding	Previous Funding	Cumulative Budget to Date
Academic Personnel	4011400	191	01	\$0.00	\$13,079.00	\$13,079.00
Capital Equipment	4011400	191	01	\$0.00	\$0.00	\$0.00
Fabricated Equip - In Progress	4011400	191	01	\$0.00	\$0.00	\$0.00
Fringe Benefits	4011400	191	01	\$0.00	\$3,086.00	\$3,086.00
Services	4011400	191	01	\$8,300.00	\$30,000.00	\$38,300.00
Supplies	4011400	191	01	\$18,260.00	\$100,835.00	\$119,095.00
Travel, Domestic	4011400	191	01	\$830.00	\$3,000.00	\$3,830.00
Visa/Intl Office Fee	4011400	191	01	\$0.00	\$0.00	\$0.00
Subtotal Direct Costs				\$27,390.00	\$150,000.00	\$177,390.00
Subtotal Mandatory Cost Share Budget Detail (191)				\$27,390.00	\$150,000.00	\$177,390.00



Review Project Account Summary (PAS) (continued)

- Run GM045 to see if all budgeted account code roll-ups are open
- Save PAS and award documents in departmental file (electronic or paper)



Salary/personnel planning

- Set up PTA approver in FASIS
- Ensure that correct salary account codes are open
- Faculty salary planning – confirm with PI
 - Academic year direct charge
 - Summer salary
- Verify correct effort in InfoEd PT Award tab



InfoEd PT Award Tab

https://infoed.northwestern.edu

Done Save Help History Support Acc

Proposal SP0018875

- Submissions (1)
- Awards (3)
 - 27-Sep-2012
 - 28-Sep-2012
 - 28-Sep-2012
 - Detail**
 - F&A
 - Terms and Conditions
- Approvals (1)
- Related Proposals (0)
- Keywords (0)
- Communications (4)
- Activity Log (0)
- Attachments (25)
- Contacts (53)



InfoEd PT Award Tab

Key Personnel (Applicant Org.)		<i>Base</i>			
		Appt. Type	Salary	Fringe	
Pierrehumbert, Janet B Months <input type="text" value="9"/> % Effort <input type="text" value="30"/>		- PD/PI <input type="button" value="Clear\$for"/>	Academic ▼	<input type="text" value="0"/>	<input type="text" value="0"/>
Pierrehumbert, Janet B Months <input type="text" value="3"/> % Effort <input type="text" value="50"/>		- PD/PI <input type="button" value="Clear\$for"/>	Summer ▼	<input type="text" value="0"/>	<input type="text" value="0"/>

Non-Key Personnel (Applicant Org.)		<i>Base</i>			
		Appt. Type	Salary	Fringe	
AA, Budget Full Fringe Benefits Eligible Months <input type="text" value="12"/> % Effort <input type="text" value="100"/>		- PD/PI+Post Doc <input type="button" value="Clear\$for"/>	Calendar ▼	<input type="text" value="136,152"/>	<input type="text" value="37,101"/>
AA, Budget Full Fringe Benefits Eligible Months <input type="text" value="12"/> % Effort <input type="text" value="100"/>		- Other Staff <input type="button" value="Clear\$for"/>	Calendar ▼	<input type="text" value="52,381"/>	<input type="text" value="14,274"/>
AA, Budget Graduate Student Fringe Benefits Months <input type="text" value="12"/> % Effort <input type="text" value="100"/>		- Graduate Student <input type="button" value="Clear\$for"/>	Calendar ▼	<input type="text" value="72,147"/>	<input type="text" value="1,659"/>



Communicate

- Salary planning
- Effort planning
- Subcontracts
- Unallowable expenses



Communicate

- Cost sharing
- Use of restricted budget funds
- Use of separate chartstrings (subprojects)
- Use of participant support costs

