The Sponsored Projects Life Cycle

Pre-Award	Post Award

•Proposal Stage	•Award Acceptance	•Award Management	•Award Closeout

Proposal Specialist and Agreement Administrators collaborate in this stage.

Agreement Administrators and Account Establishment handle this stage.

Award Analyst has main role with occasional support from Account Establishment. Accounts Receivable invoices sponsors.

Award Analyst initiates; Accounts Receivable completes.

If there is a No-Cost Extension, we return to Award Management.

After Account Establishment:

- Account Setup Notification

  - SPS Account Establishment Team notifies Award Analysts, PIs and department staff via email that the Project-Task-Award (PTA) is ready.

  - PIs should review account and notify the Award Analysts if any problems are noticed or if there are questions.

- Review of Terms & Conditions

  - Award Analysts will review the award for any restrictions on spending.

  - Accounts Receivable will review and set up the invoicing based on the awards billing terms.

From: SPS Account Establishment Specialist
To: Principal Investigator
Cc: SPS Administrative Assistant; SPS Agreement Administrator; SPS Award Analyst; Departmental Contacts
Subject: Dr. Principal Investigator: Setup of new award from Sponsor Name
Date: Tuesday, February 11, 2020 10:06:18 AM

Dr. Principal Investigator,

A new award has been established in Oracle for the sponsor **Sponsor Name**. The title of the award is "**UB Research Project.**"

Award: #####
Project: #######
Task 1, Principal Investigator
Task 2, Tuition
Department: 030 Department Name

If you have any questions, please contact the Award Analyst, **Analyst Name**, who is copied on this message.

Thank you
Account Establishment Specialist Name

4

Common Transactions

- Award Analysts can guide PIs with regards to allowability, availability of funds, and project dates for these common transactions.

Personnel	Other Than Personnel Services (OTPS)
IFR (Income Funds Reimbursable)	Reimbursements via Concur
RF (Research Foundation) Payroll	Independent Contractors
UBF (University at Buffalo Foundation) Payroll (Special Cases via eReq or RF Pass-Through Account)	Participant Stipends
Personal Services Agreements (PSA)	Subject Payments
Fellowships (Paid Through HR)	Procurement Card (Amex)
	ShopBlue & eReq
	Tuition
	Interdepartmental Invoices (IDIs)

NOTE: Some payment request forms can be found here, http://www.buffalo.edu/research/forms-catalog.html.

Committed Effort

- Managing IFR

  - Analysts track effort commitments for state personnel as Income Funds Reimbursable (IFR), based on the proposed budget. It will be **automatically** entered by the Analyst.

    NOTE: If you wish to reduce a key personnel's effort, you will need to confirm with your Award Analyst whether the sponsor allows a reduction, or if we need sponsor approval for the reduction.

- Summer effort

  - PIs and departments are responsible for submitting summer effort forms via ePTF or paper forms to HR.

    NOTE: Summer effort is only available for academic state employees. During the summer the academic state employees can be paid as RF employees for summer effort. This payroll is processed through RF HR.

Cost Share

Mandatory Committed	Voluntary Committed	Voluntary Uncommitted
- Required by the Sponsor - Costs are documented in the proposed budgets - Explicitly referenced in the award documents once funded - Must be tracked, documented and reported	- Not required by the sponsor and cannot be used as an evaluation factor - Costs are documented in the proposed budgets - If proposal is awarded, cost share is now mandatory! - Must be tracked, documented and reported.	- Not required - Not documented in the proposed budgets - Not referenced in the award document - Not formally tracked, documented or reported
Quantified	**Quantified**	**Non-Quantified**

From https://ora.mines.edu/home/manage-award/cost-share/

Re-budgeting

- Some awards have restrictions from the sponsor which may require re-budgeting between expenditure categories, tasks or projects.

- Some sponsors allow for flexibility within the approved budget items. For others, any expenditure outside of the approved budget items and dollar amounts may require sponsor approval.

- Re-budgets should be completed prior to applying the expenditures.

- The SPS Administrator is the point of contact with the sponsor and will request for approval of the re-budget.

Why Re-Budget? Ex:

Tuition was budgeted at a higher rate than the actual charges came in at

Award was set up late so extra funds are sitting in salaries/fringe

More supplies are needed while unused funds are available in another category

No-Cost Extensions

- If there is work remaining at the end of an award, a no-cost extension (NCE) may be a possibility.

- The PI can fill out the NCE Request Form to begin this process, found on research.buffalo.edu.

- Some sponsors require the request be made 60 or 90 days before the end of the project.
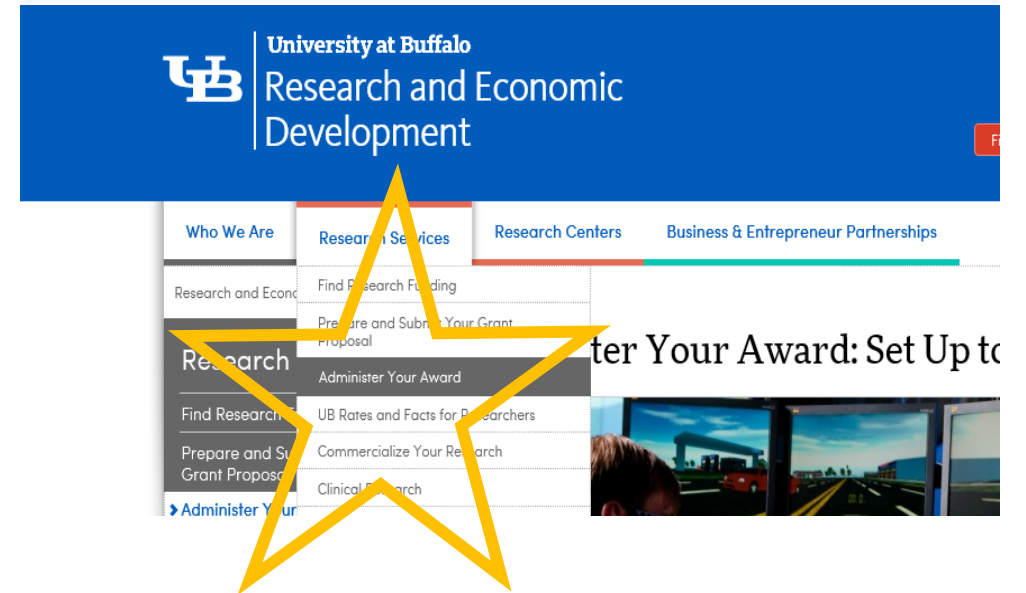
- ***Extending the grant merely for the purpose of using any unliquidated balance of funds is not an adequate justification.***

- ***Terms and conditions of the awards remain the same during the extension period.***

10

Post Award Questions

- **RF Report Center** http://www.rfsuny.org
  - Use the system to monitor your account balances, track specific transactions, review award setup information.
  - PIs are automatically granted access to their awards. Access for other individuals may be requested.
  - User guides available online.

- **SPS Department Listing** http://www.buffalo.edu/research/about-us/staff-directory/contact-grant-expert.html
  - Phone and email contact information for each person at SPS who handles a specific function of the sponsored projects lifecycle for your department.

NOTE: Use your UB IT credentials as your login for Report Center at https://www.rfsuny.org/information-for/online-tools-/rf-report-center/report-center-login/

Final Closeout Reports – SPS Accounts Receivable

All reporting requirements are specified on the Notice of Award/contract.

- Final Financial Report – prepared & submitted by SPS

- Final Technical Report – prepared & submitted by PI and *SPS
  if Authorized Organization Representative signature is required

- Final Invention Report – prepared & submitted by SPS after verifying with PI

- Final Property Report – prepared & submitted by SPS

Upon submissions, SPS records the submission dates in the system for auditing purposes.

Non-Financial Reports Process

- Copy SponsoredProjecstsServices@buffalo.edu on report submissions to Sponsor.

- Reporting requirements are listed in the NOA.

- Accounts Receivable cannot close an award until all reports have been completed and can sometimes delay invoicing or payment from the sponsor. (All Reports- both Financial and Non-Financial must be submitted to the Sponsor/ all guidelines met from NOA.)

- Failure to submit any final reports may affect and delay future funding support to the PI and organization.

Invoicing and Financial Reports

- Accounts Receivable will prepare and submit invoices according to the sponsors billing terms:
    - Cost Reimbursable (actual costs incurred)
    - Fixed Payments (according to a schedule outlined by the sponsor. May be driven by milestones or meeting certain data requirements)
- Accounts Receivable will also prepare financial reports as required, using sponsor specified forms or the RF standard report form.

When we need PI input

Occasionally AR may need input from the PI and/or the department when the sponsor requests project specific details with our invoices or reports. Some examples are:

- Progress Reports required with invoicing
- Confirmation of completed milestones and associated data
- Tasks completed during the reporting period
- Clarification of expenditure categories as they line up with sponsor templates

14

Closeout

- Sponsored awards require certain tasks be completed in a timeframe between the term date of the award and the Final Financial Report due date.

- PIs will work with Award Analysts to determine whether all expenditures have been correctly charged to the award.

- Once the PI or his/her delegate gives confirmation that all expenditures have been applied to the award, there should not be any other expenditures added.

Last 45 days
- PI: All purchases with detailed justifications.

Term date
- PI: All items received and used.
- PI: Ask Accounts Payable to close any open purchase orders.
- AA: Confirms closeout.

Close date
- AR: Final invoices or financial reports are due to the sponsor no later than this date.

Some Federal funding will expire on the close date so it is very important to ensure all expenditures have been applied before this date.

15

- Questions/Comments

- SPS Contact Information by Department:
Contact a Grant Expert - Vice President Research and Economic Development - University at Buffalo