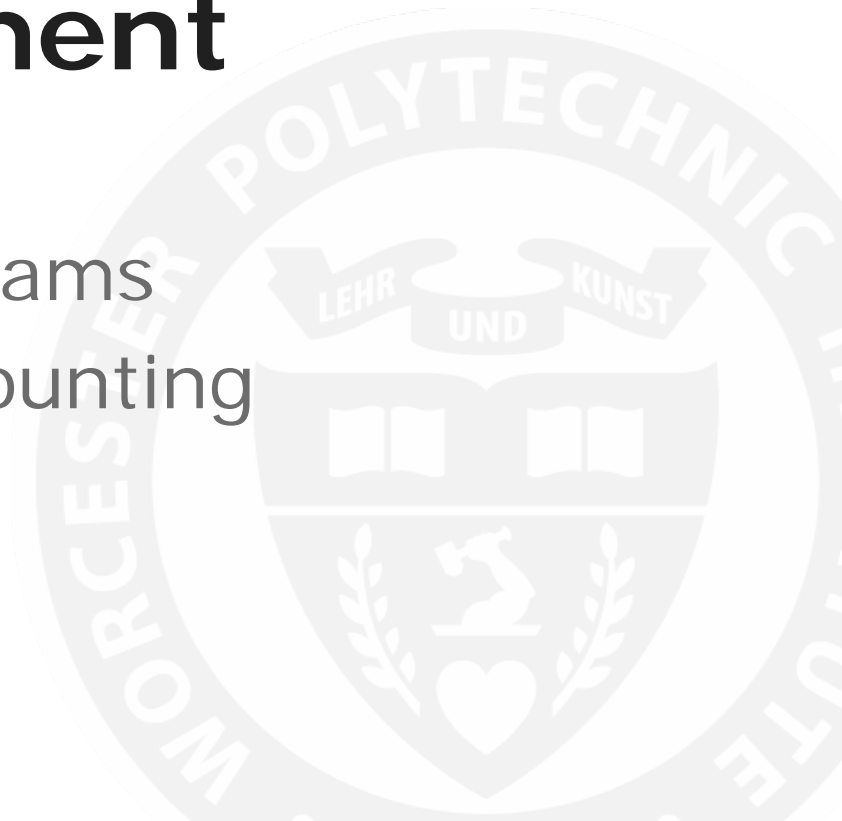




WPI

Award Management

Office of Sponsored Programs
Sponsored Programs Accounting



About your presenters

Heather Bilotta

Director

Sponsored Programs Accounting

Gabe Johnson

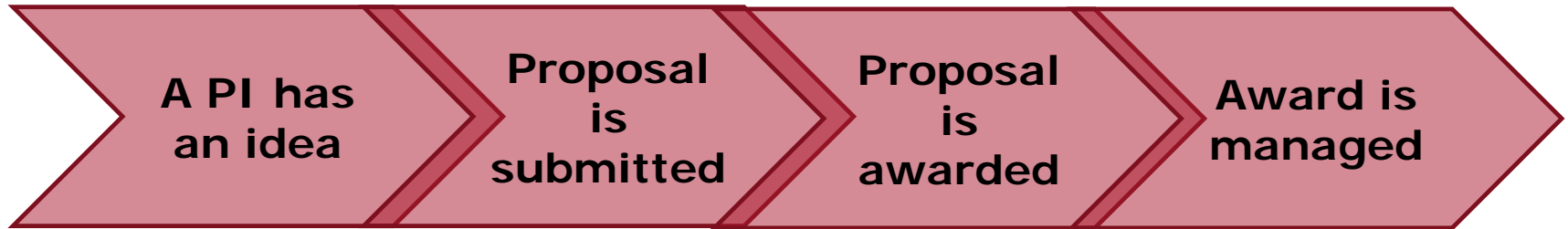
Associate Director, Post Award & Compliance

Office of Sponsored Programs

Today's Agenda

- What happens when we receive an award
- Accessing your funds
- Allowable vs unallowable
- Working with partner institutions
- Keeping the sponsors happy
- Who does what?

The Award Process



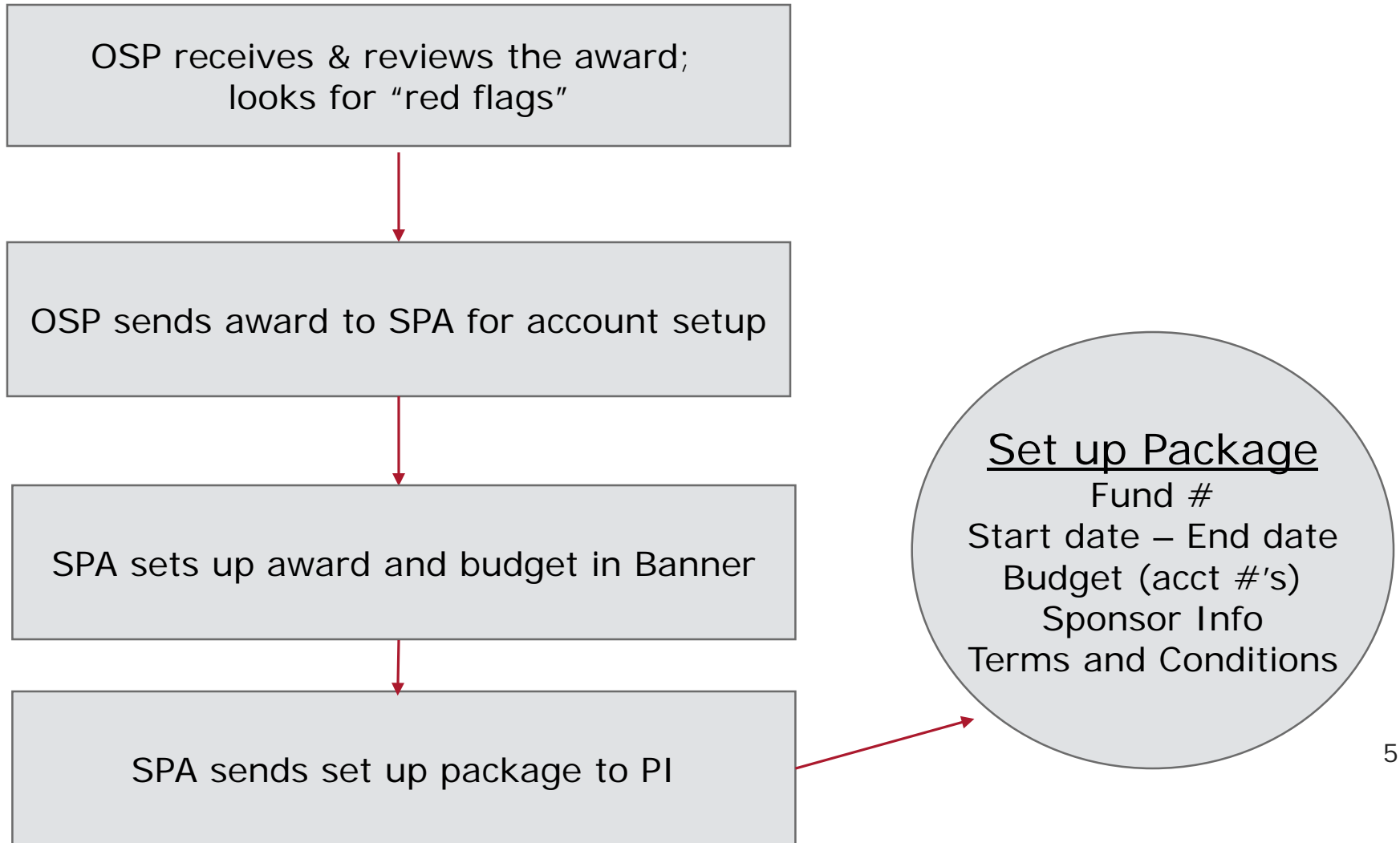
A researcher (PI – Principal Investigator) finds an agency looking to sponsor similar ideas

PI writes proposal and works with OSP to submit it to agency

Award is received at WPI, terms and conditions are negotiated in OSP

Award is turned over to post award-Gabe Johnson (OSP) for non-financial mgmt and SPA for financial mgmt

I've been funded, what happens next?



How much money is currently in my account?

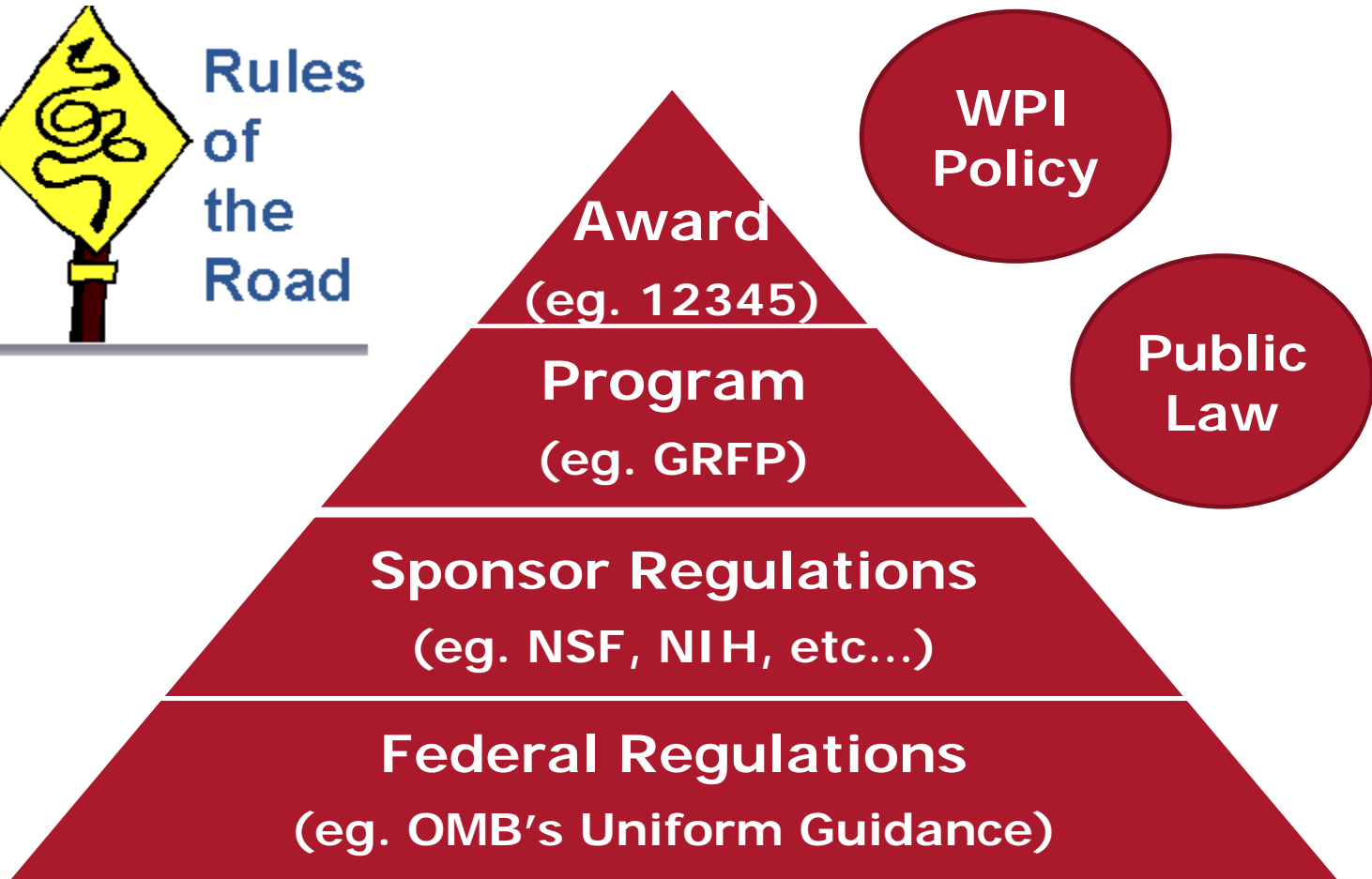
How can I find out my balance?

How can I see the spending activity?

- Banner queries
- Argos reports
- Monthly balance reports from SPA
 - Burn rate
 - Time elapsed
- Monthly transaction reports from SPA
 - Monthly listing of all charges
 - Payroll Info - Names



What can I charge to my grant?





What can I charge to my grant?

Direct Costs

- Salaries/stipends and fringes
- Lab Materials and supplies
- Travel
- Equipment
- Participant Support Costs (subsistence, stipends)

Other Direct Costs

- Tuition
- Consultants
- Sub-awards
- Publication costs

Indirect Costs (F&A)
Cost Share (if required)



What can't I charge to my grant?

- Some examples of unallowable charges:



Compliance

- Ensuring that research is conducted in accordance with the applicable laws and regulations.
- Areas of concern:
 - Conflicts of Interest
 - Human Subjects
 - Animal Subjects
 - Export Control
- Risks:
 - Project delays (very common)
 - Extra work
 - Loss of funding
 - Reputation damage
 - Civil or criminal charges (rare but possible)

What if I need more money in a budget category?

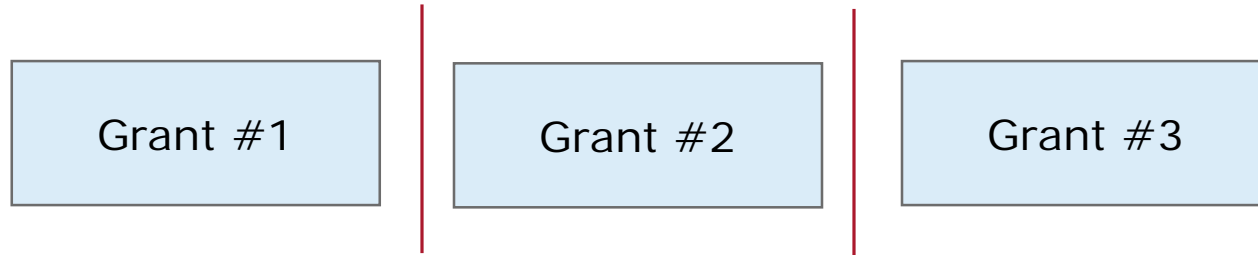


- Many sponsors allow budget revisions
- Contact Sponsored Programs Accounting
 - Provide justification
 - Sponsor approval may be required
- Be careful when rebudgeting in or out of budget categories that effects the IDCs (e.g., equipment, sub-awards > \$25,000, and tuition)
- Proposed level of effort is important
 - PI's, Co-PI's, and Key Personnel need written prior approval from the sponsor to reduce their level of effort by 25% or more.



What if I have multiple grants?

Each grant needs to be accounted for separately



- Make sure that expenses associated with each grant are charged to the appropriate account
- Personnel costs should be charged to the grant on which they are working
- If an expense is charged to the wrong grant account, it needs to be transferred as soon as possible via a cost transfer
- Cost-transfers must be properly justified

What if I need more time?

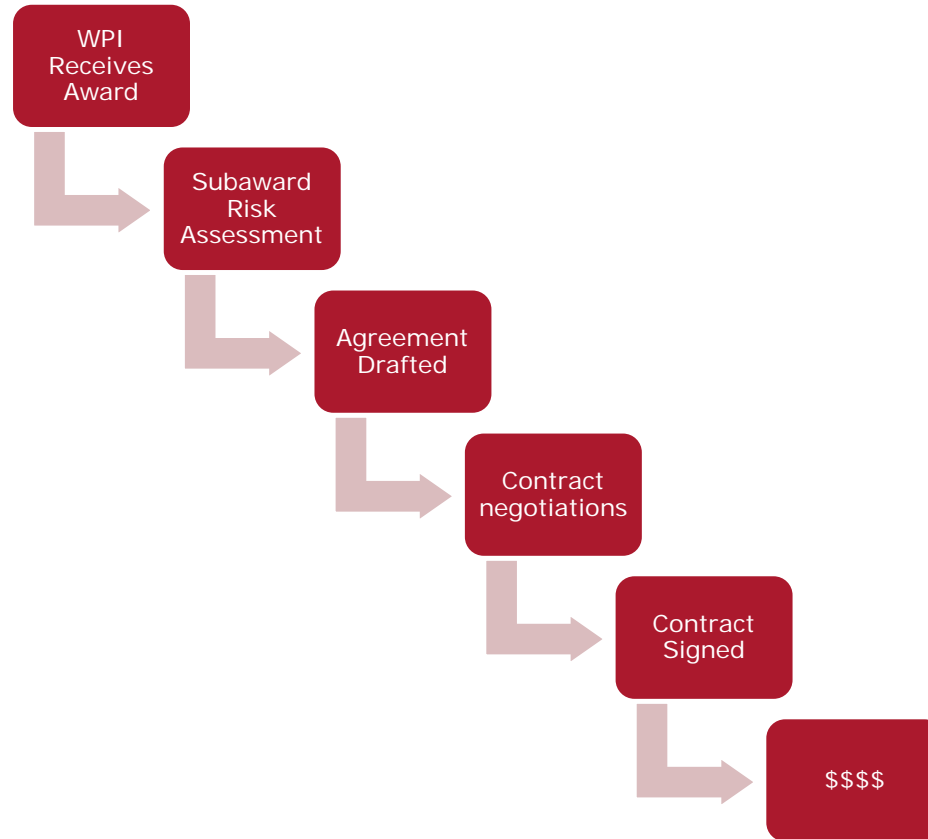


- Talk to OSP as soon as possible!
- You'll need to provide an appropriate justification.
 - Having leftover money is not an appropriate justification.
- Sponsor approval may be required
- When the extension is received, OSP will notify SPA. We will update in the system and send an updated Notice of Award

How do I get money to my collaborators? (Subawards)

- What's a Subaward and how does it work?
 - Contract between WPI & partner institution
 - Our award terms = their award terms
 - Requires permission from the sponsor
 - Subrecipient invoices us monthly for their expenses
 - We determine the subrecipient's reporting requirements.
- Not to be confused with a consulting agreement

How do I get the money to my collaborators? (Subawards)



Subawards – common issues

- We need to have WPI's funding in place before we can do a subaward.
- Subawards are done on a cost reimbursement basis.
- Don't always happen quickly.

Reporting (or, Keeping the Sponsor Happy)

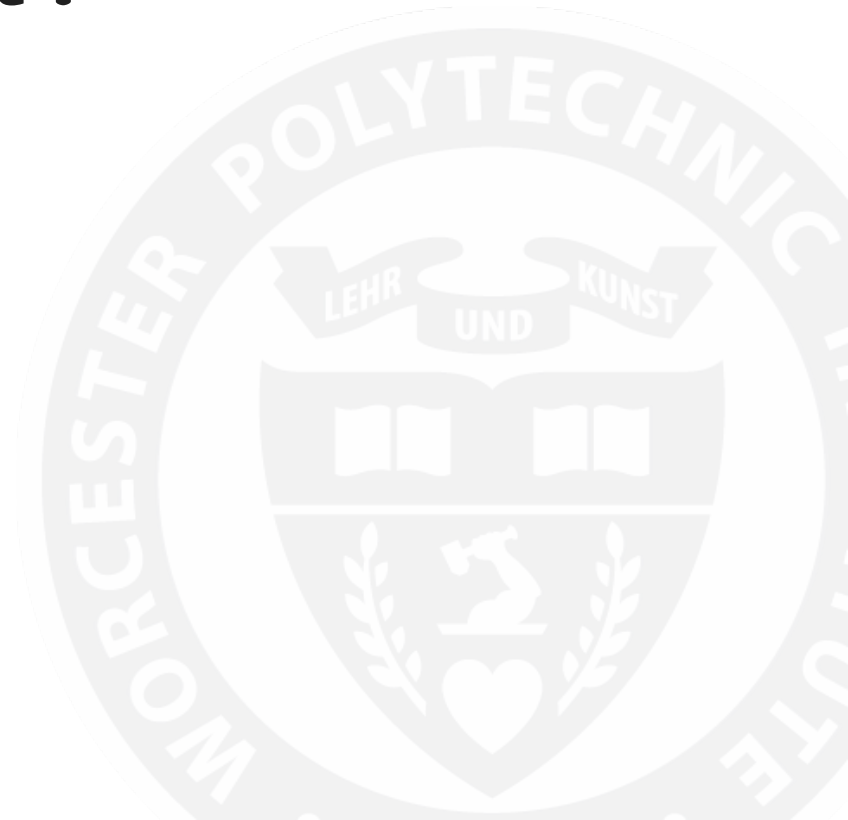
- Technical/Progress Reports
 - Each sponsor has their own requirements, but they all have to be on time.
 - Some sponsors let the PI submit the report; others require institutional (OSP) approval.
- Invention Reports
 - Federal awards have strict rules for handling inventions.
 - As soon as you have an invention, contact WPI's Office of Intellectual Property and Innovation.
- Financial Reports
- "Hybrid" Reports

What happens when the grant ends?

- Submit all technical reports on time, with copies to OSP.
- Complete financial review, including potential unallowable costs, deficits, and pending charges
- Ensure sub-awardees have submitted their reports and their expenditures are appropriate
- Ensure all inventions have been disclosed so that OSP can complete the invention statement, as required by the sponsor, accurately.

Who does what?

(Roles & Responsibilities)



PI Responsibilities

- **Manage the scientific/programmatic aspects of the grant**
- Know the terms and conditions of your awards
- Monitor spending; avoid cost overruns/deficits
- Prepare and submit progress reports on time
- Allocate costs properly among grants (if you have more than one)
- Monitor sub-award performance and expenditures
- Review and approve effort reports
- Keep compliance approvals (e.g. IRB) up-to-date
- Report changes in scope of work and/or effort

OSP Responsibilities

- Answer all of your difficult (non-financial) questions
- Provide technical assistance on policies, procedures and guidelines
- Coordinate compliance reviews where needed
- Draft, negotiate & sign subaward agreements
- Submit formal requests for sponsor approval
 - Extensions, PI changes, budget changes, etc.
- Sign/submit progress reports (when required by sponsor)

SPA Responsibilities

- Answer all of your difficult financial questions
- Set up awards in Banner
- Provide technical assistance on policies, procedures and guidelines
- Assist with award monitoring
- Work with Auditors
- Invoice sponsors
- Complete Financial Reports
- Assist PIs with budget projections
- Financial closeout

Who do I contact if I have questions?

- Office of Sponsored Programs
 - <http://www.wpi.edu/offices/osp.html>
 - <http://www.wpi.edu/offices/osp/staff.html>
 - (508) 831-5359
 - resadm@wpi.edu
- Sponsored Programs Accounting
 - <https://www.wpi.edu/offices/sponsored-programs-accounting>
 - hbilotta@wpi.edu
 - (508) 831-5422

Where can I find WPI Info?

- On the OSP website, you will find:
 - Institutional information and rates
<http://www.wpi.edu/offices/osp/reference.html>
 - Budget spreadsheet and other templates:
<http://www.wpi.edu/offices/osp/proposaldev.html>
 - The Budgeting and Costing Guide:
<http://www.wpi.edu/offices/osp/reference.html>
 - RA stipend rates
 - Fringe Benefit Rate
 - Tuition Rate
 - Indirect Cost Rate