GRANTS 101

POST AWARD FOR PRINCIPAL INVESTIGATORS

Developed by UTHSC-H Post – Award Finance Team
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POST AWARD FINANCE
What we do

- **Account Management**
  - PAF establishes a differentiated account in the financial system (PeopleSoft FMS) to use solely for each given award.
  - PAF notes restrictions on the grant panels as per agency/award guidelines and requirements.
  - PAF validates the method of payment and receipt of funds.
Oversight of Transactions

- PAF reviews/approves payroll transactions for allowability/effort requirements against the project throughout the life of the award.
- PAF reviews/approves purchases for allowability/allocability against the project throughout the life of the award.
- PAF reviews/approves budget modifications for allowability/indirect cost modification made throughout the life of the award.
POST AWARD FINANCE
What we do

- **Reporting/Audit/Billings**
  - PAF provides required financial reporting as per the signed agreement or ad hoc agency requests
  - PAF provides *financial* audit response for institutional audits as well as project-specific audits on contracts/grants received
  - PAF works in tandem with departmental administration to ensure final billings/reports for awards to the institution represent all final allowable charges to secure maximum allowable income and meet agency deadlines.
POST AWARD FINANCE
What we do

- **Other Responsibilities**
  - PAF provides guidance with issues related to award budgets, methods, and finance
  - PAF works with all levels of administration on a wide variety of institutional, departmental, and PI issues as they affect grants and contracts or the university as a whole
  - PAF collaborates with various areas in the institution (procurement, travel, budget, Ecrt, IT, etc.) in system management and improvements
Principal Investigator Post
Award Responsibilities

– Oversee all project program activities and work with department administrators in application of expenses appropriately as needed
– Review monthly ledgers and monitor expenses with department administration against each project
– Ensure department administration is notified timely of personnel changes (additions/reductions) against awards
Principal Investigator Post Award Responsibilities

- Review subcontractor/vendor charges and ensure receipt of receivables associated with their work
- Review/approve bi-annual effort reports for self and employees paid from his/her awards
- Write/review annual/final progress and technical reports and ensure timely submission to agencies as required
- Review/approve with department administrators required financial reports sent from PAF
Web Resources

- Resources – PAF Team website
  - [http://www.uthouston.edu/sponsored-projects-administration](http://www.uthouston.edu/sponsored-projects-administration) or
  - [http://www.uthouston.edu/post-award/](http://www.uthouston.edu/post-award/)

Forms and templates
- Links to NIH, OMB, etc.
- Expense allowability grids
- Reporting requirements
Web Resources (cont.)

- **FDP – Investigator Track**
  http://sites.nationalacademies.org/PGA/fdp/index.htm

- **NCURA – Journals and Classes**
  http://www.ncura.edu/

- **SRA – Journals and Classes**
  http://www.srainternational.org/sra03/
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GRANTS MANAGEMENT FOR PRINCIPAL INVESTIGATORS

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