

**EHE Office of Research**

**PI Portal Webinar Series**

**Project Personnel – A Brief Overview**

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# “PI PORTAL SUUUCKS!!!!”



“Mmm...wtf is the PI Portal?”



In this webinar, you will learn:

1. How to review who is being paid from a project
2. About different types of salary *Commitments*
3. How to use eScan tool
4. How this info relates to Effort Certification (eCert system)

## Why is the PI Portal important?

Think of the Portal as:

1. A “bank statement” for your grant
2. A constantly changing “financial expression” of your research project.
3. The basis for official fiscal reporting from OSP to sponsor.

## Why the focus on personnel costs?

1. Salaries, fringe benefits and tuition typically make up majority of project costs.
2. Fluid, subject to frequent changes:
  - students and staff come and go
  - salaries go up
  - benefit rates change
  - timing and constraints of various systems (HR, general ledger, Portal)

PI Portal: <https://eresearch.osu.edu>

Can also be accessed via EHE-OR and OSP websites:

<http://portal.ehe.osu.edu/research>

<http://osp.osu.edu/>



# Office of Research



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Research Highlights

Grants and Contracts Support

Funding Opportunities

Professional Development Opportunities

Frequently Asked Questions

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## Post-Award Grant Support

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- [Financial Conflict of Interest Form](#)
- [Authorization for Expenditures/Commitments in Excess of Funds Available](#)
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### Proposal Development

[Salary Costs](#)

[Consultant Costs](#)

[Fringe Benefit Rates and Tuition](#)

[Equipment](#)

[Other Direct Costs](#)

[Subcontracts](#)

[Facilities & Administrative \(F&A\) Costs](#)

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PI PORTAL





## ***Commitments info constraints***

1. 9/12 faculty salaries underestimated
  - future commitments are based on 12 mo. rate
  - salary expenditures (pay that has been processed) is based on 9 mo. rate.
2. Off-duty pay does not commit into future
3. Bi-weekly, hourly paid positions do not commit
4. FTE column often inaccurate (eScan more reliable)

## ***Commitments info constraints - How to cope?***

1. Review *Personnel* tab at least monthly
2. Allow for a “cushion” in salary and fringe line items
3. Have a “shadow” budget
  - adapt proposal budget accordingly
  - PI Portal Excel export feature
4. Ask for help! Involve dept. and EHE-OR staff as needed

## eScan feature

Allows quick filtering of staff by time period and project number.

Better gauge of PI and staff effort % for reporting purposes

Does not account for 9 month salary adjustment

## eCert

OSU's effort reporting certification system –  
constitutes its own webinar.