THE OHIO STATE UNIVERSITY
COLLEGE OF
EDUCATION AND HUMAN ECOLOGY

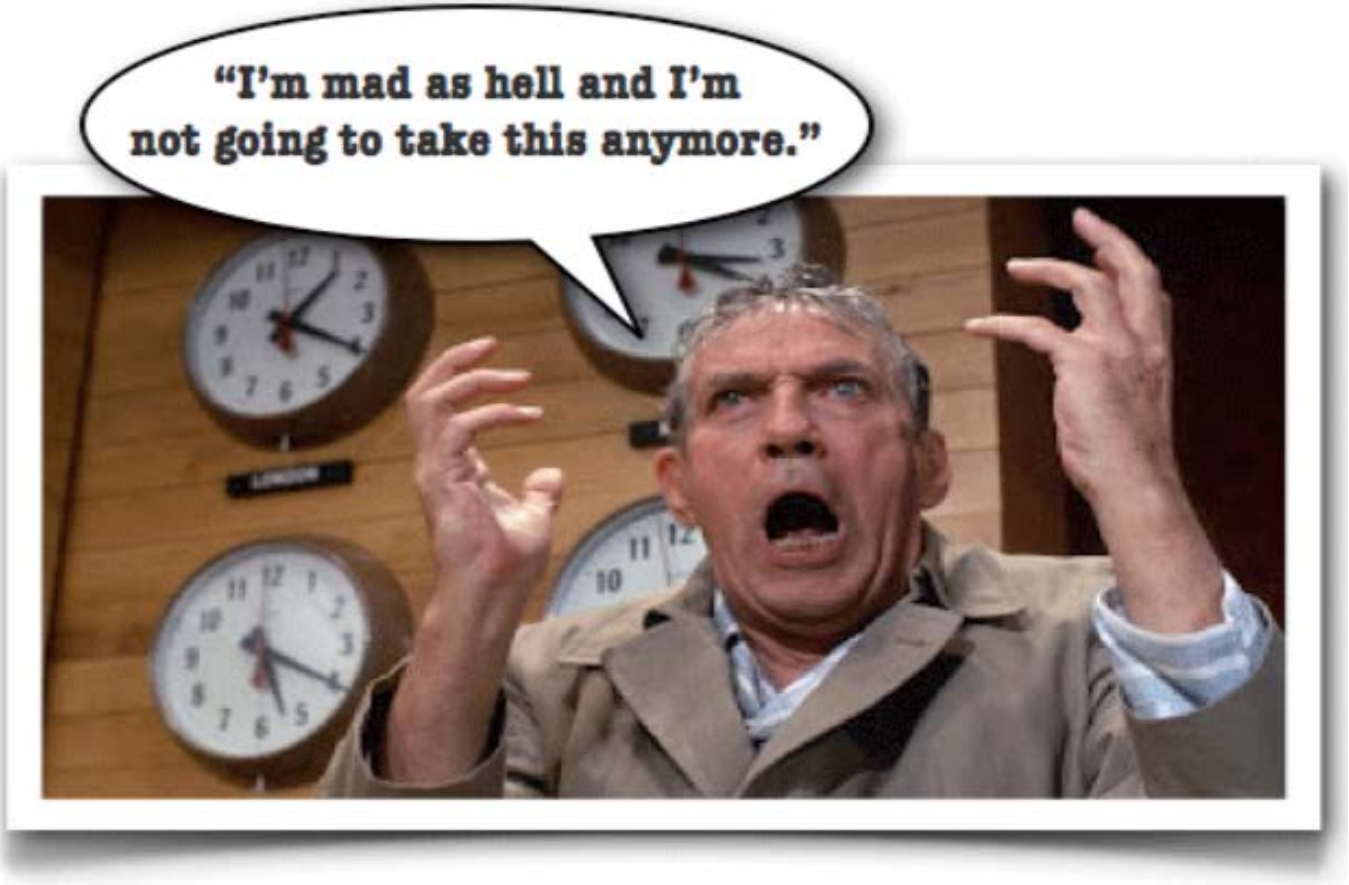
# EHE Office of Research

## PI Portal Webinar Series

## Project Financials – A Brief Overview

Michael Moses, Post-award Grants Support

# "PI PORTAL SUUUCKS!!!!"



**“It’s always wrong!”**

**“That’s not my balance!”**

**“It’s useless!”**

Michael’s 2 cents☺:

PI Portal has limitations and tracking your budget can be tricky. However, your budget is a “financial expression” of your research: as the research evolves, the budget will too – and we must sometimes cope with a lag while the research and money sync up.

# In this webinar, we'll focus on:

1. Understanding the layout of the *Financials* tab
2. Recognizing when sponsor approval is needed for issues such as budget revisions
3. Understanding the importance of PI Portal *Financials* information

# Navigating to the *Financials* Tab

*Financials* tab is located in the ***Project*** view

The *Project* view has a grayish-blue color scheme and contains the most detailed financial and expenditure data. The *Award* view has pinkish scheme. If you have trouble navigating from the *Award* view to the *Project* view, look for hyperlinks and tabs referring to “Projects” or numerical ID #s beginning “600…” Awards have ID #s beginning “GRT000xxxxx”

# Navigating to the *Financials* Tab

Upon log-in, first screen is *Project Summary* – list of PI's active projects

Click on project title to enter *Project Detail* of a specific project

Click on *Financials* (5th tab from left)

(screenshots below…)

# *Project Summary* screen

OFFICE OF RESEARCH
PI Portal

Awards | Projects | Proposals | Log Off
Profile | Alerts | User Settings | Help

**Project Summary - Newell, George Edward**
**Sponsor Budget View - Current Period - 1 Project - 05/16/2017**

| Project | Title | Sponsor | Grant/ Contract | Investigator | Dept | Budget | Expended | Commitments | Balance | Project End | SPO | Alert |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 60041923 | *Teaching and learning literature-related argumentative writing in high school English language arts classrooms* | Institute of Education Sciences | R305A140105 | Newell, George Edward; Bloome, David M; D'Agostino, Jerome Victor; Hirvela, Alan Richard; Lin, Tzu-Jung | 12750 | $1,173,314.00 | $981,568.62 | $21,829.19 | $169,916.19 | 06/30/2018 | Sanford,Aimee M | |
| Sum | | | | | | $1,173,314.00 | $981,568.62 | $21,829.19 | $169,916.19 | | | |

# *Project Detail* screen

OFFICE OF RESEARCH
PI Portal

Awards | Projects | Proposals | Log Off
Profile | Alerts | User Settings | Help

***Project Detail*** - *Newell, George Edward* - *05/16/2017*

Demographics | Terms | Projects | Reporting | Financial | Personnel | Expenditures | Commitments | Payments | History | Documents

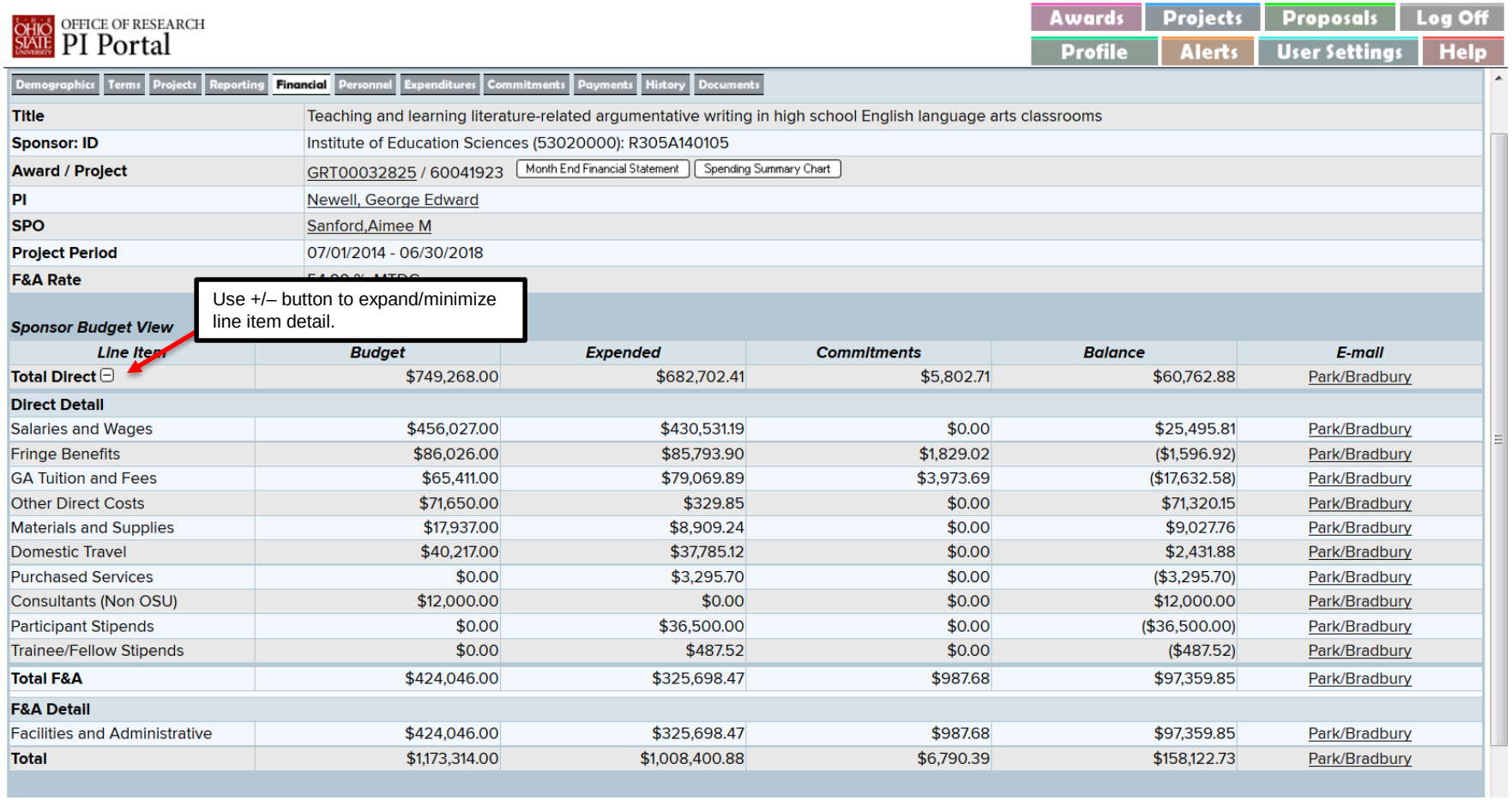
| | |
|---|---|
| **Title** | Teaching and learning literature-related argumentative writing in high school English language arts classrooms |
| **Sponsor: ID** | Institute of Education Sciences (53020000): R305A140105 |
| **Award / Project** | GRT00032825 / 60041923 [Month End Financial Statement] [Spending Summary Chart] |
| **PI** | Newell, George Edward |
| **SPO** | Sanford,Aimee M |
| **Project Period** | 07/01/2014 - 06/30/2018 |
| **F&A Rate** | 54.00 %, MTDC |

| *Name* | *Role* |
|---|---|
| Newell, George Edward | PI |
| Bloome, David M | COPI |
| D'Agostino, Jerome Victor | COPI |
| Hirvela, Alan Richard | COPI |
| Lin, Tzu-Jung | COPI |

| *Dept/Center* | *Org#* | *% Exp Alloc* |
|---|---|---|
| EHE Teaching & Learning | 12750 | 85 |
| Dept of Educational Studies | 12800 | 15 |

| *Project-specific Information* | |
|---|---|
| Fee Code | S - Tuition and fees will be charged to the project. |
| Salary Cap | CAPNO - Cap not applicable |

# *Financials* tab screen



OFFICE OF RESEARCH
PI Portal

Awards | Projects | Proposals | Log Off
Profile | Alerts | User Settings | Help

Demographics | Terms | Projects | Reporting | **Financial** | Personnel | Expenditures | Commitments | Payments | History | Documents

| | |
|---|---|
| **Title** | Teaching and learning literature-related argumentative writing in high school English language arts classrooms |
| **Sponsor: ID** | Institute of Education Sciences (53020000): R305A140105 |
| **Award / Project** | GRT00032825 / 60041923 [Month End Financial Statement] [Spending Summary Chart] |
| **PI** | Newell, George Edward |
| **SPO** | Sanford,Aimee M |
| **Project Period** | 07/01/2014 - 06/30/2018 |
| **F&A Rate** | |

Use +/– button to expand/minimize line item detail.

***Sponsor Budget View***

| *Line Item* | *Budget* | *Expended* | *Commitments* | *Balance* | *E-mail* |
|---|---|---|---|---|---|
| **Total Direct** ⊟ | $749,268.00 | $682,702.41 | $5,802.71 | $60,762.88 | Park/Bradbury |
| **Direct Detail** | | | | | |
| Salaries and Wages | $456,027.00 | $430,531.19 | $0.00 | $25,495.81 | Park/Bradbury |
| Fringe Benefits | $86,026.00 | $85,793.90 | $1,829.02 | ($1,596.92) | Park/Bradbury |
| GA Tuition and Fees | $65,411.00 | $79,069.89 | $3,973.69 | ($17,632.58) | Park/Bradbury |
| Other Direct Costs | $71,650.00 | $329.85 | $0.00 | $71,320.15 | Park/Bradbury |
| Materials and Supplies | $17,937.00 | $8,909.24 | $0.00 | $9,027.76 | Park/Bradbury |
| Domestic Travel | $40,217.00 | $37,785.12 | $0.00 | $2,431.88 | Park/Bradbury |
| Purchased Services | $0.00 | $3,295.70 | $0.00 | ($3,295.70) | Park/Bradbury |
| Consultants (Non OSU) | $12,000.00 | $0.00 | $0.00 | $12,000.00 | Park/Bradbury |
| Participant Stipends | $0.00 | $36,500.00 | $0.00 | ($36,500.00) | Park/Bradbury |
| Trainee/Fellow Stipends | $0.00 | $487.52 | $0.00 | ($487.52) | Park/Bradbury |
| **Total F&A** | $424,046.00 | $325,698.47 | $987.68 | $97,359.85 | Park/Bradbury |
| **F&A Detail** | | | | | |
| Facilities and Administrative | $424,046.00 | $325,698.47 | $987.68 | $97,359.85 | Park/Bradbury |
| **Total** | $1,173,314.00 | $1,008,400.88 | $6,790.39 | $158,122.73 | Park/Bradbury |

# Financials Tab Layout

5 columns containing budget data:

- ***Line Item***: budget categories recognized by OSP
- ***Budget***: sponsor-approved amount by category
- ***Expended***: current expenditure data per category*
- ***Commitments***: future obligations earmarked via HR Action, eRequest and OSP purchase order
- ***Balance***: overall and by category

# Financials Tab Layout

In theory:

Balance = Budget – Expended – Commitments

However, there are almost always unseen commitments (pending expenditures “in process”) not yet entered into systems that make determining the “true balance” difficult.

# Financials Tab Layout

After reviewing the *Financials* tab, you can access details of specific charges:

*Personnel* tab: salary, fringe and tuition costs by individual* (past charges and future commitments in this tab)

*Expenditures* tab: all non-personnel charges that have been fully transacted to date**

*Commitments* tab: future non-personnel obligations***

## Financials Tab Layout

Analyzing detail in *Personnel*, *Expenditures* and *Commitments* tab is key to understanding why there may be large balances or deficits in specific line items and therefore why there may be a need for…

# Sponsor Approval for Budget Changes

Negative line item balances may or may not be a red flag but this must be determined.

Terms & Conditions - “Discretionary” funding? Budget flexibility? Important to know terms & conditions of your award as they pertain to spending.

# Sponsor Approval for Budget Changes

Involve EHE-OR and OSP and seek sponsor approval as soon as you suspect significant deviations from approved budget.

Fiscal Officers can be of assistance too.

It is critical to ask for help.

# Why is the *Financials* tab important?

Think of the Portal as:

1. A constantly changing “financial expression” of your research project.
2. A “bank statement” for your research project (not savings though☺)
3. The basis for **official** fiscal reporting from OSP to sponsor.

# *Payments* tab

Most relevant to OSP Accounting team

Relevant to PIs if project is experiencing unexpected issues or if payment method is “deliverable-based”

No info displayed for “Letter of Credit” grants (from major federal agencies such as NIH, NSF, IES)

# Tips for tracking *Financials* data

1. Review *Financials* tab at least monthly

2. Be mindful of future costs that can't be "committed"

3. Use a "shadow" budget
   - regularly revise proposal budget accordingly
   - PI Portal Excel export feature

4. Ask for help! Involve dept. and EHE-OR staff as needed