

# So You Got a New Award...

September 26, 2017

Sponsored by the College of Education and Human Ecology

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THE OHIO STATE UNIVERSITY

COLLEGE OF  
EDUCATION AND HUMAN ECOLOGY

## OFFICE OF RESEARCH

GRANTS AND CONTRACTS  
SUPPORT

FUNDING OPPORTUNITIES

FREQUENTLY ASKED QUESTIONS

POLICIES

STAFF

PI PORTAL

### OFFICE HOURS

8 a.m. to 5 p.m.  
Monday–Friday

### CONTACT US

Office of Research  
153 Arps Hall  
1945 N. High St.  
Columbus, OH 43210  
  
Phone: (614) 247-2412



## POST-AWARD GRANT SUPPORT

- [PI Portal](#)
- [Appointing Personnel to a Project](#)
- [Release Time Appointments](#)
- [Financial Conflict of Interest Form](#)
- [Authorization for Expenditures/Commitments in Excess of Funds Available](#)
- [Responsible Conduct of Research](#)
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# ***I'm funded! ...now what?***

**Project Management**, which includes managing:

- People
- Money
- Space
- Time, deadlines

Communication

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**COMMUNICATION!**

# Today's Topics

- Locating award/project info in PI Portal
- Spending grant funds and who can assist
- Knowing award terms, reporting and prior approval requirements



A word on the PI Portal...it's changing.

New version available 10/2/2017  
(old version available thru 12/31)

# Locating Award/Project Info

University issued grant ID numbers

Needed for constant reference in paying staff,  
purchasing and interfacing with OSP

# Locating Award/Project Info

Each grant/contract is an “Award”

- Format is “GRT00054321”

Awards contain at least one “Project”

- Format is “60056789”
- Use of multiple project #s can be a requirement or PI preference



# Locating Award/Project Info

The Ohio State University - Office of Research  
PI Portal

## Project Detail - Newell, George Edward - 09/25/2017

### Demographics

<b>Title</b>	Teaching and learning literature-related argumentative writing in high school English language arts classrooms
<b>Sponsor: ID</b>	Institute of Education Sciences(53020000): R305A140105
<b>Award / Project</b>	GRT00032825 / 60041923
<b>PI</b>	Newell, George Edward
<b>SPO</b>	Sanford,Aimee M
<b>Project Period</b>	07/01/2014 - 06/30/2018
<b>F&amp;A Rate</b>	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

# Locating Award/Project Info

An example of “Award” (GRT) with multiple “Projects”:

<b>Title</b>	Math and science middle school pathways portal
<b>PI</b>	<u>Lightle, Kimberly Sue</u>
<b>Sponsor</b>	NSF Div Undergraduate Education (35000605)
<b>Sponsor Award #</b>	DUE-0840824
<b>Award Period</b>	09/01/2008 - 08/31/2013
<b>Award To Date</b>	\$2,369,022.00
<b>RF Award #: Type</b>	GRT00013436: COST REIMBURS
<b>SPO</b>	<u>Shadley, Anna Bardes</u>
<b><i>Project</i></b>	<b><i>Description</i></b>
60018327	Math and science middle school pathways project - MSP2
60018863	Participant support costs: Math and science middle school pathways project - MSP2

# Spending Grant Funds

- Temporary stream of funding from external partner, for specific purpose
- Responsible stewards of sponsor funding
- Direct Costs vs. F&A (indirect costs)

# Spending Grant Funds

- Sponsor-approved budget should guide
- Personnel (salaries, benefits, tuition) are often major costs – need close tracking
- Funds may need sent to non-OSU collaborators

# Spending Grant Funds

## *Who can assist?*

- Project Coord/Mgr (if available): duties delegated by PI
- Department Fiscal & HR staff: assist w/ entry and approval of purchases (eRequest) and salary assignments (HR Action)

# Spending Grant Funds

## *Who can assist? (cont'd)*

- Michael Moses/EHE-OR: allowability inquiries, personnel monitoring, subawards.
- EHE Business Office & Service Center: final processing of HRA and eRequests.

# Spending Grant Funds

## Budget monitoring

*IDEALLY*...at least one “set of eyes” on project finances (ahem, PI Portal😊) at each level:

**PI/Project → Dept → College → University**

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

<b>Title</b>	teaching and learning literature-related argumentative writing in high school English language arts classrooms
<b>Sponsor: ID</b>	Institute of Education Sciences (53020000): R305A140105
<b>Award / Project</b>	GRT00032825 / 60041923 <input type="button" value="Month End Financial Statement"/> <input type="button" value="Spending Summary Chart"/>
<b>PI</b>	Newell, George Edward
<b>SPO</b>	Sanford,Aimee M
<b>Project Period</b>	07/01/2014 - 06/30/2018
<b>F&amp;A Rate</b>	54.00 %, MTDC

**Sponsor Budget View**

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



# Spending Grant Funds

## Budget monitoring - PI Portal *Financials* tab

Critical because:

- Constantly changing “financial expression” of your research project.
- “Bank statement” for your research project (not savings though)
- Basis for **official** fiscal reporting from OSP to sponsor.

# Award Terms & Reporting

All awards are subject to sponsor terms & conditions – these are guided by federal, state, local and university policy.

***Sponsor prior approval?*** What is that?

# Award Terms & Reporting

## Sponsor Approval for Budget Changes

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

“Discretionary” funding? Budget flexibility? **Important to know terms & conditions of your award.**

# Award Terms & Reporting

## 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.

# Award Terms & Reporting

## Progress reporting

- Frequency and detail varies tremendously
- Involve EHE-OR and OSP as needed
  - ALWAYS if financial or effort reporting required.

## Effort Certification

- Can be extremely tricky – ask for help if not clear!

# EHE-OR Role

- Support for project management activities
- Help monitor spending
- Track personnel assigned to projects
- Assist with progress reports and project close-out
- Effort certification help
- Liaison with OSP and collaborators

# Working with Office of Sponsored Programs (OSP)

- OSP = research “Business Office” a.k.a “Institutional Official”
- Reviews, submits proposals; signs and formally accepts awards (grants, contracts, other) and award modifications
- Emphasizes proper stewardship of sponsor funds
- Sponsored Program Officers (SPOs) assigned to all colleges/depts. within university and OSUMC

# Working with Office of Sponsored Programs (OSP)

SPOs assigned to EHE:

Awards from federal, state, non-profit sponsors:

- Aimee Sanford – 614-292-2773, [sanford.136@osu.edu](mailto:sanford.136@osu.edu)

Awards from industry/commercial sponsors:

- Maureen McCormack - 614-247-8895, [mccormack.1128@osu.edu](mailto:mccormack.1128@osu.edu)



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QUESTIONS?