



# RAMP

## *Research Administrators Management Program*



*Award Management - Cynthia Martin, Contracts and Grants*

# Award Management

## Objectives....

- What is award management?
  - when does it start?
  - when is it “engaged”?
  - when is it over?
- What do I do now?
  - central figure “contract manager”
  - time management
- How long until I finish?



# Award Management

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## What is award management?

- Award management starts with the preconceived idea/notion from the principal investigator developed into proposal
- Proposal to executed agreement
- Expenditure of funds
- Research Results



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## Common Award Management Actions

- Project File Maintenance
- New Award Meetings
- Guidance of Federal, State, Univ. & Sponsor Regulations
- Pre-audit and Approval of Expenditures
- Budget Revisions/Explanations
- Release Time and Summer Salary
- Equipment Acquisition/CAMS
- Preaward Costs



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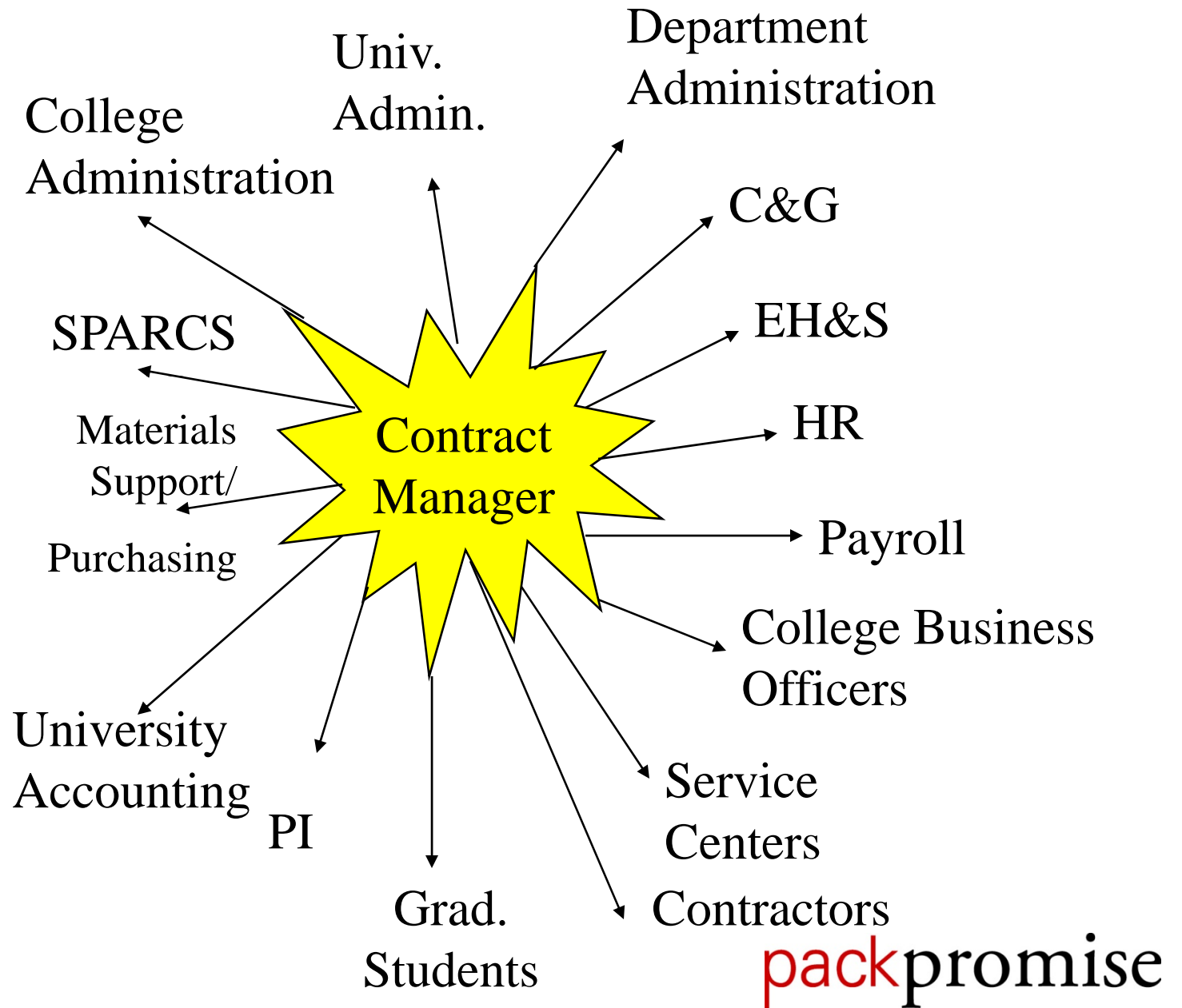
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## Common Award Management Actions

### ...cont'd

- Travel
- Change in PI
- Subcontract/Subaward Approval
- Project Reconciliation
- Task Billing – Milestones/Deliverables Scheduling
- Project Reporting - both Interim and Final
- Project Reconciliation Closeout – Interim/Final





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## A “Contract Manager/Research Administrator” is.....

- Central to the core of award management
- Central to the college/department administration
- A person responsible for completion of the actuarial work prescribed in the award contract... “Make it Happen”



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**A contract manager is NOT...**

- A researcher
- A Principal Investigator
- The one that has to pay the bills or collect the bills.

*So, Communication is the Key!!!*

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## Contract Manager

### *True or False...*

The contract manager is the “core” for communication of all aspects of the award. The University expects them to work diligently with College and University offices to resolve all issues of the award process.



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**What are the rewards of communication in award management?**

- Timely Awards
- Flow of Business Processes
- Record Keeping - minimal
- Understanding of Financial Responsibility
- Less Audit Risk
- More productivity
- Career Related Opportunities
- Less Stress



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## What are your risks of no communication?

- No awards – new, continuations, renewals
- Loss of Costs applied and all parties involved in the award management process are affected
- Noncompliance with the financial responsibilities of the agreements
- Opportunities for confusion surrounding the principal investigator, department, and university
- Loss of employee morale

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## Hints to Help with Managing Awards

- College/Department Business Offices
  - Orientation
  - Training
  - Partner for working issues/opportunities
- RADAR System – Progress Notes
  - Indicate notes of incremental funding/continuation, etc.
- RADAR System – Financial Data
- RADAR – Proposal Documents



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## Hints – cont'd

- Project Maintenance Files
- Wolfpack Reporting System
- Webpages



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**Question -**

**Useful Resources include:**

- A. RADAR
- B. College Research Office
- C. Award Notice
- D. Wolfpack Reporting System
- E. All of the above



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## Award Notification – SPARCS Role...

- Review dates in agreements
- Review proposals, notes, and budgets
- Review subcontractor agreements
- Initiate Award Notices for awards, NCEs, and subcontractor agreements



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## Award Notification – C&G Role...

- Review dates of performance, notes, terms and conditions in agreements
- Review budgets for general categories
- Setup timely University payment requests/invoices based on agreement terms
- Schedule financial reporting and closeout requirements for agencies



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## Actual Award Notice

Check specifics on the award notices especially:

- *College & Department*
- *Project Title*
- *Amount of This Action & Total Funding to Date*
- *Total Anticipated Funding if applicable*
- *Current Budget Period and Total Anticipated Project Period*
- *New, Renewal, Supplement or Continuation*  
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## Actual Award Notice

Note the comments section of the award notice. Important information such as incremental funding, modifications, NCE, etc... will be listed here

Continuations, etc... will now even list who the fiscal manager code is and the funding source (Federal, State, Industry)

New Award Notice Flow: SPARCS  
>Contracts & Grants > College >  
Departments

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## Check Budget Pages in Grant to Budget Pages in Wolfpack Reporting System

- Compare Report 2 and Report 5
- Pay close attention to all account codes used by your college research areas.
- If there is an error with the budget, simply send an email to the Fiscal Manager in Contracts and Grants affiliated with the project. Inform him/her of the correction that needs to be made on the project reference. PAR is not necessary for budget CORRECTION.



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**Check to see if your grant contains the possible following:**

- Pre Award Accounts
- Pre Award Costs
- Fabricated Assets
- Food Costs Exemptions
- Workshop Fees/Program Income
- Participant Support Costs
- Segments off a Prime Account



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## Check for Summer Salary (1116)

- Summer Salary is prepared for:
  - May 16 – May 31
  - June 1 – 30
  - July 1 – 31
  - August 1 – 15
- Prepared according to your college specific guidelines and deadlines.
- Provide only if agency approved or when you have prepared prior approval action and it has received agency approval.
- Only request when the project reference is “positive budget balance”

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## Check for Release Time (1118)

- Release Time is prepared for two time periods:
  - Fall of Current Academic Year (8/16/XX – 12/31/XX)
  - Spring of Current Academic Year (1/1/XX – 5/15/XX)
- Release time is during the time period of the project which releases the professor from departmental duties
- Prepared according to your college specific guidelines and deadlines.
- Provide only if agency approved or when you have prepared prior approval action and it has received agency approval **pack** promise



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## Check for Cost-Sharing

- Check award for any cost-sharing of Effort, Non-Salary MTDC, Equipment & Tuition, Contracts and Grants, Subcontractors, Third Party/Other or Multiple Accounts Under Prime.
- If Effort, setup TEARS report under CS setup in TEARS web-based system
- At times, you will receive a cost-sharing confirmation from the College that requires you to complete, sign, and return within 30 days



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## Important things to remember...

- Confirm your performance dates are correct for the project, personnel, and the principal investigators' research tasks
- If required, request and have approval via a PAR PRIOR to taking a trip, purchasing equipment or issuing a subcontract
- Use provided budget categories to enter vouchers, rebudgets, reimbursements.
- Remember everything has a process or a form
- Communicate THOROUGH information/justifications



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## Recommended Account Folders/Project Maintenance

Check with your specific college guidelines first!!

- Contract Folder
  - Award Files
  - Budget Files
  - Cost Sharing File
- Pending Folder (unpaid vouchers)
- Paid Folder



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## Annual/Progress Reports

- Please note in the contract the due date for annual progress reports and final technical reports.
- Please send reminders to PI's concerning these due dates.
- Failure to comply with annual progress reports and final technical reports affects future funding for the entire university
  - Any delinquent status will be notified by the college research office by Debbie Hunt, SPARCS and the sponsor.



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## New Award Meeting

- Can be arranged for the faculty member, dept. staff, college rep. & officials
- Department should work through the college research office to arrange these meetings
- Will cover issues such as the regulatory checklists and cost sharing requirements



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## Recap....

What is award management?

What are functions within award management?

Who's available for help in managing awards?



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## Questions??



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# Contacts

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