Flight Check-In: Grants
Faculty Update Version
Email your questions!

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Agenda

• PPM Overview
• Grants PPM Awards and Projects
  • Translation: Today’s centers to tomorrow’s Awards and Projects
• Award and Project Naming conventions
• Day 1 PPM Grant Reporting
• Effort Reporting using ecrt® Effort Reporting Solution
• Questions
Projects Portfolio Management

Five (5) Types of Projects Comprise PPM

- **Grants**
  - Post-Award Grants
  - Financial Management

- **Gifts and Endowments**
  - Temporary restricted gifts will be tracked and managed as projects

- **Faculty Funds**
  - Each faculty member will have one project funded by discretionary funds

- **Capital Projects**
  - Capital projects will be tracked here

- **Cores**
  - Each Core service center will use projects to track its financial operations.
Each will be assigned a unique project number, similar to using a unique center number today.
What is POET?

POET is the accounting string used to record charges for projects into the university’s financial system.
<table>
<thead>
<tr>
<th><strong>PROJECT NUMBER</strong></th>
<th>Unique number assigned to identify each project</th>
</tr>
</thead>
</table>
| **ORGANIZATION**   | • **HR Work Unit** designated as Project Organization  
|                    | • Corresponds with **Financial Unit** in the COA |
| **EXPENDITURE TYPE** | • Identifies the specific type of transaction  
|                    | • Corresponds with **Account** segment in the COA |
| **TASK**           | • Identifies the project activity |
Translation of Account/Center to POET

50200    4-20-430-1251
Faculty Salary Account  Chemistry Grant Center

400038 . 12520 - Chemistry . SalFac . 1
Project  Organization  Expenditure  Task
Number  Type

Today

Tomorrow
# Examples of Award and Project Naming Conventions for Grants

## Projects:

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Project</td>
<td>GC_Financial Unit #_PI Last Name_Sponsor Name Acronym_Sponsor Award #</td>
<td>GC_18340_Lindsley_NIH_R01DM01234</td>
</tr>
<tr>
<td>Flow-thru Project</td>
<td>GC_Financial Unit #_PI Last Name_Fed Sponsor Name Acronym_Flow-thru Name_Flow-thru Award #</td>
<td>GC_12560_Haglund_NSFDuke_SC99876</td>
</tr>
<tr>
<td>C/S Project</td>
<td>GC_Financial Unit #_PI Last Name_Sponsor Name Acronym_Sponsor Award #_Cost Share</td>
<td>GC_21220_Yoder_ED_094563_Cost Share</td>
</tr>
</tbody>
</table>

## Awards:

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award</td>
<td>Financial Unit #_PI Last Name_Sponsor Name Acronym_Sponsor Award#</td>
<td>18220_Hiebert_NIH_R01CM01258</td>
</tr>
</tbody>
</table>
Award Overview Screen
Award Number

Project Numbers
Existing Grants: Data Conversion

• For all active projects and any projects related to active awards
  
  – **Project-to-date** balances will be converted
  
  – **Project attributes** will be converted
  
  – Prior transactional detail will not be converted
**New Award Setup**

<table>
<thead>
<tr>
<th>Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Every award is automatically associated to a contract during award setup</td>
</tr>
<tr>
<td>• Awards have a sponsor, funding, and owning organization</td>
</tr>
<tr>
<td>• Award contracts drive billing and revenue recognition</td>
</tr>
</tbody>
</table>

| Project 1 | Project 2 | Project 3 | Project 4 CS |

• Multiple projects can roll up to a single award
• Expenses live at the project level and are classified based on POET information
  • Project, Organization, Expenditure Type, Task
• Cost share and program income projects will live under the award, just like the other grant projects
• Projects have unique budgets and project-owning orgs (which may be different than the primary award-owning org)
Pre-Award Process – Requesting New Award & Project Numbers

• COEUS and Peer process remains unchanged at go-live for pre-award processing

• New Award and Project number requests should be submitted by the departments directly to OCGA
Budget Revisions

- Departments will send their budget revisions directly to OCGA.
- They will use the new submission tool to transmit the revisions to OCGA.
- OCGA will enter the budget revisions into the PPM module.
Managing Project Costs

• **Cost Share**
  – Each cost share funding source on an award will have a dedicated project
  – Expenditures that are being cost shared by Vanderbilt will be charged to that project

• **Cost Transfers**
  – Grants admins will coordinate with OCGA to ensure compliance before a cost transfer is completed
  – Transfers will be initiated at the source wherever possible (AP, Payroll, etc.)
# Day 1 PPM Grant Reports

<table>
<thead>
<tr>
<th>PROJECTS</th>
<th>AWARDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Project Overview</td>
<td>✓ Award Overview <em>(Example on next slide)</em></td>
</tr>
<tr>
<td>✓ Projects List</td>
<td>✓ Awards List</td>
</tr>
<tr>
<td>✓ Project Income Statement</td>
<td>✓ Award Income Statement</td>
</tr>
<tr>
<td>✓ Budget to Actual Report</td>
<td></td>
</tr>
<tr>
<td>✓ Project Transaction Detail Report</td>
<td></td>
</tr>
<tr>
<td>✓ Budget to Actual Dashboard</td>
<td></td>
</tr>
</tbody>
</table>