GRANT MANAGER
OCGA
SPA
MEETING

Thursday, October 8th, 2020
AGENDA

News & Updates – 15 minutes
  o SPA
  o VERA
  o OCGA

OCGA Training – 30 minutes

Q&A – 15 minutes
PROPOSALS & AWARDS TEAM

NEW Sponsored Programs Coordinator: Zach Chiarizzo
UPDATE

• Onboarding Team completed reviewing all 3 modules (Grants, Awards & Agreements)
• Working on reviewing & testing VU requirements in testing system
• Working on data: conversion, integration & reporting

QUESTIONS?

SPA Office Hours
Wednesday, October 21st
11:00-12:00
GRANTS

Michelle Vazin
Director
Contract & Grant Accounting
HOW TO EFFECTIVELY TRACK AWARD COSTS

• Sponsored Award Lifecycle
• Best Practices
• Institutional Systems
• Available Financial Reports
Sponsored Award Lifecycle

1. Develop Proposal (PI, SPA)
2. Develop Proposal (PI, SPA)
3. Review & Submit Proposal (SPA)
4. Sponsor Notice of Award (PI, SPA, Dept)
5. Award Set up in Oracle (OGA)
6. Establish & Execute Subcontract (SPA, OCGA)
7. Post-Award Management (PI, Dept, OCGA)
8. Reporting PI, Dept, OCGA, SPA)
9. Closeouts (PI, Dept, OCGA, SPA)

Pre-Award

Post-Award

Award Set-up

- Compile and submit (SPA) Just-in-Time materials
- Notification to PI & SPA often occur at different times and through different mechanisms
- Ensure all components of awards are complete, e.g., IRB, IACUC, etc. if net, gather as needed from Sponsor, Compliance areas, etc. (SPA)
- Ensure the terms of the award are acceptable and the award is ready for setup (SPA)
- Initiate award set-up in Oracle (Dept)

- Set up award in Oracle PPM
- Issue Award and Project #s (OGA)

- Ongoing review of costs/meetings (Dept/PI)
- Invoice sponsor (OGA)
- Sub-award management:
  - Determine if deliverables are met (PI)
  - Approve invoice (PI, Dept)
  - Process payment to subcontractor/OGA/Payment services
- Receive payments from Sponsors (OGA)
SPONSORED AWARDS & PROJECTS

- Multiple projects can roll up to a single award (e.g. used when collaborating with other faculty across campus or for tracking by funding periods when no carryover allowed)
- Expenses occur at the project level and all project costs can be summarized at the award level
- Cost share and program income projects will live under the award just like other grant projects
- Projects have their own budgets and project-owning orgs (which may be different than the primary award-owning org – this is useful for trans-institutional or multi-departmental collaborations)

Award
400123

- Every award has at least one project number associated with it
- Award information indicates the sponsor, award amount, and the department (called “owning org” in Oracle)

Project 1
SFP_300456

Project 2
SFP_300457

Project 3
SFP_300567

Cost Share Project
SCS_300112
BEST PRACTICES FOR MANAGING COSTS

• Allocate expenses appropriately on the correct project at the point of transaction for your grant
• Be familiar with the overarching cost principles that relate to sponsored programs
• Meet regularly with your departmental support staff for sponsored program activities to review your grant
• Review costs on a monthly basis for each award
• If something charged to your grant is not appropriate, work with local departmental support staff to have the costs removed in a timely manner
BEST PRACTICES FOR MANAGING COSTS

• Make sure that salary costs are appropriate on your grant during monthly reviews
• Ensure effort certification statements for yourself are reviewed and certified for each quarterly period in a timely manner
• Ensure project certification statements for non-faculty staff on your grant are reviewed and certified for each quarterly period in a timely manner
• Coordinate with your Departmental Effort Coordinator if retroactive adjustments need to be made to correct effort on your grant in a timely manner
BEST PRACTICES FOR MANAGING COSTS

• Review subcontractor invoices when received for appropriateness

• Verify that the costs reflected on the subcontractor invoice are in line with the research progress communicated to you by the collaborating faculty

• Approve payment for subcontracting invoice in a timely manner
VU FINANCIAL SYSTEM

• Financial information for sponsored programs is housed within the Oracle Cloud system
• Each sponsored award has an award number and associated project number(s)
• A Project number is the unique code used to assign costs to your grant
• Financial information for each award and project is available within Oracle throughout the life cycle of the award
• Access Oracle via SkyVU website: https://www.vanderbilt.edu/skyvu/
VU EFFORT REPORTING SYSTEM

- PI effort statements and Project effort statements are in ecrt®
- Statements are produced quarterly
- Effort for the salary costs charged to grants are reflected on the statements for the quarterly period
- Any adjustments needed to move salary costs should be requested on a timely basis
- Access ecrt® via SkyVU website: https://www.vanderbilt.edu/skyvu/
Note: Faculty can access their award and project data themselves in Oracle.
AVAILABLE FINANCIAL REPORTS

AWARD OVERVIEW

Note: An Overview Report may be run at the Project level to review project activity under an award.
# AVAILABLE FINANCIAL REPORTS

## BUDGET VS. ACTUAL BY AWARD

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<tr>
<th>Award Number</th>
<th>Award Name</th>
<th>Award Status</th>
<th>Award Type</th>
<th>Award Organization</th>
<th>Award PI</th>
<th>Start Date</th>
<th>End Date</th>
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<th>Direct Cost</th>
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Values do not include Cost Share Costs except where explicitly stated.

*Cost column includes direct and indirect costs. Does not include labor encumbrances or committed costs*

**Total Cost and Available Balance columns include direct, indirect, and committed costs. Does not include labor encumbrances**

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*Time: 08/25/2020 10:47 PM*
### AVAILABLE FINANCIAL REPORTS

#### LIST OF AWARDS BY PI

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**Grand Total**

9,473,238.17  6.00  9,473,238.17

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[Image of Vanderbilt University logo]

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**Award List**

### AVAILABLE FINANCIAL REPORTS

### LIST OF PROJECT TRANSACTIONS

**Project Transactions**

*Time run: 9/22/2020 9:20:03 PM*

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#### Notes
- Project data includes project number, project title, project manager, contract ID, contract type, contract start and end dates, contract value, and contract status.
- Project status can be active or on hold.
- Contract notes and comments are recorded for each project.
• VU Sponsored Program Policies covering Post Award Financial Management principles can be found at the following link on the OCGA website:
  • https://www.vanderbilt.edu/ocga/vupolicies.php

• External Sponsored Program policies and guidance from sponsors can be found at the following link on the OCGA website:
  • https://www.vanderbilt.edu/ocga/federal.php

• Knowledge Base in Oracle. See following video for details:
  • https://youtu.be/d9skfc-PB4U
QUESTIONS?
DEFINITIONS

• Service Centers are units within Vanderbilt that charge for goods or services that directly support the research or academic mission.

• Service Centers are primarily laboratory-based Core Facilities, but research shared resources involving non-laboratory centers also exist.

• Currently, both Core Facilities and other research shared resources are collectively referred to as a Core at Vanderbilt.
DEFINITIONS

- Specialized Service Facility (Direct + Indirect = Fully loaded costs)
- Service Centers
  - Recharge Centers – aka Core
  - Core Facilities (Laboratory-based facilities that support Research)
  - Research Shared Resources (Non-laboratory facilities that support Research)
VU CORES STRUCTURE

Day to day coordination; as opposed to joint governance mechanism that convenes periodically to discuss/review/approve strategic plan.
WHY ARE CORE FACILITIES NEEDED?

• Access to instruments, technologies, services, and expertise are offered to help prevent needless duplication of scientific resources across all departments

• Service may not be readily available in the marketplace or may not be cost effective
WHAT SERVICES ARE OFFERED?

• A list of VU Core Facilities can be found at https://www.vanderbilt.edu/cores/cores-facilities.php
WHAT SERVICES ARE OFFERED?

- A list of VUMC Core Facilities can be found at https://www.vumc.org/oor/institutional-research-shared-resources-and-core-facilities
ILAB SYSTEM ACCESS

• Services will not be duplicated between VU and VUMC
• Both VU and VUMC utilize the iLab Solutions system for reservations and billings
• Access to iLab requires an iLab account
• Multiple labs may be assigned to a VU Faculty member:
  • (VU) Lab used when accessing a VU or VUMC Core
  • Various other labs may be set up depending on funding used. For example, (VA-TVHS) Lab is used when utilizing VA funding
• Login to the iLab system for VU Faculty, Staff and Students is https://vanderbilt.corefacilities.org
QUESTIONS?
Drop in & ask questions!
All SPA Teams represented

Next SPA Office Hours
• Wednesday, October 21st at 11am
• via Zoom
OCGA-SPA-GM MEETINGS

November 2020
○ Thursday, 11/12 @ 10am

January 2021
○ Thursday, 1/14 @ 10am