Post-Award 101

The Basics for Monitoring Restricted Awards

Contract & Grant Accounting – Main Campus
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Learning Objectives

- Goal 1: Using reports on your award
- Goal 2: Spending on your award
- Goal 3: Special considerations
- Goal 4: Handling Subawards
- Goal 5: Closing your award
- Goal 6: Resources
GOAL 1

Using Reports on Your Award

- Streamlyne
- Banner Screens
- FTMACCI
- FRIGITD
- FRAGRNT
- MyReports (myreports.unm.edu) - Finance
  - FRRGLDS – Grant Ledger Detail Summary
  - FNRSGLB – Grant Salary Labor Benefits Encumbrance Report
  - FRRDGES – Contract and Grant Ledger Executive Report
Using Reports on Your Award

Grants give the basic information for the total award.

➤ Grant versus Fund versus Index

Grant: 2R123: Important for Banner’s FRAGRNT
(2-Main Campus, 3-Health Sciences, 4-Gallup, 5-Los Alamos, 6-Valencia, 7-Taos)

R=Restricted Award

➤ Grant into a Fund

Grant: 2R123: Important for Streamlyne lookup
Grant into a Fund: Remove the “R” and add “0”

Fund: 21230

Main Campus: 1 Fund = 1 Index

Multiple Funds/Indices possible, but always use Fund 0 for Streamlyne
In Streamlyne
- Main Menu, Post-Award, Awards
- Enter Fund (ending with 0) in Account ID
- Scroll down to listing and “open”

Award Section
- Gives basic information on your award including
  - Lead Org (Lead Unit)
  - Sponsor (Agency)
  - Sponsor Award ID
  - Dates – Budget period and Award Period
  - Amounts – Obligated (what you can spend) and Anticipated
Streamlyne

- Comments, Notes & Attachments
- In Attachment
- Final Award Package

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Banner – FTMACCI
(Looking up Index or Fund)
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Banner – FRAGRNT (Looking up Grant Information)

- Responsible Organization
- Agency Name
- PI Name
- Project Dates (versus Budget Dates)
- Category: F – Federal Funds; N – Non-Federal Funds
- Sponsor ID

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Banner – FRIGITD (Budget, Expenses, Available Balance)

- Can run by Grant or Index or Fund
- Use Revenue Accounts to give summary of spending
- Use Fund Summary if you have multiple funds, cost share, or program income
Banner – FRIGITD (Budget, Expenses, Available Balance)

- Gives Budget; Activity (expenditures posted), Commitments (such as subawards, POs, Salary), Available Balance
- Type “R” for non-Cost Share, non-Program Income gives totals
- Then you can see each separate line

MyReports – FRRGLDS (Budget, Expenses, Available Balance, Transaction Detail)

- You can run by Grant, Fund, Index, even PI
- You can use a report range “Inception to Date”, “Single Month”, or “Range of Months”
- You can have a report type of “Summary” or “Detail”
This gives a summary based on the Reporting Period requested
- Budget
- Month, Fiscal Year, and Cumulative Expenditures
- Encumbrances/Commitments
- Available Balance
- Revenue: Total (for non-Cost Share and non-Program Income)
- Expenses: By Account Code

Detail gives you a listing of all transactions on the grant
MyReports

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FRRGLDS

(Budget, Expenses, Available Balance, Transaction Detail)

Payroll

Tuition
10=Spring
60=Summer
80=Fall

JVs

Chrome
River
S=P-Card
IC=Invoice

LoboMart
PO-
Encumbrance
INV-Charge

You can run by Grant, Fund, Index, Employee
You can use a report range “Inception to Date”, “Single Month”, “Fiscal Year” or “Range of Months”
Based on the Range of months: Transaction Date; PayID; Trans Code (0=Original, #s are adjustments); Labor; Fringe
If done by employee, you can see what index# and fund the labor was posted

You can run by Organization or PI
You can have all historical funds, active funds with an open period, or active funds-non-closed
MyReports – FRRCGES (Executive Report)

- Also lists out the Agency, Grant Title, PI, Fiscal Monitor
- You get a short glimpse of total budget, expenditures (Project Inception to Date), Encumbrances (Such as Salary, POs, Subawards), and Available Balance
- Burn Rate – The closer to 0%, the better
  - Burn Rate compares amount spent to amount of time on award
  - The close to 0% (positive or negative), the better
  - Positive means more time used than money spent
  - Negative means more money spent than time used
- Budget Start/End Dates

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<table>
<thead>
<tr>
<th>Index</th>
<th>Budget Including Revisions</th>
<th>Project Inception to Date</th>
<th>Encumbrances</th>
<th>Available Balance</th>
<th>Percent % Budget Used</th>
<th>Percent % Time Used</th>
<th>Burn Rate</th>
<th>Budget Start Date</th>
<th>Budget End Date</th>
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<td>$109,000.00</td>
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<td>100.00%</td>
<td>(3.99%)</td>
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<td>69.41%</td>
<td>(24.62%)</td>
<td>08/01/2021</td>
<td>07/31/2024</td>
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</tbody>
</table>
MyReports

- You can schedule MyReports and it will automatically email to yourself or others based on the frequency you choose.
- Use the “Scheduling Help” to get detailed instructions.

GOAL 2

Spending on Your Award
Spending On Your Award

Policy 4000 2.1.1

“University funds obtained through contract and grant awards are subject to special restrictions. The funds must be expended in accordance with applicable laws, the rules and regulations of the granting entity, and the terms and conditions of the grant. The principal investigators for contracts and grants are responsible for ensuring that expenditures of award funds comply with these restrictions.”

Policy 4000 4.1

“To qualify as business expenses, expenditures must be directly related to or associated with the University’s mission.”

Spending On Your Award

Allowable

- Direct Expense: Directly related to the work of the project
- Period of Performance
- Budget
- Revisions

Reasonable

- Reasonable Person Rule
- Newspaper Rule

Allocable

- Document how it was allocated between indices
Spending On Your Award

- **Cost Share**
  - Transfer done based on Cost Share Spending Plan
  - Allowability is the same as regular award

- **Program Income**
  - What is program income
  - Allowability same as regular award
  - Must be spent first

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Spending On Your Award

- **Business Purpose**
  - Who
  - What (Be descriptive)
  - Where
  - When
  - **WHY** (Specifically state how the expense benefits an award or helps to fulfill its purpose)
  - HOW does this benefit the award
  - The most common reason for returns!
Spending On Your Award

Business Purpose

- Corrections (Cost Transfers):
  - Review of awards should be done monthly (minimum quarterly)
  - Review charges
  - Review labor
  - Catch wrong entries as soon as possible
Spending On Your Award

- Corrections (Cost Transfers)
- Always remember business purpose
- Labor Redistributions for labor
- Labor Redistributions-Past; EPAF-Future
- JVs for other corrections
- Need original document number and date
- 90 Day memos
  - On https://cgacct.unm.edu/forms.html
  - Arts & Sciences

GOAL 3

Special Considerations
Special Considerations

LABOR:
- Key Personnel (25%, 3 month rule)
- Tuition Compensation (must match labor)
- Effort Certification (Exempt employees)
- Time Sheets (Non-Exempt employees)

Special Considerations

Participant Support
- 2 CFR 200.75 “Participant support costs means direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences, or training projects.”
- Generally, must have approval to use funds elsewhere including National Science Foundation
- If total negotiated F&A rate, exempt from F&A
Special Considerations

Participant Incentives (human subjects)

- Incentive to get a person to participate in a study or experiment
  - Account Code 4640 “Fee or reward for taking part in a study or experiment”
- Policy 2480 – Incentives for Program Participants
- Gift Cards/Petty Cash
  - Policy 7200 1. For the purposes of cash management, the term "monies" is defined to include cash, checks, credit card payments, money orders, gift cards, and other negotiable instruments whether received in person, by mail, or by telephone.”
  - Not exempt from F&A

Special Considerations

Travel

- Permission required?
- Foreign Travel
  - Some agencies require permission even if proposed
  - Department of Energy Contracts & Labs: Need DOE permission
- Wrong per diem
- Documentation on reimbursements
- Policy 4030
Special Considerations

Equipment
- Approval
- End of award purchases
  - Must be purchased in time to use equipment
- Dept of Energy/Labs
  - Generally, we do not get to retain title
- Allocation/general usage

Special Considerations

Other
- Student Salary versus Stipends
- Employment – non-Employment
- Late Purchases
- Cost Transfers - High volume means financial mismanagement
- Burn Rates – Some agencies base additional funding on burn rates (NASA, some DOD)
GOAL 4

Handling Subawards

- §200.305(b)(3)
  - “The... pass-through entity [UNM] must make payment within 30 calendar days after receipt of the billing unless ...[UNM] reasonably believes the request to be improper.”

- Contract & Grant Accounting
  - Quick budgetary review
  - Upload to Workflow

- Workflow
  - If holding because of missing documentation, reports, etc. – deny the invoice, then let your fiscal monitor know when to resubmit
  - Upload signed invoice

- Closeout
  - May request assistance in getting final invoice
Handling Subawards

PI Certification

As PI, I certify the following:

1. All expenditures on the subaward invoice (through the date of the invoice) align with the approved project budget.
2. All work for the invoice attached has been completed satisfactorily and in compliance with applicable Federal or non-federal statutes, regulations, and subaward terms and conditions.
3. All required progress reports, technical reports and/or deliverables due through the date of the invoice have been received, reviewed and accepted.
4. If this is the FINAL Invoice, I certify that I have received all work required, all required reports and all deliverables as required by the contract.

GOAL 5

Closing Your Award
Closing Your Award

90 days prior to Budget End Date

- "Close" or "Extend" within 30 days
  - Especially if extending!!
- If Extending, enter expected extension date
- Add Comment
  - "Closing"
  - "Extending for next year’s continuation"

Within 60 Days after end date

- May be sooner if final invoice due date is prior to 90 days
- Higher Education Agencies: Generally 45-60 days
- Everything should be posted and reconciled
- This gives Contract & Grant time to do final reviewing, final invoicing, final report submissions, and closing
- This is why monthly reviews are important!
Closing Your Award

- Move off contingencies
- Purchase Orders
- Labor contingencies (EPAF)
- Will need copies of all non-salary items posted after end date
- Possibly will need salary verification if end date is in the middle of posted salary period
- Program Income must be fully spent
- Cost Share In-Kind and Third-Party documentation required

Closing Your Award

- Tuition Transfer Form if end date in middle of semester
- Standard is 3 months for Spring/Fall and 1 month for Summer
- Otherwise, tuition should be pro-rated
- Gift Card/Petty Cash reconciliation
- Agency forms requiring PI signature
  - Examples: Los Alamos National Labs and Sandia National Labs
- Patent Questionnaire
  - If patent reporting requirements
Closing Your Award

- Return signed reconciliation form and other documents in workflow

- Attach File
- Report name
- Overwrite with signed version
Closing Your Award

- Contract & Grant Accounting
- Final review of award charges
- Review of petty cash/gift card reconciliation
- Submission of non-technical reports
- Close in Banner (if multi-fund, close fund only)
- Retention
  - Most Federal – 3 years
  - Most State – 3-5 years
  - Conservative – 7 years
  - Payroll, HR records may have longer retention periods (Policy 6020)

Goal 6

Resources
C&G Website
- https://cgacct.unm.edu/
- https://cgacct.unm.edu/resources/index.html
- Includes Department Resources and Federal Regulations

Health Sciences Training Materials
- https://hsc.unm.edu/about/finance/accounting/training.html
- Mostly unrestricted accounting, but does include videos on doing labor redistributions, purchasing guidelines, and travel

Pre-Award Information
- https://osp.unm.edu/
- Under PI Resources includes "roadmap" for Streamlyne Activity

Fiscal Monitor
- https://cgacct.unm.edu/contact-us/dept-assignments.html