

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



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GOAL 1

Using Reports on Your Award



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Using Reports on Your Award

- Streamlyne
- Banner Screens
 - FTMACCI
 - FRIGITD
 - FRAGRNT
- MyReports (myreports.unm.edu) - Finance
 - FRRGLDS – Grant Ledger Detail Summary
 - FNRGSLB – Grant Salary Labor Benefits Encumbrance Report
 - FRRCGES – Contract and Grant Ledger Executive Report



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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



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Using Reports on Your 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



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Streamlyne

➤ In Streamlyne

- Main Menu, Post-Award, Awards
- Enter Fund (ending with 0) in Account ID
- Scroll down to listing and “open”

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Streamlyne

➤ **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

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Streamlyne

- [Time And Money](#)
- [Award](#)
- [Contacts](#)
- [Commitments](#)
- [Budget Versions](#)
- [Payment, Reports & Terms](#)
- [Special Review](#)
- [Custom Data](#)
- [Comments, Notes & Attachments](#)
- [Award Actions](#)
- [Streams](#)

▼ Attachments (2)

Add Attachment ⓘ

	Updated By	Attachment Type	Description
1	Valdez, Rebecca Last Update 04/06/2023 11:14 PM	Executed Agreement	<div style="background-color: yellow; padding: 2px;">Final Award Package</div> <div>File Name N106_PSA binder_NMDGF_UNM Final.pdf</div>
2	Lauber, David Last Update 04/10/2023 08:44 AM	Final Budget Worksheet	<div>File Name ABS.xlsx</div>

➤ Comments, Notes & Attachments

➤ In Attachment

➤ Final Award Package

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Banner –
FTMACCI
(Looking up
Index or Fund)

Account Index Code Maintenance FTMACCI 9.3.6 (BANP)

▼ ACCOUNT INDEX CODE MAINTENANCE

Basic Filter Advanced Filter

Chart of Accounts

Account Index

Account Index Title

Effective Date

Add Another Field ...

Chart of Accounts

Account Index

Account Index Title

Effective Date

Fund

Add Another Field ...

Active filters: Active Status: unchecked Fund: 21230 Clear All Filter Ag...

Chart of Accounts *

Effective Date 07/01/1950

☒ Active Status
 Account Index
 Account Index Title * 319201-LANL/DOE-General Activi

Termination Date
 Next Change Date

Accounting Distribution

Fund MR Interdisciplinary Investigatio

Check to Override ☐

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Banner – FRAGRNT (Looking up Grant Information)

Grant Maintenance Form FRAGRNT 9.3.19 (BANP)

Grant: 2R123 Proposal: Grant Text Exists: ☐ [Start Over](#)

Main Grant Agency Location Cost Code Personnel Billing User Defined Data Effort Reporting Pass Through Agency

▼ GRANT MAINTENANCE

Chart of Accounts * ***

Responsible * 707E *** CAS/CQuIC

Organization

Long Title * Interdisciplinary Investigations In

Title * Interdisciplinary Investige

☐ Requires Effort Certification

Agency 100001067 *** Los Alamos National Laboratory

Principal Investigator ID 100009027 *** Kenkre, Vasudev M.

Project Start Date * 03/15/2001

Project End Date 03/31/2004

Proposal ***

Termination Date

Expenditure End Date

Status C *** Closed

Alternate Description

Status Date 05/28/2004

Current Amount

Cumulative Amount

Maximum Amount 480,000.00

Total Recipient Share

Pass Through Indicator ☐

Related Grant

Grant Type C *** Contract

Category F *** Federal

Sub Category HE *** Higher Education

CFDA Number 81.000 ***

Sponsor ID 0409J0004-2C/TASK 82

- 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)

Grant Inception To Date FRIGITD 9.3.22 (BANP)

Chart of Accounts: U ***

Grant Year:

Fund: ***

Program: ***

Location: ***

Account: ***

Date From (MM/YY): 07 / 50

☒ Include Revenue: ☐ Accounts

☐ Hierarchy: ☐

☐ By Sponsor Account: ☐

Grant: 2R123 ***

Interdisciplinary Investigations In

Index: ***

Organization: ***

Activity: ***

Account Type: ***

Account Summary: All Levels

Date To (MM/YY): 09 / 23

Exclude Indirect: ☐

Costs

Fund Summary: ☐

- 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

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Banner – FRIGITD

(Budget,
Expenses,
Available
Balance)

▼ GRANT INCEPTION TO DATE							Insert	Delete	Copy	Filter
Account	Type	Description	Adjusted Budget	Activity	Commitments	Available Balance				
0410	R	Federal Grants Contracts Gen	480,000.00	479,997.79	0.00	2.21				
2000	L	Faculty Salary Detail Gen	71,670.00	74,051.82	0.00	-2,381.82				
2060	L	Support Staff Salary Detail Gen	30,000.00	29,822.13	0.00	177.87				
20F0	L	Housestaff Postdoc Salaries Gen	90,000.00	17,500.00	0.00	72,500.00				
21J0	L	Other Staff Benefits Gen	38,800.00	18,464.64	0.00	20,335.36				
3100	E	Office Supplies General	6,960.00	13,869.32	0.00	-6,909.32				
3150	E	Computer Supplies <\$5,001	2,070.00	1,141.02	0.00	928.98				
3800	E	In State Travel Gen	8,500.00	2,969.40	0.00	5,530.60				
63E0	E	Honoraria Gen	72,000.00	140,120.49	0.00	-68,120.49				
69Z0	E	Other Professional Services Gen	0.00	22,059.70	0.00	-22,059.70				
89Z0	E	F and A Expense Gen	160,000.00	159,999.27	0.00	0.73				

- 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

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MyReports – FRRGLDS

(Budget,
Expenses,
Available
Balance,
Transaction
Detail)

FRRGLDS - Grant Ledger Detail or Summary Report

Grant

ENTER GRANT ID:
USE * TO WILDCARD ENTRIES, GRANTS BEGINNING 2P OR 3R LIKE 2P* OR 3R*, OR INCLUDING A OR B AS *A* OR *B*

SEARCH RESULTS

2R123 - Interdisciplinary Investigations In

REPORT SELECTIONS

Grant:
2R123 - Interdisciplinary Investigations In

REPORT RANGE

THRU ENDING PERIOD **CALENDAR YEAR**

REPORT TYPE

- 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"

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MyReports

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FRRGLDS

(Budget,
Expenses,
Available
Balance,
Transaction
Detail)

Contract and Grant Ledger Transaction Summary by Grant, All Historic Funds Inception to Date, as of: August 2023 Grant: = '2R123'											
Grant	Fund	Project End Date YMD	Account Code Description	Budget Including Revisions	Current Month Actual	FYTD Actual	Cumulative for Period Selected	Encumbrances Reservations	Available Balance	Percent % of Budget Remaining	
Revenue											
2R123	21230	2004/03/31	0410	0410 - Federal Grants Contracts Gen	480,000.00	.00	.00	479,997.79	.00	2.21	.00
Total: Revenue					480,000.00	.00	.00	479,997.79	.00	2.21	.00
Expenses											
2R123	21230	2004/03/31	2000	2000 - Faculty Salary Detail Gen	71,670.00	.00	.00	74,051.82	.00	-2,381.82	-3.32
2R123	21230	2004/03/31	2060	2060 - Support Staff Salary Detail Gen	30,000.00	.00	.00	29,822.13	.00	177.87	.59
2R123	21230	2004/03/31	20F0	20F0 - Housestaff Postdoc Salaries Gen	90,000.00	.00	.00	17,500.00	.00	72,500.00	80.56
2R123	21230	2004/03/31	21J0	21J0 - Other Staff Benefits Gen	38,800.00	.00	.00	18,464.64	.00	20,335.36	52.41
2R123	21230	2004/03/31	3100	3100 - Office Supplies General	6,960.00	.00	.00	13,869.32	.00	-6,909.32	-99.27
2R123	21230	2004/03/31	3150	3150 - Computer Supplies <\$5,001	2,070.00	.00	.00	1,141.02	.00	928.98	44.88
2R123	21230	2004/03/31	3800	3800 - In State Travel Gen	8,500.00	.00	.00	2,969.40	.00	5,530.60	65.07
2R123	21230	2004/03/31	63E0	63E0 - Honoraria Gen	72,000.00	.00	.00	140,120.49	.00	-68,120.49	-94.61
2R123	21230	2004/03/31	6920	6920 - Other Professional Services Gen	.00	.00	.00	22,059.70	.00	-22,059.70	.00
2R123	21230	2004/03/31	8920	8920 - F and A Expense Gen	160,000.00	.00	.00	159,999.27	.00	.73	.00
Total: Expenses					480,000.00	.00	.00	479,997.79	.00	2.21	.00
Total Revenue:					480,000.00	.00	.00	479,997.79	.00	2.21	
Total Expenses:					480,000.00	.00	.00	479,997.79	.00	2.21	
Net Totals:					.00	.00	.00	.00	.00	.00	

➤ 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

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MyReports

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FRRGLDS

(Budget,
Expenses,
Available
Balance,
Transaction
Detail)

Contract and Grant Ledger Transaction Detail by Grant, All Historic Funds
Inception to Date, as of: August 2023
Grant: = '2R123'

Index	Grant	Account	Trans		Transaction	Doc	Doc	Rule			Encumbrances	Available	Percent %
		Description	Date	Initiator	Description	ID	Type	Class	Budget	Actuals	Reservations	Balance	of Budget
													Remaining
707142 - 319201-LANL/DOE-General Activ													
0410 - Federal Grants Contracts Gen													
707142	2R123	0410	2004/06/30	JOKEEFE	319201 - Budgets Converted	JBDM13	JV	ITB	480,000.00	.00	.00	480,000.00	100.00
707142	2R123	0410	2004/06/30	LGULBRAN	319201 - Actuals Converted	JGBD02	JV	ITG	.00	479,997.79	.00	479,997.79	.00
TOTAL 0410									480,000.00	479,997.79	.00	2.21	.00
2000 - Faculty Salary Detail Gen													
707142	2R123	2000	2004/06/30	JOKEEFE	319201 - Budgets Converted	JBDM13	JV	ITB	71,670.00	.00	.00	71,670.00	100.00
707142	2R123	2000	2004/06/30	LGULBRAN	319201 - Actuals Converted	JGBD02	JV	ITG	.00	74,051.82	.00	-74,051.82	.00
TOTAL 2000									71,670.00	74,051.82	.00	-2,381.82	-3.32
2060 - Support Staff Salary Detail Gen													
707142	2R123	2060	2004/06/30	LGULBRAN	319201 - Actuals Converted	JGBD02	JV	ITG	.00	29,822.13	.00	-29,822.13	.00
707142	2R123	2060	2004/06/30	JOKEEFE	319201 - Budgets Converted	JBDM13	JV	ITB	30,000.00	.00	.00	30,000.00	100.00
TOTAL 2060									30,000.00	29,822.13	.00	177.87	.59
20F0 - Housestaff Postdoc Salaries Gen													
707142	2R123	20F0	2004/06/30	JOKEEFE	319201 - Budgets Converted	JBDM13	JV	ITB	90,000.00	.00	.00	90,000.00	100.00
707142	2R123	20F0	2004/06/30	LGULBRAN	319201 - Actuals Converted	JGBD02	JV	ITG	.00	17,500.00	.00	-17,500.00	.00
TOTAL 20F0									90,000.00	17,500.00	.00	72,500.00	80.56
21J0 - Other Staff Benefits Gen													
707142	2R123	21J0	2004/06/30	LGULBRAN	319201 - Actuals Converted	JGBD02	JV	ITG	.00	18,464.64	.00	-18,464.64	.00
707142	2R123	21J0	2004/06/30	JOKEEFE	319201 - Budgets Converted	JBDM13	JV	ITB	38,800.00	.00	.00	38,800.00	100.00
TOTAL 21J0									38,800.00	18,464.64	.00	20,335.36	52.41
3100 - Office Supplies General													
707142	2R123	3100	2004/06/30	JOKEEFE	319201 - Budgets Converted	JBDM13	JV	ITB	6,960.00	.00	.00	6,960.00	100.00
707142	2R123	3100	2004/06/30	LGULBRAN	319201 - Actuals Converted	JGBD02	JV	ITG	.00	13,869.32	.00	-13,869.32	.00
TOTAL 3100									6,960.00	13,869.32	.00	-6,909.32	-99.27
3150 - Computer Supplies <\$5,001													
707142	2R123	3150	2004/06/30	JOKEEFE	319201 - Budgets Converted	JBDM13	JV	ITB	2,070.00	.00	.00	2,070.00	100.00
707142	2R123	3150	2004/06/30	LGULBRAN	319201 - Actuals Converted	JGBD02	JV	ITG	.00	1,141.02	.00	-1,141.02	.00
TOTAL 3150									2,070.00	1,141.02	.00	928.98	44.88

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

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MyReports

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FRRGLDS

(Budget,
Expenses,
Available
Balance,
Transaction
Detail)

Trans Date	Initiator	Transaction Description	Doc ID	Doc Type
2022/08/31	HRAPPWORX	HR Payroll 2022 5R 8 0	F0312809	JV
2022/09/07	HRAPPWORX	HR Payroll 2022 5R 7 1	F0313588	JV
2022/09/07	HRAPPWORX	HR Payroll 2022 5R 8 1	F0313589	JV

Payroll

Trans Date	Initiator	Transaction Description	Doc ID	Doc Type
2022/02/07	FINANCEAPPWORX	202210:101234567:St Last Name	J0724344	JV
2022/09/12	FINANCEAPPWORX	202280:101234567:St Last Name	J0743852	JV
2023/02/06	FINANCEAPPWORX	202360:101234567:St Last Name	J0756755	JV

Tuition
10=Spring
60=Summer
80=Fall

Trans Date	Initiator	Transaction Description	Doc ID	Doc Type
2022/06/30	JSMITH	CRLS Kiosk -4669 ,6/16/2022	J0736954	JV
2022/07/29	JSMITH	CRLS RMM -21154-1 ,7/6/2022	J0739939	JV
2022/07/29	JSMITH	CRLS Kiosk -4738 ,7/5/2022	J0739939	JV

JVs

Trans Date	Initiator	Transaction Description	Doc ID	Doc Type
2022/03/14	FINANCEAPPWORX	SOUTHWES 5261487326740	S2967119	INV
2022/04/14	FINANCEAPPWORX	JETBLUE 2792188646310	S2979008	INV
2022/04/15	FINANCEAPPWORX	HILTON NEW YORK	S2979314	INV
2022/06/03	JSMITH	Smith, Jane	IC286566	INV
2022/06/21	FINANCEAPPWORX	SOUTHWES 5262124319505	S3004776	INV
2022/06/28	JSMITH	Smith, Jane	IC289473	INV

Chrome
River
S=P-Card
IC=Invoice

Trans Date	Initiator	Transaction Description	Doc ID	Doc Type	Rule Class
2022/10/13	CSAKIEST	Carl Zeiss Inc	P0196099	PO	PORD
2023/05/18	FINANCEAPPWORX	Carl Zeiss Inc	IN172950	INV	INEI

LoboMart
PO-
Encumbrance
INV-Charge

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MyReports

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FNRGSLB

(Salary, Fringe,
Encumbrances)

FNRGSLB - Grant Salary Labor Benefits Encumbrance Report

Grant ID ENTER GRANT ID.

USE * TO WILDCARD ENTRIES, GRANTS BEGINNING 2P OR 3R LIKE 2P* OR 3R*, OR INCLUDING A OR B AS *A* OR *B*

*2R123

SEARCH RESULTS:

2R123 2R123 - Interdisciplinary Investigations In

SELECTED VALUES:

'2R123'

REPORTING PERIOD: **THROUGH PERIOD:** **GROUP BY**

DISPLAY AND SORT OPTIONS

☒ Hide Encumbrances
☐ Display Encumbrances
☐ Show labor redistribution detail
☐ Aggregate labor distributions by pay number
☒ Order by Transaction Date
☐ Order by Pay Number

SELECT REPORT OUTPUT TYPE

☐ HTML ☒ XLSX ☐ HTML ACTIVE REPORT ☐ PDF

RUN NOW **SCHEDULE REPORT** **RESET FORM**

- 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"

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MyReports

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FNRGSLB

(Salary, Fringe,
Encumbrances)

Trans Date	Calendar Year	PayID	Trans Code	Labor	Fringe (2110)	Fringe Ret. (2140)	Fringe Ins. (2160)	Fringe UE-Comp (2180)	Fringe WC-Comp (21A0)	Fringe Liability (21C0)	Fringe Other (21J0)	Total Fringe
Grant: 2R64I - - Fund: 26410 - Index: 123456 - Account: 2000												
Employee 1 123456789												
Employee 1	07/31/2023	2023	5R7	0	4,554.99	.00	.00	.00	.00	.00	.00	.00
Employee 1	08/31/2023	2023	5R8	0	4,554.99	.00	.00	.00	.00	.00	.00	.00
Subtotal: Employee 1					9,109.98	.00	.00	.00	.00	.00	.00	.00
Total: Grant: 2R64I - - Fund: 26410 - Index: 123456 - Account: 2000					9,109.98	.00	.00	.00	.00	.00	.00	.00
Grant: 2R64I - - Fund: 26410 - Index: 123456 - Account: 2002												
Employee 2 123456789												
Employee 2	07/31/2023	2023	5R7	0	4,479.20	.00	.00	.00	.00	.00	.00	.00
Subtotal: Employee 2					4,479.20	.00	.00	.00	.00	.00	.00	.00
Total: Grant: 2R64I - - Fund: 26410 - Index: 123456 - Account: 2002					4,479.20	.00	.00	.00	.00	.00	.00	.00
Grant: 2R64I - - Fund: 26410 - Index: 123456 - Account: 20A0												
Employee 3 123456789												
Employee 3	07/31/2023	2023	5R7	0	2,400.00	.00	.00	.00	.00	.00	.00	.00
Employee 3	08/31/2023	2023	5R8	0	2,544.00	.00	.00	.00	.00	.00	.00	.00
Subtotal: Employee 3					4,944.00	.00	.00	.00	.00	.00	.00	.00
Total: Grant: 2R64I - - Fund: 26410 - Index: 123456 - Account: 20A0					4,944.00	.00	.00	.00	.00	.00	.00	.00
Grant: 2R64I - - Fund: 26410 - Index: 123456 - Account: undefined												
Employee 2 123456789												
Employee 2	07/31/2023	2023	5R7	0	.00	.00	.00	.00	.00	.00	1,163.69	1,163.69
Subtotal: Employee 2					.00	.00	.00	.00	.00	.00	1,163.69	1,163.69
Employee 1 123456789												
Employee 1	07/31/2023	2023	5R7	0	.00	.00	.00	.00	.00	.00	1,775.62	1,775.62
Employee 1	08/31/2023	2023	5R8	0	.00	.00	.00	.00	.00	.00	1,775.62	1,775.62
Subtotal: Employee 1					.00	.00	.00	.00	.00	.00	3,551.24	3,551.24

- 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

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MyReports

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FRRCGES

(Executive
Report)

Grant Organization

ENTER ORGANIZATION LEVEL 5. CASE DOES NOT MATTER.

Use * TO WILDCARD ENTRIES: * FOR ALL ORG5. ORG5 INCLUDING 97 AS *97* OR ENDING 97A AS *97A.

SEARCH RESULTS

433A - Center for High Tech Materials CHTM

REPORT SELECTIONS

Grant Organization Level 5:
433A - Center for High Tech Materials CHTM

NOTE: ALL REPORTS ARE INCEPTION TO DATE

REPORT TYPE

THRU ENDING PERIOD **CALENDAR YEAR**

SORT BY

REPORT OUTPUT TYPE
☐ HTML ☒ EXCEL ☐ ACTIVE REPORT

- You can run by Organization or PI
- You can have all historical funds, active funds with an open period, or active funds-non-closed

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**MyReports
—
FRRCGES
(Executive
Report)**

Index	Budget Including Revisions	Project Inception to Date	Encumbrances/ Reservations	Available Balance	Percent % Budget Used	Percent % Time Used	Burn Rate	Budget Start Date	Budget End Date
123456	\$ 100,000.00	\$ 81,334.94	\$ 181.00	\$ 18,484.06	81.33%	92.58%	11.24%	07/01/2019	12/31/2023
789012	\$ 650,000.00	\$ 425,336.66	\$ 9,538.01	\$ 215,125.33	65.44%	69.80%	4.36%	03/15/2020	02/28/2025
345678	\$ 2,115,491.00	\$ 1,214,529.04	\$ 246,982.63	\$ 653,979.33	57.41%	62.50%	5.09%	09/30/2020	05/31/2025
901234	\$ 120,000.00	\$ 124,791.75	(\$.00)	(\$ 4,791.75)	103.99%	100.00%	(3.99%)	11/04/2021	08/31/2023
567890	\$ 181,660.00	\$ 170,803.77	\$.00	\$ 10,856.23	94.02%	69.41%	(24.62%)	08/01/2021	07/31/2024

- 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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**MyReports
—
FRRCGES
(Executive
Report)**

Index	Budget Including Revisions	Project Inception to Date	Encumbrances/ Reservations	Available Balance	Percent % Budget Used	Percent % Time Used	Burn Rate	Budget Start Date	Budget End Date
123456	\$ 100,000.00	\$ 81,334.94	\$ 181.00	\$ 18,484.06	81.33%	92.58%	11.24%	07/01/2019	12/31/2023
789012	\$ 650,000.00	\$ 425,336.66	\$ 9,538.01	\$ 215,125.33	65.44%	69.80%	4.36%	03/15/2020	02/28/2025
345678	\$ 2,115,491.00	\$ 1,214,529.04	\$ 246,982.63	\$ 653,979.33	57.41%	62.50%	5.09%	09/30/2020	05/31/2025
901234	\$ 120,000.00	\$ 124,791.75	(\$.00)	(\$ 4,791.75)	103.99%	100.00%	(3.99%)	11/04/2021	08/31/2023
567890	\$ 181,660.00	\$ 170,803.77	\$.00	\$ 10,856.23	94.02%	69.41%	(24.62%)	08/01/2021	07/31/2024

- 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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MyReports

RUN NOW



SCHEDULE REPORT



RESET FORM



[Scheduling Help](#)

- 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

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GOAL 2

Spending on Your Award



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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.**”



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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



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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!



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Spending On Your Award

➤ Business Purpose

Report Type	Employee Travel
Business Purpose	Reimbursement for Research Travel

Report Type	Employee Travel
Business Purpose	<p>Dr. [redacted] traveled to San Diego, CA, 8/18/18 - 8/25/18 to attend as session chair and present invited paper entitled, "10-N nanowire atomic force cantilevers for ultra-vertical-wall scanning probe, scanning-tunneling, and near-field microscopy." Research presented is results from work on Nanosystems Engineering Research Center (NERC) for Nanomanufacturing Systems (NASCENT) award. What</p>
Travel End Date	08/25/2018



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Spending on Your Award

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



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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



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GOAL 3

Special Considerations



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Special Considerations

LABOR:

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



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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



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Special Considerations

Participant Incentives (human subjects)

- Incentive to get a person to participant 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



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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



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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



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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)



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GOAL 4

Handling Subawards



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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



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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.



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GOAL 5

Closing Your Award



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Closing Your Award

➤ 90 days prior to Budget End Date

Worklist
Extend Or Close Out Grant

Grant: 2RGS4
Fund: 2GS41
PI: Clark
Index: 765355
Sponsor: HRL Laboratories, LLC
Title: Improving Memory Performance by Augmenting Consolidation with Transcranial Stimulation (IMPACTS)

* Status
☐ Close
☒ Extend

If extending the grant, enter the new end date:
 New Date: 08-Mar-2019

* Comments: [Extend 1 year [TEST]]

Complete Save & Close Cancel

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



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Closing Your Award

- 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!



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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



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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



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Closing Your Award

Worklist

Complete Recon Report

Grant: 2RJC4
 Fund: 2JC40
 PI: Moreu, Alonso
 Index: 456504
 Sponsor: National Academy of Sciences
 Title: Railroad Bridge Inspections For Replacement Prioritization Using Unmanned Aerial Vehicles (UAVs) with 3D Laser Scanning Capabilities

* Comments:

Attachments



Patent Report

2RJC4.2JC40.456504 Patent
 Questionnaire.doc (32 KB)
 14-Mar-2018 02:19:16 PM
[\[Update\]](#) [\[Remove\]](#)



Recon Report

2RJC4.2JC40.456504 Closeout
 Reconciliation.xlsx (15 KB)
 14-Mar-2018 02:17:12 PM
[\[Update\]](#) [\[Remove\]](#)

➤ Return signed reconciliation form and other documents in workflow



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Closing Your Award

Attach File

File to attach:

Name:

- ☐ Other Misc Reports
☐ Patent Report
☐ Pre-Award Attachment
☒ Recon Report

Comments:

➤ Attach File
 ➤ Report name
 ➤ Overwrite with signed version

Overwrite Attachment?

The document name you selected already exists. Do you want to overwrite your pre-existing attachment?



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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)



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Goal 6

Resources



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TITLE

- 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>



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Questions?



Contract and Grant Accounting – UNM Main Campus

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