



Lifecycle of Sponsored Projects

RAOR
August 2016



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

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Lifecycle of Sponsored Projects

OSP- Office of Sponsored Programs
SPA- Sponsored Projects Accounting

SPA:

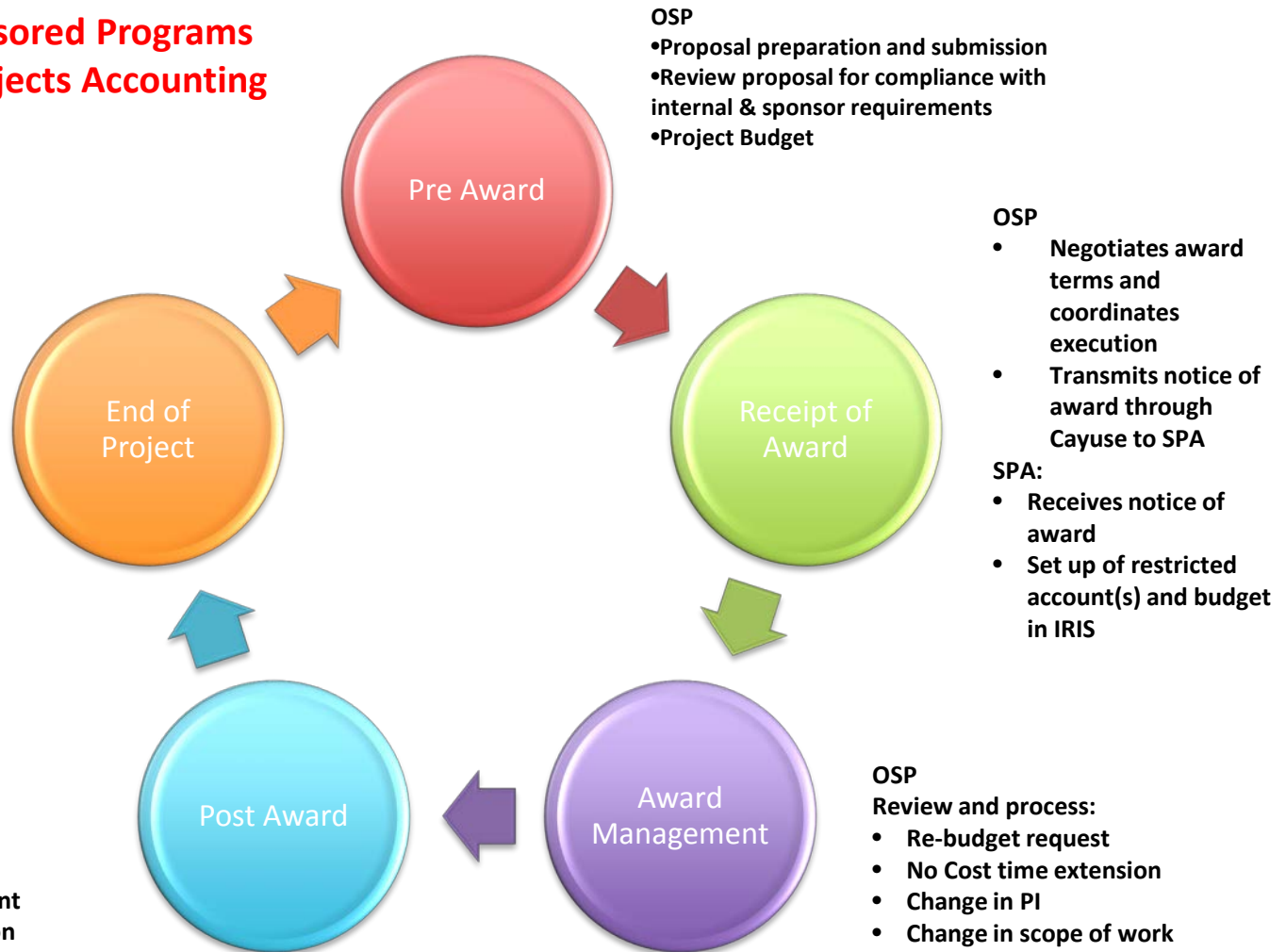
- Close-out account by 60 days after award end date
- Final financials due 90 days
- Property Report requested from Controller's Office
- All final reports submitted by deadlines (Final Release etc.)

OSP:

- Coordinates patent reports, invention/creations reports, and technical reports from PI

SPA

- Project accounting
- Transaction review
- Billing/Reimbursement
- Receivables/Collection
- Interim Financial Reporting



Proposal Preparation and Submission

OSP provides guidance on proposal preparation

- Review proposal for compliance with internal & sponsor requirements
- Budget review and assistance with budget development

Award Acceptance

- Accept sponsor notification of grant/contract
- Review terms and conditions
- Negotiate terms and conditions with Sponsor
- Approve award terms and conditions

Award Set-Up

OSP

- Modifies proposed budget if required based on award terms
- Prepares award documents
- Processes award in Cayuse SP

SPA

- Establishes account number in IRIS
- Sets up billing according to the terms and conditions of the award
- Controllers Office emails PI and Department when account is set up in IRIS

Award management- OSP

- Review and approve changes to project and request sponsor approval if required
- Approve re-budgeting requests and request sponsor approval if required
- Approve no cost time extensions and request sponsor approval if required
- Review and approve incoming Material Transfer Agreements and Non-disclosure Agreements

Award Management-SPA

- Oversee and monitor expenditures using financial reports
- Audit expenditures
- Prepare and submit invoices/financial reports
- Receive and deposit payments from Sponsors
- Monitor the collection of overdue payments from Sponsors
- Maintain the effort certification database

End of Project/Closeout

- OSP

- Ensure that all technical reports/final reports/final invention reports have been submitted to the Sponsor

SPA

- Ensure all expenditures have been posted to accounts
- Prepare and approve final invoice/report
- Ensure all financial reports have been submitted to the Sponsor
- Inactivate award account(s)

Contact Information

- RAOR Committee
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Thank You!



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