Lifecycle of Sponsored Projects

RAOR
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THE UNIVERSITY OF TENNESSEE KNOXVILLE
BIG ORANGE. BIG IDEAS.
Lifecycle of Sponsored Projects

OSP- Office of Sponsored Programs
SPA- Sponsored Projects Accounting

OSP:
- Proposal preparation and submission
- Review proposal for compliance with internal & sponsor requirements
- Project Budget

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

OSP Review and process:
- Re-budget request
- No Cost time extension
- Change in PI
- Change in scope of work

OSP:
- Negotiates award terms and coordinates execution
- Transmits notice of award through Cayuse to SPA

SPA:
- Receives notice of award
- Set up of restricted account(s) and budget in IRIS

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
  • Theresa Sears, Assistant Director, Office of Sponsored Programs- tsears@utk.edu
  • Monica Cole, Assistant Director, Sponsored Projects Accounting- mcole2@utk.edu
  • Tara Halstead, Contract Coordinator, Office of Sponsored Programs- thalstea@utk.edu
  • Shannon Spencer, Proposal Coordinator, Office of Sponsored Programs- sstewa16@utk.edu
  • Janet Bruce, Accountant, Sponsored Projects Accounting- jbruce7@utk.edu
  • Alice Bradley, Accountant, Sponsored Projects Accounting- abradle4@utk.edu
Thank You!