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

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

OSP
- Reviews and process requests for:
  - Re-budget
  - No Cost Time Extension (NCTE)
  - Change in PI
  - Change in SOW scope

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

OSP- Office of Sponsored Programs
SPA- Sponsored Projects Accounting
Pre-Award: Proposal Preparation/Submission

OSP provides guidance on research proposal preparation

• Review proposal for compliance with internal & Sponsor requirements including the Sponsor’s solicitation/RFP

• Budget review and assistance with budget development

• Submission of proposal to Sponsor
Receipt of Award: Award Acceptance

OSP receives and reviews award agreements:

• Acknowledge receipt of Sponsor’s award agreement for research grant/contract
• Review award agreement terms and conditions (T&Cs)
• Negotiate T&Cs with Sponsor
• Approve final award agreement T&Cs
• Have Authorized Official (Jean Mercer, Asst. V.C. for Research) sign award agreement
Receipt of Award: Award Set-Up

OSP
• Requests G/L Budget from Dept
• Reviews G/L Budget for compliance with award agreement T&Cs
• Prepares award agreement file documents for attachment in Cayuse SP
• Creates Cayuse SP award
• Processes award in Cayuse SP

SPA
• Establishes R account number in IRIS
• Notifies PI of account number
Award management – OSP

• Review PI’s requested changes to project and request Sponsor approval if required:
  • Re-budget
    • Note: Foreign Travel, Subcontractor, and Equipment changes require OSP to contact Sponsor’s Contracts Officer
  • No-Cost Time Extension (NCTE)
  • Scope of SOW
  • Key personnel changes
Post Award – SPA

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

• **OSP**
  • *If required by the Sponsor (i.e., has to be signed by Authorized Official, has to be submitted online via Sponsor’s specific system),* assist PI with the administrative submittal of the Final Technical Report
  • Submit the Final Invention/Patent Disclosure Reports to the Sponsor

• **SPA**
  • Ensure all expenditures have been posted to accounts
  • Prepare and approve final invoice/report
  • Property Inventory report
  • Ensure all financial reports have been submitted to the Sponsor
  • Inactivate award accounts
Contact Information

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Thank You!
And Go Vols!