



SPAN, SPA, and OSPRI, Oh My!

Jessi Komrofske

Jackie Rearick

Grant Clayton

PI Grant Clayton College of Ed

What does effective support look like to ensure projects run *smoothly* from start to finish?



Proposal Development: PI

- Writes proposal in compliance with various policies (state, university, federal)
 - ***Description of work, budget, key personnel, resources needed, subrecipients, etc.***
- Identifies compliance requirements (e.g. human subjects)
- Ensures proposal is completed with sufficient time to be reviewed
 - ***Budgets complete 10 business days prior to deadline***
 - ***All final docs 5 business days prior to deadline***



Proposal Development: Admin

- In coordination with PI, aids in developing budget
- Identifies special terms like cost sharing
- Flags special items like equipment or subrecipients
- Completes appropriate University routing forms

Proposal Development: OSP



- Assists in identifying funding opportunities
- Supports preparation of proposal budgets
- Reviews solicitations and final proposals before submission
- Reviews and negotiates grants and contracts
 - ***E.g. overly burdensome compliance requirements, unacceptable cost-share obligations, restrictions on publication, potential conflicts of interest***
- Facilitates review of pre-award spending requests

Your Project has been Awarded! Now What?



Project Execution: PI

- Reviews and maintains each award's terms and conditions
- Oversees the conduct of research
- Supervises the research team
- Ensures compliance with technical, progress, and compliance reporting



Project Execution: Admin



- Reviews NOA and all other relevant award documentation
 - *Reviews all special terms and conditions, cost share requirements, etc.*
- Communicates project information and ST to all relevant parties
 - *Who is purchasing supplies? Equipment? Who is setting up POs for subrecipients/consultants?*

Project Execution: OSP

- If an award has a subrecipient, negotiates and establishes agreement in coordination with the PI



Project Execution: SPA

- Upon award acceptance:
 - *Receives notification from OSP via Cayuse that project has been awarded*
 - Sets up budget, ST, project in PeopleSoft
 - *Reviews award documentation*



Administration/Oversight Through Life of Project: PI

- Ensures research conduct aligns with project's scope
- Reviews expenditures to ensure allowability
 - *Accomplished by reviewing monthly expenditures*
- Communicates effort to department admin to set up payroll distributions and changes throughout life of project
 - *For PI and project team*

Administration/Oversight Through Life of Project: PI

- Prepares technical reports
- Communicates any contractual needs or changes to OSPRI
 - *Additional funding*
 - *Extended time*
 - *Rebudgets*



Administration/Oversight Through Life of Project: Admin

- Sends monthly expenditure reports to PI
 - *Meets regularly to discuss expenditures*
- Reconciles expenses
 - *Are expenditures being allocated to project allowable?*
 - *Are there any missing expenditures that need to be allocated to the project?*
 - *Does payroll match effort communicated?*
 - *Are vendor payments being processed?*

Administration/Oversight Through Life of Project: Admin

- **Sets up funding distributions and *promptly* enters changes in HCM or via PET**
- **Submits JEs to correct erroneous expenditures in a timely manner**
 - Optimally, changes should be made within the first month of reconciliation

Administration/Oversight Through Life of Project: OSP

- Reviews prior approval requests such as no-cost extensions, rebudget requests, changes in key personnel, modifications

Administration/Oversight Through Life of Project: SPA

- Completes and approves any financial reporting required for project
- Invoices sponsor on regular basis based on contract requirements
 - *Works with sponsor to receive payments*
- Approves JEs or PETs for expenditures that are moved or removed from the project



Administration/Oversight Through Life of Project: SPA

- Follows procedures to review questionable expenditures
- Ensures adherence to award, federal, state, and institutional regulations governing sponsored funds

Subrecipient Monitoring: PI

- Maintains regular contact with subrecipient team
- Reviews any reporting required by the subrecipient
- Verifies sub's work is conducted in a timely manner that aligns with main project's goals and within compliance

Subrecipient Monitoring: Admin

- Reviews subrecipient invoices in Marketplace
 - *Ensures PI approval form and all required documentation is attached to every sub invoice*
- Ensures timely receipt of programmatic reports
- Identifies and follows up on questioned expenditures

Subrecipient Monitoring: OSP

- Reviews and approves high risk subrecipients
 - *Reviews risk findings*
- In collaboration with PI, compiles required documentation for sub package
- Prepares the agreement

Subrecipient Monitoring: SPA

- Performs risk analysis prior to OSPRI issuing agreement
- Annually requests sub certification
- Performs annual review of sub performance with PI and Grant Admin
- Reviews certifications/reports for audit findings



Effort Reporting: PI

- Provides timely effort to department admin to set up payroll distributions and changes throughout life of project
 - *For PI and for team allocating effort to project*
- Ensures ePERs by project team are certified accurately and timely
- Complies with sponsor requirements

Effort Reporting: Admin

- Validates that effort calculations are entered in HCM accurately and timely
- Communicates regularly with PI concerning efforts of project team
 - *Enters changes to effort in a timely manner*
- Submits PETs to correct salary to match effort

Effort Reporting: SPA



- Sends out notifications for terminated employees with pending ePER certifications
- During closeout, ensures all ePERs have been certified by project team
- Works with PI and Admin to resolve inconsistencies in effort

Closeout

- **PI/Departmental Admin**
 - Communicates extension needs to **OSP**
 - Reviews expenditures – ensures only project related expenditures have been allocated to project and all effort has been allocated accurately
 - Updates funding in HCM so salaries do not charge to suspense
 - Submits final deliverables/technical reports



Closeout

- **PI/Departmental Admin**
 - Ensures
 - *No outstanding ePERs*
 - *Cost share requirements have been met*
 - *Subrecipients have submitted final invoices*

Closeout: SPA

- Manages closeout process within PeopleSoft
- Reviews and verifies financial records
- Prepares necessary closeout forms (See SPA [SPAN | Reporting Responsibilities and JEs | Microsoft Teams](#) training for more info)
- Works with PI and admin team to resolve any discrepancies, questions, etc during closeout process
- Inactivates ST and project in PeopleSoft

References

- **Subrecipient Monitoring Procedures**
- **Department/Grant Admin Responsibilities**





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