

SPAN, SPA, and OSPRI, Oh My!

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



Proposal Development: Pl

- 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

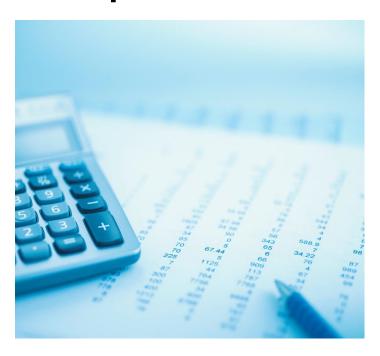




Proposal Development: Admin

- 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 reconcilation

Administration/Oversight Through Life of Project: OSP

 Reviews prior approval requests such as nocost 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



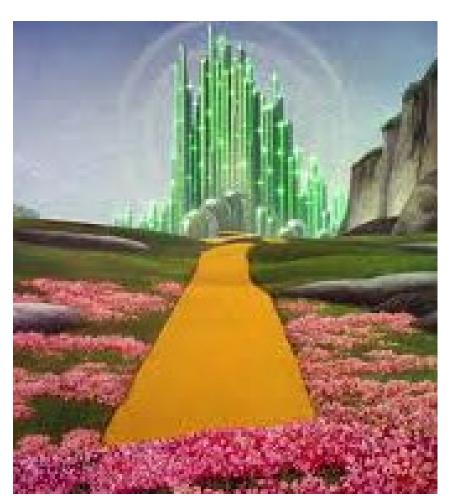
Overdue ePER

- 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







University of Colorado Colorado Springs



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