

Effective Award Management

Using OSU eTools to Find Out Everything You Need to Know

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Contact me with questions!

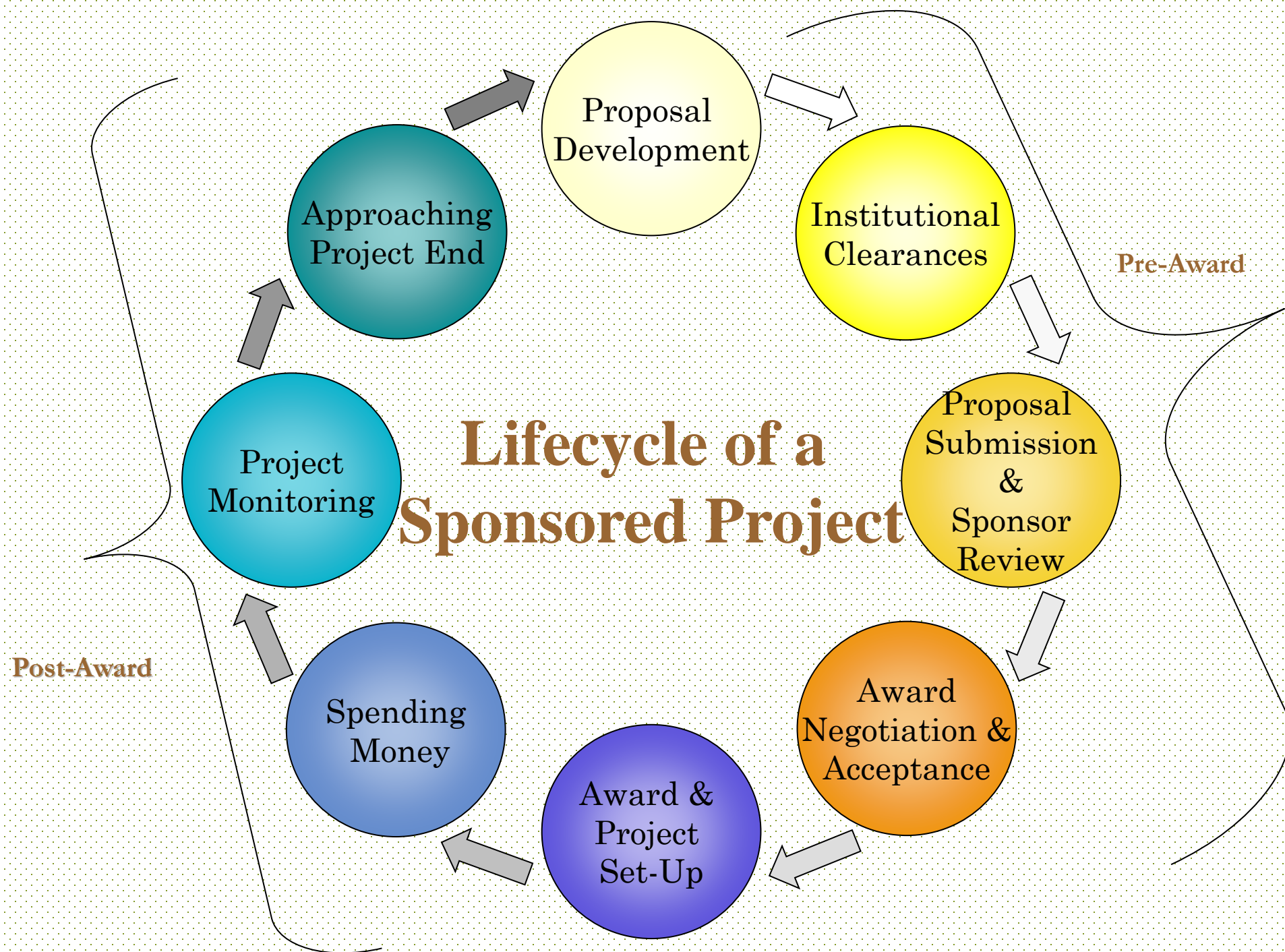
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eTools – Post Award

- ePA-005 (authorization to submit a proposal)
- PI Portal
- e-Activity reports (financial activity reports)
- e-MEFS (Month-end Financial Statements)
- e-ProjEnd (ending projects with personnel appointments)
- E-Cert (Effort Certification System)

ePA-005

- Necessary for the approval process
 - Select proper sponsor: If funded, WHO is issuing an award to OSU?
 - If a subaward, THAT institution is the sponsor Select proper sponsor: Ask, “If funded, WHO is issuing an award to OSU”?
 - List all OSU PIs/CoPIs and their org #s
 - This drives the approver list
 - Include the allowable F&A rate to be used for the proposal
 - Always use OSU’s approved rate unless restricted by the Sponsor
 - Identify any salary recovery & cost share included in the proposed budget

ePA-005

- Include Discovery Themes that apply to your scope of work
 - This does not mean you or a CoPI are a Discovery Themes hire
- If Sponsor requires cost share/match, indicate this
 - If NOT, select N/A (not voluntary)
 - Never offer CS unless required. Always requires Dept./College approval
- Include any applicable protocols that apply (Human/Animal subjects, DNA)
- Check “Export Control” if any foreign/international component involved

PI PORTAL

- Administrative summary of award and project
- Budget itemization
- Project start and end dates
- Technical reporting requirements
- Property and equipment management info
- Any special budget or sponsor restrictions
- Project history
- Billing and fiscal instructions
- Compliance info on COI status, human subject and animal protocol, training, and committed percent effort

eActivity

- A reporting tool that provides access to proposal, award and expenditure activity

<https://rf.osu.edu/secure/e-activity/>

eMEFS

- Provides a month end snapshot of the financial status of a project

<https://rf.osu.edu/secure/e-mefs/>

Budget considerations

- Know your budget
- Monitor your spending
- If a revision is required:
 - Check sponsor's guidelines
 - Check restrictions on specific budget categories
 - Many sponsors allow spending between approved categories without approval
 - Some sponsors restrict deviations up to a certain % of the award or category
 - Your SPO will obtain sponsor approval for a rebudget, if required

eProjEnd

- Provides a list of employees appointed to projects that are close to or have passed their end dates

<http://rf.osu.edu/e-projend/>

eCert: Time and Effort Reporting

- All individuals who receive some portion of their compensation from, or who contribute effort to, a sponsored project
- 100% effort encompasses total amount of time spent by faculty/staff to perform *all* activities required by University job.
 - Effort is not based on a 40-hour week
- Effort reports are generated from payroll information
- Certifying effort report reasonably represents how effort was actually expended
- Tools on PI Portal, Profile tab
 - E-Cert –where effort is certified
 - E-Scan --report including all personnel with effort on a project

eCert

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- **ACCESS FROM OSP Homepage** - <http://osp.osu.edu/resources/etools/>
 - **e-Cert**
[e-Cert](#) is the application the university uses to comply with mandated effort certification. PIs access the application through the Profile tab in the [PI Portal](#), research staff without a PI Portal Profile can certify via e-Cert.
 - [Effort Certification and e-Cert Resources](#)
 - Reports
 - [All Uncertified e-Cert Reports](#) (Older Than 45 Days)
 - [All Uncertified e-Cert Reports](#)

Approaching Project End

- Prior to project end (90-120 days)
 - Terminate or move personnel appointments to a department account or another project in consult with human resource professional
 - **Appointments still on project when it ends will go to department/college clearing fund**
 - Resolve non-personnel commitments
 - Remind subawardees to submit invoices within 60 days of project-end date
 - Ensure all costs have been recorded

Project Closeout

- Office of Sponsored Programs
 - Submits final invoice and fiscal, patent, property reports
 - Transfers project overruns and/or disallowed costs to the PI's department
 - Transfers residual funds to appropriate department (applies to fixed-price agreements)
- Principal Investigator
 - Prepares and submits final technical report and any other required deliverables
 - Retains all research-related records (e.g., lab notebooks, data analyses, manuscripts) as required by sponsor

Resources

Office of Sponsored Programs osp.osu.edu

SPO Search	osp.osu.edu/development/spos/
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eTools	osp.osu.edu/resources/etools/
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Proposal Development Tools	osp.osu.edu/development/
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Forms	osp.osu.edu/forms/
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Travel Policies	osp.osu.edu/development/travel/policies/
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Human Subjects Payments	osp.osu.edu/administration/compliance/ payments-to-human-subjects/
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In Summary:

- Know your projects
- Use the eTools available to you
- When in doubt, ask your SPO
- There are no “dumb questions”!

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