



# Post Award Basics

## Setting up a new Award and Account Management



# Post Award Basics

## Setting up a new Award



# Step 1

You receive the DCG email letting you know an award was made



-----Original Message-----

From: noreply@usc.edu [mailto:noreply@usc.edu]  
Sent: Thursday, August 29, 2013 8:38 AM  
To: [PI Email Address]; [Admin Email Address]  
Subject: New information is available in Quali Coeus (KC) about IIS-1320149

Award Title: CORE: Small: A Generic Framework for Research Topic Principal Investigator: [PI NAME] Co-Principal Investigator(s): [Co-PI NAME(S)]  
Lead Unit: [DEPARTMENT NAME]

Sponsor: US-National Science Foundation  
Sponsor Award Number: IIS-XXXXXXX  
Transaction Type: New

Obligated Period: 2015-09-01 to 2020-08-31 Obligated Amount: \$500,000.00 Project Period: 2015-09-01 to 2020-08-31 Anticipated Amount: \$500,000.00

You can view the Award by logging in to KC at <https://kc.usc.edu/kc-prd> and clicking My Active Awards to select this Award from the list. Within your award, on the Award Actions tab, you can print an Award Synopsis that provides a transaction summary. The Award document(s) are also available under the Notes & Attachments tab.

Next Steps:

Sponsored Projects Accounting (SPA) will now work on the account and budget setup in KFS. You will receive a separate notification when the account setup is complete and you are able to expense to the account.

If a detailed budget is required or satellite(s) established, you will need to be proactive as you will not receive a request from SPA. If this is an existing award and additional funds have been added, please refer to the SPA budget submission guidelines for submitting a detailed budget, if required.

If you have any questions regarding the budget or satellite establishment process, please contact SPA at <http://fbs.usc.edu/depts/spa>

## Step 2

Log into TARA to view the award:

<https://kc.usc.edu/kc-prd>

Click on “Unit” then “My Active Awards”

Search based on “Sponsor Award ID” or “Investigator”

Click on the award to Open



University of Southern California

TARA @ USC  
Total Access for Research Administration

Researcher **Unit** Central Admin Maintenance System Admin

TARA Help Business Intelligence Kuali Financial System

action list doc search

Logged in User: nicholep

Messages Of The Day

Welcome to TARA: Total Access for Research Administration. For TARA support please call 213-821-5461.

If you have any questions, please call 213-821-5461.

Pre-Award

- [Create Proposal](#)
- [Create Proposal For Grants.gov Opportunity](#)
- [Search Proposals](#)
- [Search Institutional Proposals](#)
- [Search Negotiation](#)

Compliance Systems

- Human Subjects: [iStar: IRB Submission Tracking and Review System](#)
- Animal Care: [iStar: IACUC Submission Tracking and Review System](#)
- Biosafety: [iStar: IBC Submission Tracking and Review System](#)
- Radiation: [iStar: Radiation Safety Submission Tracking and Review System](#)
- Conflict of Interest: [diSClose](#)
- Effort Certification: [eCert](#)

Quicklinks

- [TARA Pre-Award Guides](#)
- [Document Lock](#)
- [Current & Pending Support](#)
- [Non-Employee Lookup](#)
- [Sponsor Lookup](#)
- [Keyword Lookup](#)
- [Person Extended Attributes](#)
- [Conflict of Interest Policy](#)

Post-Award

**Awards**

Award Report Tracking

Financial Projections

- [My Account](#)
- [My Projections](#)

Other Systems

- Recharge: [Priority Software FBS](#)
- Intellectual Property Management: [Sophia](#)
- Business Intelligence: [TARA Reports](#)
- USC application portal for internal competitions: [wizehive](#)
- Clinical Trial Management System (in pilot testing): [OnCore](#)
- Environmental Health and Safety Assistant: [EHSA](#)

Workflow

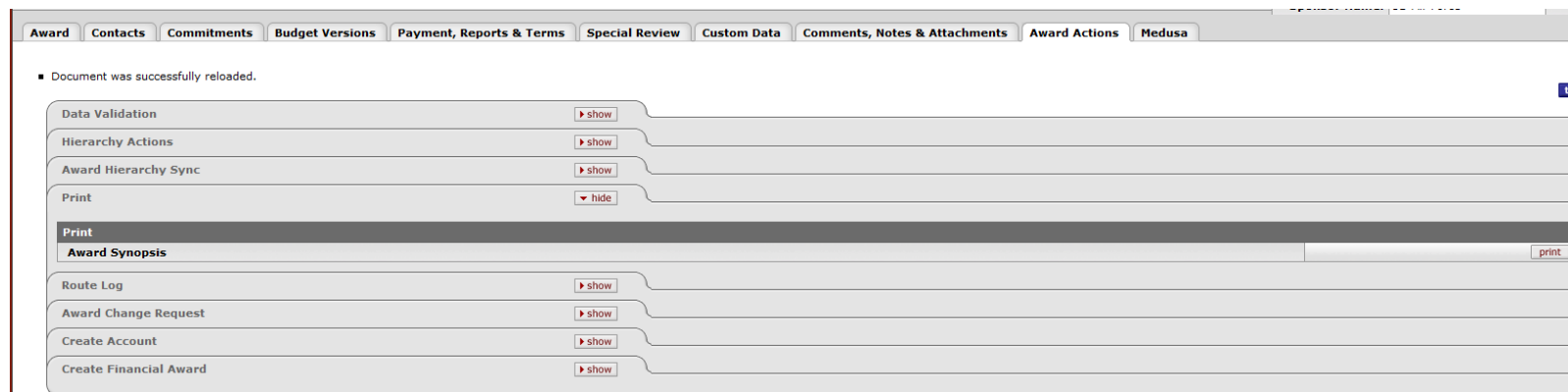
- [Preferences](#)



## Step 3

Review the Award.

Click on “Award Actions”, then “Print”, then Award Synopsis will appear and then hit “Print”. This will give you a PDF that you can either save, review, or print.





## Step 4

Continue Review of the Award.

Click on “Comments, Notes and Attachments”, then “Attachments”, then hit “Show” to open. You will then see the Notice of Award and possibly the Awarded Budget. This will give you a PDF that you can review and either save or print.

University of Southern California

Business Intelligence  
Kuali Financial System

Researcher Unit Central Admin Maintenance System Admin

action list doc search

Logged in User: nicholep

**KC Award**

<b>PI:</b> Cyrus Shahabi	<b>Document ID/Status:</b> 1574105:FINAL
<b>Lead Unit:</b> Integrated Media Systems Center	<b>Award ID/Account:</b> 003198-00001:5345330149
<b>Sponsor Name:</b> US-National Science Foundation	<b>Last Update:</b> 08/29/13 by dsteele

Award Contacts Commitments Budget Versions Payment, Reports & Terms Special Review Custom Data **Comments, Notes & Attachments** Award Actions

Medusa

Document was successfully reloaded.

return to search account balances time & money expand all collapse all

Comments

Notes (0)

Attachments (1)

Add Attachment

	Last Update:	Attachment Type:	Laserfiche url:	Actions
1	08/29/2013 01:17 PM	Notice of Award - Sponsor	<a href="https://ecm-laserfiche2.usc.edu/Weblink8/ElectronicFile.aspx?dbid=0&amp;docid=FD/Hxppm/E3w/BqYYw988g==">https://ecm-laserfiche2.usc.edu/Weblink8/ElectronicFile.aspx?dbid=0&amp;docid=FD/Hxppm/E3w/BqYYw988g==</a>	



## Step 5

SPA will set-up the Award Budget

If Satellite Grants are needed, follow the instructions: [Workday New Satellite Grants Set-up](#)

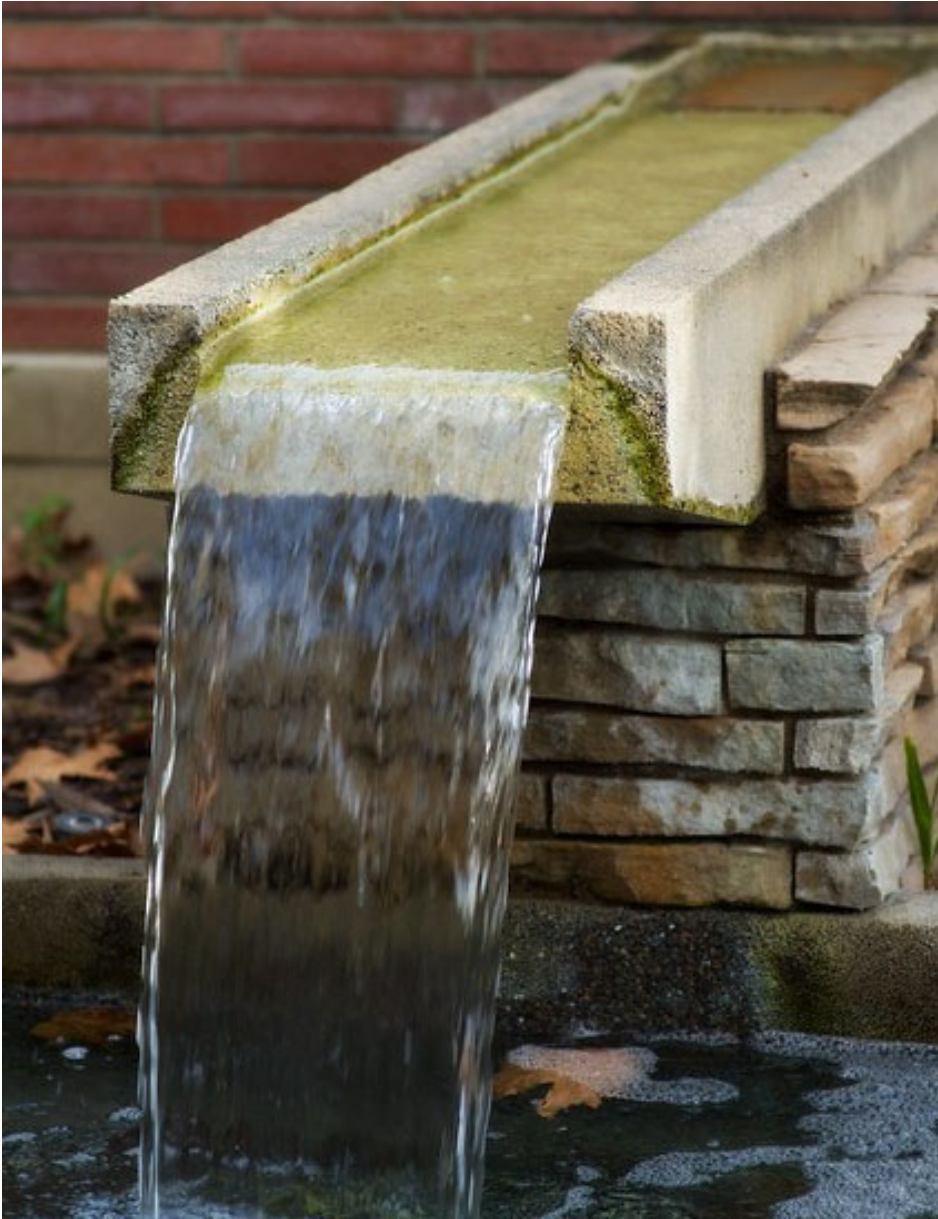
### Training/Guidance Reference

- » Onboarding Checklist for New Viterbi Research Administrators
- » Proposal Submission
- » KC/TARA Training Videos
- » Cayuse Training Videos
- » Post Award Basics
- » **Workday New Satellite Grants Set-up**

If more detail is needed, you will use the Detailed Award Budget Plan Excel Template

It is on the VBA-RA website under Training/Guidance Reference

- » **Detail Award Budget Plan Template**



## Budget Change Types:

- Award Budget: The budget as awarded by sponsor/agency
- Detailed Budget: Used to convert the awarded budget (New, Modification, or Supplement) into specific object classes
- Budget Reallocation\*: Used to reallocate funds between object classes during the course of the project

*\*Separate training is provided for this budget change type*





# Post Award Basics

## Account Management





# Types of Awards



## GRANT

Transfer of money services, or anything of value to recipient to accomplish a public purpose.

No substantial involvement with the sponsor



## COOPERATIVE AGREEMENT

Transfer funds to recipient to accomplish a public purpose

Substantial involvement between sponsor and recipient



## CONTRACT

Acquisition of property or services for the benefit or use of sponsor

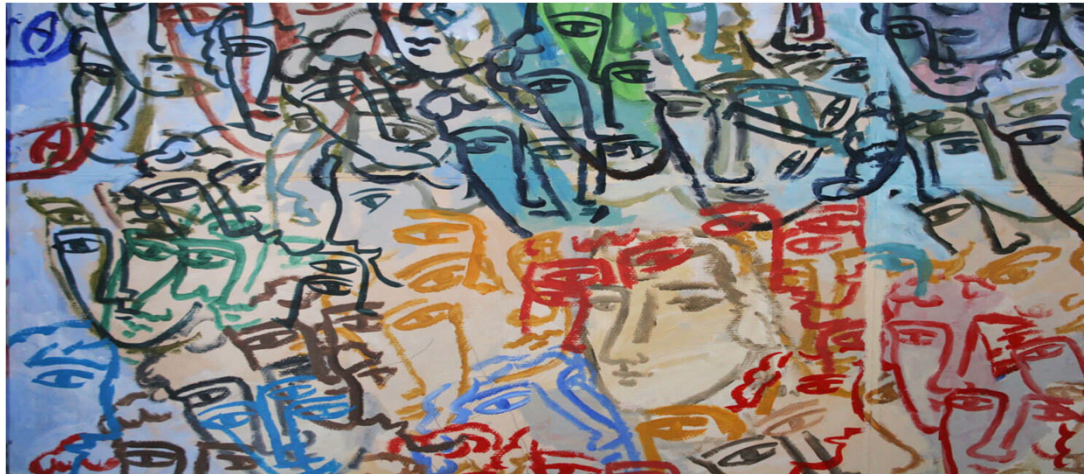
Direct oversight and involvement between sponsor and recipient



## PURCHASE ORDER

Fixed priced for a product or service

Other (IPA)





# Know your Award

## Read the award documents and look for limitations on:

- Spending
- Cost Sharing Requirements – whether a companion account is required for tracking to report to the agency
- Reallocation of funding – occasionally will require pre-approval for any movement of funds; other agencies set a percentage threshold; some may need approval for specific movements
- Whether no-cost extensions can be requested
- Reporting requirements

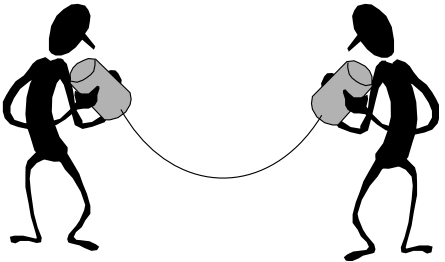
**Your faculty member will be looking to you as the expert!**





# Communication

## Meet with your faculty member at least once a semester

- Review Account Balances
  - Spending Rates
  - Future Trips/Purchases
  - Budget Reallocation needs
  - Project End Dates
  - No-Cost Extensions
  - Advance Funding for new award(s) or for funding increments that might be late in arriving
- 
- Begin thinking close-out from the minute an award is issued. Use the [Award Oversight Checklist](#)

### Viterbi Policies & Procedures

- » Proposal Timeline for Submission
- » Generic Research Administration Process Document
- » Satellite Accounts for Co-PIs
- » Graduate Research Assistant Support
  - » Graduate Assistant Policy Reminder February 2014
- » Graduate Student Fellowship Procedures
- » Advance Funding Requests and Extensions to Existing Awards
- » **Award Oversight Checklist (Previously Closeout Checklist)**

# Spending Basics



[2 CFR 220 - cost principles for educational institutions \(omb circular A-21\)](#): uniform administrative requirements, cost principles, and audit requirements for federal awards



## REASONABLE

A cost is reasonable if the nature and amount of the good/service does not exceed what a prudent person would spend given the circumstance at the time of the decision.



## ALLOWABLE

A cost is allowable if is in compliance with terms & conditions of award, general federal regulations, and university policy.

Allowable Costs: Direct and Indirect Costs (see previous slide for examples)

Unallowable Costs: Alcohol, fines, penalties

*Note: Alcohol is an unallowable cost unless the research is specifically related to alcohol effects*



## ALLOCABLE

A cost is allocable if it directly benefits the specific award being charged.

It is imperative to document how it benefits the specific project



## CONSISTENT

All costs incurred for the same purpose, and in like circumstances, must be treated consistently – either as direct costs or as indirect (facilities and administrative or F&A) costs.



(Think RAAC when remembering the basic principles)



# Account Tracking

Keep a financial shadow system for tracking each award

(This is important based on current USC system limitations)

- Make notes of any specific limitations set by the grant or special reporting items
- Note the period of performance
- Use this when meeting with faculty for balances, spending rates and forecasting future expense

Reconcile Monthly with Manager Budgetary Balance Report



## Expense Transfers

The first step in charging costs is to be certain the initial charge is appropriate



If you find that something was charged in error a transfer request needs to be submitted:

- If Payroll need to work with VBA-Payroll on the request through [myViterbi](#)
- If non-Payroll (but not related to tuition remission) submit in Workday through Accounting Journal for Cost Transfers
- If tuition related, contact VBA-RA for assistance



SPA reviews and approves cost transfers

- Process within 90 days
  - Attach detailed justification and supporting documentation
- Over 90 days
  - Along with above you will need to provide additional detailed justification for the delay in processing

## Effort Certification

- **Certifying Effort**

- % of Effort should reasonably reflect actual effort spent
- Faculty effort on grants should not exceed 90-95%
- Effort towards teaching, committee work, preparing new grant proposals may not be charged to grants
- Exceptions are reviewed by Office of Financial Analysis
- After-the-fact confirmation of effort
- Includes cost shared effort
- Take into account sponsor's salary cap, if applicable



For More Information, see [USC Effort Certification website](#)



# GRA's on Sponsored Research



- Per the Viterbi memo dated 3/16/2015, graduate assistants are appointed for the entirety of the fall and/or spring semester, and summer as needed. Students must be paid the (50%) stipend for the entire length of the semester (four and a half months) whether or not they complete the work before the last day of the period.

- Prior to submitting payroll ensure they have gone through [RCR training](#)
  - Check in [myViterbi](#)



- If a student is moved from one Sponsored research account to another mid-semester, please work with your payroll administrator to ensure the update is noted in all appropriate systems.
- Once a GRA's salary (or portion of) is successfully moved from one Sponsored research account to another, please notify VBA-RA, in a timely fashion to ensure tuition is moved soon after the payroll transfer is complete.



# Tuition Remission for GRA's



Viterbi offers tuition remission for all GRA's working on sponsored research on a Viterbi awarded sponsored project  
(This is true regardless of the student's home department)



25% of the students total Spring/Fall semester tuition will be charged to the sponsored research account(s) to which the student was paid for his/her RAship  
(unless tuition is an unallowable expense per the terms of the award)



During the Summer session, tuition remission will be charged to the sponsored account(s) to where it was earned. If the student was paid during the Fall/Spring semesters, then it will charge to the projects from this period.

(If a student is enrolled in the summer session and did not work as a GRA in the Spring/Fall, tuition remission will be charged based on where the student was paid for that Summer session)



# Award Close-out

- Should be a work in progress if using the [Award Oversight Checklist](#)

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# Need Additional Assistance?

If you still need help or have questions after going through this training, please utilize the following resources:



## CHECK THE WEBSITE

<https://viterbibusinessaffairs.usc.edu/research-administration/>

The website has additional information/resources that can help guide you in the right direction and is regularly updated



## ASK YOUR DEPARTMENT BUSINESS MANAGER

Contact your DBM or fellow colleagues who may be able to answer your question



## CONTACT VBA

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Nichole Phillips | [nicholep@usc.edu](mailto:nicholep@usc.edu)



THANK YOU  
& FIGHT ON!



**USC Viterbi**  
School of Engineering

University of Southern California