MpowerU PI Grant Awards Training

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Congratulations on your award!

Objectives for this training

- Understand your responsibilities as Principal Investigator (PI)
- Understand the basics of how your account was set up
- Understand where the resources are to help you manage your award
- Identify common changes that may require more assistance

PI Responsibilities

PIs are responsible for the overall scientific, programmatic, and financial conduct of the project.

PI Responsibilities

Budget, Expenditures and Account Balance Review

- Ensure the budgets are loaded per the intent of the proposal.
- Review expenditures and remaining funds at least monthly or more often as needed; review project statements as soon as they are available.
- Direct and know where funds are being spent, in accordance with the initially-submitted project budget.
- If project is overspent, decide where to make adjustments.
- If additional funds are available, determine how they could be repurposed to achieve the original scope of work proposed.
- Ensure all budget items are allocable, allowable and reasonable.
- Complete and submit any necessary forms (e.g., Grant Budget Transfer, Grant Expenditure Transfer, etc.).

PI Responsibilities

Hiring

- Determine salary levels and positions in accordance with the Marquette Human Resources policies and the project budget.
- Make the determination as to who is being hired for the project, their job duties, and when they can start and end.
- Initiate requests for hiring personnel in accordance with your department or College Business Office and understand who in your department/college can help you.
- Oversee the supervision of all project personnel.
- Propose substitute personnel or reallocation of funds if there are savings or shortfalls via budget modification forms.

PI Responsibilities

Purchasing

- Make decisions about the items that need to be purchased and ensure that they are allocable, allowable and reasonable; follow the project budget and discuss any potential changes with ORSP staff.
- Follow standard university processes and purchasing policies to purchase necessary items for the grant award.
- Understand who in your department/college can assist with purchases.
- Obtain any necessary quotes.

PI Responsibilities

Reporting/Closeout

- Prepare necessary technical reports.
- Review account and make sure expenditures are accurate and complete so that financial reporting can be completed.
- If the account is overdrawn, make necessary adjustments.
- Notify Grant Accounting when milestones have been met on fixed price agreements so they can invoice.
- The PI is responsible for reviewing and completing Effort Report Statements for project personnel. These statements are prepared by the Office of the Comptroller (Grant Accounting Office) at the end of each academic term. The PI makes corrections where needed and returns the forms to the Office of the Comptroller.

PI Responsibilities

Subawardee Management/Third Party Agreements

- Make a determination of any external parties that need to be paid from the award, consistent with the approved project budget. This includes defining the parties, the scope of work and the amount to be paid and communicating this information to grantcontracting@marquette.edu.
- Note that no work should be started until a fully executed agreement is available. ORSP must sign any grant funded agreements with third parties.
- Monitor progress to ensure satisfactory performance.
- Receive, review and approve all invoices/payments and ensure they reach the Coupa system for processing.
- Request information from subawardees for sponsor reports.

Account Number Assignment

Authorized Signers for grant

- Must be assigned by PI-Complete form that you receive via DocuSign
- Authorized signers must include your Academic Business Director and may include others like Departmental Office Associate, Research Associate, etc.

Account Number - 0X-XXXXX-7XXXX-XXXX

- Fund 0X = 01 (Non-Research) or 06 (Research)
- Responsibility Center = XXXXX (e.g., 01010 for Biology)
  - Unique to your department
  - Generally remains the same for all of your grant awards
- Restriction = 7xxxx
  - Unique to your award
  - Assigned by Grant Accounting and shared with you via DocuSign
  - Generally remains the same for all of your grant awards
- Natural = XXXX
  - Designates the Commodity classification
  - For example, -6000 for Fulltime Faculty and Staff Salary and -6235 for Lab and Clinic Supplies

Award Amount

When can I spend my Funds?

- Obligation Period-Dates in which you are authorized to incur costs
- Project Period-Total estimated duration in which you will be able to incur costs contingent upon sponsor determination.

How much do I have to Spend?

- Obligated Amount-Amount of funds that MU is legally authorized to spend and invoice
- Anticipated Amount-Total estimated amount you will be able to spend and invoice contingent upon sponsor determination.

Documents to Help Manage Your Award

Post Award Guidance

- Advocate Engagement Process
- Award Kickoff and Monthly Checklist Form (Printable)
- Business Intelligence (BI) Guidance
- Grant Award Pre-kickoff Checklist
- Grant Budget Dashboard
- Managing an Award
- Postaward PI Checklist
- Postaward Roles and Responsibilities
- Sponsored Project Invoice Review Checklist

Link to above online resources Policies and Guidance // Office of Research and Sponsored Programs // Marquette University

dataMarq Report Catalog

Power Business Intelligence (BI) Reports

The dataMarq report catalog is a searchable, user-friendly index of reports and dashboards available to the Marquette community to help manage your grant account.

- Found on DataMarq dataMarq // Marquette University
- Sign in with MU username
- Check to make sure you have access to the following reports
  - Grant Project Statement (Preliminary or after month is “closed”- email notification)
  - Grant Budget Dashboard
  - Labor Distribution Report - Grants
  - Journal Entries with iExpense Report Detail – Grants
  - Encumbrance Report – Grants

Hiring and Paying MU Personnel with Grant Funds

Resources

- Refer to Guide: [Hiring and Paying Marquette Personnel with Grant Funds]
- PI is required to initiate all salary transactions including their own
- Work with College Business Office for Faculty, Staff, and GRA’s
- Check on who in your department hires hourly students
- Be sure to keep track of effort commitments for Key Personnel
  - Calendar Year, Academic Year, and Summer Efforts
- Changes in Key Personnel and significant changes in Effort may require prior approval (as required by sponsor)
- Fringe Benefit Rates may change at Fiscal Year end
  - All grant funded personnel use a flat standard rate
  - Employee Rate and Student Rate are quite different

Who do I ask for help?

Resources on Campus

- Accounts Payable
- College Business Office
- Grant Accounting
- Office of Research and Sponsored Programs (ORSP)
- Purchasing

Accounts Payable

Roles and Responsibilities

- Processing of payments to third parties after PI initiation and approval
- Receive invoices via apinvoices@marquette.edu or from Coupa
- Cannot pay until item is invoiced and received
- Send out price variation alerts
- Processes items not paid for by iExpense (e.g., Wire transfers, Payment Request Form, Manual Payment form) after PI initiation and approval.

College Business Office

Roles and Responsibilities

- Refer to Guide: [roles-and-responsibilities-advocates.docx]
- Process all Salary Authorizations for Personnel
- Direct PIs on how to hire undergraduate students
- Generate offer letters and process Student Grant Support forms for graduate students
- Internal accounts including start up accounts and incentive funds
- Help with submitting and tracking transactions in Coupa as needed
  - e.g., Purchase Orders, making sure invoices are received
- Helping get vendors registered in Coupa as needed
- Help prepare forms including Grant Budget Transfer form for budget modifications and Grant Expenditure Transfer form for moving expenses on or off of a grant

Grant Accounting

Roles and Responsibilities

- Financial Reporting
- Effort Reporting
- Cash collection (e.g., invoicing, drawdown, etc.)
- Property management (e.g., equipment over $5,000)
- Grant Audits
- Temporary Budget at Fiscal Year Crossover (June/July)

Office of Research and Sponsored Programs

Roles and Responsibilities

- Grant Contracting grantcontracting@marquette.edu
  - Any agreements with external parties. Common examples are subawards, consulting agreements, partipation and speaker agreements
- Grants Administration postaward@marquette.edu
  - Grant account establishment and access, help with available balance inquiries/analiyisis, terms and conditions of award inquiries, RPPR
  - Prior approval actions such as key personnel changes, rebudgeting, No Cost Extension
  - Liason with Payroll, Grant Accounting, external sponsor
  - Participate in completion and submission of final reports
- ORSP Website
  - Research and Sponsored Programs // Marquette University

Purchasing

Roles and Responsibilities

- Setting up vendors in Coupa database (e.g., participants, consultants, companies that you plan to buy goods from such as lab supplies, and subawardees)
- Purchase orders-approve or deny all orders and are only department that can cancel a PO number (NOTE: need a Coupa license to prepare a Purchase order)
- Negotiate with vendors
- Help get bids and, if necessary, help with Bid Exemption form
- P card application form (if necessary)

Questions?

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