Sponsored Projects Maintenance Schedule

OSR & SeRA Seminar Series

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Sponsored Funding Lifecycle

Pre-Award | I | Post-Award
Sponsored Projects Maintenance Schedule Focus

1. Award Setup
2. Spending & Monitoring
3. Reporting
4. Closeout
Sponsored Project Maintenance Schedule

New Award
(Sweet! New wheels! Get to know your new ride, adjust the seats, hang the air freshener….)
• Make sure the award is as expected
  • Dates
  • Dollars
• Review Award Notice for “gotchas”
  • Budgetary restrictions
  • Prior approval requirements
  • Equipment Ownership
  • Special terms and/or additional administrative work
• Carry forward restrictions
• Special reporting requirements
• Special invoicing requirements
• Complete New PTA transaction
  • Co-PI tasks
  • Additional tasks, as needed
• Meet with Pis - review who/what will be charged to the project
  • Review commitments and verify they can still be met
    • PI & Key Personnel Effort
    • Cost sharing
• Set Up the award for use
  • Setup in appropriate systems:
    • LD
    • GFS
    • iProcurement: Subaward POs
    • iProcurement: New POs or Change Blanket POs
    • Service Center Charges
  • Fabrication
  • Cost Sharing

Monthly
(Fill up the tank, vacuum and wash to keep it clean….)
• Confirm what you set up actually occurred
  • Make adjustments as needed
  • Communicate status of account to PI

Quarterly
(Minor service: change the oil, rotate the tires, check the fluids and battery….)
• Confirm what you set up actually occurred
  • Make adjustments as needed
• Look at burn rate and trends
• Make any who/what adjustments
• If interim reports are required, check to be sure they are on track
• Review cost sharing, as applicable
• Review subawards, as applicable
• Communicate status of account to PI
• Review & Certify expenditures

Annually
(Major Service: replace the belts and hoses….)
• Review PI/Key Personnel Effort
• Long Range Trend Analysis
  • How do projections for the next year look?
• Verify all reports and deliverables have been completed or submitted
• Verify any prior approvals were taken care of, including any carry forward requests
• Review cost sharing (expenses and funding), as applicable
• Review subawards, as applicable
• Review fabrications and complete PMO tagging process, as applicable
• Review award for any unallowable expenses
• Update Stanford systems to stop charging award once award ends
  • LD
  • GFS
  • iProcurement
  • Service Center Charges
• Manage any existing and/or expected overdrafts

Close Out
(Prepare to Sell!)
• Seek No Cost Extensions as needed
• If renewal award is forthcoming initiate an early PTA
• Final Purchases
• Review PI/Key Personnel Effort
• Verify all reports and deliverables have been completed or submitted
• Verify any prior approvals were taken care of, including any carry forward requests
• Review cost sharing (expenses and funding), as applicable
• Review subawards, as applicable
• Review fabrications and complete PMO tagging process, as applicable
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• Manage any existing and/or expected overdrafts
Sponsored Projects Maintenance Schedule

https://ora.stanford.edu
Maintaining a sponsored project award is like maintaining your car. If you read the manual and follow the recommended maintenance schedule, the car or project will run smoothly, and the journey will have very few challenges which can be remedied.

New Project and Award Preparation and Setup

Project Maintenance for the Life of the Award

Project Closeout at the End of the Award
New Awarded Project

Receiving a new award is just like buying a new car. Everyone loves the new car smell! Get to know your new ride, adjust the seats, play with buttons and hang the air freshener on the mirror.

Make sure the award is as expected
- Date
- Dollars

Review Award Notice for "gotcha"
- Budgetary restrictions
- Prior approval requirements
- Equipment ownership
- Special terms and/or additional administrative work
- Carry forward restrictions
- Special reporting requirements
- Special invoicing requirements

Complete New PTA Transaction
- Cost share
- Additional tasks, as needed

Meet with POs: review who/what will be charged to the project
- Review commitments and verify they can still be met
- T&I/Key Personnel Effort
- Cost sharing

Set up the award for use
- Set up appropriate systems:
  - LO
  - GFS
  - Procurement: Subaward POs
  - Procurement: New POs or Change Blanket POs
  - Service Center Charges
  - Fabrication
  - Cost Sharing

[New Project Award Checklist]
# Sponsored Project Maintenance Schedule

## NEW AWARD CHECKLIST

<table>
<thead>
<tr>
<th>X</th>
<th>NEW AWARD CHECKLIST</th>
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<tbody>
<tr>
<td>1. Make sure the award is as expected. Review the SAA for the project’s overall period of performance and funding as well as the current budget period and funding.</td>
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<tr>
<td>2. Review Award Notice for “patches” Annotate, as appropriate, in your preferred portfolio management tool</td>
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<tr>
<td>a. Budgetary restrictions</td>
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<td>b. Prior approval requirements</td>
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<td>c. Equipment Ownership</td>
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<td>d. Special terms and/or additional administrative work</td>
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<td>e. Carry forward restrictions</td>
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<td>f. Special reporting requirements</td>
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<td>g. Special invoicing requirements</td>
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<tr>
<td>3. Complete New PTA transaction</td>
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<tr>
<td>a. Co-PI Tasks. As needed, identify task manager, task org code, and determine budget allocation for Co-Investigator task(s), and add them as part of the new PTA setup.</td>
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<td>b. Create additional tasks for certain project activities described above</td>
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<td>4. Meet with PI(s). Discuss and confirm with PI(s) who and/or what will be charged to the project</td>
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<tr>
<td>a. Review commitments and verify they can still be met:</td>
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<tr>
<td>1. PI &amp; Key Personnel Effort. Review effort commitments of project personnel and verify they can still be met. If effort commitments will need to be revised, initiate sponsor prior approvals, as required by the terms and conditions of the award.</td>
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<td>2. Cost sharing (if applicable). Confirm any committed cash and/or in-kind cost sharing is still available to be leveraged for the project</td>
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<td>5. Setup Award for Use - In appropriate systems (as applicable):</td>
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<td>a. Labor Scheduler. Create/update Labor Distributions for faculty, staff, and contingent employees</td>
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<td>b. Graduate Financial Support system (GFS). Create/update assistantship appointments for graduate students and Postdoctoral Scholars</td>
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<tr>
<td>c. iProcurement. Initiate and submit Subaward requisitions</td>
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<tr>
<td>d. iProcurement. Initiate and submit new requisitions</td>
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<tr>
<td>e. iProcurement. Initiate and submit change orders for any Blanket POs that should be charged to the new PTA. Please note, depending on the circumstances, you may need to indicate you want to both close an existing open line on a PO in addition to adding a new one when submitting a change order request.</td>
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<tr>
<td>f. Service Centers. For each SU service center that will be utilized, complete the appropriate billing form to indicate the new PTA to charge.</td>
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</table>

**6. Set Up the award for use - Cost Sharing.** As applicable, as a best practice, request transfer of funds to cost sharing PTA(s) for committed cost sharing being funded from gift, endowment, and designated funds. Cost share funding coming from operating budgets is typically transferred near the end of each Stanford fiscal year.

**7. Set Up the award for use - Fabrication.** As applicable, request for a fabrication number by completing the form “Fabrication Request Form”. Submit form and supporting documents to Property Management Office (PMO). Include a specific bill of materials and dimensioned drawing showing locations of all components. PMO will review the request and assign Fabrication Number. Once the department has received this it can request the set up of a fabrication account using the provided fabrication number as the task number, linked to the established award and a unique capital project.
Project Maintenance for the Life of the Award

Perform the necessary maintenance. Keep that car running smoothly, and it will take you where you need to go!

**Monthly**
(Fill up the tank, vacuum, wash and wax)

- Confirm what you set up actually occurred
  - Make adjustments as needed
- Communicate status of the account to the PI

**Monthly Review Checklist**
Project Maintenance for the Life of the Award

Perform the necessary maintenance. Keep that car running smoothly, and it will take you where you need to go!

**Quarterly**
(Minor service: change the oil, rotate the tires, check the fluids and battery)

- Confirm what you set up actually occurred
  - Make adjustments as needed
- Look at the expenditure burn rate and trends
- Make any who and what adjustments
- If interim reports are required, check to be sure they are on track to be submitted
- Review cost sharing, as applicable
- Review subawards, as applicable
- Communicate status of account to the PI
- Review and certify expenditures

**Quarterly Review Checklist**
Project Maintenance for the Life of the Award

Perform the necessary maintenance. Keep that car running smoothly, and it will take you where you need to go!

**Annually**

(Minor service: change the oil, rotate the tires, check the fluids and battery)

- Review PI and Key Personnel effort
- Long range trend analysis
  - How do projections for the next year look
- Verify all reports and deliverables have been completed or submitted
- Verify any prior approvals were secured, including carry forward requests
- Review cost sharing (expenditures and funding), as applicable
- Review subawards, as applicable
- Submit subaward change orders

Annual Review Checklist
Project Closeout

With the maintenance records showing how well you've taken care of your ride, the buyer will rate your car in great condition!

- Request No Cost Extensions as needed
- If Renewal award is forthcoming, initiate an Early Account-PTA
- Final purchases
- Review PI and Key Personnel effort
- Verify all repost and deliverables have been completed or submitted
- Verify any prior approvals were secured, including any carry forward requests
- Review cost sharing (expenditures and funding), as applicable
- Review fabrications and complete Property Management Office tagging process, as applicable
- Review award for any unallowable expenditures
- Update Stanford systems to stop charging once award ends
  - LD
  - GFS
  - iProcurement
  - Service Center Charges
- Manage any existing and/or expected overdrafts

Closeout Checklists
Questions?
Suggestions?
We’re All In This Together!

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