Thursday, **October 8th**, 2020

GRANT MANAGER
OCGA
SPA
MEETING

VANDERBILT UNIVERSITY

AGENDA

- News & Updates – 15 minutes
  - oSPA
  - oVERA
  - oOCGA
- OCGA Training – 30 minutes
- Q&A – 15 minutes

NEW
Sponsored
Programs
Coordinator:
Zach Chiarizzio

PROPOSALS & AWARDS

TEAM

VANDERBILT UNIVERSITY

VERA PROJECT UPDATE

VANDERBILT ELECTRONIC RESEARCH ADMINISTRATION (VERA)

VANDERBILT UNIVERSITY

Office of the Provost

UPDATE

- Onboarding Team completed reviewing all 3 modules (Grants, Awards & Agreements)
- Working on reviewing & testing VU requirements in testing system
- Working on data: conversion, integration & reporting

QUESTIONS?

SPA Office Hours
Wednesday, October 21st
11:00-12:00

VANDERBILT UNIVERSITY
Office of the Provost

FINANCE FUNDAMENTALS

Finance 101

October 19, 2020

9-10:30am

VANDERBILT UNIVERSITY

GRANTS

Michelle Vazin
Director
Contract & Grant Accounting

VANDERBILT UNIVERSITY

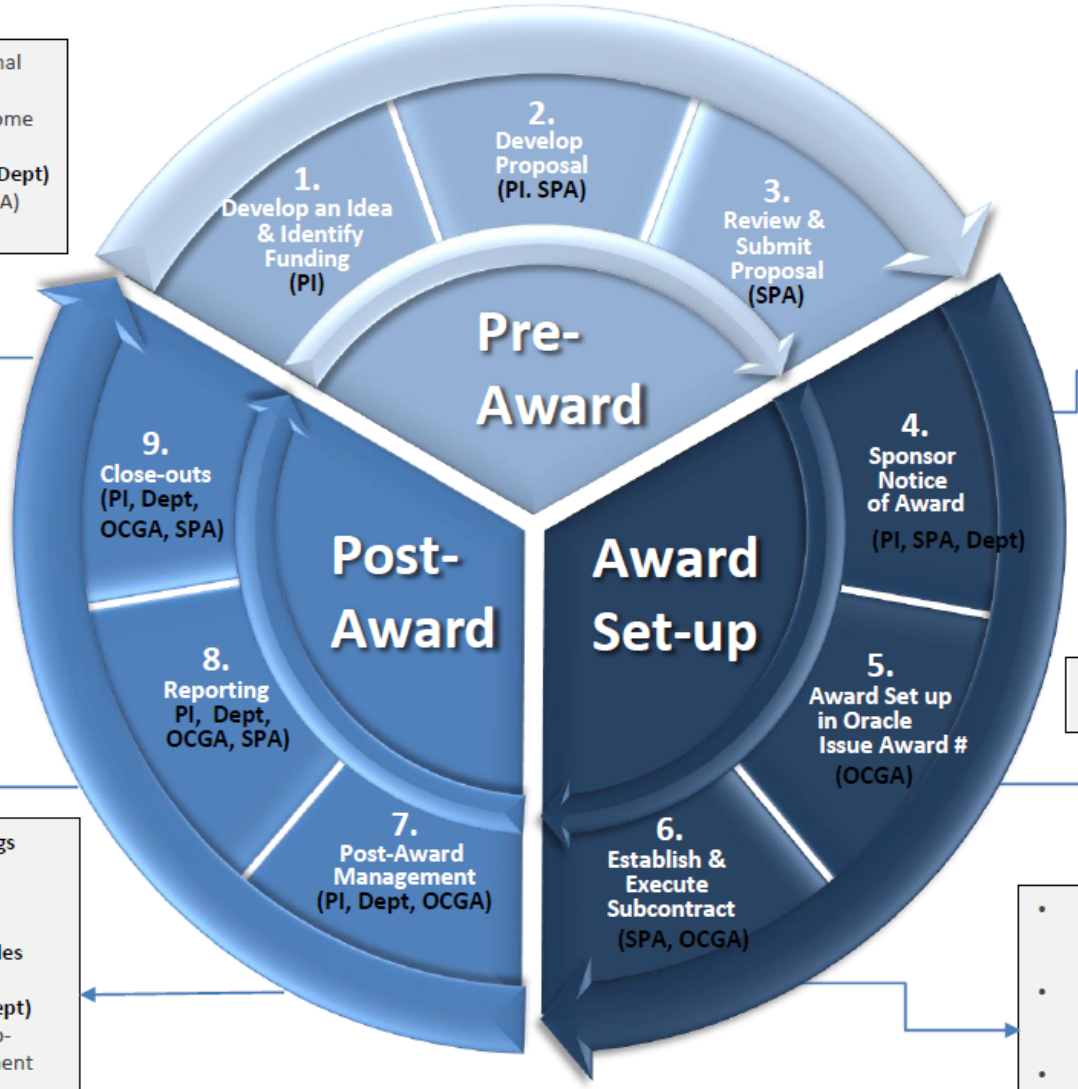
7

HOW TO EFFECTIVELY TRACK AWARD COSTS

- Sponsored Award Lifecycle
- Best Practices
- Institutional Systems
- Available Financial Reports

VANDERBILT UNIVERSITY

Sponsored Award Lifecycle



- Prepare (PI) and submit (SPA) Final Invention Statement and Final Progress Report (PI submits in some cases)
- **Approve Closeout Amounts (PI,Dept)**
- Submit Final Financial Rpts (OCGA)
- Close in Oracle (OCGA)

- Compile and submit (SPA) Just-in-Time materials
- Notification to PI & SPA often occur at different times and through different mechanisms
- Ensure all components of awards are complete, e.g., IRB, IACUC, etc. If not, gather as needed from Sponsor, Compliance areas, etc. (SPA)
- Ensure the terms of the award are acceptable and the award is ready for setup (SPA)
- Initiate award set-up in Oracle (Dept)

- Set up award in Oracle PPM
- Issue Award and Project #s (OCGA)

- Ensure all materials required for subcontract have been received (SPA)
- Initiate the subcontract award request & Draft/execute subaward (SPA)
- Setup PO for Subcontract (OCGA)

- **Ongoing review of costs/meetings (Dept/PI)**
- Invoice sponsor (OCGA)
- Sub-award management:
  - **Determine if deliverables are met (PI)**
  - **Approve invoice (PI, Dept)**
  - Process payment to sub-contractor(OCGA/Payment services)
- Receive payments from Sponsors (OCGA)

- Create scientific progress report (PI)
- Create and submit Interim FSRs to sponsor (OCGA)
- Create RPPRs (PI) and submit to sponsor (SPA)
- **Review & Approve Annual & Final FSR Amounts and coordinate with OCGA (PI, Dept)**
- Submit Annual and Final FSR to sponsor (OCGA)

VANDERBILT UNIVERSITY

SPONSORED AWARDS & PROJECTS

Award
400123

- ❑ Every award has at least one project number associated with it
- ❑ Award information indicates the sponsor, award amount, and the department (called "owning org" in Oracle)

- Multiple projects can roll up to a single award (e.g. used when collaborating with other faculty across campus or for tracking by funding periods when no carryover allowed)
- Expenses occur at the project level and all project costs can be summarized at the award level
- Cost share and program income projects will live under the award just like other grant projects
- Projects have their own budgets and project-owning orgs (which may be different than the primary award-owning org – this is useful for trans-institutional or multi-departmental collaborations)

VANDERBILT UNIVERSITY

10

BEST PRACTICES FOR MANAGING COSTS

- Allocate expenses appropriately on the correct project at the point of transaction for your grant
- Be familiar with the overarching cost principles that relate to sponsored programs
- Meet regularly with your departmental support staff for sponsored program activities to review your grant
- Review costs on a monthly basis for each award
- If something charged to your grant is not appropriate, work with local departmental support staff to have the costs removed in a timely manner

VANDERBILT UNIVERSITY

BEST PRACTICES FOR MANAGING COSTS

- Make sure that salary costs are appropriate on your grant during monthly reviews
- Ensure effort certification statements for yourself are reviewed and certified for each quarterly period in a timely manner
- Ensure project certification statements for non-faculty staff on your grant are reviewed and certified for each quarterly period in a timely manner
- Coordinate with your Departmental Effort Coordinator if retroactive adjustments need to be made to correct effort on your grant in a timely manner

VANDERBILT UNIVERSITY

BEST PRACTICES FOR MANAGING COSTS

- Review subcontractor invoices when received for appropriateness
- Verify that the costs reflected on the subcontractor invoice are in line with the research progress communicated to you by the collaborating faculty
- Approve payment for subcontracting invoice in a timely manner

VANDERBILT UNIVERSITY

VU FINANCIAL SYSTEM

- Financial information for sponsored programs is housed within the Oracle Cloud system
- Each sponsored award has an award number and associated project number(s)
- A Project number is the unique code used to assign costs to your grant
- Financial information for each award and project is available within Oracle throughout the life cycle of the award
- Access Oracle via SkyVU website: https://www.vanderbilt.edu/skyvu/

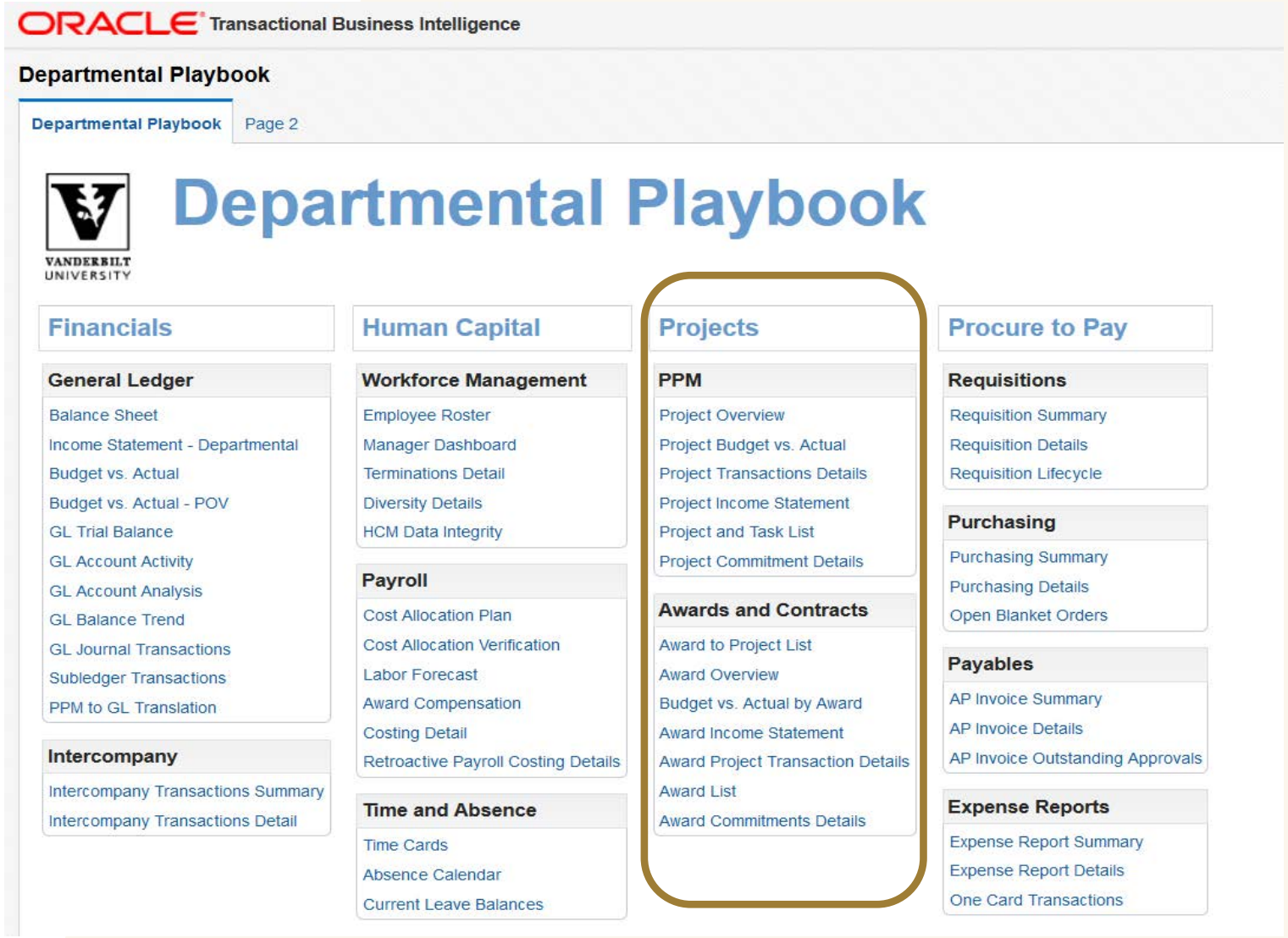
VANDERBILT UNIVERSITY

VU EFFORT REPORTING SYSTEM

- PI effort statements and Project effort statements are in ecrt®
- Statements are produced quarterly
- Effort for the salary costs charged to grants are reflected on the statements for the quarterly period
- Any adjustments needed to move salary costs should be requested on a timely basis
- Access ecrt® via SkyVU website: https://www.vanderbilt.edu/skyvu/

VANDERBILT UNIVERSITY

AVAILABLE FINANCIAL



Note: Faculty can access their award and project data themselves in Oracle

VANDERBILT UNIVERSITY

AVAILABLE FINANCIAL REPORTS
AWARD OVERVIEW

VANDERBILT UNIVERSITY

Award Overview

$46.75K
Available Balance**

Award Number 400802
Award Name 15730_Jones_NASAAMES_80NSSC19M01

Cost Share

Cost related amounts do not include any labor encumbrances.

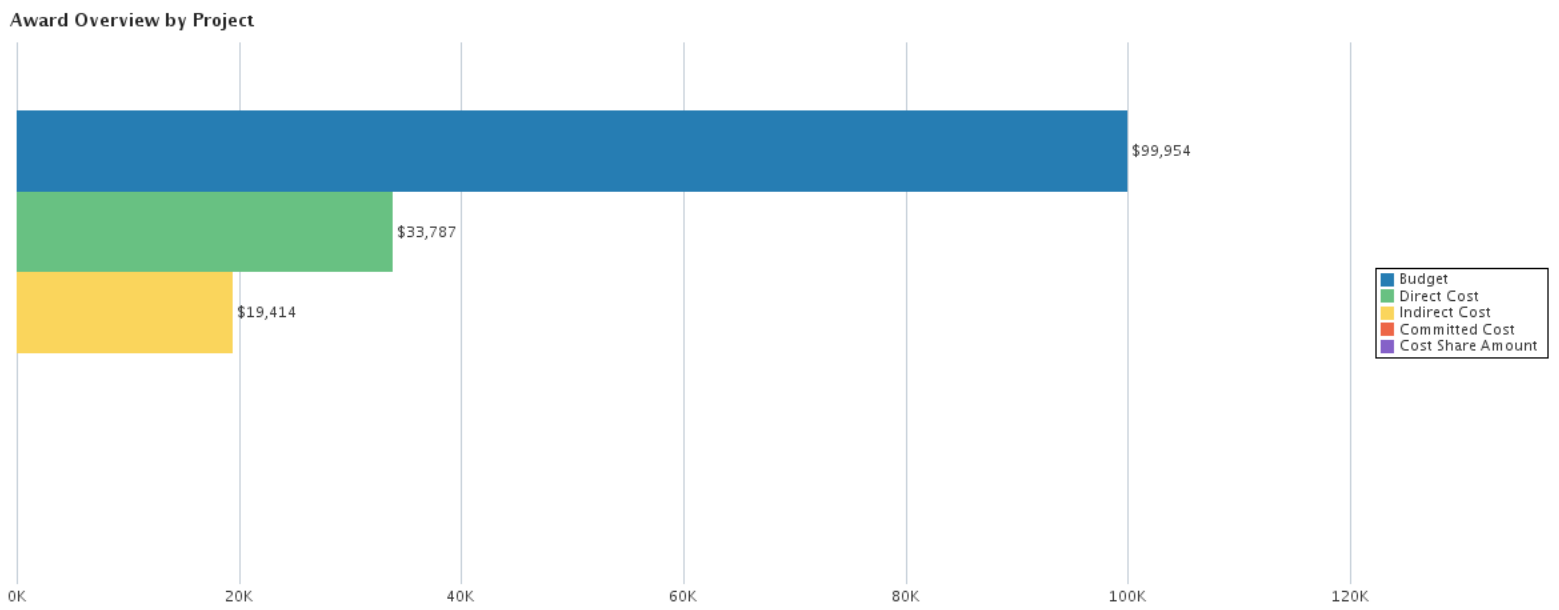
Values do not include Cost Share Amount except where explicitly stated.

**Denotes that value includes Committed Costs

Click on Project Number to drill to individual project

Project Number	Project Name
603085	GC_15730_Jones_NASAAMES_80NSSC19M01

53.23%
Percent Spent**



Award Number	Award Name	Award PI	Award Start Date	Award End Date	Cost Share	Budget	Committed Cost	Direct Cost	Indirect Cost	Cost	Total Cost	Available Balance**	Percent Spent**	Percent Available**
400802	15730_Jones_NASAAMES_80NSSC19M01	David Jones	06-05-2019	12-30-2020	N	99,954.16	0.00	33,787.00	19,413.77	53,200.77	53,200.77	46,753.39	53.23%	46.77%

Note: An Overview Report may be run at the **Project** level to review project activity under an award.

AVAILABLE FINANCIAL REPORTS
BUDGET VS. ACTUAL BY AWARD

VANDERBILT UNIVERSITY

Budget vs. Actual by Award
Time run: 9/22/2020 10:10:47 PM

Values do not include Cost Share Costs except where explicitly stated.
**Cost column includes direct and indirect costs. Does not include labor encumbrances or committed costs*
***Total Cost and Available Balance columns include direct, indirect, and committed costs. Does not include labor encumbrances*

Award Number	Award Name	Award Status	Award Type	Award Organization	Award PI	Award Start Date	Award End Date	Project Number	Project Name	Project Organization	Project Manager	Project Start Date	Project Finish Date	Budget	Committed Cost	Direct Cost	Indirect Cost	Cost*	Total Cost**	Available Balance**	Cost Share Costs
400802	15730_Jones_NASAAMES_80NSSC19M0166	Active	Federal Grant	15730 - Institute for Software Integrated Systems	David Jones	6/5/2019	12/30/2020	603085	GC_15730_Jones_NASAAMES_80NSSC19M0166	15730 - Institute for Software Integrated Systems	Soxayachanh, Olivia	3/7/2019	12/30/2020	99,954.16	0.00	33,787.00	19,413.77	53,200.77	53,200.77	46,753.39	0.00
Grand Total														**99,954.16**	**0.00**	**33,787.00**	**19,413.77**	**53,200.77**	**53,200.77**	**46,753.39**	**0.00**

AVAILABLE FINANCIAL REPORTS
LIST OF AWARDS BY PI

VANDERBILT UNIVERSITY

Award List
Time run: 9/22/2020 8:40:48 PM

Award Number	Award Name	Sponsor Number	Award PI	Award Status	Award Organization	Award Type	Primary Sponsor	Flow-Through Sponsor	Award Start Date	Award End Date	Cost Sharing	Allocated Funding Amount	Unallocated Funding Amount	Total Funding Amount	Contract Created By	Contract Creation Date	Contract Last Updated By	Contract Last Update Date
480999	12570_Jones_NIH_VUMC_1R21NS107877-01_VUMC6698(	VUMC 6686	David Jones	Active	12570 - Psychology	Federal Contract	GC_VUMC	GC_National Institutes of Health_Billing	7/15/2018	6/30/2020	Y	50,150.00	0.00	50,150.00	maybergc	01/19/2020	maybergc	01/19/2020
480919	12570_Jones_NIH_1R01MH118273-01A1	1R01MH118273-01A1	David Jones	Active	12570 - Psychology	Federal Grant	GC_National Institutes of Health_LOC_Subaccount		8/1/2019	5/31/2024	Y	826,527.00	0.00	826,527.00	maybergc	08/29/2019	maybergc	08/29/2019
GC29999	12570_Jones_NIH_TSU_R25NS09100A/TSU	R25NS091004/TSU	David Jones	Closed	12570 - Psychology	Federal Contract	GC_Tennessee State University	GC_National Institutes of Health_Billing	4/1/2015	3/31/2020	Y	126,988.07	0.00	126,988.07	maybergc	09/17/2020	maybergc	09/17/2020
GC28888	12570_Jones_NIH_1R01AG043458-01A1	1R01AG043458-01A1	David Jones	Active	12570 - Psychology	Federal Grant	GC_National Institutes of Health_LOC_Subaccount		2/1/2014	1/31/2019	Y	2,341,013.00	0.00	2,341,013.00	snellbs	12/10/2018	snellbs	12/10/2018
480888	12570_Jones_NIH_VUMC_VUMC 59642	VUMC 59642	David Jones	Active	12570 - Psychology	Federal Contract	GC_VUMC	GC_National Institutes of Health_Billing	8/1/2016	5/31/2020	Y	132,442.10	0.00	132,442.10	maybergc	10/04/2019	maybergc	10/04/2019
480777	12570_Jones_NIH_1R01MH098098-01	1R01MH098098-01	David Jones	Closed	12570 - Psychology	Federal Grant	GC_National Institutes of Health_LOC_Pooled		9/1/2012	11/30/2017	Y	4,433,288.00	0.00	4,433,288.00	paultj	08/05/2019	paultj	06/07/2020
408666	12570_Jones_NIH_1R01AG044838-01	1R01AG044838-01	David Jones	Closed	12570 - Psychology	Federal Grant	GC_National Institutes of Health_LOC_Pooled		9/1/2012	5/31/2016	Y	1,562,830.00	0.00	1,562,830.00	vazinm	02/08/2018	paultj	03/14/2020
Grand Total												**9,473,238.17**	**0.00**	**9,473,238.17**				

AVAILABLE FINANCIAL REPORTS
LIST OF PROJECT TRANSACTIONS

VANDERBILT UNIVERSITY

Project Transactions Time run:
9/22/2020 9:20:03 PM

The results of this report reflect the following time periods (if populated):

- Fiscal Year @{fiscal_year} and Fiscal Period(s) @{fiscal_period} (if fiscal period is not populated, then report reflects fiscal year to current date)
- Start and End dates @{accounting_date}
  (if only one date, results are project inception to date)

Accounting Date	Accounting Period	Project Number	Project Name	Project Type	Project PI	Project Owning Organization	Project Status	CP_Project Reference Number	GE_Endow ID	Expenditure Owning Org	Task Number	Task Name	Document	Document Entry	Expenditure Item Date	Creation Date	Expenditure Category	Expenditure Type	Transaction Source	Transaction Number	Original Transaction Reference	Expenditure Comments	Invoice Number	Source Transaction Line Reference	Supplier	Supplier Number	Direct Cost	Indirect Cost	Cost	Expenditure Item Period
8/10/2020	Aug-20	603085	GC_15730_Jones_NASAAMES_80NSSC19M01	Sponsored Federal Project	David Jones	15730 - Institute for Software Integrated Systems	Active			15730 - Institute for Software Integrated Systems	1	Grants Task	Student Charge	Student Charge	8/10/2020	09/01/2020	Financial Aid-Tuition	FAidTG	VU Shared	6718375	SF200831-002-001587	-000000778101-0955						70.00	0.00	70.00	Aug-2020
8/10/2020	Aug-20	603085	GC_15730_Jones_NASAAMES_80NSSC19M01	Sponsored Federal Project	David Jones	15730 - Institute for Software Integrated Systems	Active			15730 - Institute for Software Integrated Systems	1	Grants Task	Student Charge	Student Charge	8/10/2020	09/01/2020	Student Health Insurance	SHlthInsG	VU Shared	6721094	SF200831-002-001591	-000000778102-0955						1,827.50	0.00	1,827.50	Aug-2020
8/10/2020	Aug-20	603085	GC_15730_Jones_NASAAMES_80NSSC19M01	Sponsored Federal Project	David Jones	15730 - Institute for Software Integrated Systems	Active			15730 - Institute for Software Integrated Systems	1	Grants Task	Student Charge	Student Charge	8/10/2020	09/01/2020	Student Health Insurance	SHlthInsG	VU Shared	6721201	SF200831-002-010359	-000000778102-0955						913.75	0.00	913.75	Aug-2020
8/10/2020	Aug-20	603085	GC_15730_Jones_NASAAMES_80NSSC19M01	Sponsored Federal Project	David Jones	15730 - Institute for Software Integrated Systems	Active			15730 - Institute for Software Integrated Systems	1	Grants Task	Student Charge	Student Charge	8/10/2020	09/01/2020	Financial Aid-Tuition	FAidTG	VU Shared	6722326	SF200831-002-010355	-000000778101-0955						35.00	0.00	35.00	Aug-2020
8/1/2019	Aug-19	603085	GC_15730_Jones_NASAAMES_80NSSC19M01	Sponsored Federal Project	David Jones	15730 - Institute for Software Integrated Systems	Active			15730 - Institute for Software Integrated Systems	1	Grants Task	Fringe	Fringe	7/16/2019	09/01/2019	Fringe Benefits	FringeFed	VU Payroll	4026355	Fringe-95a1ad22-40f7-42ca-8aa9-be4ed3d271ad						223.38	0.00	223.38	Jul-2019
8/1/2019	Aug-19	603085	GC_15730_Jones_NASAAMES_80NSSC19M01	Sponsored Federal Project	David Jones	15730 - Institute for Software Integrated Systems	Active			15730 - Institute for Software Integrated Systems	1	Grants Task	Salary	Salary	7/16/2019	09/01/2019	Salaries & Wages	SalFac	VU Payroll	4021168	Payroll58253157						942.55	0.00	942.55	Jul-2019
8/1/2019	Aug-19	603085	GC_15730_Jones_NASAAMES_80NSSC19M01	Sponsored Federal Project	David Jones	15730 - Institute for Software Integrated Systems	Active			15730 - Institute for Software Integrated Systems	1	Grants Task	Summarized Burden Expenditure	Summarized Burden Expenditure Item	7/16/2019	09/02/2019	F&A Expense	OHFedR	Oracle Fusion Projects	4030848							0.00	129.56	129.56	Jul-2019
8/1/2019	Aug-19	603085	GC_15730_Jones_NASAAMES_80NSSC19M01	Sponsored Federal Project	David Jones	15730 - Institute for Software Integrated Systems	Active			15730 - Institute for Software Integrated Systems	1	Grants Task	Summarized Burden Expenditure	Summarized Burden Expenditure Item	7/16/2019	09/02/2019	F&A Expense	OHFedR	Oracle Fusion Projects	4030849							0.00	546.68	546.68	Jul-2019
Grand Total																											**33,787.00**	**19,413.77**	**53,200.77**	

OTHER RESOURCES

- VU Sponsored Program Policies covering Post Award Financial Management principles can be found at the following link on the OCGA website :
  - https://www.vanderbilt.edu/ocga/vupolicies.php
- External Sponsored Program policies and guidance from sponsors can be found at the following link on the OCGA website:
  - https://www.vanderbilt.edu/ocga/federal.php
- Knowledge Base in Oracle. See following video for details:
  - https://youtu.be/d9skfc-PB4U

VANDERBILT UNIVERSITY

QUESTIONS?

VANDERBILT UNIVERSITY

22

CORES

Cathy Snyder

Director

Contract & Grant Accounting

VANDERBILT UNIVERSITY

23

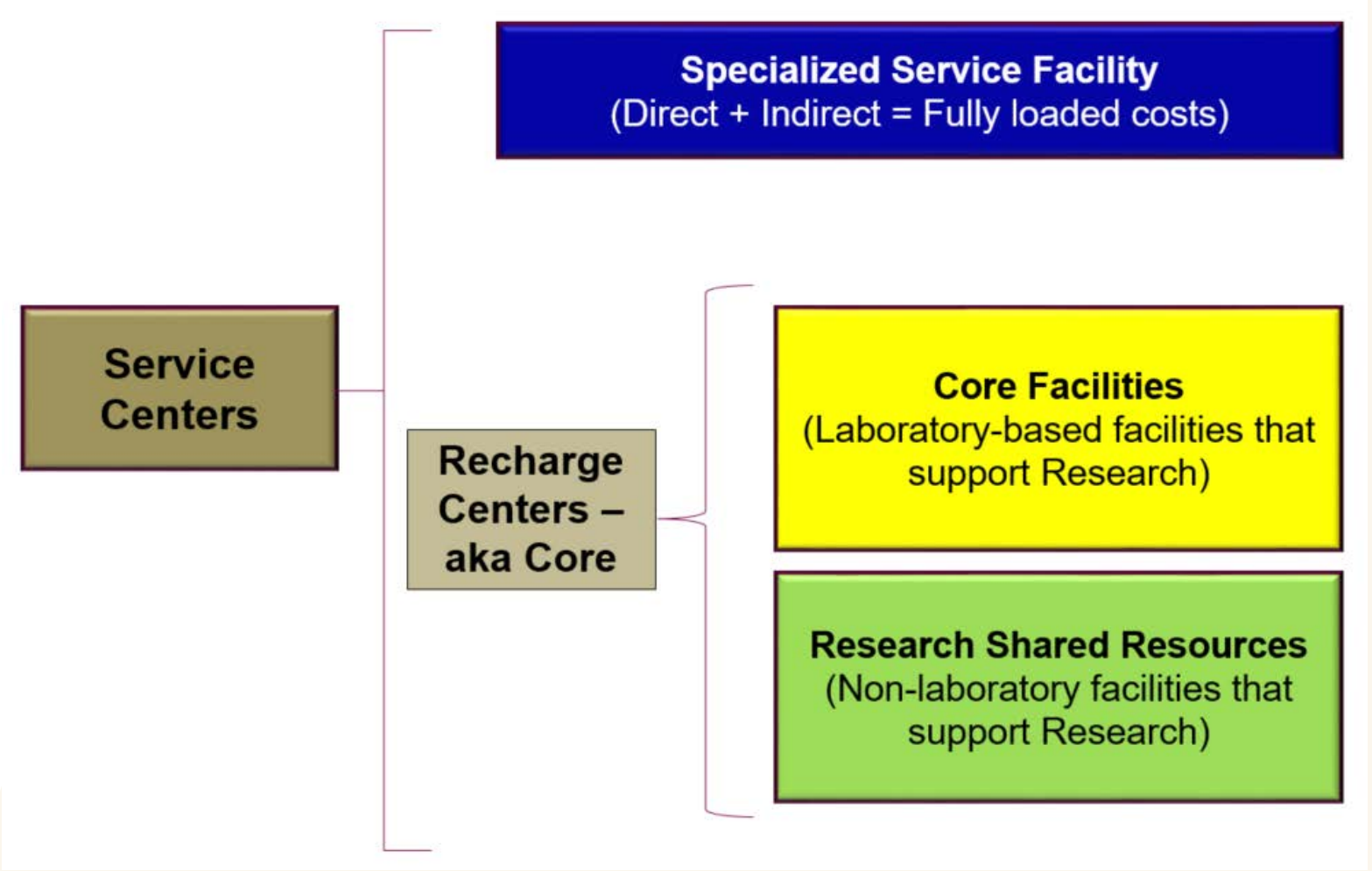
DEFINITIONS

- Service Centers are units within Vanderbilt that charge for goods or services that directly support the research or academic mission
- Service Centers are primarily laboratory-based **Core Facilities**, but research shared resources involving non-laboratory centers also exist
- **Currently, both Core Facilities and other research shared resources are collectively referred to as a Core at Vanderbilt**

VANDERBILT UNIVERSITY

24

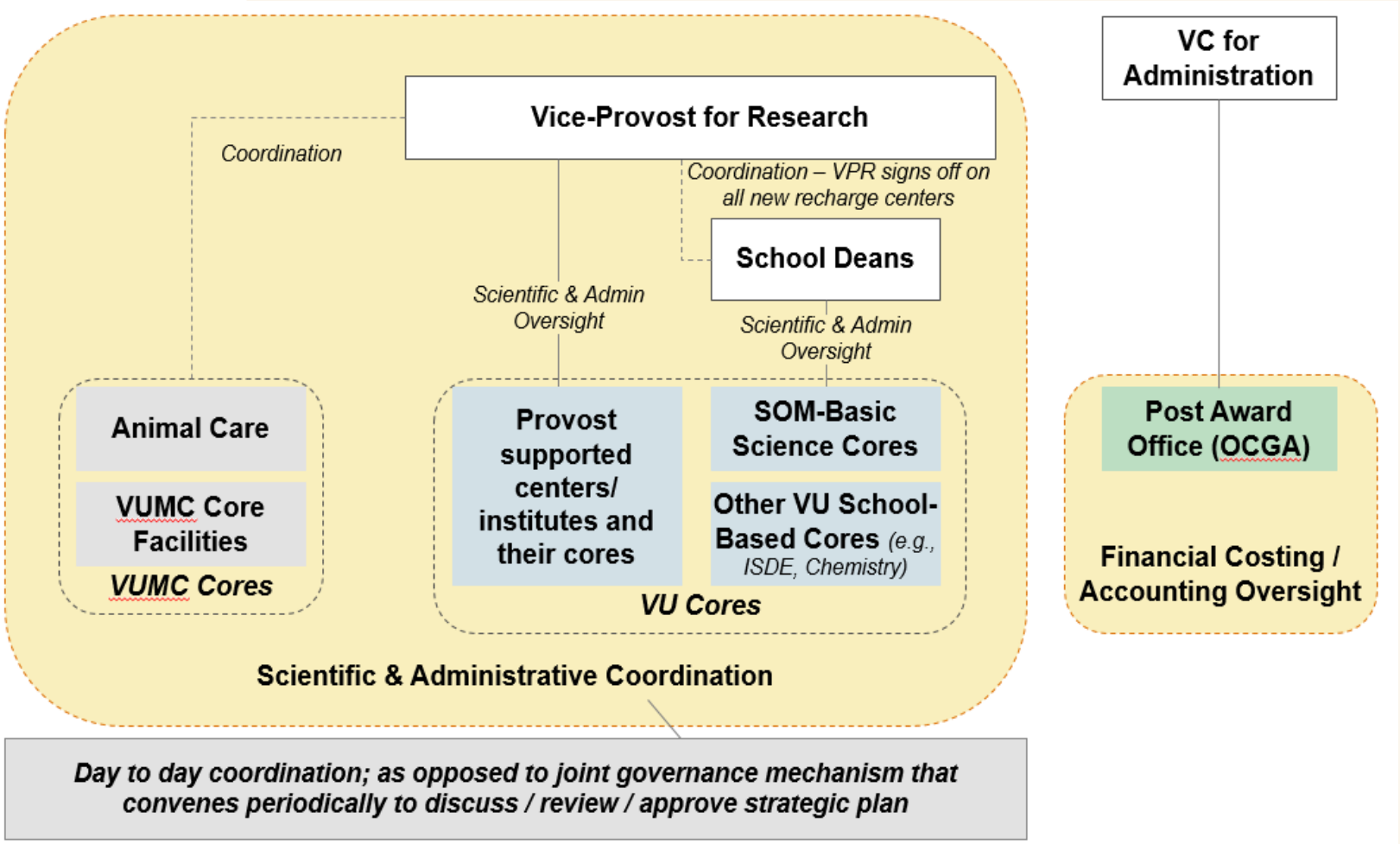
DEFINITIONS



VANDERBILT UNIVERSITY

25

VU CORES STRUCTURE



26

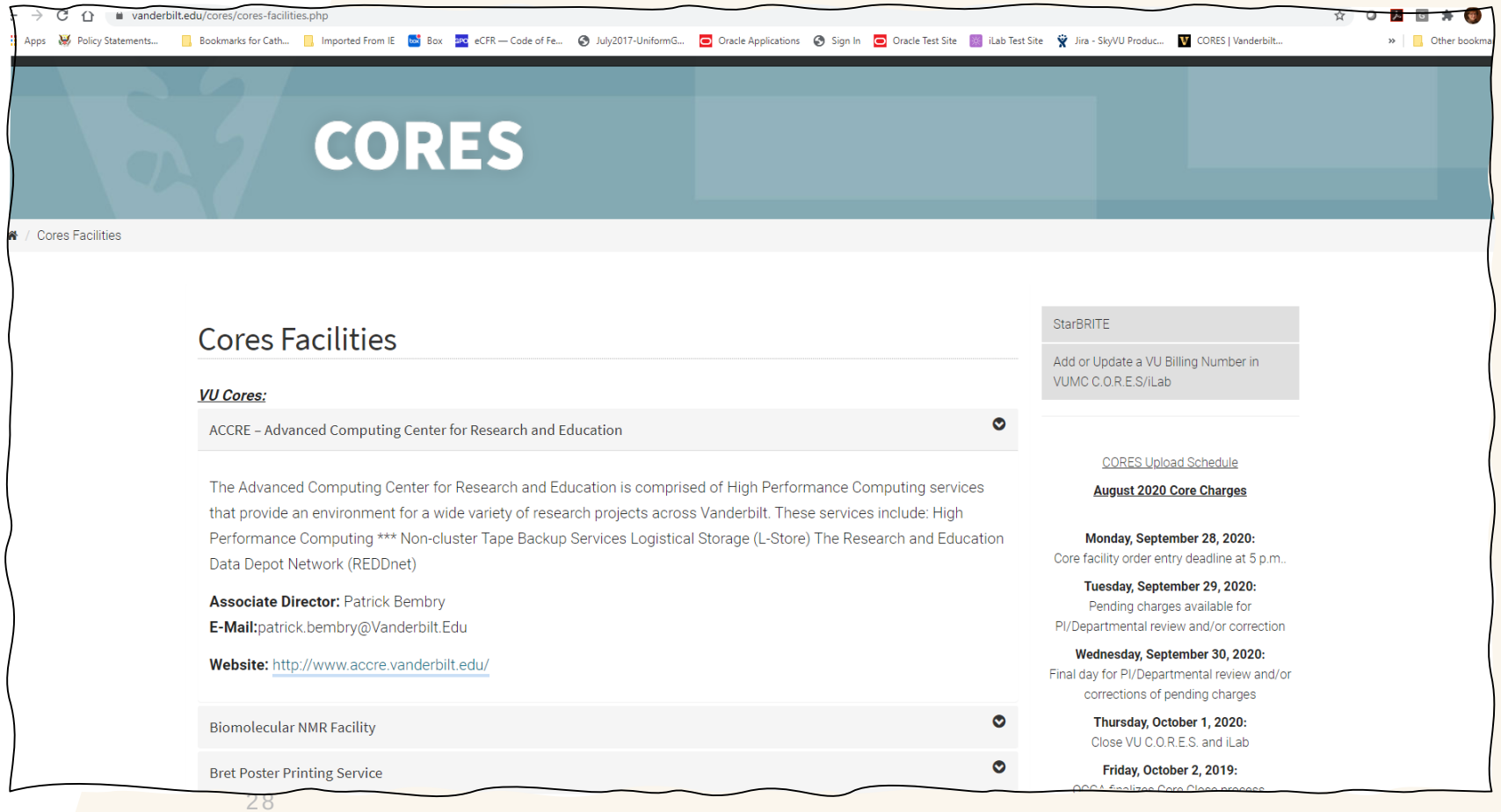
WHY ARE CORE FACILITIES NEEDED?

- Access to instruments, technologies, services, and expertise are offered to help prevent needless duplication of scientific resources across all departments
- Service may not be readily available in the marketplace or may not be cost effective

27

WHAT SERVICES ARE OFFERED?

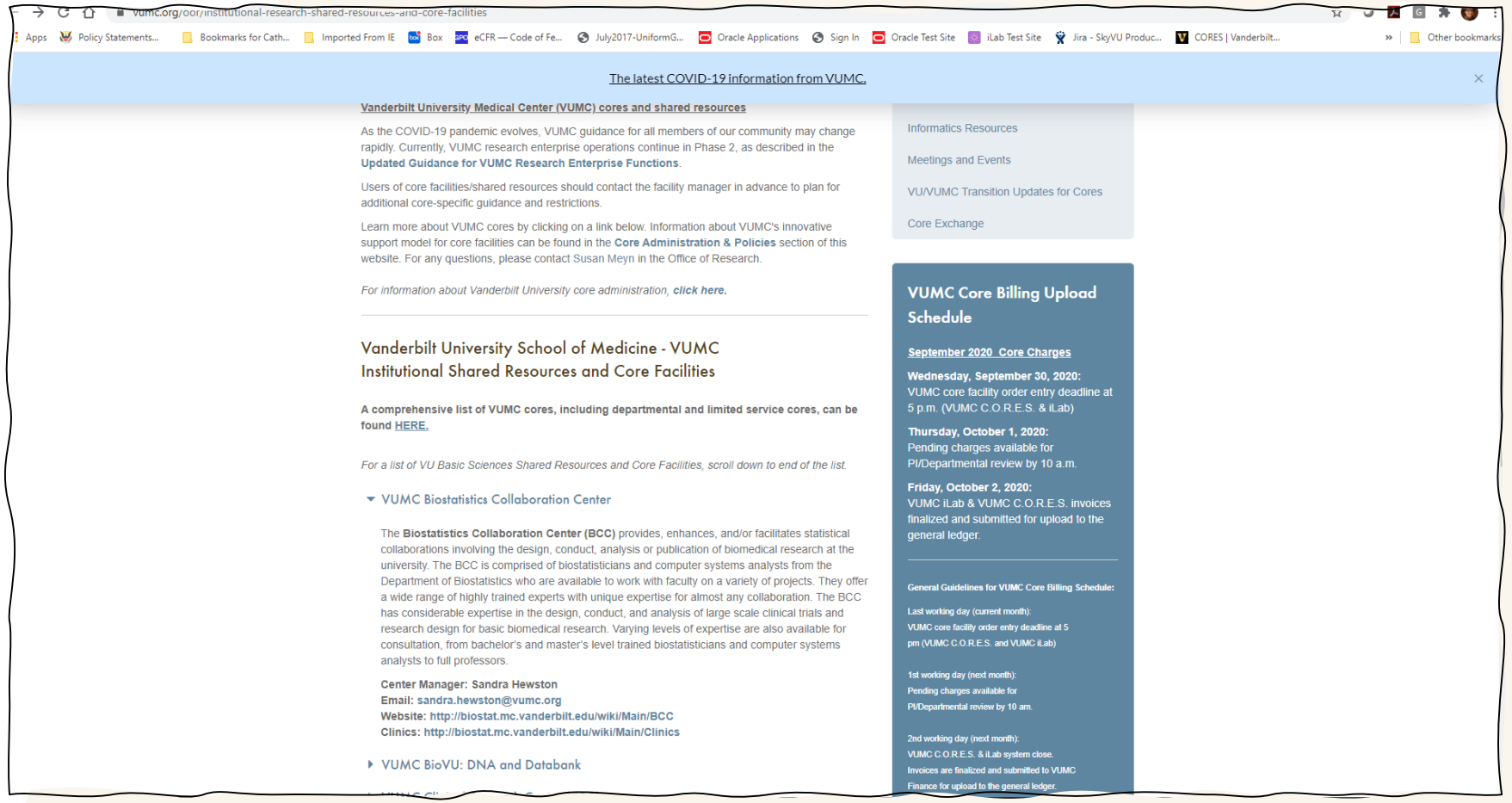
- A list of VU Core Facilities can be found at https://www.vanderbilt.edu/cores/cores-facilities.php



VANDERBILT UNIVERSITY

WHAT SERVICES ARE OFFERED?

- A list of VUMC Core Facilities can be found at https://www.vumc.org/oor/institutional-research-shared-resources-and-core-facilities



VANDERBILT UNIVERSITY

ILAB SYSTEM ACCESS

- Services will not be duplicated between VU and VUMC
- Both VU and VUMC utilize the iLab Solutions system for reservations and billings
- Access to iLab requires an iLab account
- Multiple labs may be assigned to a VU Faculty member:
  - (VU) Lab used when accessing a VU or VUMC Core
  - Various other labs may be set up depending on funding used. For example, (VA-TVHS) Lab is used when utilizing VA funding
- Login to the iLab system for VU Faculty, Staff and Students is https://vanderbilt.corefacilities.org

VANDERBILT UNIVERSITY

30

QUESTIONS?

VANDERBILT UNIVERSITY

31

OPEN OFFICE HOURS

- Drop in & ask questions!
- All SPA Teams represented

Next SPA Office Hours

- Wednesday, October 21st at 11am
- via Zoom

OCGA-SPA-GM MEETINGS

November 2020
- Thursday, 11/12 @ 10am

January 2021
- Thursday, 1/14 @ 10am

Q
A

VANDERBILT UNIVERSITY