Panelists

Office of Research and Project Administration
Elizabeth Adams, Director
Maureen Thompson-Siegel, Sr. Grant and Contract Administrator

Center for Statistics and Machine Learning
Sarah McGovern, Assistant Director

Sponsored Research Accounting
Glynis Sherard, Senior Associate Controller and Director of SRA
Matthew Kotsovolos, Senior Associate Director

Financial Technology
Hemachand Jaladi, Manager, Business Intelligence
## Funding 101

### External Sources
- Federal, state and local government
- Foreign governments
- Industry (domestic/foreign)
- Nonprofit organizations (domestic/foreign)
- Donors

### Internal Sources
- Startup
- Rebate accounts
- Other discretionary
- Tuition subsidy (with full F & A rate)

### Award Instruments
- Gifts
- Grants
- Cooperative Agreements
- Contracts
  - (least to most restrictive)
How Are Sponsored Projects Supported?

**Researcher**
- Department Grants Manager
- Department Manager
- Faculty Assistant

**Central Administration**
- Office of Research and Project Administration (ORPA)
- Corporate Engagement and Foundation Relations (CEFR)
- Sponsored Research Accounting (SRA)
Sponsored Award Lifecycle

Pre-Award
- Proposal Development and Submission
- Award Receipt and Negotiation
- Account Set Up

Award Management
- Manage Budgets, Expenditures and Schedules
- Sponsor Prior Approvals
- Communications and Technical Reporting

Financial Post Award
- Effort Allocation and Certification
- Sponsor Fiscal Reports, Billing and Receivables
- Financial Closeout

Office of the Dean for Research
The Leadership Role of the Principal Investigator

- Technical reporting
- Progress updates from collaborators
- Collaboration with Grants Manager on all items
- Number/names of students or post-docs supported
- Publication citations
- Completion of Project Objectives
- Awareness of sponsor prior approval requirements
- Oversight of project expenses-appropriateness to the project
- Effort Allocations and Certifications
The Post Award Role of the Grants Manager

The primary point of contact for managing the financial and compliance requirements and liaison to Central Administration offices. Typical post-award functions include:

- **Highlight sponsor specific reporting requirements**
  - Sponsor acknowledgments
  - Foundations vs federal; grant vs contract

- **Review/approve project charges**
  - Is there sufficient funding
  - Is it reasonable, allocable, allowable and necessary

- **Provide monthly spending updates**
  - Projections
  - Increments and planned expenses

- **Track key personnel commitments over time**
  - PI summer salary

- **Process internal requests to ORPA**
  - Prior sponsor approval requests including subaward additions

- **Coordinate with Central offices on special reporting requirements**
  - Financial
  - Final closeout
Tips/Best Practices for PIs

- There’s variation across campus, but often the filing of a technical report is handled entirely by the PI.
- Add the technical reporting due dates to your calendar as soon as you receive the NOA and add reminders a month or two prior to the due date.
- Monitor work by subawards and personnel to ensure it matches the proposed scientific/technical objectives.
- Frequent communication with your Grants Manager is one of the easiest ways to manage PI responsibilities.
- Notify the Grants Manager as early as possible about potential changes to staffing or project plans.
- Check-in on a regular basis to review recent and upcoming charges and funding increments.
- There’s a network of people on campus, as well as systems and procedures, to support sponsored research. As a PI, please don’t hesitate to reach out with questions and provide feedback on how we can help you succeed.
Sponsored Research Accounting

SRA’s mission is to work collaboratively with internal and external grants administrators in the financial stewardship of sponsored research funds awarded to Princeton University to ensure compliance.

<table>
<thead>
<tr>
<th>KEY COMPLIANCE AREAS</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cost Allowability:</strong></td>
<td>Expenses must be necessary, reasonable, allocable, and consistently treated.</td>
</tr>
<tr>
<td><strong>PI Effort Certification:</strong></td>
<td>A semi-annual process, whereby Principal Investigators certify that effort charged to sponsored project provided a direct benefit and was reasonable in relation to the actual work performed.</td>
</tr>
<tr>
<td><strong>Cost Transfers:</strong></td>
<td>The reassignment of an expense to a federal award after it had been previously charged elsewhere. Cost transfers are considered high risk and require PI approval and justification if requested after 90 days.</td>
</tr>
<tr>
<td><strong>Audits, Investigations and Desk Reviews:</strong></td>
<td>Facilitate annual single audit and other sponsor audits and reviews as required.</td>
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External Financial Reporting

- SRA is responsible for the preparation, certification (under penalties of perjury), and submission of financial reports in accordance with the requirements and frequency specified by the sponsor.

- The financial information reported is obtained from the University’s general ledger, the official accounting records.

- Failure to timely submit reporting deliverables (e.g. progress, financial, property and patent) may prevent SRA from drawing federal funds or being paid by sponsors.

**Typical Final Reporting Deadlines**

- 90 – 120 days after the award end date for federal agencies (prime recipients)
- 60 – 90 days after the award end date for subrecipients
- 30 – 120 days after the award end date for non-government sponsors
Monthly Internal Financial Reports for Faculty

- **Individual Portfolio Report**
  - Consolidated view of all Funds, Programs, and sponsored activity for a faculty member
  - Balances
  - Drills to revenue, expense, and encumbrance details

- Automated delivery via email on a monthly basis

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**Faculty Financial Report Participation**

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<tr>
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<th>Nov 2018</th>
<th>Nov 2019</th>
<th>Nov 2020</th>
<th>Nov 2021</th>
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<tbody>
<tr>
<td>Count</td>
<td>22</td>
<td>290</td>
<td>371</td>
<td>420</td>
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**Individual Portfolio Report Registration**
## Non-Sponsored (Fiscal Year-to-Date Activity)

<table>
<thead>
<tr>
<th>Program</th>
<th>Department</th>
<th>Fund</th>
<th>Beginning Balance (A)</th>
<th>Revenue / Expense Budget (B)</th>
<th>Expense (C)</th>
<th>Unencumbered Balance (D) = (A + B - C)</th>
<th>Encumbrance to End of Fiscal Year (E)</th>
<th>Spendable Balance (D - E)</th>
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<tbody>
<tr>
<td>A0001</td>
<td>Acad Dept Admin Allowance Fund</td>
<td></td>
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<tr>
<td>A0002</td>
<td>Research Rebate Fund</td>
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<td></td>
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<td></td>
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<tr>
<td>A0006</td>
<td>Special Purpose Fund</td>
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Subtotal

## Sponsored (Inception-to-Date Activity)

<table>
<thead>
<tr>
<th>Sponsor</th>
<th>Award (Award End Date)</th>
<th>Project</th>
<th>Department</th>
<th>Fund</th>
<th>Budget (A)</th>
<th>Expense (B)</th>
<th>Unencumbered Balance (C) = (A - B)</th>
<th>Encumbrance to Anticipated Award End Date (D)</th>
<th>Spendable Balance (C - D)</th>
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<tr>
<td>Government</td>
<td>Sponsored Research</td>
<td></td>
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<td>G0001 - Government</td>
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Office of the Dean for Research
We are Here to Support Your Success!

▷ Your Departmental Grants Manager(s)
▷ Office of Research and Project Administration
  ◂ orpa.princeton.edu
▷ Sponsored Research Accounting
▷ Finance Technology