



Departmental Administration and Post-award

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The Mystery Check

Dr. Jones goes to a conference and meets a new colleague who performs similar research in her field. They talk over coffee/lunch/dinner/drinks/hospitality suite. Dr. Jones returns from the conference and mentions to you in the hallway that she has made a new friend who works for X-company and they may decide to do some work together (maybe submit a proposal) in the future.

You tell Dr. Jones, "That's wonderful news, please keep me posted and I'd be happy to help you create your budget, and submit a proposal for funding if that's what you decide to do, just remember we typically request 4 weeks' notice."

You think	The PI thinks
Dr. Jones is going to discuss this potential project with her colleague and she will notify me when she's ready to submit a proposal for funding. We will put together the budget/scope of work, get the necessary approvals and submit the proposal through the College/Central Office. You might even put a reminder on your to touch base with the PI to inquire about the status of the potential project.	<ul style="list-style-type: none">a) 4 weeks notice! Shoot, I think that proposal is due tomorrow; I'll just email it out myselfb) We don't need a proposal for this, X-company is just going to send me the checkc) Yes, that's exactly what we will do; notify the office 4 weeks prior to proposal deadline...

AND they go their separate ways...

So What Happens?

3 weeks later you find a check in the your mail slot for \$46,789,
with a post-it note that says:

Received new funds,
please set-up a fund
account for spending!
Thanks - Dr. Jones



Image source: rottentomatoes.com

Federal Demonstration Partnership (FDP)

Dr. Jones' R01 NIH award studies global warming and its affect on the Amazon River depth. It falls under FDP and allows foreign travel. Another travel request has been submitted and the amount requested for foreign travel is now over budgeted by \$1000 and Dr. Jones plans on sending down more students to take rain samples.



Image source: safetylast.tumblr.com

Institutional Purchasing Requirements vs. Grant Requirements/Cost Accounting Standards

Dr. Jones purchased a water flow meter for \$20,000 using his non federal sponsored “gift” money from ABC Water Systems. The ABC funding was awarded to determine better ways to filter well water for human consumption. His department purchasing officer creates the purchase order and follows proper institutional and state purchasing guidelines and central purchase places the order and posts the invoice to the ABC project. All is perfect on the purchasing side of things.

Institutional Purchasing Requirements vs. Grant Requirements/Cost Accounting Standards

Dr. Jones ships the system to Brazil and would like to charge the freight to another project, this time to his NSF project that has expired. He uses his state issued credit card to place the order. The department site manager, aka. the department administrator, questions the charge because the NSF project ended.

Now what?



Image source: safetylast.tumblr.com

Committed Cost-Share Scenario

Our high-profile PI has historically been requesting salary in all of her proposals but she never payrolls herself when the awards arrive.

You notice the inconsistency when reviewing effort cards for the PI. She has 15 awards that show committed effort % but no payroll or cost share source is identified.

Is this a problem?

How could this have been avoided?

Now What?



Image source: examiner.com

Close-out

The financial report is due for Dr. Jones's non-federal project. The department administrator pulls up the project financial data and finds the project is in deficit by \$8,845.56. Dr. Jones does have gift funding. The administrator emails Dr. Jones asking what his plans are to resolve the deficit. Dr. Jones tells the administrator to transfer the deficit to another project.



Image source: safetylast.tumblr.com



Thank You

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