



RESEARCH DEVELOPMENT AND ADMINISTRATION

Sponsored Projects Administration

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SPA Campus Procedure Name: Departmental access to OGA attachments	Effective Date: 6/19/2008, revised 11/02/09
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PURPOSE

Sponsored Projects Administration (SPA) Cash Management is responsible for identifying and depositing all cash receipts for sponsored projects. Award, agreement, or contract terms of these sponsored projects stipulate that payments are to be forwarded to SPA. Most clinical trials have payments based on specific events or procedures, and remittances received in SPA usually also include information needed by departments for tracking payment of department-initiated clinical trial invoices. SPA is also responsible for scanning payment documentation, attaching the documentation in OGA at the project level, and sending an email to notify the designated individuals that the payment was received. The purpose of this procedure is to document how the designated individuals can access these attachments in OGA.

DEFINITIONS

Event Based: Payments and invoices that are made based on a landmark

Fee for Service: Payment schedules based on submission of deliverables. Clinical trials are the most common Fee for Service awards.

RESPONSIBILITIES

SPA Cash Management

SPA Cash Management is responsible for providing Industry and Federally sponsored clinical trials that have Event billing and revenue rules, payment information in a timely manner to designated Oracle Grant Accounting (OGA) Project Department Fiscal Manager (PDFM), Principal Investigator (PI), Clinical Research Coordinator (CRC), and Senior Financial Analyst (SFA).

Department and SPA SFA

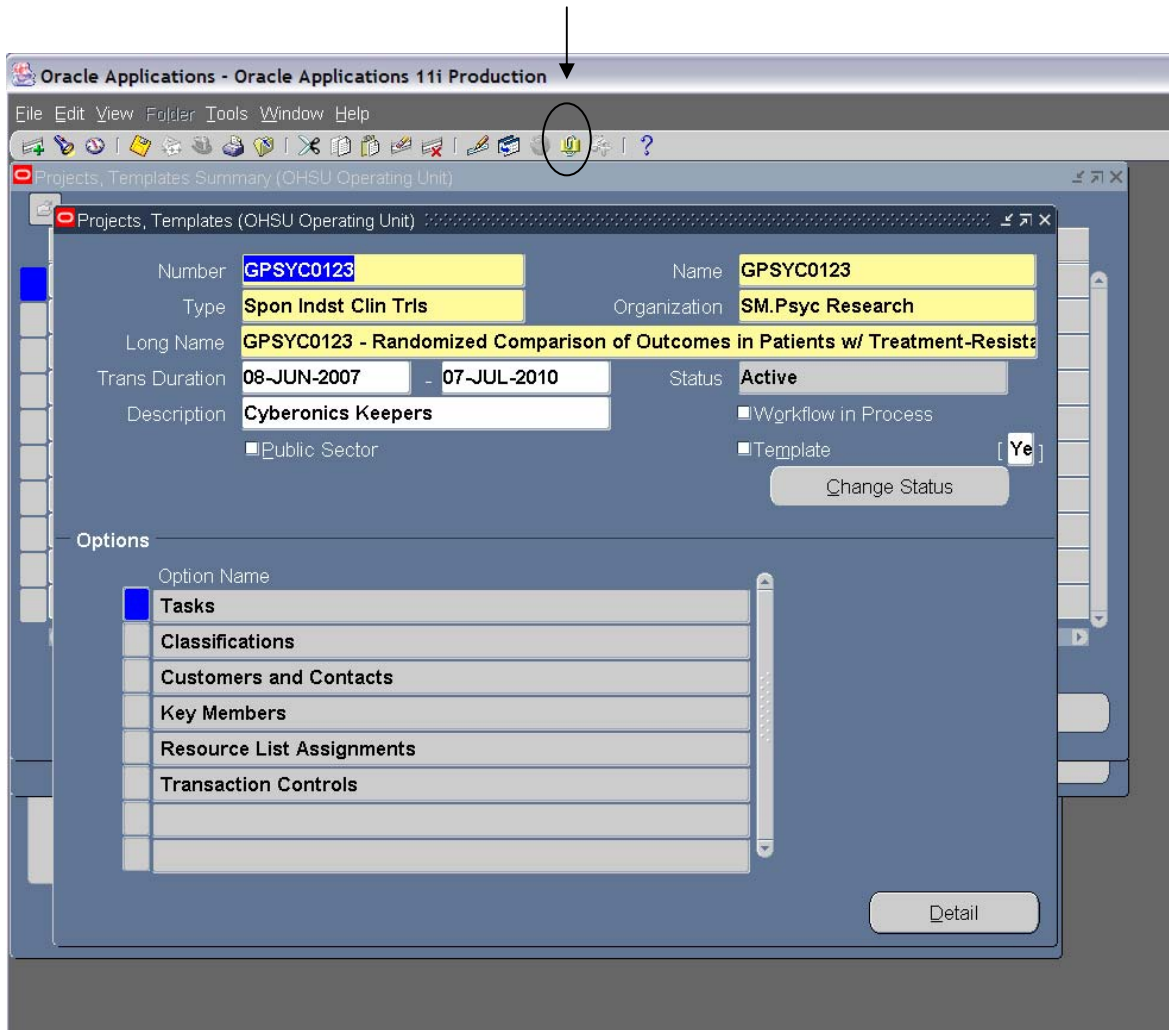
If a PI or Department receives a check from the sponsor, the project number the check is applicable to should be indicated on the check (or a note attached) and the check should be taken to the Baird Hall Cashier for transport to SPA. The Department and SPA SFA are responsible for reviewing the payment information and notifying SPA Cash Management if the cash has been applied to the incorrect account, applied improperly as a cash receipt and should be an expenditure reimbursement (or vice versa), or sent to the incorrect individuals.

REQUIREMENTS

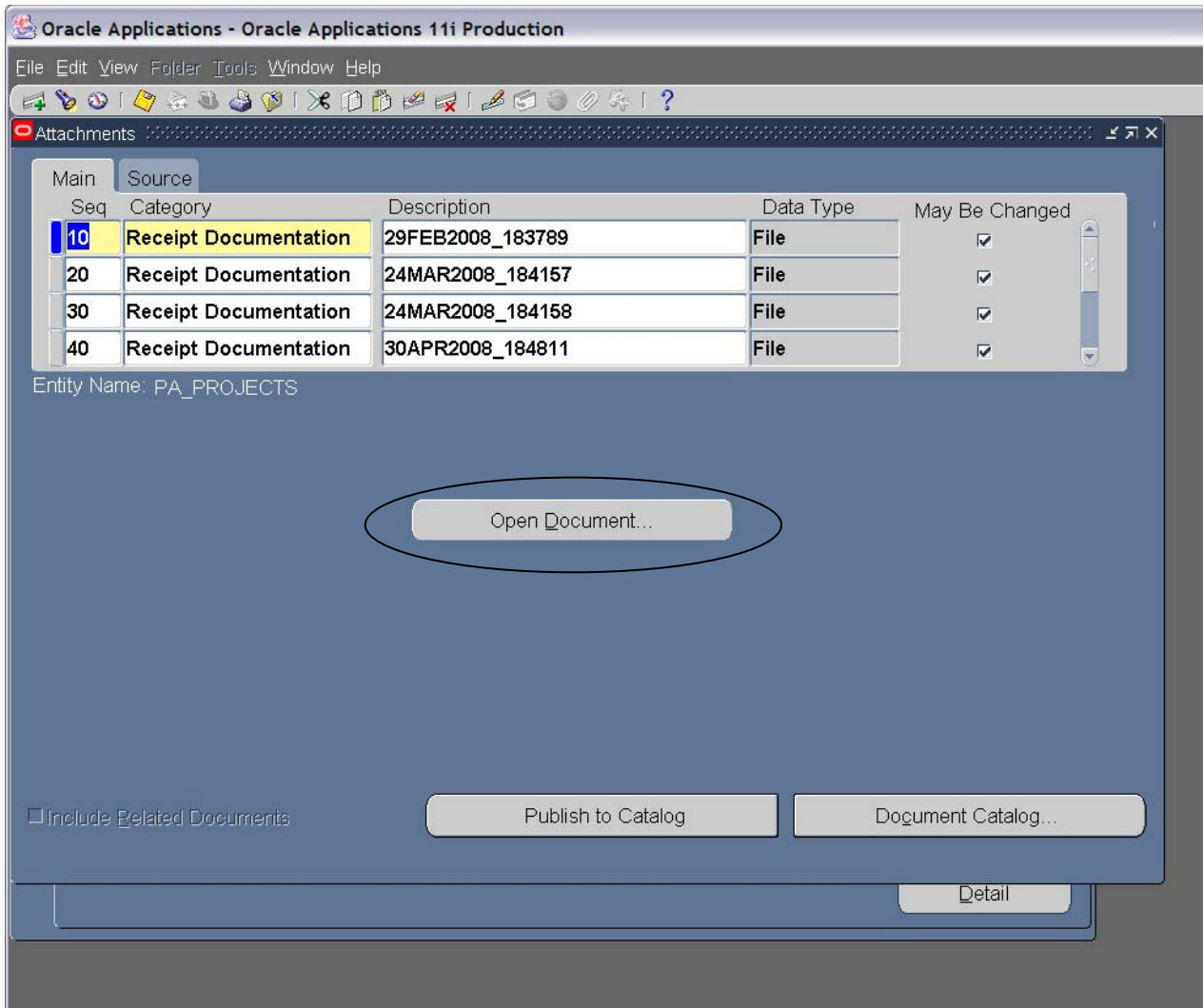
1. The copy of the electronic or check payment and original supporting payment information will be scanned into an Adobe Reader Portable Document Format (PDF) file. This file will be saved as an attachment at the project level in OGA by SPA Cash Management.

2. The PDF file is attached to the project in OGA. Instructions are as follows:

Open the Project and then click on the "paper clip" icon on the menu bar.



- Any documents that have been scanned will be identified. Checks are listed as Receipt Documentation. Agreements and amendments are listed as Award Agreement Documentation. Checks will have the deposit date and check number. Agreements will have the contract date.
- Cursor to the one you want and press the "open document" button.



- The attachment will open as a .pdf document.

RELATED DOCUMENTS

- SPA Internal Operating Procedure Name: Cash Management of Sponsored Accounts *(Draft)*
- SPA Internal Operating Procedure Name: Clin Trial Payment Scan & Email Documentation Procedure

REVISION HISTORY

11/2/09 removed reference to email attachment