

# Post-award Responsibilities Flow Chart

## Account Set-up

- Award Packet received from pre-award office
- Information verified and incomplete info obtained
- Senior Financial Analyst (SFA) reviews and completes Award Packet
- Award and Project(s) set up in Oracle Grants Accounting (OGA)
- Notice of award setup sent to Principal Investigator (PI) and Project Department Fiscal Manager
- Tracked in Jellyfish: Account Setup Tracking Tool - <http://www.ohsu.edu/research/era/jellyfish.shtml>
- Contact: Assigned SFA (see Account Distribution List)

## Account Management: Department Responsibilities

(Principal Investigator oversees all project expenses)

- Ensure proper costs are allocated to projects
- Review accts regularly (monthly-quarterly)
- Review for unallowable expenses
- Monitor encumbrances
- Review for overdrafts
- Initiate cost transfers
- Continue to track acct balances after project end date
- Maintain contact with SPA-assigned SFA
- Review Discoverer reports to make sure Payroll transfers have been handled properly--contact Payroll directly

## Account Oversight: SPA Responsibilities

(Oversight by Senior Financial Analysts is assigned by department)

- Review acct set-up
- Perform expenditure oversight
- Assist with budget adjustments and cost transfers
- Assist with the removal of unallowable expenses
- Process cost-based invoices
- Review Labor Distribution adjustments affecting SPA accounts
- Act as liaison between dept and OGA team
- Assist in the clearing of encumbrances
- Prepare financial reports for sponsors
- Perform close-out functions

## Account Activities

- Cost transfers
- Overdrafts
- Fixed Price Agreements & Program Development Accts
- Contact: Assigned SFA (see Account Distribution List)

## Cash Management

- Processing of event billings and all cash receipts
- Preparation of weekly letter of cash draw
- Preparation of quarterly reports
- Daily updating of cash logs
- Contact: Holly Fox, Cash Management SFA, x4-8067, [foxh@ohsu.edu](mailto:foxh@ohsu.edu)

## Effort Reporting

- Meets A-21 standards
- Documents effort expended on sponsored projects
- Shows costs associated with university activities
- Contact: James Trotter, Institutional Effort Coordinator, x4-3211, [trotterj@ohsu.edu](mailto:trotterj@ohsu.edu)

## Close Outs

### Principal Investigator Responsibilities

- Technical reports and all deliverables
- Patent disclosures
- Invention statements
- Scientific record retention
- Verifying appropriateness of expenses
- Oversight of dept responsibilities

### Departmental Responsibilities

- Tracking project end date
- Timely filing of reports
- Removal of encumbrances
- Removal of unallowable expenses
- Notifying SPA that technical report is sent
- Record retention

### SPA Responsibilities

- Coordination with departmental admins
- Assist in the removal of unallowable expenses
- Preparation of final financial report
- Record retention