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
- 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

**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

**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

1/24/07