

Roles and Responsibilities of OSP, SFS, ORIA & Units – Awards

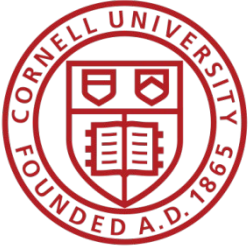
OSP – Chris Ashdown

SFS – Bill Payne

Units – Sarah Gould,
Marilyn Landon

ORIA – Amita Verma





Advance Accounts

Professor Braeburn Applewood is celebrating a new award from the Department of Energy because he and OSP received a message from PAMS (Portfolio Analysis And Management System) that the proposal was recommended for funding and he tells Danielle S. Bacon, Administrator III in Professor Applewood's department, that she should start an advance account for the award.



Questions

- Is it appropriate to open an advance account at this time?
- What questions should Danielle ask before opening an advance account?
- What are the steps to opening an advance account?
- What office(s) at Cornell should Danielle contact about this advance account?
- What restrictions apply to an advance account?
- What risks are involved in opening an advance account and who assumes those risks?



Best Practices for Monthly Transaction Review

Accounts Representative Janet Denman meets with Fran Frame, Administrator V, at the end of the month to review sponsored funds transactions during the past month. The department has awards from federal, state, foundation, and non-profit entities. Two projects are close within 6 months of the term date and some of the accounts are in overdraft.



Questions

- What should Janet and Fran each do to prepare for this meeting.
- What should be the focus of the meeting?
- Does the type of sponsor impact the review and if so how?
- Should either Janet or Fran contact SFS for any reason?



Policy 3.20 – Account Monitoring Requirement

- University sponsored accounts must be reviewed at least every other month (but preferably monthly). The depth of such monitoring may recognize the system of controls applicable to a particular transaction type, must be documented, and is to include reviewing transactions for allowability and allocability. Units may document the performance of account monitoring via a check sheet of sponsored project accounts, diary record, indication on paper account statements, or any reasonable, auditable mechanism. When a sponsored project crosses unit lines, it is expected that each unit be responsible for ensuring that their accounts are monitored.



Is this Expense Allowable?

Professor Forrest H. D. Cornell has an award with NSF and wants to charge a new laptop for a Grad Student to work on the project. This was a budgeted item. He asks Amanda White, a finance specialist in his department, how to cover this charge. While reviewing the budget for the project, she sees a charge for Admin. Assistant time. She's not sure whether that should be included in IDC or if it's appropriate to direct charge those expenses.



Questions

- What steps should Amanda take to determine whether the Admin staff is an appropriate direct charge?
- When does a laptop become an appropriate charge for a federally funded project?
- What office(s) should Amanda contact if she has questions about whether a charge (any charge) is an allowable cost?



How to communicate a new award to faculty

OSP has just distributed an award notice for a new NOAA award for Professor Blenny Beta-Fish's project and Mike Tilapia, an admin. assistant in her department, was copied on the Award Summary notice. He then works to prepare a notice to the PI highlighting terms and conditions that must be followed for the project



Questions

- What information should Mike include in the notice to the professor?
- Is it better to include a short summary or is copying a pasting sections of the agreement more effective?
- Does your answer vary depending on the Professor?



Handy Links

OSP – www.osp.cornell.edu

SFS – www.dfa.cornell.edu/sfs

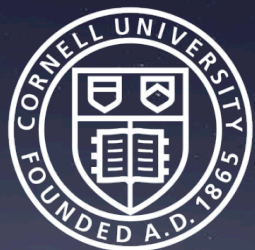
ORIA – www.oria.cornell.edu

IRB – www.irb.cornell.edu

IACUC – www.iacuc.cornell.edu

COI – www.oria.cornell.edu/coi

CTL – www.ctl.cornell.edu



Thank you for participating!

