

## PROGRAM ADMINISTRATION

Activity	Role Played By:			
	Principal Investigator	Department	College	SPA
<b>POST-AWARD ACTIVITIES:</b>				
<b>1. Establish and amend grants in University financial system</b>				Primary
<b>2. Finalize budgets for awards</b>	X	X		Primary
<b>3. Load budgets into BANNER</b>				Primary
<b>4. Process personnel documents to allocate charges</b>	X	Primary		X
<b>5. Process non-personnel expenditure documents</b>	Primary	X		X
<b>6. Subcontracting activities including:</b>				
➤ <b>Initiate/develop/execute subcontract</b>				Primary
➤ <b>Request PO to encumber subcontract</b>				Primary
➤ <b>Receive and process subcontract invoices</b>	X			Primary
➤ <b>Close-out subcontract</b>	X			Primary
<b>7. Prepare programmatic/scientific progress reports</b>	Primary			
<b>8. Monitor budget vs. expense</b>	Primary	X		X
<b>9. Initiate/request cost transfer</b>	Primary	X		
<b>10. Approve and process cost transfer</b>				Primary
<b>11. Revenue management including:</b>				
➤ <b>Preparation/submission of financial status reports</b>	X	X		Primary
➤ <b>Preparation/submission of invoices or periodic billing</b>	X	X		Primary
➤ <b>Account receivable follow-up</b>	X	X		Primary
➤ <b>Receipt and deposit of checks/fund transfers for SPA projects</b>				Primary
➤ <b>Preparation of letter-of-credit draws</b>				Primary
<b>12. Initiate request for modification, change to grant/contract</b>	Primary	X		
<b>13. Process request to sponsor for project modifications/approvals, such as no-cost extensions, funds carry-over</b>	X			Primary
<b>14. Close-out Activities including:</b>				
➤ <b>Financial Reporting/Invoicing</b>	X	X		Primary
➤ <b>Programmatic Reports</b>	Primary			
➤ <b>Intellectual Property Reporting</b>	X			Primary
➤ <b>Fixed Asset/Property Reporting</b>	X			Primary