Proactive Steps for Award Management

• Provide SPA with the UGA Budget Template showing all allocable account codes
• Monthly review expenses posted to project
  o Are these individuals working on the project?
  o Are non-salary expenses appropriate?
  o Initiate corrections via cost transfers with project appropriate justification
  o Is IDC calculating correctly?
• Monthly review encumbrances
  o Are encumbrances (including subawards) accurate?
  o Initiate corrections as needed
  o Is IDC budgeted correctly (excluding capital equipment, tuition, subs > $25K, etc.)?
• Subrecipients invoices monthly / final
  o Does scope align with expenses? Are expenses in line with approved budget?
  o Reconcile subs to ensure all invoices received/processed
  o Ensure cost share is fulfilled gradually, if applicable
  o Evaluate carry forward restricted subaward according to budget year/line
  o Submit modification in Portal to rebudget any unspent funds (including IDC) on a closed subaward
• Spend program income funds before sponsored funding
• Ensure committed cost share is fulfilled gradually during the life of the project
• Review and certify payroll expenditures annually in the Grants Portal when requested

Proactive Steps for Budget Year/Award Closeout

• Utilize the UGA_GM_CF_PROJECT_END_DATES query to proactively monitor projects / activities ending within the next 90, 120 and 150 days
• Request a No Cost Extension three months prior to the existing end date, where appropriate
• Post expenditures to the project /activity before the budget/project end date.
  o Posting of expenses incurred late in the project should post no later than 45 days after project/budget end date.
• For any unposted charges on finals due to sponsors 45 days or earlier after project end:
  o Complete Adjustments on Finals Request Form
    ▪ Provide backup documentation and
    ▪ Certify charges after the end date were incurred within the project / activity period
• Confirm final expenses with SPA invoicing accountant in a timely way
  o E-mail confirmation communications within the unit should cc the SPA invoicing accountant
• Use the Project Status Report, Project Status Cube, and Financial Queries to confirm expenses with SPA
  o Make sure to include any encumbrances that will post as well as any items that are in process within the Financial Management System
• Work with SPA to timely complete a request for carry forward funds when applicable
• Review and certify final payroll expenditures in the Grants Portal when requested

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