



UF

Fiscal Onboarding

OFFICE OF RESEARCH: PRE- AND POST-AWARD

Bridget Duffy, Matthew Foran, Melissa Mullaney

UF Research
Division of Sponsored Programs, Contracts and Grants Accounting



Your name



Where you work



How long you
have been at UF



What is your ideal
breakfast food?

Objectives

Learners will be able to:

- Gain awareness of the Sponsored Programs Lifecycle
- State the key roles of Division of Sponsored Programs (DSP) and Contracts & Grants Accounting (C&G)
- Participate in short activities to build their knowledge base
- Contact DSP and C&G with questions about Sponsored Programs actions they encounter in their day-to-day jobs

What is a Sponsored Program?



Who is DSP?



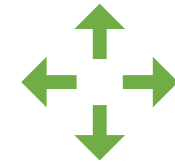
Review, approve, and
submit proposals



Sign agreements for
Sponsored Programs



Facilitate set-up of
awards

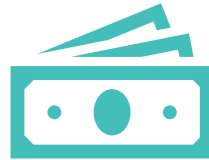


Submit prior approvals
and award modifications

Who is C&G?



Responsible for invoicing
& financial reporting



Collect payments from
sponsors



Provide fiscal guidance to
departments



Facilitate audits

We are here for you!



Navigating the Research Lifecycle



*Click on the image to link to the Research Lifecycle website!

Key Terms Review

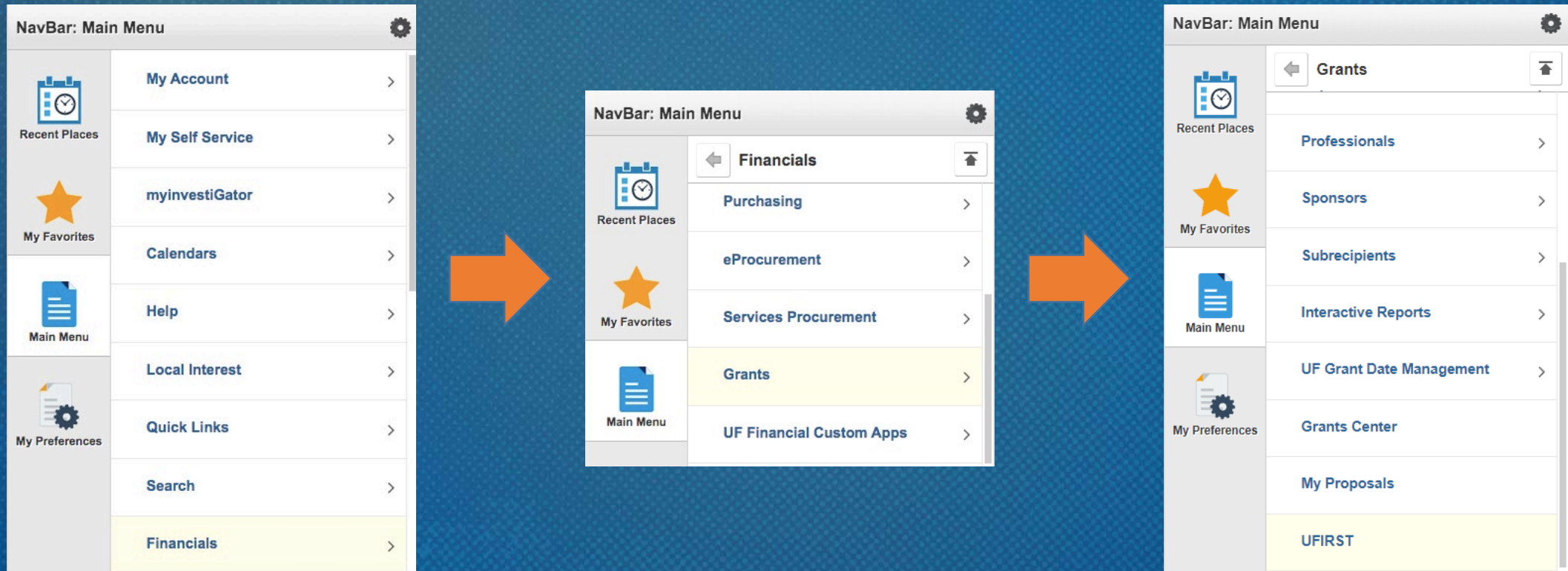
What system is used for proposal, agreement, and award management?

What does the KK Level tell us?

UFIRST

University of Florida Integrated Research Support Tool

Navigation from myUFL to UFIRST:



PROPOSALS

- Scope of Work
- Budget
- Budget Justification





My Inbox

Proposals

Agreements

Awards

Subawards

CAS
ExemptionsGWA
ManagementSF424
Center

A Very Good Idea

PRO00007464 Funding Proposal

The PI has not yet certified this proposal.

Draft

SmartForm ▾

Edit Proposal SmartForm

Access Budget Workspace

Access SF424 Workspace

Create...

New Agreement

My Activities

 Manage Reminders Reset Compliance
Activities Bypass Compliance
Activities

Summary

Key Personnel

Budget Summary

Cost Share Summary

Budget Workspaces

Approvals

SFI

...

Proposal Information

Principal Investigator: Stephanie Gray

Submitting Department: IT-APPS
DEVELOP &
INTEGRATION

Submitting Department ID: 14800000

Sponsor: NATL INST OF
HLTH

Prime Sponsor:

Deadline:

Opportunity Limited?: No

Opportunity ID: DOS-GEO-22-GR-
016-070822
PKG00275642-
instructions.docxOpportunity Name: Diplomatic Training
in Economic and
Commercial
StatecraftBudget InformationProject Period: 7/1/2023-
6/30/2027

Number of Periods: 4

Total Direct: \$700,000

Total Indirect: \$321,560

Total: \$1,021,560

Cost Sharing Information

Cost Sharing Direct: \$0

Cost Sharing Indirect: \$0

Cost Sharing Total: \$0

Cost Sharing Type:

Primary Unit Contact

Name: Lisa Stroud

Email: lsell@ufl.edu

Phone: 352/294-2216

Core Office Contact

Name:

Email:

Phone:

Compliance Information

Human Subjects: Yes

Animal Subjects: Yes

PROPOSALS

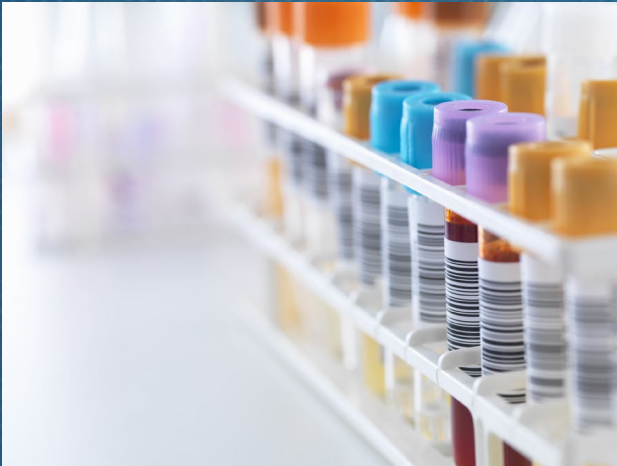
Proposal submission is a team effort!

- PI
- Department / College Staff
- Sponsored Programs Office



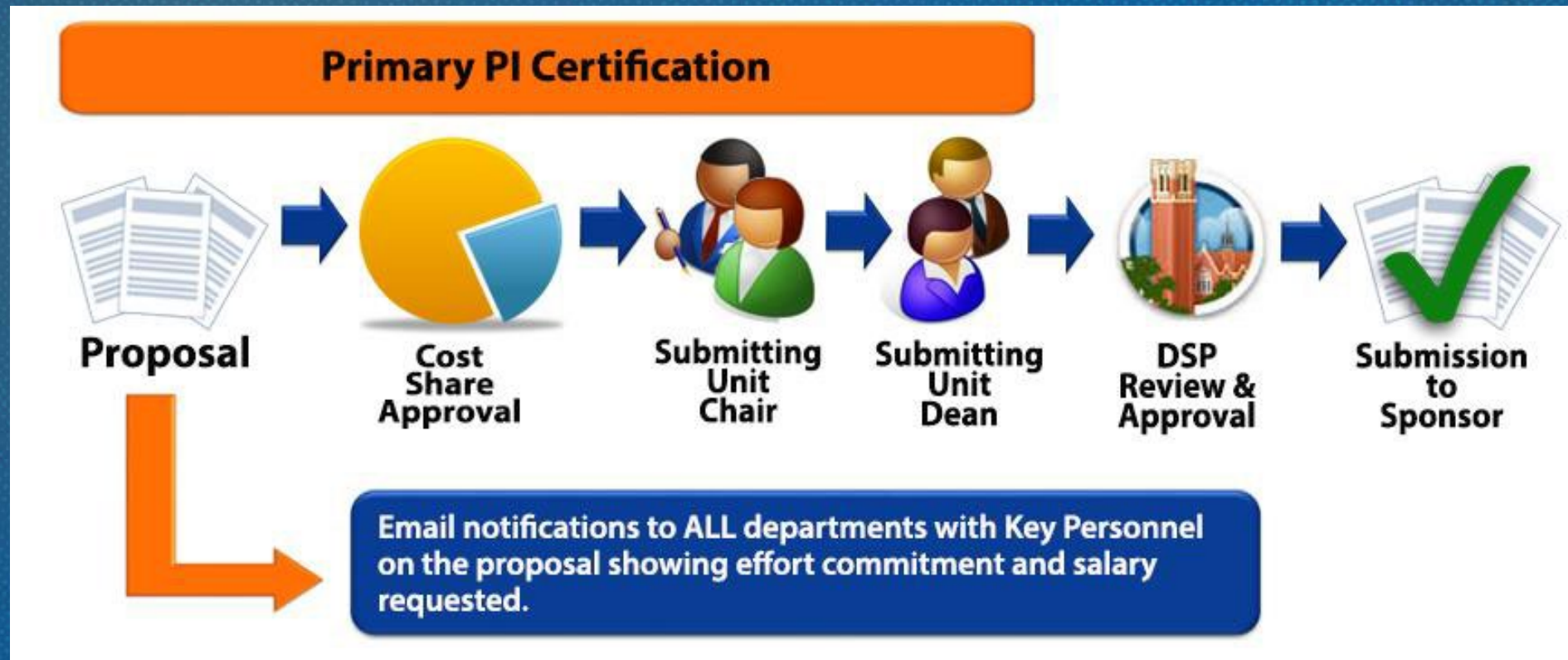
PROPOSALS

What's included in a budget?



- When building a proposal, the budget is the best estimate of the funds needed to support the work.

UFIRST



AGREEMENTS



*ALL agreements are a compromise!

>>

My Inbox

Proposals

Agreements

Awards

Subawards

CAS
ExemptionsGWA
ManagementSF424
Center

...

IFAS ASSESSMENT OF NON-NATIVE PLANTS

AGR00015530

Agreement

PRO00025735

Parent Proposal

Fully Executed

SmartForm ▾

View Agreement SmartForm

Core Office Actions ▾

Activities



Manage Reminders



Create Award

Create Agreement
Modification

Summary

Modifications

Terms

Compliance

Export Control

SFI

Attachments

History

...

Summary

Principal Investigator:	Deah Lieurance	Agreement Type:	Task Order
Responsible Unit:	AG-AGRONOMY	Additional Institutional Approval:	None
Responsible Unit ID:	60080000	Sponsor:	FL FISH AND WILDLIFE CONSERVATION COMM
Agreement Start Date:	Effective upon full execution	Sponsor Award ID:	13416-20022
Agreement End Date:	6/30/2020	Prime Sponsor:	
Agreement Deadline:	N/A	Prime Sponsor Award ID:	
OnCore ID:	N/A	Proposal Submitted without Core Office Review:	No
Are Human Subjects Used?	No	Are Live Vertebrate Animals Used?	No

Key Personnel

Name	Role	Department	Department ID	RSH220	RSH260	RSH500	DSR810	SFI Form Complete
Lieurance, Deah	PD/PI	AG-AGRONOMY	60080000	8/6/2019	8/6/2019	Not Completed	N/A	No Conflicts Indicated

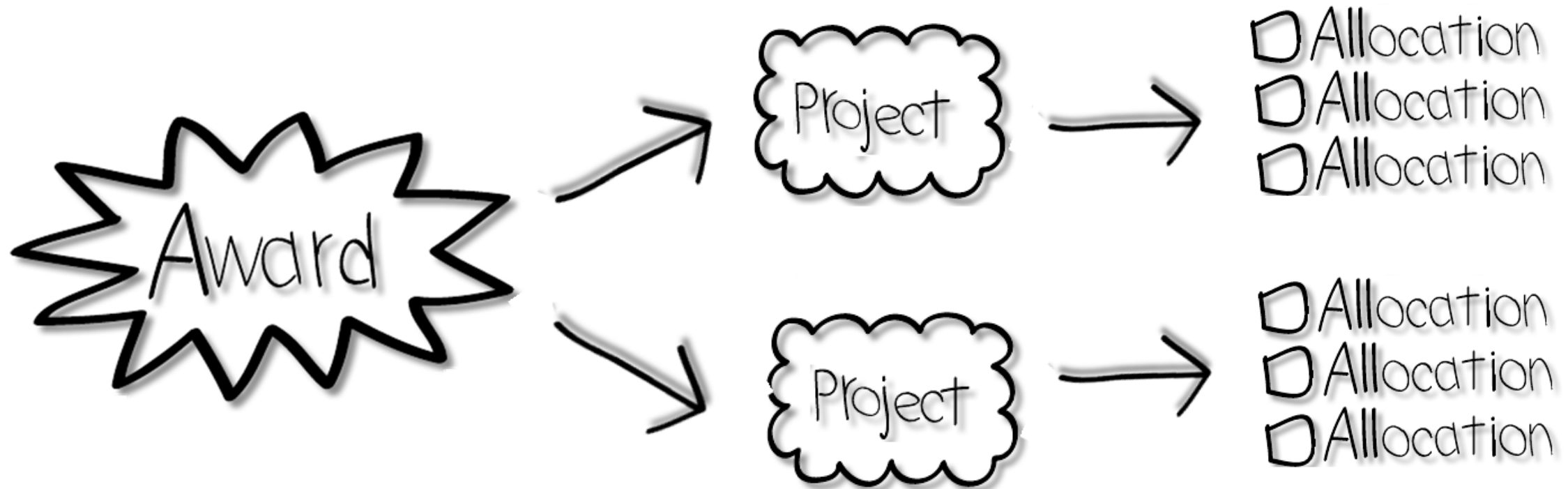
AWARDS

We have a new award!



1. Set up in UFIRST – establish projects
2. Integrate to myUFL – establish chartfields
3. Begin working and spending

UFIRST



TERMS AND CONDITIONS

- Understand the terms that apply to your award
- Know who to contact if you are not sure about something
- Always best to confirm, since one term may apply to a specific award that DOES NOT apply to another agreement/award



*Contact DSP at
ufawards@ufl.edu

Deep learning analysis of physical activity patterns in knee osteoarthritis

AWD13012 **Funding Award**

Pending Responsible Unit Edits

SmartForm ▾

- 1.0 General Award Information
- 2.0 Personnel
- 3.0 Related Items
- 4.0 Terms and Conditions
- 5.1 PeopleSoft Project Setup
- 5.2 Allocation Setup
- 5.3 Budget Reconciliation
- 5.4 Award Financial Summary
- 5.5 Effort Commitment
- 6.0 Deliverables
- 7.0 Compliance Review
- 8.0 Complete Award

→ DSP Award Compliance Review

↻ Update Inbox

📝 Note to History Log

Summary

Project Details

Modifications

Terms

IRB/IACUC

Compliance

SFI

Subrecipients

...

Summary

Principal Investigator:	Kerry Costello	Primary Unit Admin Contact:	Ericka Solano	Sponsor Date Awarded:	8/18/2022
Responsible Unit:	EG-MECH AND AERO	Contracts and Grants Contact:	Warren Stamp	Award Start Date:	8/8/2022
Responsible Unit ID:	19020100	DSP Contact:	Mandy Millam	Award End Date:	8/7/2025
Sponsor:	RHEUMATOLOGY RESEARCH FOU	Human Subjects:	Yes	Budget Released:	\$375,000.00
Sponsor Award ID:	AGR00025683	Laboratory Animals:	No	Sponsor Authorized Amount:	\$375,000.00
Prime Sponsor:				Total Anticipated Award Amount	\$375,000.00
Prime Sponsor Award ID:					

Completion Status

SmartForm Complete	Incomplete	● ○ ○
IRB Protocol	Protocol Not Entered	● ○ ○
IACUC Protocol	N/A	○ ○ ○
Advanced Spending Approval	N/A	○ ○ ○
SFI Activity	Completed	○ ○ ●
Training	Completed	○ ○ ●
Award Compliance	Completed	○ ○ ●

AWARD INTEGRATION

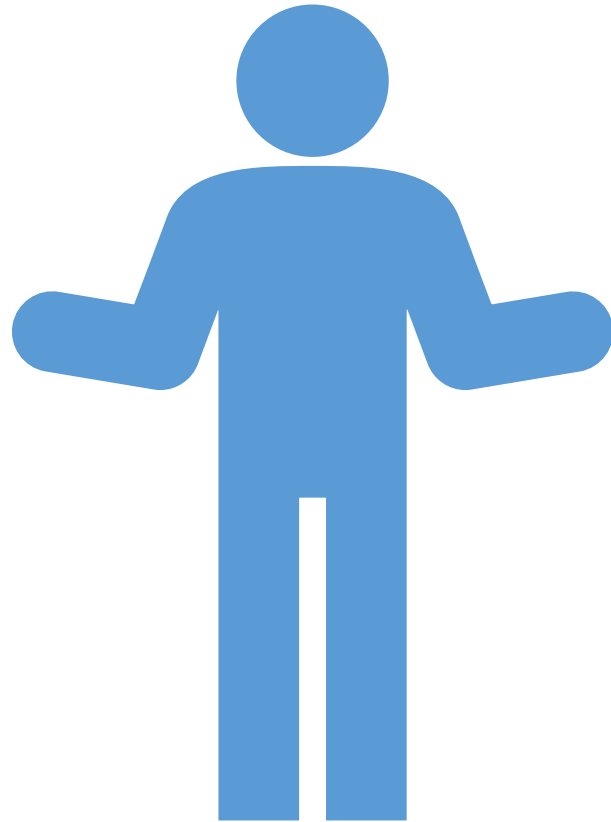
You have a fully executed award... let's get to spending!

C&G will integrate your award into myUFL. We will assign:

- KK level
- Chartfield / combo code



KK Levels



Why are KK levels important to me?

The KK level is the indicator for the type of spending restrictions your project has:

- **KK Level 3** allows broad rebudgeting flexibility
- **KK Level 5** imposes restrictions on rebudgeting.
- **KK Level 6** has very restrictive rebudgeting language

myUFL

Project Summary Page

- Main Menu > Financial > Grants > Awards > Project Summary Page
- This provides a high-level overview of important project details. The header provides project demographic information and the lower section displays a summary of the project's finances.

Project Summary

Project ID: [P0207813](#)

Contract: [AWD10014](#)

Project Status: Open

Project Information

Project Begin: 04/06/2021 Project End: 12/31/2023 Department: 19070100
Project Manager: Kaplan, David A Role: PI
☒ Primary Project Title: NWCA 2021 Project Type: RSHA
Sponsor: GM02957 FL DEPT OF ENVIRONMENTAL PROTECT Flow Thru Sponsor: GM02413 US ENVIRONMENTAL PRO AGCY
Dept. Contact: Email: Phone #:

Project Attributes

Attribute	Attribute Value	Description
PURPOSE	RSCHA	Applied Research
TEMP	N	No

Budget Information

KK Budget Begin: 04/06/2021 KK Budget End: 12/31/2023 KK Budget Level: LEVEL5
Cost Share Y/N: N Total Cost Share Committed: \$0.00
Sponsor Direct: \$296,591.00 \$162,040.56 \$134,135.44
Sponsor F&A: \$29,659.00 \$16,005.31 \$13,653.69
Total Sponsor Budget: \$326,250.00 \$178,045.87 \$147,789.13

FA Rate Type: RESON Resrch On
FA Base ID: TDC Total Direct Cost

FA Information

Effective Date	07/01/2016	FA Rate %	10.00
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Chartfield String

Project	Department	Fund Attribute	Program Name	Source of Funds	Budget Item
P0207813	19070100	201	2200	G000190	CRRNT

HR Account Code Chartfield Information

Account Code	Effective Date	Fund Code	Dept	Program Code	Account	Source of Funds	Budget Reference	EmplID	Flex	CRIS
000125136	04/06/2021	201	19070100	2200	600000	G000190	CRRNT			



Fiscal Monitoring

Monitoring differs from reconciliation.

Monitoring is the added layer to ensure that sponsored project expenses conform to sponsor terms and conditions and benefit the defined scope of work.

What is Myinvestigator?

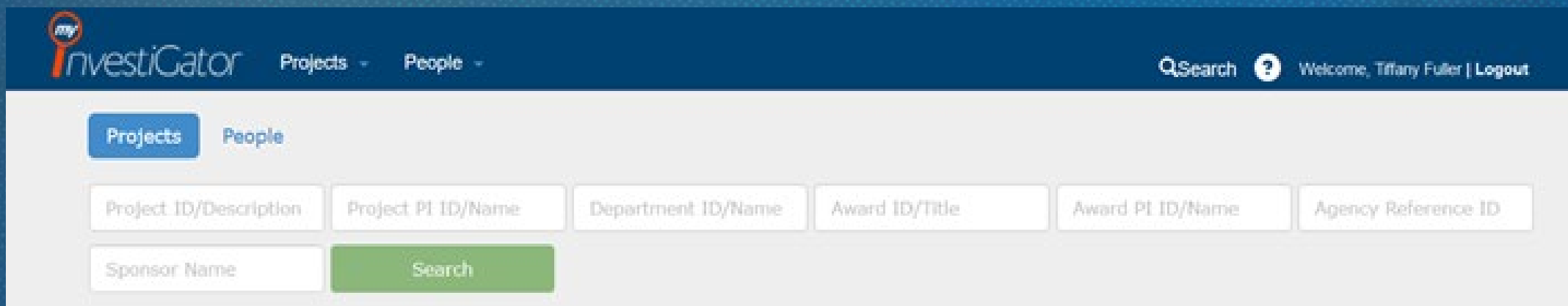
The online
decision-support
tool for
sponsored
projects.

The navigation and information are geared specifically to principal investigators (PIs) with additional details available to administrators to assist with monitoring sponsored projects.

The tool is accessible through myUFL or directly at <https://myinvestigator.erp.ufl.edu>

myinvestiGator

In myinvestiGator, you can search for a project or a person.



The screenshot shows the myinvestiGator web application interface. At the top, there is a dark blue header bar containing the myinvestiGator logo on the left, navigation links for "Projects" and "People" in the center, and a search bar with a magnifying glass icon, a help icon, and a user greeting "Welcome, Tiffany Fuller | Logout" on the right. Below the header, there is a light gray content area. On the left side of this area, there are two tabs: "Projects" (which is active and highlighted in blue) and "People". To the right of the tabs, there is a search form with six input fields arranged in two rows. The first row contains "Project ID/Description", "Project PI ID/Name", "Department ID/Name", "Award ID/Title", "Award PI ID/Name", and "Agency Reference ID". The second row contains "Sponsor Name" and a green "Search" button.

myinvestiGator Projects People QSearch Welcome, Tiffany Fuller | Logout

Projects People

Project ID/Description Project PI ID/Name Department ID/Name Award ID/Title Award PI ID/Name Agency Reference ID

Sponsor Name Search

myinvestiGator

Below is the project summary that will be displayed once you select the project. Simply click the highlighted arrow to view additional project demographics.

 Projects ▾ People ▾

Search ? Welcome, Lauren Clarke | Logout

 **Project Summary:** P0207813 - NWCA 2021 Budget End 12/31/2023

Sponsor: FL DEPT OF ENVIRONMENTAL PROTECT	PI: Kaplan,David A	PI UFID: 23101691	Project Dates: 04/06/2021-12/31/2023
Dept Name: EG-SCHOOL SUSTAIN INFRST ENVIR	Dept ID: 19070100	Chartfield String: G000190-2200-19070100-201-P0207813	
Award ID: AWD10014	Agency Reference ID: WQ171	Contract Type: Cost Reimbursable	Budget level: 5-Rebudgeting across categories requires prior approval
Cost Share Required: \$0.00 Met: \$0.00 Balance: \$0.00		F&A Base: Total Direct Cost F&A Rate: 10.00 %	Project Progress <div><div>52% of Time Spent</div><div>55 % of Money Spent</div><div> View Additional Graphical Analysis</div></div>

myinvestiGator

[Back to Portfolio Summary](#)

Baseline View

Adjust Budget

Adjust Projected

Effort Commitments by Project

People by Project

Show/Hide Columns

Export to Excel

Budget Category	Total Budget	Spent	Committed	Projected	Balance	Health
► All Payroll	\$181,340.00	\$117,676.72	\$19,187.30	\$0.00	\$44,475.98	
Other Expenses	\$0.00	\$714.88	\$0.00	\$0.00	(\$714.88)	
Consultant Services	\$45,476.00	\$45,476.00	\$45,476.00	\$0.00	(\$45,476.00)	
Materials & Supplies	\$7,275.00	\$1,757.34	\$0.00	\$0.00	\$5,517.66	
Tuition	\$44,500.00	\$31,149.30	\$0.00	\$0.00	\$13,350.70	
Domestic Travel	\$18,000.00	\$11,134.06	\$83.00	\$0.00	\$6,782.94	
Direct Total	\$296,591.00	\$207,908.30	\$64,746.30	\$0.00	\$23,936.40	
Indirect Total F&A	\$29,659.00	\$20,791.29	\$6,474.62	\$0.00	\$2,393.09	
Project Total	\$326,250.00	\$228,699.59	\$71,220.92	\$0.00	\$26,329.49	

myinvestiGator

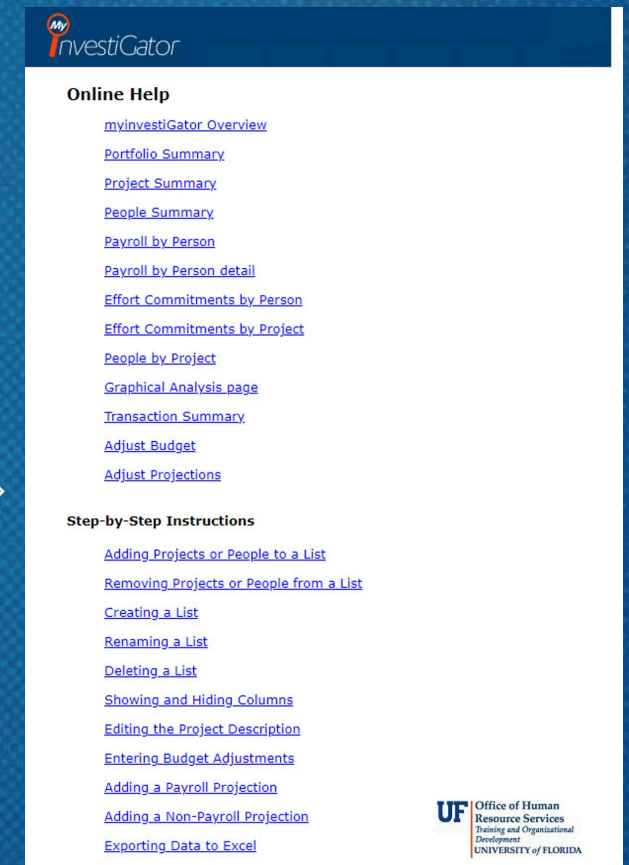


You can access the myinvestiGator help feature by selecting the "?" In the upper right hand corner of the screen.

Here you will find information on how to access the many tools that myiG provides!



This is one of the tools available to you for monitoring your projects!



Invoicing & Financial Reporting

All invoicing and financial reporting will be completed by or in coordination with C&G.

If you require financial information for a report or receive a request for an invoice or financial report, please reach out to your C&G accountant!

AWARD MODIFICATIONS



*What might need to change along the way?

AWARD MODIFICATIONS

Prior Approval

This means request approval BEFORE making the anticipated change. We must ask for permission rather than beg for forgiveness.

- Carryover
- Change in PI
- No Cost Extension
- Change of Scope, etc...



CLOSEOUT

- The key feature to any closeout is the on-time submission of all technical, financial, and other required reports to the sponsor.
- The department plays an important role in closeout! It is essential to:
 - begin reviews early
 - ensure charges are posted timely
 - ensure corrections are made timely
 - close any open encumbrances in a timely manner
- For more information about closeout, please refer to the UF Research webpage

<https://research.ufl.edu/dsp/award-closeout.html>

RESOURCES

- Classes available on myTraining: <http://mytraining.hr.ufl.edu/>
 - RSH 100 – Sponsored Projects Overview
 - RSH 202 – Solicitation Review & Proposal Development
 - RSH 203 – Budget Development
 - RSH 279 – UFIRST Introduction
 - RSH 280 – UFIRST Proposals
 - RSH281 – Grants.gov Submissions via UFIRST SF424
 - RSH282 – UFIRST Awards
 - RSH 208 – Post Award Management & Monitoring Best Practices
 - PST 130 – Reconciliation
- HR Toolkits: <https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/financial-toolkits/grants/>
- RAFT Program: <https://learn-and-grow.hr.ufl.edu/courses-registration/sponsored-research-training/raft-research-administration-financials-training/>

Reporting Fraud

If you are not sure if fraud is happening, talk to someone in Finance & Accounting, a trusted advisor, a supervisor, or someone you trust.

To report potential legal, policy, or ethical conduct violations or concerns.

Anonymous Compliance Hotline: 1-877-556-5356

<https://app.mycompliancereport.com/report.aspx?cid=uofl>

University of Florida Compliance Hotline:

<https://compliance.ufl.edu/uf-compliance-hotline-2/>

UF Controller's Office: 352-392-1321

Budget Activity #1

Your PI wants to submit the following budget and budget justification to the National Institutes of Health (NIH).

Review the example budget and budget justification excerpts to find inconsistencies.

Budget Activity #1

Budget Form

A.Senior/Key Person													
	Prefix	First Name	Middle Name	Last Name	Suffix	Project Role	Base Salary (\$)	Cal. Months	Acad. Months	Sum. Months	Requested Salary (\$)	Fringe Benefits (\$)	Funds Requested (\$)
1.		Mike	D	Gator	Ph.D.	PD/PI	\$149,454.00	2.6			\$44,836.00	\$12,106.00	\$56,942.00
2.		Tupak		Griswald	Ph.D.	Post Doctoral Associate	\$56,880.00	12			\$56,880.00	\$6,655.00	\$63,535.00

Budget Justification

Mike Gator, Ph.D. (Principal Investigator; 3.6 calendar months). Dr. Gator will direct and coordinate the proposed studies. He will participate in the design and interpretation of experiments.

Tupak Griswald, Ph.D. (Postdoctoral fellow; 12 summer months). Dr. Griswald has worked in Dr. Gator's laboratory for 10 years and has 6+ years of experience working with the *Zip14* knockout mice that will be used in the proposed studies. She will help direct, execute, and interpret the studies described in Aims 1 and 3.

Budget Activity #1 (cont.)

UF Rate agreement:

UF Research

with HR Training & Organizational Development

UF

Fiscal Onboarding

SECTION I: INDIRECT COST RATES

RATE TYPES:	FIXED	FINAL	PROV. (PROVISIONAL)	PRED. (PREDETERMINED)
<u>EFFECTIVE PERIOD</u>				
<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE(%) LOCATION</u>	<u>APPLICABLE TO</u>
PRED.	07/01/2019	06/30/2023	52.50 On-Campus	Organized Research
PRED.	07/01/2019	06/30/2023	34.10 On-Campus	AREC (A)
PRED.	07/01/2019	06/30/2023	32.60 On-Campus	Other Sponsored Activities
PRED.	07/01/2019	06/30/2023	47.50 On-Campus	Instruction
PRED.	07/01/2019	06/30/2023	26.00 Off-Campus	All Programs
PROV.	07/01/2023	Until Amended		Use same rates and conditions as those cited for fiscal year ending June 30, 2023.

SECTION I: FRINGE BENEFIT RATES**

TYPE	FROM	TO	RATE(%) LOCATION	APPLICABLE TO
FIXED	7/1/2022	6/30/2023	19.60 All	Clinical Faculty
FIXED	7/1/2022	6/30/2023	31.00 All	Faculty
FIXED	7/1/2022	6/30/2023	41.60 All	TEAMS/USPS Exempt
FIXED	7/1/2022	6/30/2023	54.80 All	TEAMS/USPS Hourly
FIXED	7/1/2022	6/30/2023	21.80 All	House Staff/Clinical Post Docs
FIXED	7/1/2022	6/30/2023	12.40 All	Grad Asst & Post Docs
FIXED	7/1/2022	6/30/2023	7.20 All	Other OPS/TEMP Faculty
FIXED	7/1/2022	6/30/2023	1.30 All	Student/OPS FWSP

Budget Justification:

UF fringe benefit rates are as follows:

Faculty Benefits 27.0%

Postdoctoral Fellow 11.7%

Graduate Student 11.7%

Indirect Costs: UF's federally negotiated F&A rate for on campus research is 52.5%.

Budget Activity #2

Your PI has a \$125,713.06 contract with the Florida Department of Agriculture and Consumer Services that is currently set up as KK 5.

They come to you with a question about a budget transfer.

Budget Activity #2




Your PI has a \$125,713.06 contract with the Florida Department of Agriculture and Consumer Services that is currently set up as KK 5. You review the contract and see the following language:

“If the cumulative budget transfers from one approved budget category to another approved budget category meet or exceed 10%, prior approval, evidenced by contract amendment is required. Prior approval, evidenced by contract amendment, is required for: 1.) any transfers from an approved budget category to an unapproved budget category. An unapproved budget category is defined as having no funds allocated in the original Budget Plan. 2.) Any equipment purchases not noted in the original Budget Plan and/or Scope of Work.”

Budget Activity #2

“If the cumulative budget transfers from one approved budget category to another approved budget category meet or exceed 10%, prior approval, evidenced by contract amendment is required. Prior approval, evidenced by contract amendment, is required for: 1.) any transfers from an approved budget category to an unapproved budget category. An unapproved budget category is defined as having no funds allocated in the original Budget Plan. 2.) Any equipment purchases not noted in the original Budget Plan and/or Scope of Work.”

Your PI would like to travel to a conference next month and it will cost about \$2,500. The PI would like to move \$2,500 from materials and supplies to domestic travel stating they won't need to purchase as much supplies as initially anticipated.

Budget Category	Total Budget	Spent	Committed	Projected	Balance	Health
▶ All Payroll	\$67,001.00	\$15,250.56	\$17,437.78	\$0.00	\$34,312.66	
Other Expenses	\$6,623.30	\$16.00	\$0.00	\$0.00	\$6,607.30	
Materials & Supplies	\$20,141.00	\$752.94	\$0.00	\$0.00	\$19,388.06	
Tuition	\$24,344.00	\$6,730.95	\$0.00	\$0.00	\$17,613.05	
Publication Costs	\$1,050.00	\$0.00	\$0.00	\$0.00	\$1,050.00	
Direct Total	\$119,159.30	\$22,750.45	\$17,437.78	\$0.00	\$78,971.07	
Indirect Total F&A	\$6,553.76	\$1,251.27	\$959.08	\$0.00	\$4,343.41	
Project Total	\$125,713.06	\$24,001.72	\$18,396.86	\$0.00	\$83,314.48	

Budget Activity #3

Your PI has a \$308,355.11 award with
National Institutes of Health.

They come to you with a question
about a budget transfer.

Budget Activity #3

Your PI would like to publish two journal articles, which will cost about \$7,000 total. The PI would like to move \$7,000 from materials and supplies to publication costs, stating they won't need to purchase as much supplies as initially anticipated.

Project Summary: P0266054 - Metabolic interactions between Budget End 07/31/2027

Sponsor: NATL INST OF HLTH NINDS	PI:	PI UFID:	Project Dates: 08/01/2022-07/31/2027
Dept Name: MD-NEUROSURG BRAIN TUMOR	Dept ID: 29190700	Chartfield String: -	
Award ID:	Agency Reference ID: R01NS121075	Contract Type: Cost Reimbursable	Budget level: 3-Rebudgeting across categories allowable
Cost Share Required: \$0.00 Met: \$0.00 Balance: \$0.00		F&A Base: Modified Total Direct Cost F&A Rate: 52.50 %	Project Progress 7% of Time Spent 0 % of Money Spent View Additional Graphical Analysis

[Back to Portfolio Summary](#)
[Baseline View](#)
[Adjust Budget](#)
[Adjust Projected](#)
[Effort Commitments by Project](#)
[People by Project](#)
[Show/Hide Columns](#)
[Export to Excel](#)

Budget Category	Total Budget	Spent	Committed	Projected	Balance	Health
► All Payroll	\$123,451.05	\$0.00	\$0.00	\$0.00	\$123,451.05	
Other Expenses	\$54,350.00	\$0.00	\$0.00	\$0.00	\$54,350.00	
Materials & Supplies	\$64,350.00	\$0.00	\$0.00	\$0.00	\$64,350.00	
Animal	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	
Domestic Travel	\$2,475.00	\$0.00	\$0.00	\$0.00	\$2,475.00	
Direct Total	\$254,626.05	\$0.00	\$0.00	\$0.00	\$254,626.05	✓
Indirect Total F&A	\$133,679.06	\$0.00	\$0.00	\$0.00	\$133,679.06	✓
Project Total	\$388,305.11	\$0.00	\$0.00	\$0.00	\$388,305.11	✓

Wrap Up

What was your biggest takeaway from today's session?

What information from today's session do you think you might use in your job? What would you like to learn more about?

Use the chat or unmute and share.

Thank you for attending!

Bridget Duffy

Grants Accountant

b.duffy@ufl.edu

352-505-8576

Matthew Foran

Grants Accountant

matthew.foran@ufl.edu

352-273-3102

Melissa Mullaney

Sponsored Programs Officer

gillelandm@ufl.edu

352-294-2217