

Department Administrator Sponsored Research Post Award Expectations

Administrators within the department whether they are called Department, Research, or Financial Administrators play a pivotal role with managing Sponsored Research Awards from a post award perspective. Below is a snap shot of what the expectation is of the individuals within these roles. While it is in no way complete, it will give the departments a flavor of what is expected.

- Ensure master data, or account set up data, matches the award agreement and is what you expected
- Charging expenses to the account in a timely manner
 - Coordinating salary expense with appropriate payroll coordinator(s)
 - Coordinating supply orders with appropriate staff in charge of making orders
- Review Sponsored Research account(s) on a monthly basis to ensure that all payroll and supply type orders posted as directed
- Work with Property Management when the award includes fabricated assets, when an asset is being tagged for the first time, or when an asset is being disposed
- Ensure all expenses charged to an award meet the period of performance test
 - Payroll expenses fall within the period of award and are not prior to the start date or after the end date of the project or budget period depending on award reporting requirements
 - Services provided fall within the period of the award and are not prior to the start date or after the end date of the project or budget period depending on award reporting requirements
 - Goods are delivered and in good working order within the period of the award and are not prior to the start date or after the end date of the project or budget period depending on award reporting requirements
- Process adjustments for non-payroll expenses when errors occur using the proper document type
 - ZK = Cost Transfer (moving expenses from one project to another project)
 - ZV = Cost Transfers greater than 90 days old
 - ZJ = Re-allocation of cost (moving expenses from one Internal Order to another Internal Order within the same Grant number)
- Review subaward invoices against the subaward approved budget and PI to ensure that expenses are consistent with work performed to date
- Obtain Progress Reports from subawardees as required by the agreement
- Work with Internal Service Providers and Sourcing to close open commitments as soon as orders are received if applicable; this should be done quarterly at a minimum but ideally monthly
- Assist with distribution, gathering, and submission of Personnel Activity Reports (PARs) semi-annually.
- Ensure that reports are completed per Sponsor requirements: monthly, quarterly, semi-annually, annually
 - All Sponsored Research invoices are submitted centrally by the Cash Management team within PAFO
 - All Sponsored Research financial reports should be worked on together by both the PAFO Research Administrator and the Department Administrator. Where required,



- PAFO will submit final financial reports as needed; final invoices are considered financial reports in some cases
- Principal Investigators are responsible for the completion and submission of all Scientific and/or Technical Progress reports to the Sponsor
 - In the event a Principle Investigator (PI) leaves Boston University notify both Sponsored Programs and Post Award Financial Operations that the PI is leaving.