Since PeopleSoft Grant Module has gone live, we have received several questions about how cost sharing is being handled by OSPA. Here is a quick breakdown on what to expect if you plan to cost share on your grant.

At the time of proposal, required and/or committed cost sharing requirements must be entered into the budget lines in the PeopleSoft panels. At that time, you will have to provide a dept id, fund and program where the cost sharing will be recorded if the proposal is awarded. The dept id that you chose cannot be the same dept id for the proposal’s funded costs or any other grants dept id. This should be the dept id that you intend to use to fund the cost shared amounts, but if you need to make changes at award time, you can.

If the proposal is awarded, the Grants & Contracts Administrator will verify that the dept id for the cost sharing is correct as well as request the fund and program codes, if they have not already been provided. These will be entered in the project budget panel. Once the budget lines are entered and all other award processing is complete, the grant award summary will be distributed with both the grant and cost sharing mocodes provided. We must set up the cost sharing before the award processing is complete, so if you are asked to verify cost sharing chartfields, not doing so will halt your award’s processing.

Historically, investigators received a Statement of Cost Sharing when they received their grant award summaries. These are no longer distributed because all of the accounting information for the cost sharing will have to be provided before the grant award summary is prepared. We can track costsharing in the PeopleSoft system, so the Statement of Cost Sharing is not necessary for tracking these costs.

If you have a grant that is a Columbia campus grant and uses a dept id of another business unit for cost sharing or vice versa, you will have to have a separate project set up to do the cost sharing. This is the same as if you had a multi-campus grant. Sheryl Koenig is responsible for award set up for System, University Extension, and Hospital accounts and can assist in setting up the project for cost sharing on one of these business units.

If you need to make changes to cost sharing budget after the grant is awarded for any reason, please contact your senior accountant. They will assist you with making the appropriate budget line entries.

### OSPA to offer grant administration class

The Office of Sponsored Program Administration (OSPA) in cooperation with the research deans across campus is developing a training and certification program (TCP) for departmental grant administrative personnel. The mission of the TCP is to establish, certify and maintain, at a department/divisional level, a group of knowledgeable, experienced grant administrative professionals at the University of Missouri-Columbia.

The TCP will be in classroom format with assignments, a message board and reference manuals, taught by Office of Research personnel active in the field and experts in their fields of sponsored program administration. Classes will be limited to 15 participants. The goal is to achieve comprehension of the theory behind day-to-day tasks involved in sponsored program administration, to understand federal regulations and how they affect your departments bottom line.

The key for success of the TCP program is to apply the theoretical knowledge to the various real time scenarios that happen in a public university with a top research designation and yearly grant expenditures in the $200 million dollars range. This combination of theory and application will help department level grant administrators be more informed and aware of the grants process from cradle to grave.

The TCP program will be offered in late spring/early summer.
Spotlight Questionnaire: Dona R. Mckinney

Title: Associate Director for Preaward Services

Dr. McKinney oversees the pre-award staff in OSPA as well writes all subcontracts sent out by MU researchers. In December 2002, Dona received her PhD in Educational Administration from the University of Nebraska.

Where did you work before coming to Office of Research/OSPA?
I was the Director of Sponsored Programs for Arkansas State University-Beebe Campus in Beebe, Arkansas. Prior to that, I was the Director of Sponsored Programs at Philander Smith College in Little Rock, Arkansas and spent 10 years in various positions at the University of Nebraska-Lincoln before moving to Arkansas.

Briefly describe your work duties at OR/OSPA.
In addition to providing administrative oversight of the processes for review, submission of proposals and award negotiations, I function as the subcontract administrator for the campus.

What are your goals for your position/department?
I would like for the level of customer service to continue to improve and for our staff to become familiar with all of the various components of PeopleSoft enabling us to effectively this software to its fullest potential.

Briefly describe your family.
I am married to Oran McKinney and we have five children between us. We are grandparents to 14 ranging in age from 2 weeks to 20 years. We live on 5 acres east of Fulton with our “girls” two very spoiled and indulged dogs that don’t recognize they are dogs! Our family is Native American, and we actively participate in our culture.

Where were you born?
Seattle, Washington - I spent the first 17 years of my life living on various army posts as my father served in the Army for 30 years.

Name something interesting about yourself others might not know.
For several years, I had five teenage boys living in my home and we not only survived the ordeal but we are all friends today. Keeping the kitchen stocked was challenging and at one time I considered removing the light bulb from the fridge because I was worried it would damage their eyes since they were all in it so often. Needless to say, there were some very interesting and challenging days and nights.

Where did you graduate college? Any special honors?
My degrees are from the University of Nebraska:
1991 Baccalaureate Business Administration
1994 Masters in Public Administration
2002 PhD in Educational Administration

I was awarded Outstanding Woman of Color by the Minority Student Association in 1990 and a finalist for a Kellogg Leadership Fellowship in 1995.

What are your hobbies/ favorite activities?
Reading, sewing and dancing at Pow Wows.

If you have to create a slogan for a commercial about yourself what would it be?
Don’t ask me if you don’t want an honest, frank answer.

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<thead>
<tr>
<th>January 2004</th>
<th>February 2004</th>
<th>March 2004</th>
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<tr>
<td>1 - New Year’s Day (office closed)</td>
<td>11 - Grants and contracts support group</td>
<td>09 - NCURA teleconference (Dina 2-7560)</td>
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<td>14 - Grants and contracts support group</td>
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<tr>
<td>20 - MU Winter 2004 opens</td>
<td>20 - MU Spring Break</td>
<td>20 - MU Spring Break</td>
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<tr>
<td>21 - NCURA teleconference (Dina 2-7560)</td>
<td>29 - MU classes resume</td>
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