Post-award Compliance, Reports and Metrics

Consulting Agreements*

- Review and process consulting agreements
  - Award setup reviews
  - CFDA/No Federal Funds database
  - BCM errors
  - Fixed price transfers: log management, initial approval, data entry
  - Payroll correcting entries: data entries
  - Journal entry review
  - A/R matching
  - A/R writeoff data entry and analysis
  - Award Checklist form updates

Post-award Compliance

- Monthly Reports
  - Award ratio and statistics
  - Award review metrics
  - Dunning letters
  - Recon reports, logs, and queries
  - ONR expired

Reports and Metrics

- Quarterly Reports
  - Benchmarks
  - PCE analysis
  - Pre-award/Advance Account monitoring
  - Clinical Trials metrics
  - Fixed Price analysis
  - 5-Day Submission Window analysis
  - Pre-award Metrics: proposals, awards

Post-award Assistance

- Assist Policies and Procedures Team
- Assist Post-award Pods
- Shadow Post-award Pods

Oversight: Post-award Compliance, Reports and Metrics

Post-award Liaison: Internal and External Customers

Special Projects

*Oversight: Jill Ferguson

Created 4/1/2013
Revised 5/3/2013
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Pre-award Compliance, Policies and Procedures, Clinical Trials, Consulting Agreements

Leadership Team, Senior Fiscal Analyst
Pre-award Liaison

Jill Ferguson

Fuad Khaleel, M.A.
Compliance Specialist

Clinical Trials
• Pre-award management
• Post-award management
• Clinical Trials Administrative Process Workgroup

Pre-award Compliance
• Legal Approvals database
• MU agreement annual reviews
• E-Verify monitoring (monthly)
• RCR monitoring (monthly)
• GAS Distribution List updates (quarterly)

Pre-award Assistance
• Assist Policies and Procedures Team
• Assist pre-award staff
• Shadow pre-award staff

Oversight: Clinical Trials, Pre-award Compliance, Policies and Procedures, Consulting Agreements

Pre-award Liaison: Internal and External Customers

Special Projects

• Grants Community Liaison (e.g., announcements, SOM G&C Workgroup, DRAC Meeting)
• Authorized Signer: Clinical Trials, Consulting Agreements
• Policies and Procedures Team
• Conflict of Interest liaison
• Selected Service Operation rate determinations
• Project Mizzou
• Major Projects
• Federal Demonstration Partnership (FDP)
• Troublesome Clauses Database
• Committee activities

Created 4/1/2013
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Audits, Salary Cap, Post-award Compliance, ARRA

Audits
- Audit coordination
- Closeout audits

Construction
- Pre-award management
- Post-award management

Salary Cap Monitoring and Management
- DHHS Salary Cap monitoring

Post-award Compliance
- Suspense check log
- Unclaimed wires management
- PCEs initial review
- Prime letters
- SEFA query
- System SPA award reviews (quarterly)
- NSF reporting (quarterly)

Post-award Assistance
- Assist Policies and Procedures Team
- Assist Post-award Pods
- Shadow Post-award Pods

American Recovery and Reinvestment Act (ARRA)
- ARRA updates (monthly)
- ARRA subcontract reporting
- ARRA PI notices (quarterly)

Oversight: Audits, Post-award Compliance, Salary Cap, ARRA
- Policies and Procedures Team
- F&A Waiver review and analysis
- DHHS Salary Cap monitoring
- ARRA monthly review
- ARRA closeout review
Subcontracts, Submissions

Karen Geren
Leadership Team, Submissions Administrator

Tim Butts
Compliance Specialist

Post-award Compliance

• Award setup reviews
• CFDA/No Federal Funds database
• BCM errors
• Fixed price transfers: log management, initial approval, data entries
• Payroll correcting entries: data entry
• Journal entry review
• A/R matching
• A/R writeoff data entry and analysis
• Award Checklist form updates

Reports and Metrics

• Monthly Reports
  • Award Ratio and Statistics
  • Award Review Metrics
  • Dunning Letters
  • Recon Reports, Logs, and Queries
  • ONR Expired

Subcontracts

• Manage Subcontracts Inbox
• Review and process subcontracts

Post-award Assistance

• Assist Submissions Administrator
  • Assist Policies and Procedures Team
  • Assist Post-award Pods
  • Shadow Post-award Pods

Submissions: Oversight and Management

• Manage submissions and awards for the Mizzou campus and System
• Pre-award assistance: fieldwork
• Grants Community announcements (submissions-related)
• GrantsDC Inbox
• Freedom of Information Act requests
• Non-OSPA accesses to submissions-related activities
• SAM—CCR, ORCA, EPLS
• FedConnect monitoring (monthly)

Subcontracts: Oversight and Management

• Quarterly Reports
  • Benchmarks
  • PCE Analysis
  • Pre-award/Advance Account Monitoring
  • Clinical Trials Metrics
  • Fixed Price Analysis
  • 5-Day Submission Window Analysis
  • Pre-award Metrics: proposals, awards

• Assist Submissions Administrator

*Oversight: Jamie Szabo
American Recovery and Reinvestment Act

**Oversight:** Jeremy Cox

Michelle Schaben
ARRA Manager

- ARRA reporting
- ARRA reporting review

*Oversight: Jeremy Cox*
Administrative Support

- Checks
- Wire transfers
- Monitor Tiger Team Inbox
- Consulting Agreement initial review, routing, and tracking