OSP Pre-Award, OSP Post-Award and UVA Finance

➢ OSP **Pre-Award** is responsible for creating & modifying expenditure accounts (aka Workday awards & grants) in the financial system

- New awards and advance account requests (At-Risk awards) are integrated to **Workday** financial system from **Huron Research UVA**
- Subsequent amendments (incremental funding, budget changes, no cost extension, etc.) are entered directly in **Huron Research UVA** & **Workday**

➢ OSP **Post Award** is responsible for ensuring compliance with financial management required by sponsors; *reviews, approves and reconciles* expenditures and submits financial reports/invoices to sponsors on behalf of UVA; responds to audits related to sponsored programs

➢ UVA **Finance** is responsible for (some examples)

- Overseeing UVA's financial system
- Procurement Services, paying vendor invoices
- Running payroll
- Processing travel reimbursements
- Preparing UVA's financial statements

Structure & Leadership of OSP Post Award

Office of Sponsored Programs
Executive Director

OSP Post Award
Director

Cash Management and Audit Coordination
Assistant Director

OSP Financial Compliance
Assistant Director

Award Management
Associate Director

Personnel within OSP Post Award Operational Areas

Cash Management and Audit Coordination

Assistant Director

Senior Accountants-2

Accountants-3

OSP Financial Compliance

Assistant Director

Financial Compliance Manager-1

Senior Analysts-1

Financial Analyst-3

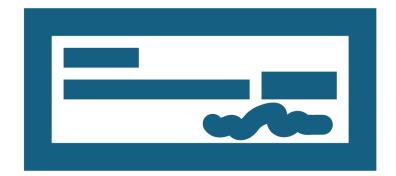**Award Management**

Associate Director

Senior Accountants-6

Accountants-8

OSP Post Award Operations-Cash Management & Audit Coordination

- submits reimbursement requests to federal sponsors who have letter of credit payment arrangements with the University

- submits federal cash transaction reports to federal sponsors for status of federal cash on hand

- applies payments to appropriate sponsored programs; processes refunds to sponsors; posts (expenditure) credits to sponsored awards

- coordinates and responds to financial audits (internal and external) for sponsored programs

- follows up on outstanding receivables

- processes cash balance transfers for fixed price contracts (aka RG transfers)

OSP Post Award Operations-OSP Financial Compliance

- sets up subawards in the financial system to ensure compliance with sponsor terms and conditions; reviews subaward invoices before sending them for Principal Investigator certification; performs annual audits & desk reviews of subawardees

- reviews payroll audit reports before bi-weekly and monthly payroll run; ensures compliance with salary caps

- addresses payroll issues related to overpayments

- reviews and approves payroll cost corrections and over 90 days cost corrections (requires additional review due to lateness in correcting actions)

- generates, distributes & ensures timely certification of Payroll Allocation Confirmation (PAC) statements

OSP Post Award Operations- Award Management

- manages awards from start to end, assigned to departments by PI portfolios; provides subject matter expertise for financial management of sponsored awards

- reviews award set up including billing rules, reporting requirements, financial terms and conditions, budgets, special conditions

- troubleshoots financial system issues

- submits reimbursement requests to sponsors; reviews and approves cost corrections under 90 days; reviews and approves budget change requests within an expenditure account (WD Grant)

- prepares and submits financial reports to sponsors

- reviews, reconciles and submits final invoices and final financial reports to sponsors; prepares cash refunds

- closes sponsored awards in the financial system

Responsibilities
Department Post Award vs. OSP Post Award

Departmental Post Award

- Directly works *with the PIs*, providing administrative support & assistance
- Initiates transactions such as, paying salaries from different pots of money, buying supplies, paying consultants, etc.; requests OSP Pre-Award to issue subawards; requests for goods or services from internal service providers (e.g., core labs); assists with processing travel reimbursements
- Reviews overall spending against authorized budgets, tracks burn rates, assists PIs with certifying payroll and non payroll expenditures
- Submits requests for rebudgeting, no cost extensions to OSP via Research UVA or Workday
- Responds to questions from OSP Post Award on expenditures, spending rates, open commitments, cost corrections, etc.
- Ensures students are paid from grants and tuition remission for graduate assistants are posted on grants
- Reviews subaward invoices and forwards them to the PIs for certification

OSP Post Award

- Directly works *with sponsors as the authorized UVA office for submitting financial reports and reimbursement requests to sponsors, generally with direct access to sponsors' financial systems*
- Performs post transactional review to ensure expenses are allowable, allocable, reasonable and consistently applied per sponsor guidelines
- Ensures internal controls are implemented to avoid audit risks
- Reviews and approves cost corrections submitted by departments for salary and non-salary expenses
- Generates and distributes effort reports for certification by faculty and PIs (at UVA, Payroll Allocation Confirmation statements)
- Sets up subaward obligations in the financial system; reviews & enters subaward invoices for departmental and PI review & certification
- Responds to auditors (federal, non-federal and internal)

Relationship of OSP Post Award with Departments and Finance

- OSP Post Award works <u>with</u> departmental administrators to
    - Clear deficits, obtain supporting documentation for audits and sponsor invoices, move restricted categories to the appropriate budget lines/grants, stay compliant with PI minimum effort policy, salary cap and cost sharing

- OSP Post Award works <u>with</u> different areas in Finance for
    - after-the-fact reconciliations, including Accounts Payable, Purchasing, Student Financial Services, Central Finance, Treasury, etc.
    - responding to external and internal financial audits pertaining to sponsored programs
    - Workday troubleshooting
    - Issuing refunds to sponsors

- OSP Post Award runs multiple audit reports to identify transactions that are questionable and require further review/justification

Systems Used by OSP Post Award

Huron Systems, Research UVA & PAC

- Review solicitations and proposals (scope of work and budget)
- Review sponsor award document for financial terms, reimbursement requirements and deadlines for financial deliverables
- Review collaborators, internal and external
- Generate Payroll Allocation Confirmation (PAC) statements from Huron ECC suite

Financial System, Workday

- Review awards once created in the financial system, confirming applicable controls (spend restrictions, budgets and special conditions)
- Create "billing schedules" for generating and tracking reimbursement requests
- Create "award tasks" for tracking financial deliverables (financial reports, cost sharing certificates, etc.)
- Review and approve certain transactions that have direct impact on cash

OSP Post Award Contact Information

Email Address	Purpose
osp-cash@virginia.edu	Payment-related communications for sponsored programs
osp-postaward@virginia.edu	Sponsored program invoicing, financial reporting, inquiries on allowability, and spend restrictions
osppac@virginia.edu	Questions about Payroll Allocation Confirmation (PAC)
ospsubinvoice@virginia.edu	Questions about subaward invoices
osp-postawardcompliance@virginia.edu	Questions about financial compliance, such as cost sharing, payroll cost allocations, salary over the cap, over 90 days cost transfers, etc.

OSP Post Award Q&A