

POST AWARD MANAGEMENT: AN OVERVIEW

It is recommended that your post-award manager and their support staff take the following steps to become trained in the management of research funds:

WebCT Courses:

- Introduction to Sponsored Research
- RAS Post-Award
- Effort Reporting

Reading:

- Understanding the basics of OMB Circular A-21, A-110, A-133
- ERS Job Aids: <http://acctg.ucsf.edu/ers/index.htm>
- Understanding Cost Accounting Standards:
http://acctg.ucsf.edu/extramural_funds/policies
- Review of Cost sharing documentation
- Introduction to Effort Reporting : <http://acctg.ucsf.edu/ers/overview/index.htm>

Recommended Development & Training (D&T) Courses:

<http://ucsfhr.ucsf.edu/training/>

- General Ledger/Fund Accounting using OLFS Weblinks Part I and Part II
- PAM of EMF: Award Set-up
- PAM of EMF: Billing and Reporting
- FAM of EMF: Revenue, Cash Management and Collections

10 High Risk Areas to be aware of in Post-Award Management: **Please refer to both OMB Circular A-110 and A-21 for in-depth information**

1. Direct/Indirect Charging
 - Allowable
 - Reasonable
 - Allocable
 - Consistent
 - Timely
2. Effort Certification -- UCSF internal system
3. Cost sharing/matching
 - Committed/Mandatory
 - Committed/Voluntary
 - Uncommitted/Voluntary
4. Cost & Payroll Transfers
5. Recharge Centers
6. Sub-Recipient Monitoring
7. Program Income
8. Institutional Compliance Monitoring
9. Financial Reporting/Closeout/Procurement
10. Budget Revisions

When managing a fund it is important to incorporate Internal Controls within the Financial Management Unit. Formal controls include which can be fully reviewed via link include:
http://www.acctg.ucsf.edu/internal_controls/sas112/key_controls/UCSF_Verification_Review_Process.pdf

Segregation of Duties – No one person should initiate a purchase requisition, approve PO/Invoices, reconcile ledger, handle assets, and prepare/review budget reports

Reconciliation of Ledgers – budgetary control – following A-21, A-110 & A-133 requirements
<http://www.ucsf.edu/ams/best/ledger.html>

Performance Reviews – do yearly following UCSF guidelines for reviews

Written Approval and Authorization – The individual preparing reimbursement should be separate from individual approving the charges.

Written Policies and Procedures – provide appropriate training and supervision

Security of Assets -- secured physically, counted periodically, compared with item descriptions shown on control records

Control over Information Systems – password protection, IT Support

Visit the following website for an outline of “key internal controls”:
http://www.acctg.ucsf.edu/internal_controls/sas112/index.htm

Signs of Inadequate controls include: excessive cost transfers, spending occurs within just a few months, large overdrafts at end of project, large unobligated balances at the end of project, late financial Status Reports (FSRs), excessive number of revised FSRs.