



**Research &
Economic Development**

**Research Administrators Certificate Course
Post Award Administration
MRAM**



February 2022

Program Income

2 CFR 200.80 defines program income as gross income earned by the recipient that is directly generated by a supported activity or earned as a result of the award during the period of performance. 2 CFR 200.307 provides general guidance and examples.

Examples of Program Income:

- Income from fees for services performed (i.e. laboratory tests)**
- Charges for the use of rental of real property, equipment or supplies acquired under the grant (i.e. lab equipment)**
- Sale of commodities or items fabricated under an award (i.e. tissue cultures, software)**
- Conference fees / registration fees charged when a grant funds the conference**

Program Income

Program Income on federal awards may be used in one of three ways, as determined by the federal awarding sponsor:

- **Additive Method**
 - **Added to the award & used to further the objectives of the award**
- **Deductive Method:**
 - **Deducted from the total award's allowable costs to determine the net cost to the sponsor**
 - **Add / Deduct Combination Method**
- **Matching Method:**
 - **Used to finance the non-sponsor portion of the award (cost share)**

Special Conditions

Special conditions may include additional requirements covering areas such as

- **Programmatic and financial reporting**
- **Prohibited uses of federal funds**
- **Consultant rates**
- **Changes in key personnel**
- **Proper disposition of program income**

Department of Justice (DOJ) has a special condition that the Financial Points of Contact (FPOCs) for an award must have successfully completed an "OJP (Office of Justice Program) financial management and grant administration training"

Sponsor Invoicing

ORED is the official unit responsible for invoices

- **Timeliness of invoices**
 - **Invoices are time sensitive**
 - **Award dictates frequency, type and documentation required**
 - **Failure to comply could result withholding of funds**
 - **ORED will contact departmental administrator or PI for assistance in documentation when necessary**
- **Payments should all be directed to and deposited by ORED**

Financial Reports

The PantherSoft Financial system has a number of online, reporting and query tools to help manage Awards. <https://research.fiu.edu/award-management/research-financial-reports/>

The Project Financial Report – a comprehensive excel file which includes information about a project ID including:

- Project Summary
- Payroll Detail
- Expense Detail
- P Card Detail

The Department Research Summary Report

A training guide for running the Reports can be found at

https://research.fiu.edu/documents/award-management/documents/Understanding_and_Running_Research_Reports_in_PeopleSoft.pdf

Progress/Technical Reports

The PI is responsible for the progress/technical reports and a copy or confirmation of the report must be sent to ORED

Timeliness and contents of reports

- **Award dictates frequency, type and document required**
- **Failure to comply may result in**
 - **Withholding of funds to the University**
 - **Placing a hold on future awards to the PI or institution as a whole**
 - **Canceling the award**
- **Electronic submissions**
 - **ORED can assist in some of the electronic submissions**

Award/Project Close-Out

Externally closed

- **Process by which the sponsor determines all applicable administrative actions and all project scientific/programmatic work has been completed**
 - **The award document & sponsor guidelines will provide the close-out requirements and due dates**
- **Documents Prepared & submitted by PI (copy to Post Award)**
 - **Final Technical Report**
- **Documents Prepared & submitted by Post Award**
 - **Report of Inventions / Patents**
 - **Property Report**
 - **Final Fiscal Report**
 - **Final Invoice**

Award/Project Close-Out

Internal Process

- **Projects must be promptly closed-out when completed**
 - **No further costs should be incurred on the award / project**
 - **All encumbrances should be cancelled or paid**
 - **Travel**
 - **Accounts Payable**
 - **Advances should be settled / closed**
 - **Participant Payment**
 - **All personnel being paid must be removed no later than the end date of the award / project**
 - **Determine disposition of equipment and work with Asset Management to complete proper documentation**
 - **All FIU Internal Departments must be notified**
 - **All Cost Share must be documented**
 - **Records should be prepared for storage**

Award/Project Close-Out

Project Close-Out generally does NOT eliminate:

- Requirement to retain project records
- Sponsor's right to audit records
- FIU's responsibility to be accountable for property, royalties and program income

Failure to Close Award / Project on time:

- Forfeit right to collect outstanding payments
- Ban on future awards from a sponsor for a PI or the University as a whole
- Audit
- Sponsor may request University to return funds

Audit Requests

Any Sponsor Audit Requests (Financial Monitoring) should be provided to ORED Post Award

Examples of audit requests (financial monitoring)

- **Site Visit**
- **Desk Review or monitoring**
- **Audit from public accounting firm on behalf of sponsor**

Some examples of sponsors who have requested an audit (fiscal monitoring) in the last few years

- **Boston University – cost share audit**
- **Department of Justice – desk review**
- **Department of Labor – payroll audit**
- **Florida Department of Education – virtual site visit and monitoring**
- **NSF – performance audit COVID-19 flexibilities**
- **NASA – site visit**
- **NIH – specific award fiscal monitoring**
- **OSHA – in person and remote site visit**
- **SBA – desk audit**

Questions