**LIH Research** Forum

### How to Deal with Functions

**Shannon Gary** 

Director, Research Administrative Services



#### **Functions Overview**

Functions have been created to assist with processing and tracking of award actions.

#### **Status of Function**

- Review the function to determine the current step and review any notes listed prior to reaching out to OCG
- If there are questions reach out to the person responsible for that step

#### **OCG** Initiated

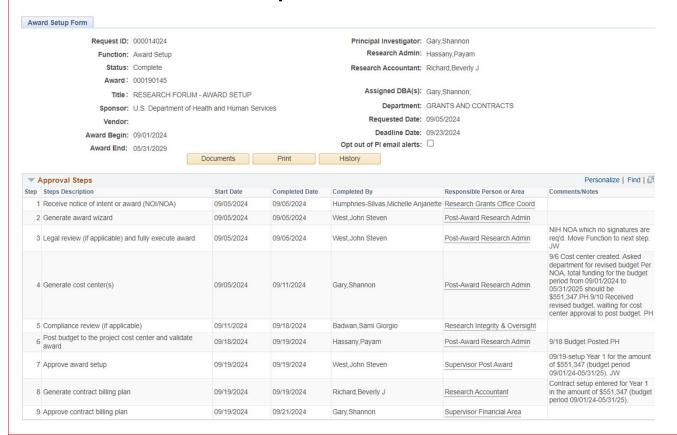
- Award Setup
- Monetary Modification
- Subaward Invoice
- General Award Inquiry

#### Campus Initiated

- Interim Funding
- No Cost Extension
- Subaward Setup
- Subaward Modification
- General Award Inquiry



#### Award Setup



- Submit agreements to doraward@central.uh.edu
- Approved transmittal is required to start function
- Budget, budget justification, and scope of work are required
  - If award amount has changed submit the following to the RA:
    - Revised budget & budget justification
    - Confirmation of any changes to SOW
    - Confirmation from PI of acceptance of new award amount
- Email notifications to PI
  - Step 1: Function is created
  - Step 9: Setup is completed

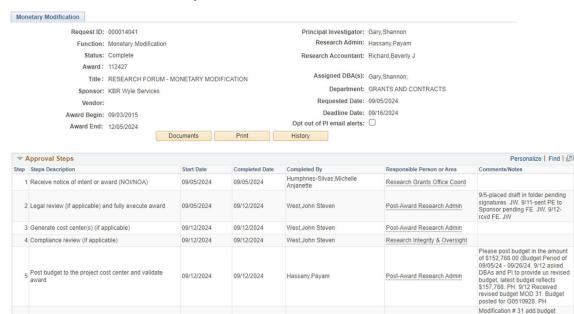


6 Approve monetary modification

7 Update invoice/billing information

8 Approve invoice/billing information

# Monetary Modification



- Submit agreements to doraward@central.uh.edu
- If new funding is awarded, a transmittal is required
- Budget, budget justification, and scope of work are required
  - If award amount has changed submit the following to the RA:
    - Revised budget & budget justification
    - Confirmation of any changes to SOW
    - Confirmation from PI of acceptance of new award amount
- Email notifications to PI

amount of \$152,768 for budget

\$152,768 for budget pending extended thru 09/26/24.

pending extended thru 09/26/24

Contract entered for modification # 31 to add budget amount of

Supervisor Post Award

Research Accountant

Supervisor Financial Area

- Step 1: Function is created
- Step 8: Mod is completed



09/12/2024

09/13/2024

09/13/2024

09/13/2024

09/13/2024

09/21/2024

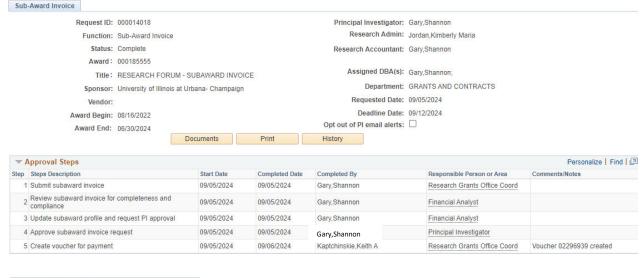
Task Description

West John Steven

Richard, Beverly J

Gary, Shannon

#### Subaward Invoice

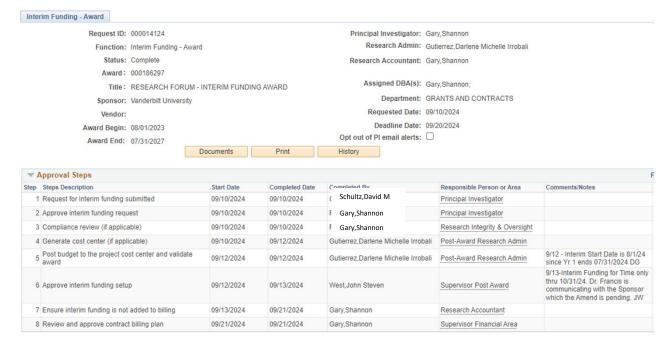


Subrecipient Invoice Information

- Submit all subaward invoices to subaward@central.uh.edu
- OCG will review for completeness and accuracy
- Subrecipients tab will reflect info related to the processing invoice on the Award Summary
- Invoice approval packet is uploaded to PS and able to be viewed on the Award Summary
- OCG will create and submit voucher for payment
- Email notifications to PI
  - Step 1: Function is created
  - Step 4: Pl approval
  - Step 5: Voucher creation



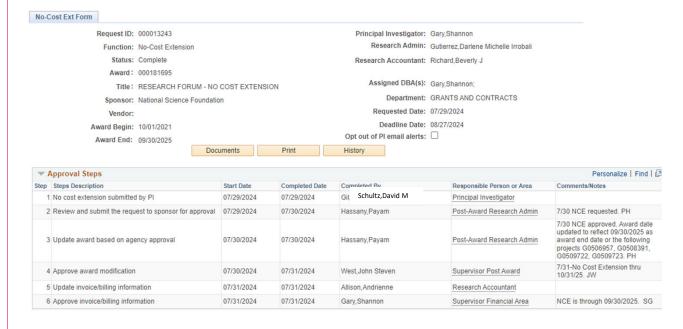
# Interim Funding



- Submitted by campus to create a cost center prior to award
- Routes to PI Dept Head and Cost Center Manager of nonsponsored research cost center
- Interim funding requests on new awards to UH require a fully approved transmittal
- Requests are limited to 3 months and up to 20% of the anticipated award amount
- Confirmation from sponsor that funding will be issued is required
- Email notifications to PI
  - Step 1: Function is created
  - Step 2: Pl approval
  - Step 8: Setup is completed



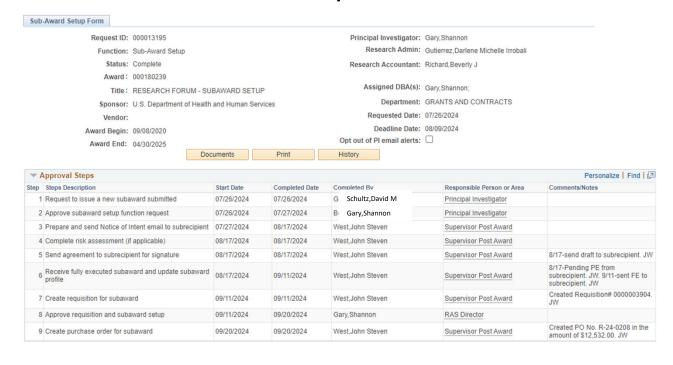
#### No Cost Extension



- Submitted by campus for OCG to obtain information to generate and submit request to sponsor
- Justification for request should tie to the scope of work needing to be completed
- Ensure that the request is not being made just because funds are remaining
- If documentation is required such as a plan for spending, confirm that this is attached to the function
- Email notifications to PI
  - Step 1: Function is created
  - Step 3: Sponsor
  - Step 6: Setup is completed



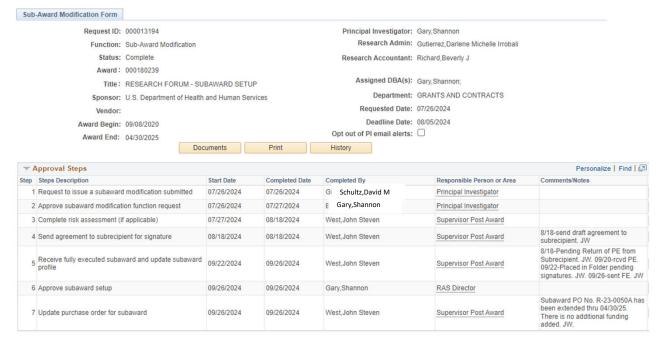
# Subaward Setup



- Submitted by campus to issue a new subaward
- Ensure obligated and anticipated amounts & dates are within award period
- Confirm that the required documents are attached:
  - Cost Reimbursable
    - SOW, Budget, Justification
  - Fixed Price
    - SOW, Payment or Delivery Schedule
- Agreement is uploaded to PS and available on Award Summary
- Email notifications to PI
  - Step 1: Function is created
  - Step 2: PI approval
  - Step 9: Setup is completed



#### Subaward Modification

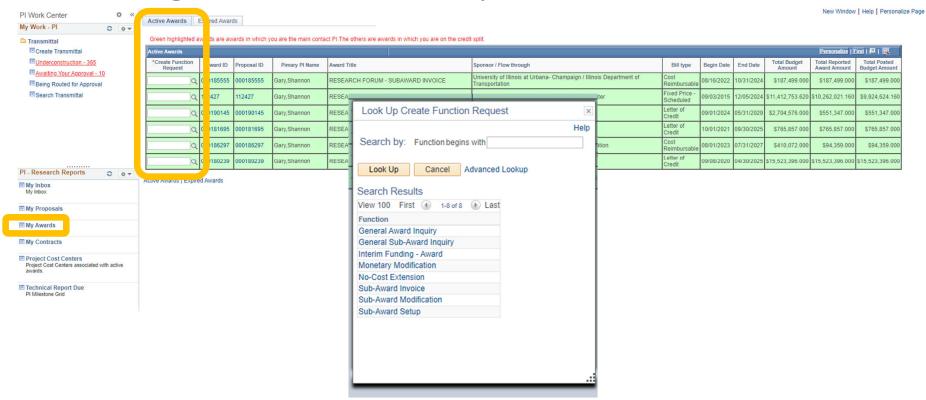


- Submitted by campus to issue a modification of an existing subaward
- Ensure that at least 1 selection is made to identify the reason for the mod
- Confirm that the required documents listed for each mod type are attached
- Agreement is uploaded to PS and available on Award Summary
- Email notifications to PI
  - Step 1: Function is created
  - Step 2: Pl approval
  - Step 7: Mod is completed





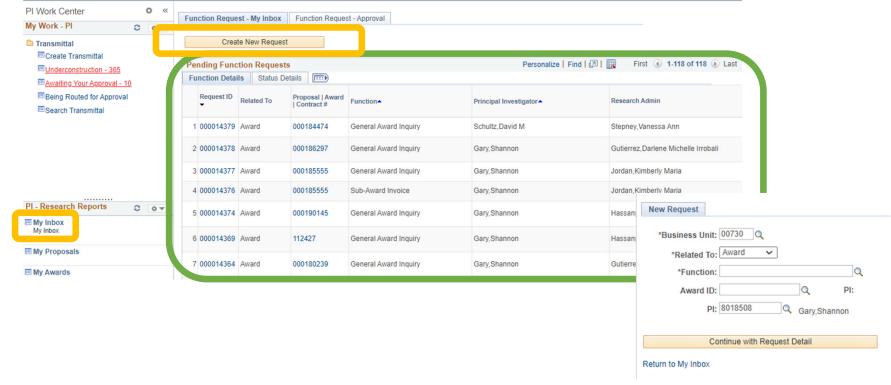
# Creating Functions – My Awards





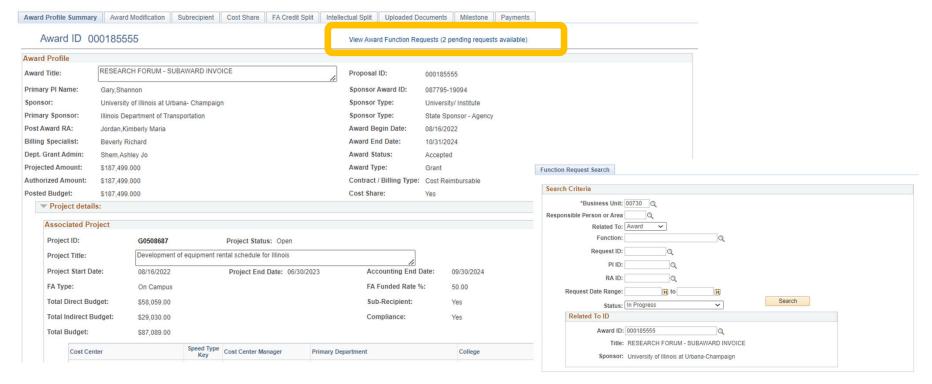


**UH Research** Forum



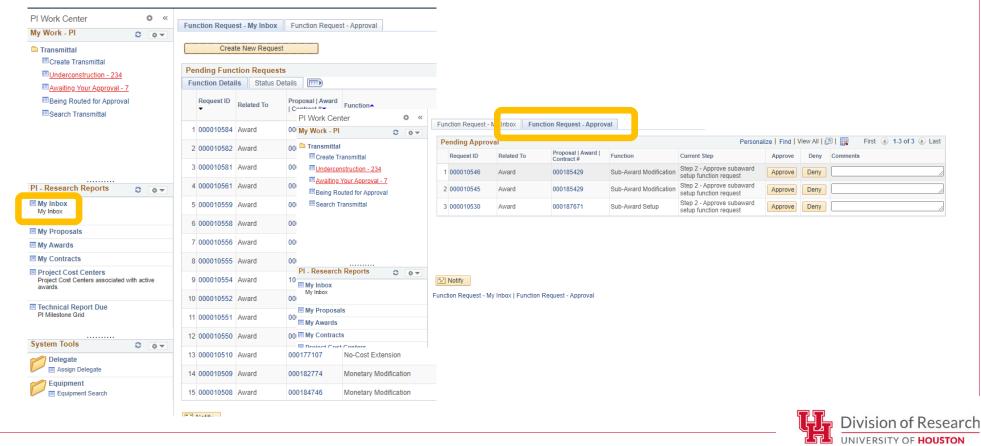


# Reviewing Functions – Award Summary





# Approving Functions



# Key Takeaways

- Functions are designed to replace the historic forms
- All functions require a Proposal or Award ID
- Some functions can only be initiated by OCG personnel, others can be initiated by the PL or DBA
- OCG will include updates in the comments, so please review
- Pls must approve functions in the Pl WorkCenter
- All requested fields must be answered and appropriate documentation attached, to reduce the need for OCG to follow up for additional information

